



Safeguarding Framework 2023

St Marylebone Parish Church is wholeheartedly committed to Safeguarding Children, Young People, Victims/perpetrators of Domestic Abuse and Adults at Risk of Harm.

St Marylebone Parish Church understands that Safeguarding is at the heart of all that it does, reflecting many of the values of the Christian Gospel of love, reconciliation and welcome. The Rector, Churchwardens and Parochial Church Council strive to make the parish church a safe place for all, promoting good safeguarding practice as integral to its mission, ministry and service.

The PCC has adopted the Church of England's/Diocese of London's policies and best practice (including that set out in the House of Bishops' *Promoting a Safer Church safeguarding policy statement*) on safeguarding which may be found on the Church of England's website www.churchofengland.org and on the Diocese of London's website www.london.anglican.org.

We have an active Safeguarding and Risk Team that carefully consider all parish activity and care for all those involved in parish life.

Our Parish Safeguarding Officer is Claire Southern, a practicing solicitor, who may be contacted by phoning 020 7935 7315.

Scope

This document covers the routine working arrangements for those under 16 whilst in the parish church's care, primarily at Young Church and Junior Choir. Additional information is attached (**Appendix Q**) relating to working with Adults at Risk of Harm (including clients and staff of the St Marylebone HCC) and Reporting Serious Incidents (**Appendix U**).

Additional activities are encouraged for the children's enrichment (trips to St Paul's, theatre visits, sleep-outs, carol singing, etc.) and will be planned and authorised on a case-by-case basis by the designated Families Ministry Lead after consultation with the Chaplain or, in the Chaplain's absence, by the Churchwarden responsible for overseeing the parish church's work with Young People and Families.

Before any Offsite Activities by members of Young Church and/or Junior Choir can take place, a full Risk Assessment is to be carried out by the designated Young Church Leader and/or the Assistant Director of Music (as appropriate). The Rector's signature must be sought to signify approval. Where appropriate the parish church's insurers are to be informed of the activity. A Risk Assessment Form can be found at **Appendix P** to this Framework document.

The overarching principles are set out in the PCC's Policy Statement (London Diocese standard form, as displayed on church noticeboards), and detailed guidance is provided in the sources given in **Appendix A**.

The Declaration on Safeguarding, Young Church & Junior Choir Registration Form, Volunteer Agreement and Volunteer Application Form (**Appendices G, M, N & T**) have been digitised using JotForm and are available to view and complete on the St Marylebone Parish Church website.

Governance

In all matters ultimate responsibility lies with the Rector and the Parochial Church Council.

The work of Young Church and Junior Choir is supported by the Safeguarding Officer and Children's Champion (**Appendix D & Appendix E**).

The People's Warden is tasked by the PCC with having oversight of the work of Young Church and Junior Choir.

The PCC employs a Families Ministry Lead (**Appendix C**) to help to deliver its work with young people which includes implementing and monitoring the Safeguarding Policy.

The Families Ministry Lead may be assisted by volunteers, some of whom will be designated Parent Leaders and Parent Helpers.

To support and help validate roles and to help ensure that Young People and Adults at Risk of Harm are kept safe, the PCC has appointed a Churchwarden with special responsibility for Safeguarding, Safeguarding Officer, Children's Champion, Adults at Risk of Harm Champion and a number of DBS Evidence Checkers. The Parish Administrator is the Lead Recruiter regarding the DBS evidence checking process for all non-HCC DBS evidence checks. The HCC Practice Manager Recruiter for HCC therapists and psychiatrists.

Recruitment and Roles

National and diocesan guidance sets out 'Safer Recruitment' practices and these are adopted for all paid and voluntary roles at St Marylebone. Those with *ad hoc* roles such as helping to serve coffee or refreshments after services and Sidesmen do not have to undergo Safer Recruitment but will be expected to read and sign **Appendix G** and **Appendix Q** of this Framework document.

These sources also provide the standard post holder job descriptions for the Safeguarding Officer (**Appendix E**), Children's Champion (**Appendix D**), Adults at Risk of Harm Champion (**Appendix R**) and DBS Lead Recruiter and DBS Evidence Checker (**Appendix F**), which are adopted for St Marylebone Parish Church.

Young Church Leaders and Parent Helpers (**Appendix N**) are volunteers who support the Families Ministry Lead. Leaders must be DBS-checked, have received diocesan as well as parish Safeguarding training and may deputise for the Families Ministry Lead when absent.

Young Church Leaders and Parent Helpers will be recruited, approved and trained. All Leaders must complete the Safer Recruitment Application Form (**Appendix T**). Leaders and Parent Helpers must sign the Volunteer Agreement (**Appendix N**) and Declaration on Safeguarding (**Appendix G**). All who deliver services on behalf of the ICC are also required to read and sign to say that they have read **Appendix G**.

Whilst it is desirable that most Young Church Leaders and Parent Helpers are parents of children in Young Church or Junior Choir, they need not be so.

Whenever possible on Sundays in term-time when Young Church is running, there will be a minimum of three Leaders/Helpers engaged with Young Church (**four** if the Families Ministry Lead is being deputised by a Leader). These numbers fall below the national guidelines for adult: children ratio provision but are predicated on the basis that all children in the parish church will have at least one parent/accompanying adult present in the building at all times when they are present.

Parent Helpers are recruited and approved as above, receive focal parish training (covering such topics as fire safety and escape, medical emergencies, etc.) and must be DBS-checked.

The role of the Parent Helpers is to support the Families Ministry Lead and Young Church Leaders in supervising the children. Parent Helpers are not authorised to lead groups independently. Other than parents accompanying their own children who are 3 years old, there should, they are using the toilet facilities, be no other adults downstairs without proper reason save for St Marylebone clergy, visiting speakers, Sidesmen or other officers of the PCC.

Whilst the children are upstairs in the parish church, their parents/accompanying adults are responsible for them at all times (and must accompany their children downstairs if they need to use the toilet facilities).

Parents with children under 3 may use the Browning Room so long as they remain with their children.

Sidesmen are to ensure that no child leaves the main worship space unaccompanied by his/her parent, a Parent Helper, the Families Ministry Lead or Families Ministry Administrator or someone authorised to work with children. They are also to notify the Safeguarding Officer, Families Churchwarden or Families Ministry Lead if a Parent/Guardian leaves the parish church while their child is still in the building.

As far as is practicable, Sidesmen on duty are to ensure that no child leaves the building unless appropriately accompanied.

Sidesmen are to ensure that any space used for the delivery of Young Church is, as far as is possible, secure and are to liaise with the Families Ministry Lead or Families Ministry Administrator as required.

Sidesmen are to familiarise themselves with the Parish' Safeguarding Policy and Code of Conduct (**Appendix G** and **Appendix Q**) and sign to say that they have done so.

Training

The Families Ministry Lead (assisted by the Parent Leaders and others as appropriate) will prepare and deliver local training for Parent Helpers and others having received appropriate diocesan-led training themselves.

Parents of Children attending Young Church or Junior Choir

All parents must register their children when they start attending Young Church and/or Junior Choir (**Appendix M**) and should complete Electoral Roll Forms (Standing Order/Gift Aid forms as appropriate). They must also read the Welcome Letter from the Rector (**Appendix J**) and, if seeking a school place, the Attendance Protocol (**Appendix K**) and Qualifying for a School Place (**Appendix L**).

It is the parent's responsibility to ensure that their child is registered as attending each time their child is brought to the parish church for an attendance-qualifying act of worship.

All parents are to read and sign to say that they have read the Diocese of London's Declaration on Safeguarding (**Appendix G**).

The Registration Form will be based on that provided in the Diocesan Guidelines and shall include a declaration that the parent does/does not give permission for photographs of their child engaged in Young Church or Junior Choir activities to be used in connection with material issued by St Marylebone Parish Church for publicity and associated purposes. A log of this will be kept by the Families Ministry Lead. A record of the registration papers, both in hard copy and electronically, are to be kept securely: hard copies are kept in a lockable storage cupboard and electronic copies in a password-protected file on the Server. Paper and other records are destroyed once a child no longer attends Young Church or Junior Choir within 12 months of their last attendance.

A Register of Attendance is kept weekly in term time and an Attendance Sheet/electronic form of registration is made available each Sunday out of term. These documents are used in conjunction with School Admission requests.

Junior Choir

Junior Choir is be regarded as an integral part of Young Church, although the principal responsibility lies with the Assistant Director of Music supervised by the Director of Music and assisted by the Families Ministry Lead or a Parent Helper (recruited, approved and trained as above). The Assistant Director of Music may be assisted in this by the Organ Scholar or other authorised assistant/helper.

Junior Choir is to keep a weekly Register of Attendance kept by the Families Ministry Lead. The same Safeguarding procedures apply to Junior Choir as to Young Church.

A Parent Helper or the Families Ministry Lead will always be present along with the Assistant Director of Music or Organ Scholar.

The responsibility of the Parochial Church Council begins and ends with the duration of the Junior Choir practice.

Safeguarding principles and procedures must be applied when the Junior Choir sings on Sundays and other occasions in respect of assembling, robing, dismissal, etc.

Clergy, Staff & Church Officers

All Clergy, employees of the PCC, IICC therapists and Church Officers are required to follow best practice with regard to Safeguarding procedures at all times and are to sign to say that they have read and understood the Guidance Notes which support the PCC/Diocesan Safeguarding Policy (**Appendix G** and **Appendix N**).

Disclosure and Barring Service (DBS)

All licensed clergy are DBS checked by the diocesan authorities before any appointment can be taken up.

Whilst it is the opinion of the Rector, Wardens and PCC that all of the following need to be DBS checked, the diocese may suggest otherwise. In each instance the PCC will follow the advice of the Diocesan Safeguarding team:

- All paid staff, volunteers and interns
- Churchwardens & Crown Sidesman
- Parent Leaders and all others who might be placed in positions of sole responsibility within Young Church or Junior Choir.
- Those who might, of necessity, have to be alone with a Young Person, *although this is to be avoided unless unavoidable*, including the Crucifer, Safeguarding Officer, Children's Champion and any members of the Choir who might teach singing or give instrumental lessons on parish church premises.

We have been advised by the Diocesan Safeguarding Team that it is NOT necessary for ALL parents, nor for Sidesmen, Coffee Rota Helpers and others engaged in similar activities to be DBS checked. It is a requirement that all who come into regular or sustained contact with Young People and/or Adults at Risk of Harm read and sign that they have read **Appendix G**, **Appendix Q** and **Appendix S** as appropriate.

A Register is maintained of all those who have been or who are required to be DBS checked. It is good practice, but not a legal requirement, to review a DBS Check at least **every five years**.

This Register shall include other relevant information such as whether or not the individual concerned has already completed an external DBS check (along with DBS number) and whether or not the individual has undertaken Safer Recruitment Training.

The PCC has authorised the Parish Administrator and HCC Practice Manager (who is responsible for ensuring Safeguarding Compliance among the IICC staff) to be DBS Evidence Checkers. All Checkers are required to attend a diocesan training session and operate in accord with current diocesan guidelines (Appendix F).

Offsite Activities

Written permission is to be obtained from all parents before any child can engage in Offsite Activities. Such activities might include such activity as Carol Singing at Christmas. The Appropriate Risk Assessment Form, which must be completed prior to any such activity taking place, can be found at Appendix P to this Framework document.

Data Protection

The responsibility for the safe storage and disposal of information and records is the responsibility of the Rector and PCC. The Data Protection Officer shall be the Director of Operations who will be supported by a number of Data Protection Compliance Officers (including Parish Administrator and the Practice Manager of the HCC and the Secretary to the PCC). A Data Protection Group will be convened by the Data Protection Officer from time to time.

Displaying Information

Copies of the Safeguarding Policy are to be kept displayed in:

- Parish Notice Boards (internal and external)
- Hamel Cooke Room
- Surgery/Crypt Vestibule
- Choir Vestry
- Parish Office
- Sacristy
- The St Marylebone HCC

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The parish church's GDPR Policy and Privacy Notices can be found at www.stmarylebone.org

Appendix A

Reference Sources

The Church of England's Safeguarding Policy for children, young people and adults
<https://www.churchofengland.org/sites/default/files/2017-11/cofe-policy-statement.pdf>

Diocesan Website - lots of material, including unaccompanied children, off-site visits, etc.
<http://www.london.anglican.org>

Policies for Safeguarding in the Diocese of London
<http://www.london.anglican.org/support/safeguarding/>

Safeguarding Policy
<http://www.london.anglican.org/support/safeguarding/safeguarding-policy/>

Safeguarding Roles and Responsibilities
<http://www.london.anglican.org/support/safeguarding/safeguarding-roles-and-responsibilities/>

Safeguarding Toolkit
<http://www.london.anglican.org/kb-category/safeguarding-information/>

Safeguarding Training
<http://www.london.anglican.org/event-category/safeguarding/>

Data Protection
<http://www.london.anglican.org/kb/data-protection/>

Data Protection Act 2018
<https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

Appendix B**Young Church Structure**

Rector and PCC
A member of the Clergy Team (Chaplain)
Families Ministry Lead
Young Church Leaders
Parent Helpers

In parallel:

People's Warden
Safeguarding Officer
Children's Champion

Junior Choir Structure

Rector and PCC
A member of the Clergy Team (Chaplain)/Assistant Director of Music
Families Ministry Lead
Parent Helpers

In parallel:

People's Warden
Safeguarding Officer
Children's Champion

Appendix C

Families Ministry Lead

The Families Ministry Lead is:

1. employed by St Marylebone Parochial Church Council to oversee the parish church's work with children and young people and to liaise with the families of children and young people connected with St Marylebone Parish Church.
2. the person who has primary delegated responsibility for delivering the programme of activities undertaken by Young Church.
3. to liaise with the Assistant Director of Music in matters pertaining to the Junior Choir.
4. to recruit, train and coordinate the deployment of Parent Leaders, Parent Helpers and First Aiders for Young Church and Junior Choir
5. responsible for ensuring that the PCC's Safeguarding Policy is enacted and monitored and to be fully appraised of all matters pertaining to Safeguarding as set out in Government, Provincial, Diocesan and Parochial guidance.
6. to supervise and line manage any volunteers or interns.
7. to be a point of pastoral contact with children, young people and their families.
8. to perform other duties as agreed with the Rector and their line manager.
9. line-managed by the Chaplain.
10. expected to work on days as agreed with their Line Manager, including Sundays.
11. expected to attend the Sunday worship of St Marylebone Parish Church at 8.30 am and at 11 am
12. expected to attend the weekly Team meeting and meetings of the PCC as available or requested.
13. to maintain accurate records and registers as set out in the Young Church & Junior Choir Safeguarding Framework attached to this document.
14. to ensure that there is always access to a well-equipped First Aid Box during Young Church and Junior Choir sessions.
15. to maintain the Accident Book for Young Church and Junior Choir.
16. to complete School Admission papers for signing by the Rector.
17. to carry out appropriate and timely Risk Assessments for any Offsite Activities and to seek the Rector's prior approval before any such activity takes place.
18. to maintain the resources of Young Church in good order.
19. manage Safeguarding and Membership forms for Young Church and other youth activities.
20. manage the database of attendees and families for Young Church and other youth activities.
21. manage Attendance registration for Sunday at 8.30 am, 11 am Young Church and other youth activities.
22. coordinate DBS checks, applications and updates for Young Church and other youth activities.
23. coordinate the resources and equipment needed for Young Church and other youth activities.
24. coordinate the extensive role of the Parish Church in Schools Admission processes.
25. keep up to date with Diocesan, CoFH and State policies/guidelines in children, youth and families work.
26. Recruit, organise and train Servers, Acolytes, Crucifers, Thurifers, etc., in partnership with the Chaplain.

Appendix D

Children's Champion Role Description

The Diocese of London (and its parishes) is committed to ensuring that all children and young people within our diocese are listened to. The Children's Champion is a key role in ensuring that the voices and needs of the children and young people are heard.

Each Parochial Church Council (PCC) should appoint a 'Children's Champion' who will give children and young people this voice within the work of the parish and is there to ensure the question 'How does this impact on our children?' is always asked. We would recommend that the person fulfilling this role is not the Church Safeguarding Officer.

This is a voluntary role responsible to the Rector.

Main Responsibilities

1. To engage and build positive relationships with children, young people and other members of the congregation and parish.
2. To communicate with children and young people actively and ensure that their perspectives and wishes are reflected.
3. To raise the profile of their role in the parish by providing information about the activities for children and young people that are available (i.e. articles in the weekly notices / parish magazine).
4. To make use of the Children's Charter to develop provision for children and young people within the areas of worship, welcome, nurture and mission.
5. Be responsible for asking the necessary questions to ensure the presence, needs and interests of children are recognised and promoted within the parish, attending a PCC meeting at least twice a year in order to achieve this. (One of which should be the meeting at which the safeguarding policy is discussed and reviewed.)
6. Work closely and confidentially with the Church Safeguarding Officer and parish clergy to inform / report / discuss any concerns, seeking support and advice when necessary.
7. To keep up-to-date with developments in ministry with children and young people in the Diocese by liaising with the Children's Ministry Advisor and Children's Society Youth Project team as appropriate and reading the Children's Ministry newsletter on the Diocesan web site.

Preferred qualities / skills for the role of Children's Champion

1. Be a regular member of the congregation, demonstrating a commitment to the parish's work with children and / or young people who shows respect for, and empathy with, children and young people.
2. Have the necessary communication skills to be able to speak with children / young people and be able to clearly state their needs.
3. Have a child-focused approach with some experience relevant to the role (i.e. teacher, youth worker, experience of caring for children).
4. Be willing to attend training in Safeguarding initially on appointment and then to regularly update this knowledge (at least every 3 years).
5. This role requires a criminal records disclosure to be requested.

Appendix E

Church Safeguarding Officer Role Description

Each Parochial Church Council (PCC) will appoint one or more people as the Church Safeguarding Officer(s) to play an essential role in fulfilling the Church's commitment to safeguard and promote the welfare of children and adults at risk. It is strongly recommended that they are a co-opted member of the PCC.

The Church Safeguarding Officer(s) will oversee the implementation of the Diocesan Safeguarding policy, along with its associated policies, procedures and guidelines in their parish. They will ensure that all allegations or suspicions of abuse are taken seriously and responded to in a timely manner.

Main responsibilities

1. Be a source of support, advice and information on all matters of safeguarding children and adults
2. at risk in the parish.
3. Be the first point of contact for children, adults at risk and other members of the congregation
4. regarding suspicions of abuse and other safeguarding concerns.
5. Respond to all safeguarding concerns in line with the Diocese Safeguarding Policy, reporting these concerns to the Diocesan Safeguarding Team and liaising with the NSPCC Helpline and the Local Authority as needed.
6. Keep the parish priest informed of all concerns, responses and activities relating to safeguarding
7. children and adults at risk.
8. Raise the profile of safeguarding in the parish, ensuring that it remains a high priority on the
9. PCC's agenda and report on any issues or concerns with the implementation of the safeguarding policy.
10. Ensure that the requirements for DBS disclosures are met for the appropriate roles.
11. Complete a list of 'local contacts' as per the Safeguarding Policy annually, sending a copy to the Diocesan Safeguarding Officer.

Those suitable for the role of Church Safeguarding Officer

- The person appointed to this role should be a regular member of the parish church who can demonstrate a commitment to safeguarding children and adults at risk of all cultural backgrounds and abilities and have a good awareness of Diocesan policies and procedures, statutory legislation and guidance. Some training in safeguarding and child protection is needed when accepting the role. Where this cannot be evidenced it should take place within 3 months of being appointed and be updated at least every three years. This role requires a criminal records disclosure to be requested.

Appendix F.1

Church Disclosure and Barring Service (DBS) Lead Recruiter Role Description

The Diocese of London (and its parishes) is committed to ensuring that all Adults at Risk of Harm within the diocese, children, young people and adults, are allowed to flourish in safe environments.

The Lead Recruiter has a key role in safer recruitment by ensuring that DBS Checks are requested when necessary and are processed in an efficient and timely fashion.

Each Parochial Church Council (PCC) should appoint a Lead Recruiter who will ensure that this process is completed. They may also appoint additional Evidence Checkers to support the Lead Recruiter.

This is a voluntary role responsible to the Church Safeguarding Officer and Rector.

Main Responsibilities

1. To distribute the required E-Bulk log-in details to those in the parish requiring a DBS Check, along with the Confidential Declaration Form if the applicant is starting a new role.
2. To ensure that the application is completed promptly via the E-Bulk system by the applicant, providing support to the applicant where necessary.
3. To verify the details entered on the system using the processes and documents specified in the 'Recruiter's Guide - E-Bulk System' document.
4. To verify the Identification Documents of the applicant
5. To complete the Section Y (Eligibility) part of the application on behalf of the applicant
6. To approve and send the form to CCPAS/Thirtyone:Eight
7. To monitor the progress of the application submitted and keeping an accurate record of the outcome when it is received
8. To keep up-to-date with changes implemented by CCPAS/Thirtyone:Eight and/or the Disclosure and Barring Service that will impact on the way applications are completed, by reading the updates sent by the Diocesan Safeguarding Team.
9. To ensure that all confidential information is carefully handled throughout the process, disclosing information to the Diocesan Safeguarding Team where appropriate and necessary, and making sure records are kept accurately and held securely.
10. When stepping down from the role, to ensure that all information is passed on to either the new post holder (if appointed) or the parish priest, and that the Diocesan Safeguarding Team is notified that you will no longer be Lead Recruiter.

Preferred qualities/skills for the roles of Lead Recruiter:

11. Be a regular member of the congregation or parish employee, ensuring that you will be available to liaise with those requiring DBS Checks in your parish/worshipping community
12. Be willing to take responsibility for the DBS process in your parish, working together with any additional Evidence Checkers, the Church Safeguarding Officer and rector
13. Have adequate time to devote to the role
14. Have an adequate level of computer skills required to use the E-Bulk system and maintain records of DBS checks undertaken in your parish
15. Have a keen eye for detail
16. Be discreet with confidential information
17. Be willing to seek support if you are unclear about any part of the procedure by contacting CCPAS and/or the Diocesan Safeguarding Team
18. Be willing to attend training on the use of the E-Bulk system as necessary

Appendix F.2

Church Disclosure and Barring Service (DBS) Evidence Checker Role Description

The Diocese of London (and its parishes) is committed to ensuring that all Adults at Risk of Harm within the diocese, children, young people and adults, are allowed to flourish in safe environments.

The DBS Evidence Checker has a key role in safer recruitment by supporting the Lead Recruiter in ensuring that DBS disclosures are requested when necessary and are processed in an efficient and timely fashion.

Each Parochial Church Council (PCC) should appoint Evidence Checkers to support the Lead Recruiter.

This is a voluntary role responsible to the Rector and the Lead Recruiter.

Main Responsibilities

1. To distribute the required E-Bulk log-in details to those in the parish requiring a DBS Check, along with the Confidential Declaration Form if the applicant is starting a new role.
2. To ensure that the application is completed promptly via the E-Bulk system by the applicant, providing support to the applicant where necessary.
3. To verify the details entered on the system using the processes and documents specified in the 'Recruiter's Guide – E-Bulk System' document:
 - a. Verifying the Identification Documents of the applicant
 - b. Completing the Section Y (Eligibility) part of the application on behalf of the applicant
 - c. Approving and sending the form to CCPAS/Thirtyone:Eight
4. To keep up-to-date with changes implemented by CCPAS/Thirtyone:Eight and/or the Disclosure and Barring Service that will impact on the way applications are completed, by reading the updates sent by the Diocesan Safeguarding Team.
5. To ensure that all confidential information is carefully handled throughout the process, disclosing information to the Diocesan Safeguarding Team where appropriate and necessary, and making sure records are kept accurately and held securely.
6. When stepping down from the role, to ensure that all information is passed on to either the new post holder, Lead Recruiter, or the parish priest, and that the Diocesan Safeguarding Team is notified that you will no longer be an Evidence Checker.

Preferred qualities/skills for the roles of Evidence Checker:

- Be a regular member of the congregation or parish employee, ensuring that you will be available to liaise with those requiring DBS Checks in your parish community
- Be willing to work in a supporting role with the Lead Recruiter, Church Safeguarding Officer and/or rector
- Have adequate time to devote to the role
- Have an adequate level of computer skills required to use the E-Bulk system and maintain records of DBS checks undertaken in your parish
- Have a keen eye for detail
- Be discreet with confidential information
- Be willing to seek support if you are unclear about any part of the procedure by contacting CCPAS and/or the Diocesan Safeguarding Team
- Be willing to attend training on the use of the E-Bulk system as necessary

Appendix G



Diocese of London Declaration on Safeguarding

Code of Conduct Guidelines

Parish Name: St Marylebone with Holy Trinity, St Marylebone (0401)

Form B To be completed by all Young Church Parents, Young Church Leaders, Parent Helpers & Sidesmen, Employees, Voluntary Helpers & Therapists and other delivering a service to clients of the St Marylebone HCC

Name:

Role:

Code of Conduct

This code represents the behaviours which constitute safe practice enabling individuals to monitor and maintain their own standards of integrity and good practice.

I agree to:

- Treat all children, young people and adults with respect and dignity, keeping my own language, attitude and body language respectful
- Courteously communicate with children, young people and adults at risk
- Avoid being alone with a child / adult at risk, keeping others within sight and always aware of my actions
- Speak up about inappropriate attitudes and behaviour that might put others at risk
- Never use illicit drugs or alcohol when responsible for a child or adult at risk
- Keep physical contact specific to the needs of the activity and always seek permission first
- Obtain consent for any photographs / videos to be taken, shown or displayed
- Never use rough play, sexually provocative words and games or any forms of physical punishment
- Never scapegoat, ridicule or reject a child, group or adult or allow others to do so
- Avoid showing favouritism or reinforcing infatuations towards me by a child or adult at risk
- Never allow unknown adults access to children or adults at risk
- Always operate within the principles, procedures and guidelines of the Diocese of London

I *(Insert full name)*
 have read the guidelines produced by the St Marylebone Parish Church for safeguarding children, young people and adults at risk. I understand that it is my duty to protect the children, young people and adults at risk with whom I come into contact. I know what action to take if suspected abuse is discovered, disclosed or suspected. I also agree to adhere to this code of conduct.

Signed

Date

To be submitted with Form A (Volunteer Agreement Appendix N) where appropriate.

Appendix H

PCC Safeguarding Responsibilities

PCC'S must formally adopt and implement the Diocesan policy for safeguarding children, young people and adults at risk 'Safeguarding in the Diocese of London' and the associated procedures provided by the Diocese.

This should take place at the first PCC meeting following your APCM each year. You are strongly advised not to amend the suggested policy statement provided. Where helpful, Parish Guidelines which implement your adopted policy may be developed and appended.

One copy of this policy statement should be kept with the PCC minutes, another copy sent to the Diocesan Safeguarding Team and one copy displayed prominently in all church premises.

1. Appoint at least one Church Safeguarding Officer to work with the incumbent and PCC to implement the policy and procedures. The Church Safeguarding Officer (CSO) should be asked to attend the PCC at least twice a year if not an elected member.
2. Appoint a person, who should be different from the Church Safeguarding Officer, to be a Children's Champion. This should be someone children know they could talk to about any problems, if they so wish.
3. Display in church premises where children's activities take place, the contact details of the Diocesan Safeguarding Adviser, Church Safeguarding Officer and Children's Champion with the contact numbers for: 'ChildLine' 0800 1111, 'Family Lives' (previously ParentLine Plus) 0808 800 222 and the CCPAS 24 hour Helpline 0845 120 4550 numbers.

A safeguarding poster has been provided as an alternative to be displayed on church premises to support parishes with this and all CSO's should have this.

4. Ensure that all those authorised to work with children (both in paid and voluntary positions) are appropriately recruited according to safer recruitment practice and are trained and supported.

Guidance is available on the website on the safeguarding pages in 'Volunteering and Working in the Diocese of London.'

5. Ensure that there is appropriate insurance cover for all activities which involve children undertaken in the name of the parish.
6. Insure all those hiring church premises undertake to fulfil their safeguarding responsibilities towards children and young people.

You should request a copy of each organisations safeguarding policy and ask all hirers to sign a copy of the PCC Safeguarding Policy Statement to confirm they will report all concerns regarding abuse to the appropriate statutory authority.

7. Review the implementation in the parish of the safeguarding children policy, procedures and good practice, at least annually. The report should be presented to the PCC by the Church Safeguarding Officer and the PCC will need to develop an 'action plan' on the steps that need to be taken in order to further develop a safer culture in the parish.

Appendix I



PCC Safeguarding Policy Statement

Parish of St Marylebone with Holy Trinity, St Marylebone

The following policy was agreed at the Parochial Church Council meeting held on 28th June 2023.

In accordance with the House of Bishops' Policy Statements '*Promoting a Safer Church*' (2017) and '*Protecting All God's Children*' (2010) and the Diocesan Safeguarding Policy '*Promoting a Safer Diocese*' (2018) our parish church is committed to:

- Promoting a safer environment and culture.
- Recruiting safely and supporting all those with any responsibility related to children, young people and Adults at Risk of Harm within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Church Safeguarding Officer (CSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.
- Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

We have appointed **Claire Southern** as our Church Safeguarding Officer (CSO) and **Adekunlé Adigun** as our Children's Champion and **Jo Sumpter** as our Adults at Risk of Harm Champion.

Copies of our Safeguarding Framework and Appendices together with "Safeguarding in the Diocese of London" are held by the parish office. These documents can also be found on our website www.stmarylebone.org

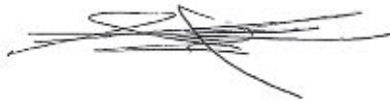
The PCC shall review this policy annually.

The next review will take place at the first PCC meeting following the APCM to be held in 2023.

Signed:



The Revd Canon Dr Stephen Evans, Rector of St Marylebone



Michael Emeka Onah, Crown Warden



Elise Ormerod, Churchwarden



Frances Endres, Churchwarden

28th June 2023

Appendix J



Welcome to St Marylebone Young Church

Dear Parent/Guardian

We are very happy that you have chosen to worship with your child here at St Marylebone. Our Young Church offers a safe, secure and stimulating environment to encourage and nurture children, young people and families in their Christian faith. At both the Sunday 8.30 Book of Common Prayer Eucharist and 11 am Choral Eucharist, Young Church worships with the congregation for the start of the service. During term time, the group then gathers and proceeds to their designated space for worship. The informal activities are designed to be fun and engaging, where children have a chance to share ideas, play and learn together. Young Church then joins the congregation for Holy Communion or a blessing and remains in the parish church for the final part of the Eucharist.

You will be asked to fill in an Electoral Roll form for yourself and a Registration form for each of your children, which will include any medical issues that we should be aware of. Please kindly consider donating to St Marylebone Parish Church, which you can do by filling out the attached Standing Order form.

We have a large number of children and, for safety reasons, the following procedures are in place:

- An attendance register, requiring the name of the accompanied child, is taken by a sidesman before you enter the church. To give our children the best experience possible, and to allow sidesmen to worship too, attendance registration *will only be possible for latecomers for up to 10 minutes*. 10 minutes after the start of the service, a sidesman will periodically be able to admit people, but registration will not be possible.
- The drop off/collection of children is **not** allowed. A parent or guardian must be always present in the building during the 11 am Choral Eucharist or 8:30 am Holy Communion.
- Before the first lesson/reading at both the 8.30 am Holy Communion and 11 am Eucharist, children remain in the service with their parent or accompanying responsible adult. At both services, please keep them in your care whilst inside the parish church and when you leave after the service.
- When joining the worship after the Young Church session, for their own safety children should *not be taken away for other commitments before the Eucharist has ended*.
- Outside term time, the services continue as normal but there is no organised Young Church. Registration still takes place, with an attendance record taken at the entrance to the parish church.
- In the event of fire, or if we must leave the building, children will be escorted to an assembly point by the Families Ministry Lead and members of the Young Church team. If evacuated from the parish church/St Marylebone CE School, please **do not** try to collect your children, as this will block exits
- Please familiarise yourselves with our public worship protocol and safeguarding procedures, available from the parish office and on our website www.stmarylebone.org.

As space is limited, we ask that only designated Young Church Leaders or Helpers attend the Young Church sessions. Please sign up to the parish church e-Newsletter, Portico, to stay informed of activities for children throughout the year.

With every good wish and blessing,

A handwritten signature in black ink that reads "Stephen Evans". The signature is written in a cursive style with a horizontal line above the name.

The Revd Canon Dr Stephen Evans, Rector of St Marylebone
020 7935 7135 rector@stmarylebone.org or families@stmarylebone.org

Appendix K



Attendance Protocol for Families

This document provides information on the attendance protocol in place at St Marylebone Parish Church to assist families attending worship in order to secure admission to a Church School.

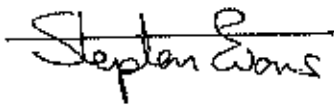
St Marylebone Parish Church **does not** decide the admissions policies for individual schools. It also **does not** decide which prospective students are awarded places at their chosen secondary schools, including The St Marylebone CE School and The St Marylebone CE Bridge School.

We care very deeply for all our Church families. We want to get to know you, and grow in faith hope and love together. We realise the challenges of building faith-full communities in the midst busy city living and the pressures families experience around school admissions and juggling children's sporting and artistic weekend commitments. Our sincere wish is to serve our families so they can flourish in faith, love and learning at Church, home, and school.

The following procedures are in place for families choosing to worship with us:

1. Parents/Guardians must fill in a Young Church Registration Form for their child on or before their first visit to us. Completing a registration form is essential before the name of any child can be added to our register and an attendance noted. The form can be obtained by emailing the Families Ministry Lead for a Welcome Pack: families@stmarylebone.org
2. St Marylebone Parish Church keeps a careful and confidential record of a child's attendance at either of our two Sunday mornings, 8.30 am Holy Communion and 11 am Choral Eucharist. In school term-time, Young Church (Sunday School) meets during both services. Activity Sheets are provided on Sundays when Young Church does not meet.
3. Children do not have to attend Young Church sessions to be recorded on the register. Children are signed-in on arrival, but the child **must** be accompanied by their **parent/guardian and the child/parent/guardian must all attend for the whole service**. Late arrivals may not be recorded as attendances unless there is a valid reason for lateness.
4. The St Marylebone Young Church register is filled in at the entrance to the parish church by a Sidesman/Welcomer. It is the responsibility of parents/guardians to provide the name of their son or daughter. This system relies on the support of dedicated Young Church parents/guardians to volunteer as Sidesmen/Welcomers at 8.30 am and 11 am. Please get in touch with the Families Ministry Lead to join our team of Sidesmen/Welcomers: families@stmarylebone.org

5. Parents/Guardians are responsible for checking the admissions procedures and timelines for each individual school at which they hope their child will attend. Please visit school websites and read each school's Admissions Policy with care.
6. Once we receive a school's "Clergy Form" from a parent/guardian, St Marylebone Parish Church will complete the required information and return the form directly to the school. Forms are not handed back to parents/guardians or children.
7. School policies regarding receiving completed clergy forms vary, but to ensure fairness, it is the policy of St Marylebone Parish Church to return each form directly to a school's admissions department.
8. The closing date for school applications varies, but the parish church will process clergy forms in time for each deadline as long as they have been handed to us in good time. A year is calculated from the date you complete a Young Church Registration Form. This is also the date from which the number of Sundays attended is calculated from.

A handwritten signature in black ink that reads "Stephen Evans". The signature is written in a cursive style with a horizontal line drawn through the middle of the name.

The Revd Canon Dr Stephen Evans, Rector of St Marylebone

28th June 2023

Appendix L



Qualifying for a Year 7 Church of England School Place Admission

This document provides important information for Parents/Guardians who join us for worship at St Marylebone Parish Church with their children. It is of particular relevance to those who attend worship with the specific intention of securing a child's admission to The St Marylebone Church of England School in Year 7.

60% of Year 7 School Admission places are allocated to Church of England applicants. To apply for a Church place, parents or legal guardians must complete a Church Admission Form.

Applicants from other faiths or those with no faith are classed as Open applicants and parents or legal guardians must complete a, Open Place Admission Form.

All applicants must also attend an Assessment Day, including those who are applying for Performing Arts places and those who are Looked After Children or Previously Looked After Children. This day is usually held at the School on a Saturday in mid-November.

To qualify as a Church of England applicant, both the parent/guardian and their child must attend worship together and have their attendance counted as a family. The attending parent must stay in the parish church when their child attends and must not leave the premises whilst their child is here.

To meet the entry requirements for a Church of England place at The St Marylebone Church of England School, at least one Parent/Guardian attending worship at St Marylebone Parish Church must qualify for inclusion on the Electoral Roll/Parish Church Membership Form. To have your name added to the Roll, you must be able confirm that:

1. you have been baptised, or are actively seeking baptism, as a Christian in the name of the Father, Son and Holy Spirit;
2. you attend regular worship at the parish church (this means at least two Sundays every month for 3 full years, that is for 78 Sundays in a continuous three-year period prior to the Admission Form being submitted for signature.

During this three-year period of attendance, you may attend another Christian parish church or cathedral in addition to your attendance at St Marylebone Parish Church, but any attendance other than at St Marylebone Parish Church will not count towards the total number of recorded Sunday attendances

If you have not been baptised, you must be willing to begin a programme of preparation for baptism for yourself and for your child at St Marylebone Parish Church. This process will have to have been completed

before you fill out a Clergy Form for Church Admission into Year 7 at The St Marylebone Church of England School.

Your child will not qualify for admission for a Church place at the school if you are not a Christian. Church places are for Christian children.

The St Marylebone Church of England School welcomes students of all faiths along with those with no faith. However, as a Church School, families from other faiths or those with no professed faith must apply for Open Places and not for Church places.

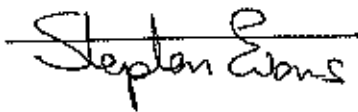
You are very welcome to start attending services at St Marylebone Parish Church whilst not having been baptised, but you will need to meet with the Rector, or another member of the Pastoral Team, to declare your intention to explore the Christian faith and to be baptised.

If you would like to discuss any issues of faith and what baptism means for you and your family, Mr Stephen or another member of the Pastoral Team will be very happy to talk with you.

Please sign below to acknowledge that you have read and understood the information in this document.

As the Parent/Guardian of a child registered for Young Church & Junior Choir, I have read the above, and accept the requirements as outlined for applying for a Church of England place at The St Marylebone Church of England School.

Name: _____ Signed: _____ Date: _____



The Revd Canon Dr Stephen Evans, Rector of St Marylebone

28 June 2023

To be completed by the parent or guardian of the child being registered. Please complete a separate form for each child, and ensure you have read each part of the form carefully.

Appendix M



Young Church and Junior Choir Registration Form

Young Church exists to encourage and nurture children, young people and families in their Christian faith. All are welcome and we aim to offer a safe, secure and stimulating environment in which to explore our faith and grow together as Christians. For more information on the group, please visit our website: <https://stmarylebone.org/information/groups-and-activities>

Junior Choir is for children aged 4 - 12, with rehearsals taking place every Sunday following the 11 am Choral Eucharist (12.30 pm - 1.15 pm). Members attending these sessions have the chance to improve their singing, make new friends and work as a group towards monthly performances in church. It is a condition of membership that Junior Choir members take part in live performances during the 11 am Choral Eucharist. All children must be accompanied by a Parent/Guardian. Attendance at Junior Choir **does not** qualify as church attendance for school admissions.

Age Range of Children:

Young Church and Junior Choir: 4-12 (older children to age 15 may volunteer with the group and take part in activities). Children aged 3 can attend but must be accompanied to the group by their Parent/Guardian.

Please tick the boxes for the parish church groups you will be attending/are interested in attending (you can select all three):

- Sunday 8:30 am Young Church during term time, in the Crypt Hall during the Holy Communion
- Sunday 11 am Young Church, in the Crypt Hall during the Choral Eucharist.
- Junior Choir, rehearsals and services as advised. Sessions are straight after the 11 am service, 12.30 pm - 1.15 pm (Please wait by the Choir Steps at the front to be collected)
- My child is aged 15 or under and in secondary school, and I am registering them to volunteer with Young Church and/or Junior Choir

Family Details

Full date of this completed application form. For safeguarding purposes your child's attendance record will begin from when we receive this form.

.....

Please specify the date your family first started attending St Marylebone, if different to the date of this form's submission.

.....

Are you and your family arriving from another church community? If so, what is the name of your previous church?

.....

Please provide us with a family photo (of you and your children) for us to keep on file. This is kept securely along with your registration details. We require family photos for safeguarding purposes, to help our team to easily identify families in church.

Child Details

Full Name of Child

(Please underline the name the child is usually known by)

Sibling details, if applicable, including their full name(s) and age(s). If they are also joining Young Church, please fill out additional Registration Form(s).

.....
.....

Date of Birth

Further Details

School Year Group

Has your son or daughter been baptised? Yes / No *(Please specify)*

Date of Baptism

Place of Baptism

Has your child been Admitted to Holy Communion Yes / No *(Please specify)*

Has your child been Confirmed? Yes / No *(Please specify)*

Date of Confirmation

Place of Confirmation

Is your child Looked After or Previously Looked After? Please see paragraph 1.7 of the oversubscription criteria of the School Admissions Code for details (published September 2021, available on the www.gov.uk website).

Whilst in our care it would be helpful to know whether your child has any long-term medical condition, any allergies or phobias or is on any medication:

.....

Is there anything else of which we should be aware?

.....

Family Doctor (name, address and telephone number)

.....

Parent 1 or Guardian 1 Details

To be filled in by the Parent/Guardian filling out this form

Parent/Guardian 1 Name:

(Please include your Title and write your name as it appears on official documentation)

What is your relationship to the child being registered? (e.g., Mother, Father, Guardian)

.....

Home Address

Telephone Number **Email**

Would you be willing to volunteer at Young Church as a Parent Helper? Yes / No (Please specify)

Do you have a DBS Clearance Certificate Yes / No (Please specify)

If Yes my DBS Number is

Date of Certificate

Parent 2 or Guardian 2 Details

Parent/Guardian 2 Name:

(Please include your Title and write your name as it appears on official documentation)

What is your relationship to the child being registered? (e.g., Mother, Father, Guardian)

.....

Home Address

Would you be willing to volunteer at Young Church as a Parent Helper? Yes / No (Please specify)

Do you have a DBS Clearance Certificate Yes / No (Please specify)

If Yes my DBS Number is

Date of Certificate

Telephone Number **Email**

Conditions of Registration

Please read carefully and specify whether you agree to the following Conditions of Registration. For further details on attendance registration, please see the Welcome Letter from the Rector.

- I agree to my child attending Young Church/Junior Choir in term time. I understand that children attending Young Church and Junior Choir must be accompanied by their parent or nominated guardian, and that their parent or guardian must remain in the parish church throughout the service/after the service for Junior Choir.
- If my child is a member of Junior Choir, I agree to accompany my child to and from rehearsals after the 11 am Choral Eucharist. I also understand that I must remain with my child throughout the meeting of Junior Choir (12.30 pm - 1.15 pm)
- I understand that my child is expected to stay for the entire 8:30 am Holy Communion or 11 am Choral Eucharist, and that I should not take my child away from the parish church until after the Dismissal. I agree to seek permission from the Families Ministry Lead in the event that I have to leave the parish church early with my child

Has Parent/Guardian 1 and, if applicable, Parent/Guardian 2 signed a Church Membership Form (Electoral Roll Form)? Yes / No *(Please specify)*. If No please complete forms.

Supporting the work of St Marylebone Parish Church

Please kindly consider donating to St Marylebone Parish Church, which you can do by filling out the Standing Order form below. Without your help, we would not be able to provide worship, activities and events for Young Church, or continue any of the important work we do in the community.

Have you filled in a Standing Order form as part of your giving to the parish church? Yes / No *(Please specify)*.

Photographs and Videos

I give/do not give permission for my child's photograph/video to be taken at/displayed at St Marylebone Parish Church or online, and for photographs, videos and live recordings of activities including my child to be used within the parish church community/for possible publication including newspaper, Church publications, and internet (such as on our official social media accounts). *(please delete as applicable)*

Signed

Date

Name of Parent/Guardian Signing the Registration Form:

.....

Your data is important to us. You will only be contacted in relation to Young Church, Junior Choir or St Marylebone Parish Church matters. Your information will not be shared with anyone else. For GDPR policy see our website.

Appendix N



Form A - St Marylebone Parish Church Volunteer Agreement, including Young Church Volunteering Roles Outline

This form should be completed by all voluntary workers with children or adults at risk in accordance with House of Bishops/London Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed.

Copies should be retained by the voluntary worker, the PCC Secretary (or other responsible body) and the person to whom the worker is responsible (i.e., the Supervisor).

Complete Section 2 for the Volunteer Worker, after reading the details under Section 1

Section 1

To be completed on behalf of the PCC, St Marylebone Parish Church

Full Name of Volunteer Worker (as it appears on official documentation e.g., Passport)

.....

Name of Group/Club: Young Church/Junior Choir

Where/when the Group Meets:

Young Church – The Samworth Hall, Howard de Walden Room and The Jerusalem Chapel. OR another designated indoor and/or outdoor area at St Marylebone Parish Church/The St Marylebone CE School.

Sundays at the 8.30 am BCP Holy Communion and the 11 am Choral Sung Eucharist.

Junior Choir – By the Choir Steps, St Marylebone Parish Church, Sundays either after the 8.30 am BCP Holy Communion or 11 am Choral Eucharist.

Age Range of Children:

Young Church and Junior Choir: 4-12 (older children to age 15 may volunteer with the group and take part in activities). Children aged 3 can attend but must be accompanied to the group by their Parent/Guardian.

Person Responsible/Supervising: Young Church Leader/Assistant Director of Music

Role to be undertaken by Volunteer Worker *(please tick as appropriate):*

- Parent Helper
- Young Church Leader (requires filling out a Volunteer Application Form, Appendix T)

Work to be undertaken by Volunteer Worker:

Escorting children registered with the group to and from the meeting space, with permission from the Families Ministry Lead/Young Church Leader.

(Young Church Leader only) Leading a Young Church activity/age-group session, which includes giving out instructions and co-ordinating Parent Helpers. When the Families Ministry Lead is absent, the Young Church Leader role includes leading Young Church for that Sunday. For how age groups are separated and how the group operates, see Appendix O.

Assisting children with craft and games activities, including explaining tasks and handing out resources.

Reading the Bible lessons, assisting with prayers and supporting the learning of the children in the group.

Escorting children who need to leave the space (e.g., they feel unwell) back to their parent or guardian.

Directing children (one at a time) to the designated toilet (see Appendix O)

(Young Church Leader only) Helping to organise special Young Church services, e.g., Harvest Festival, the Nativity, Mothering Sunday.

For further details, see Appendix O

Group to whom responsible / the appointing body: St Marylebone PCC

What training is needed? Please talk with the Rector or Chaplain or look on the Diocesan web site for details of training opportunities.

All Young Church volunteers are to start their first session with the supervision and assistance of the Families Ministry Lead.

Young Church Leaders and Helpers should complete **Basic Awareness Safeguarding Training** on the Church of England website. Please ask the Families Ministry Lead for details. Young Church Leaders to complete **Foundations Safeguarding Training**.

When is the identified training going to take place?

Within a year of appointment

Date/month when this role description is to be reviewed:

This is an ongoing voluntary role, which requires weekly, ongoing support from the Families Ministry Lead/Young Church Leader.

Signed(on behalf of the PCC)

Section 2

To be completed by the Volunteer Worker with children/young people/adults at risk

Full Name of Volunteer Worker (as it appears on official documentation e.g. Passport)

.....

I have understood the nature of the work I am to do with children/young people.

I have read the Safeguarding Guidelines produced by the Diocese of London/St. Marylebone Parish Church.

I understand that it is my duty to protect the children, young people and adults at risk with whom I come into contact.

I know what action to take if abuse is discovered, disclosed or suspected.

Signed

.....

Date

All information will be held safely and securely and in confidence, in accordance with the Data Protection Act 1998

To be submitted with Form B (Code of Conduct Guidelines Appendix G)

Young Church Map of Activities

Toilet Breaks (1 child at a time):

If a child needs the toilet from either of the rooms, 1 DBS-checked Parent Helper in classroom needs to do the following:

1. **Stand** on the threshold (entrance/exit) of the classroom, with the classroom door open, and
2. **Point**/direct the child to the designated toilet (Disabled Access. There is a Young Church Toilet sign there too)
Be aware that adults from the Congregation may be coming downstairs to use the toilets. If the single disabled-access toilet is in use, ask the child to wait in the classroom.
3. **Wait** on the threshold (entrance/exit) until the child returns to the classroom

Children below Year 1 at school will need to be accompanied to the group by their Parent/Carer

Disabled-access Toilet and **Young Church Toilet**

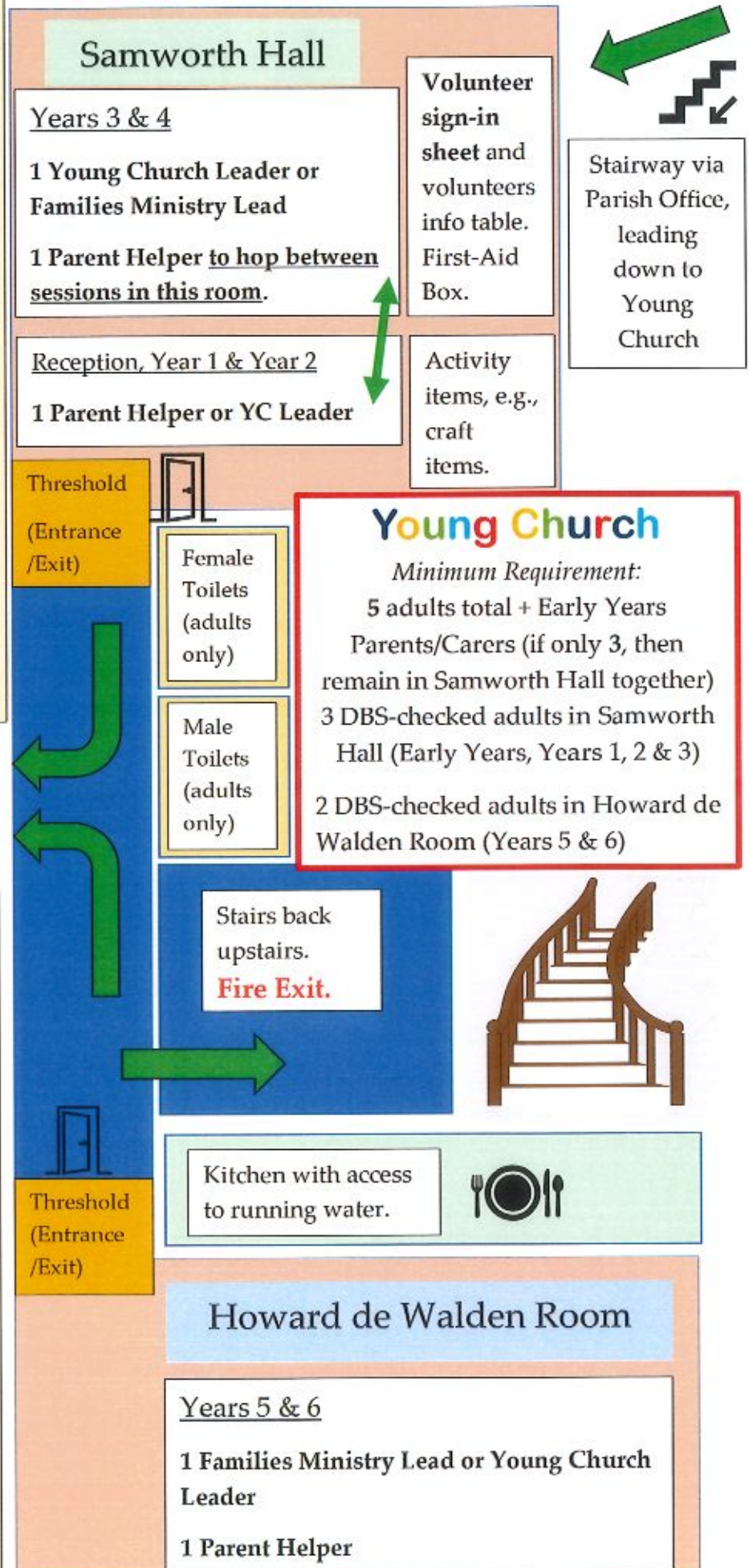


Child Behaviour

If a child presents 'behaviour that challenges', it is important to remember that this is often communicating a need or difficulty. A positive response can help, and a child may just need a bit of time to get settled into the task.

If there are two children who are not working well together/not engaging (being disruptive to themselves and others) they can be split up and asked to work with other children in the group.

If the behaviour continues to be disruptive, inform the Families Ministry Lead during the session. 1 Parent Helper will need to come and take FML's place in the other group if we have gone into separate rooms.



Appendix P



Offsite Activities

Risk Assessment

Parish Name: St Marylebone with Holy Trinity, St Marylebone

Form To be completed by Families Ministry Lead and/or Assistant Director of Music before any Offsite Activity Involving Young Church or Junior Choir Members

Name: Role: Families Ministry Lead /Assistant Director of Music

Activity:

Under additional controls you should note the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.

Hazards/risks/ Persons affected	Existing controls	Likelihood (L)	Severity (S)	Risk rating (LxS)	Additional controls

Likelihood**Severity****Risk Rating**

1 = Low (seldom)

1 = Low

1 – 2 = Low priority

There is a low risk of harm or this will be relatively simple to prevent

2 = Medium (frequently)

2 = Medium

3 – 4 = Medium priority

The likelihood of harm is probable without medication

3 = High (certain or near death)

3 = High

6 – 9 = High priority

Certain or near certain that harm would be caused if risk were not removed

Authorised by the Chaplain

Signature of the Chaplain

Date

Appendix Q



Adults at Risk of Harm

Pastoral Relationships

Anyone whose ministry/work brings them into contact with Adults at Risk of Harm should remain aware of their own behaviours and how these might be viewed by an Adult at Risk of Harm. Pastoral relationships will often run parallel with friendships and social contacts but should always remain distinct. Perceptions can be difficult to manage, and workers and volunteers should always seek to have a clear understanding with Adults at Risk of Harm people of the nature and boundaries of their contact with them.

The following principles should be followed:

1. exercise particular care when ministering to persons with whom there already exists a close personal friendship or family relationship
2. be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when any concerns arise
3. minister within your remit and limits – do not undertake any ministry that is beyond your competence or role (e.g., therapeutic counselling/psychotherapy, deliverance ministry, or giving legal advice); instead refer to the person or agency with appropriate expertise
4. avoid behaviour that could give the impression of favouritism or special relationship
5. always respectfully encourage self-determination, independence and choice
6. do not undertake any pastoral ministry whilst under the influence of alcohol or drugs

Conversations and interviews in a ministry context

Anyone whose ministry/work brings them into contact with Adults at Risk of Harm must always be aware of their language and behaviour and should consider in advance the:

1. value of taking a colleague along with them on a home visit
2. place of the meeting, arrangement of the furniture and lighting, their own deportment
3. balance of privacy for conversation with the opportunity for being seen by others (open doors or windows in doors, another person nearby)
4. physical distance between people, taking into account hospitality and respect, being aware that this may differ as a result of past trauma or abusive experiences
5. circumstances and whether they suggest a professional or social interaction
6. propriety or danger of visiting or being visited alone, especially in the evening
7. personal safety and comfort of all participants
8. the appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted
9. Workers / clergy should always establish the nature of the meeting at the outset of each interaction in respect to subject matter, confidentiality and duration. All conversations / interviews should be recorded and stored securely.

Sexual Conduct

The sexual conduct of anyone whose ministry/work brings them into contact with Adults at Risk of Harm will have an impact on their ministry/work within the Church. It is never appropriate for workers to take advantage of their role and engage in sexual activity with anyone with whom they have a pastoral relationship.

Workers and volunteers should be aware of the power imbalance inherent in pastoral relationships and:

1. must not engage in sexual activity with an adult or a child
2. must take responsibility for their words and actions if wishing to make physical contact with another adult (e.g., a hug may be misunderstood) or to talk to them about sexual matters. This will include seeking permission, respecting the person's wishes, noticing and responding to non-verbal communication, refraining from such conduct if in doubt about the person's wishes
3. must not view, possess or distribute sexual images of children and should refrain from viewing, possessing or distributing sexually exploitative images of Adults at Risk of Harm
4. avoid, as far as possible, any words or actions that might be misinterpreted by others

Financial Integrity

Financial dealings can have an impact on attitudes to the Church and the community, and must always be handled with integrity. Those with responsibility for such matters should maintain proper systems and not delegate that responsibility to anyone else. Anyone whose ministry/work brings them into contact with Adults at Risk of Harm should:

1. not seek personal financial gain from their position
2. not be influenced by offers of money, or take inappropriate responsibility for such
3. ensure that parish church and personal finances are kept apart and should avoid any conflict of interest
4. ensure any monies received for the work of the parish church are handled by two unrelated lay people
5. disclose any gift received to a responsible person from within the parish and decide on acceptance, confirmation and use
6. not canvass for donations to the parish church from those who may be vulnerable, e.g., the recently bereaved or those who lack capacity to make such decisions

This section on Financial Integrity should be read in conjunction with the PCC's Anti-Money Laundering Policy.

I

(Insert full name)

have read the guidelines produced by the St. Marylebone Parish Church for Adults at Risk of Harm. I understand that it is my duty to protect those who are at risk with whom I come into contact. I know what action to take if suspected abuse is discovered, disclosed or suspected. I also agree to adhere to this code of conduct.

Signed

Date

Appendix R



Adults at Risk of Harm Champion Role Description

The Diocese of London (and its parishes) is committed to ensuring that all Adults at Risk of Harm within our diocese are listened to. The Adults at Risk of Harm Champion is a key role in ensuring that the voices and needs of Adults at Risk of Harm are heard.

Each Parochial Church Council (PCC) should appoint a 'Adults at Risk of Harm' Champion' who will give Adults at Risk of Harm this voice within the work of the parish and is there to ensure the question 'How does this impact on our Adults at Risk of Harm?' is always asked. We would recommend that the person fulfilling this role is not the Church Safeguarding Officer.

This is a voluntary role responsible to the Rector.

Main Responsibilities

1. To engage and build positive relationships with Adults at Risk of Harm and other members of the congregation and parish.
2. To communicate with Adults at Risk of Harm actively and ensure that their perspectives and wishes are reflected.
3. To raise the profile of their role in the parish by providing information about the activities for Adults at Risk of Harm that are available (i.e., articles in the weekly notices / parish magazine).
4. Be responsible for asking the necessary questions to ensure the presence, needs and interests of Adults at Risk of Harm are recognised and promoted within the parish, attending a PCC meeting at least twice a year to achieve this. (One of which should be the meeting at which the safeguarding policy is discussed and reviewed.)
5. Work closely and confidentially with the Church Safeguarding Officer and parish clergy to inform / report / discuss any concerns, seeking support and advice when necessary.
6. To keep up-to-date with developments in ministry with Adults at Risk of Harm in the Diocese by liaising with diocesan officers and advisors as appropriate.

Preferred qualities / skills for the role of Adults at Risk of Harm Champion

1. Be a regular member of the congregation, demonstrating a commitment to the parish's work with Adults at Risk of Harm who shows respect for, and empathy with, Adults at Risk of Harm.
2. Have the necessary communication skills to be able to speak with Adults at Risk of Harm and be able to clearly state their needs.
3. Have an Adults at Risk of Harm-focused approach with some experience relevant to the role (i.e., nurse, medical practitioner, social worker, experience of caring for or working with Adults at Risk of Harm).
4. Be willing to attend training in Safeguarding initially on appointment and then to regularly update this knowledge (at least every 3 years).
5. This role requires a criminal records disclosure to be requested.



Parish Policy Statement on Safeguarding Children and Adults at Risk of Harm Adults

Every person has a value and dignity, which comes directly from the creation of people in God’s image. Christians see this potential as fulfilled by God’s re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and adults at risk.

We recognise that safeguarding is the responsibility of the whole church.

We undertake to exercise proper care in the selection, appointment, training and support of those working with children or adults at risk.

We will respond without delay to concerns or allegations that a child or adult at risk may have been harmed, cooperating fully in any investigation.

We will challenge any abuse of power by anyone in a position of trust.

We will seek to offer pastoral care to anyone who has suffered abuse.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or adult at risk.

Rector

Crown Warden

Churchwarden

Churchwarden

Safeguarding Officer Claire Southern

Children’s Champion Adé Adigun



You can contact Claire on **07963717727**

Claire is the first person to speak to if you have any concerns around the welfare of a child or adult at risk of harm.



You can contact Adé on **07767460163**

Adé is here to be an advocate for all children in all areas of parish life, making sure their views are heard and their needs are thought of.

Adults at Risk of Harm Champion

Jo Sumpter



You can contact Jo on **07986766401**

The Adults at Risk of Harm Champion is here to be an advocate for all Adults at Risk in all areas of Parish life, making sure their views are heard and their needs thought of.

Churchwarden with Particular Responsibility for Safeguarding

Frances Endres



You can contact Frances on

07470434314

Frances oversees all our work with young people and Adults at Risk of Harm

Important telephone numbers:

Diocesan Safeguarding Advisers: 020 7932 1224 | Family Lives: 0808 800 22 | Childline: 0800 1111 | NSPCC: 0808 800 5000 | Police 999 in an emergency

Appendix T



Application Form (Volunteer)

The Parish Church of St Marylebone with Holy Trinity, St Marylebone

Application Form for those applying to volunteer with children / young people / Adults at Risk of Harm*

Role _____

Please complete the following information

1. Personal Details

Full Name: Mr/Mrs/Ms/Mx/Miss _____

Address: _____

Tel Number: _____

Email Address: _____

(Please provide previous address if less than 12 months in residence)

2. Experience

Please give a brief overview of any experience or training relevant to this role including previous roles working / volunteering with children / Adults at Risk of Harm*

3. Personal Statement

Please let us know why you would like to apply for this voluntary role, what skills, qualities and experience you have that would be beneficial for the role and any particular strengths or interests you have.

4. REFERENCES

In line with Safer Recruitment practice, we need to request 2 references for this role. These must not be from family or very close friends or current clergy. One could be your employer or an incumbent from a previous parish church.

At least one referee should be able to comment on how you interact and work with the group your role is with (i.e., children / young people / adults).

Referee 1

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Relationship: _____

Referee 2

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Relationship: _____

The Parish Church of St Marylebone with Holy Trinity, St Marylebone is committed to Safeguarding and promoting the welfare of all those who are Adults at Risk of Harm. We expect all our staff and volunteers to share this commitment. This post may be subject to a Disclosure and Barring Service disclosure and identity check. You will be told if you need to undergo a DBS check.

Appendix U



St Marylebone Parochial Church Council

Charity Commission Number 1129435

Delegation by the PCC Members: Reporting of Serious Incidents to the Charity Commission

Date: 21st June 2022

1. Background

- 1.1 The members of the Parochial Church Council of St Marylebone with Holy Trinity, St Marylebone, as charity trustees, are responsible for reporting ALL Serious Incidents to the Charity Commission in a timely manner. The trustees delegate the reporting of Serious Incidents in accordance with these Resolutions.
- 1.2 The Charity Commission has approved specific Church of England guidance and templates for PCCs to use when reporting Serious Incidents to it (“PCC Guidance”). The PCC Guidance separates Serious Incidents into two types: safeguarding Serious Incidents and all other Serious Incidents. Safeguarding Serious Incidents are reported in a different way from how all other Serious Incidents are reported and so there are separate delegations for reporting safeguarding and non-safeguarding Serious Incidents.
- 1.3 If a Safeguarding incident occurs, the Safeguarding Officer (PCCSO) must inform the Diocesan Safeguarding Adviser (DSA) and respond to and manage the incident in accordance with the relevant House of Bishops’ Safeguarding Policy and Guidance.
- 1.4 Where a non-Safeguarding incident is identified, the Rector or Anti-Money Laundering Responsible Officer (AMLRO) or Crown Warden should be informed immediately. the Rector or Anti-Money Laundering Responsible Officer or Crown Warden is responsible for taking such immediate steps or actions as may be required to secure and protect the PCC’s property, assets and reputation, in accordance with any internal policies or procedures.
- 1.5 Below are two example template resolutions for the PCC to complete and adopt.
 - 1.5.1 Section 2 is a resolution to delegate responsibility for reporting safeguarding Serious Incidents to the Charity Commission and the National Safeguarding Team.
 - 1.5.2 Section 3 is a resolution to delegate responsibility for reporting non-safeguarding Serious Incidents to the Charity Commission.

Section 2

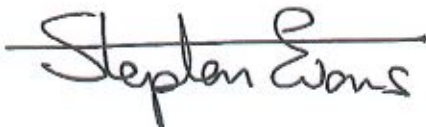
2. Delegation of responsibility to report SAFEGUARDING Serious Incidents to the Charity Commission in accordance with the PCC Guidance

- 2.1 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 Standing Committee of the PCC. All references to the Trustee Group in this delegation are references to this smaller group of trustees.
- 2.2 *The following responsibilities are delegated to the PCC's Safeguarding Officer*
1. Responsibility for contacting the DSA, if they consider a safeguarding Serious Incident may have occurred and providing the DSA with any information required.
 2. Responsibility for liaising with the DSA and reporting back to the Trustee Group on the management and reporting of the safeguarding Serious Incident by the DSA and the Diocesan Secretary (DS), including:
 3. if the DSA and DS consider that the incident does NOT need to be reported to the Charity Commission, why this is the case, for agreement by the Trustee Group;
 4. whether the incident will be individually reported or included in the next bulk report;
 5. approval of a draft report for a high-risk incident (i.e., one which will be individually reported);
 6. providing the Standing Committee with a copy of any safeguarding Serious Incident reports submitted to the Charity Commission by the Diocesan Secretary (DS) on behalf of the PCC
- 2.3 *The following responsibilities are delegated to the Diocesan Safeguarding Adviser and the Diocesan Secretary:*
1. The DSA is responsible for deciding, in consultation with the DS, whether a safeguarding incident is sufficiently "Serious" to be reported to the Charity Commission and, if so, whether it should be reported individually or included in the next bulk report.
 2. The DSA is responsible for reporting back to the PCCSO on whether the incident is sufficiently "Serious" to be reported to the Charity Commission and, if so, whether the incident is to be individually reported or included in the next bulk report. If an incident does NOT need to be reported to the Charity Commission, the DSA should provide the PCCSO with an explanation of this decision, so the PCCSO can report back to the Trustee Group for agreement.
 3. The DSA is responsible for preparing the safeguarding Serious Incident Report. Where the report relates to a high-risk incident (i.e., one which is to be individually reported), the DSA is responsible for providing the draft report to the
 4. PCCSO for approval by the Trustee Group.
 5. The DS is responsible for submitting safeguarding Serious Incident reports to the Charity Commission, on behalf of the [PCC's] trustees.
 6. The DS is responsible for sending copies of any Serious Incident reports submitted to the Charity Commission to the National Safeguarding Team and the PCCSO.

Section 3

3. Delegation of responsibility to report all OTHER Serious Incidents to the Charity Commission in accordance with the PCC Guidance

- 3.1 In order to facilitate the confidential and timely reporting of any Serious Incidents, the responsibility for the reporting of Serious Incidents is delegated to the Standing Committee]. All references to the Trustee Group in this delegation are references to this smaller group of trustees.]
- 3.2 The Rector or Anti-Money Laundering Responsible Officer (AMLRO) or Crown Warden is responsible for deciding whether, in accordance with the PCC Guidance, the incident is sufficiently Serious to require reporting to the Charity Commission. If a decision was taken that an incident does NOT need to be reported to the Charity Commission, the reasons for this decision should be agreed with the Trustee Group and recorded in writing by the PCC Secretary.
- 3.3 The Rector or Anti-Money Laundering Responsible Officer (AMLRO) or Crown Warden is responsible for preparing and submitting the Serious Incident Report to the Charity Commission. Where the report relates to a high-risk incident, the draft report should be provided to the Trustee Group for approval.
- 3.4 The Rector or Anti-Money Laundering Responsible Officer (AMLRO) or Crown Warden is responsible for providing the Standing Committee with a copy of any Serious Incident report submitted to the Charity Commission.



The Revd Canon Dr Stephen Evans
Rector of St Marylebone

28th June 2023



Emy Onah
Crown Warden

28th June 2023



Andrew Hine
Anti-Money Laundering Officer

28th June 2023

Appendix V



Inappropriate Behaviour Guidelines

Those who represent the parish church in any capacity, as staff or volunteers, when working with people of any age, but especially with adolescents, should be mindful of the fact that they may be confronted with behaviour which could be interpreted as 'flirtatious'.

Experience, notably in schools, has demonstrated that such behaviour, even if apparently light-hearted, should not be greeted with a response which could be perceived to be encouraging. It must simply be ignored. Should it become persistent, professional advice should be sought at the very earliest opportunity.

In all circumstances there must be no blurring of boundaries and adults must be always responsible for their actions and responses - no matter what the circumstance - when dealing with children or Adults at Risk of Harm.

Adults are always responsible for creating and maintaining secure, healthy and consistent relationships that will hold children and Adults at Risk of Harm safe, physically, spiritually and emotionally.