



Safeguarding Children, Young People and Vulnerable Adults: Policy and Procedure

“Every person has a value and dignity which comes directly from the creation of male and female in God’s own image and likeness. Christians see this potential as fulfilled by God’s re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm” Diocese of Bristol 2014

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1/ Policy Context

In developing this policy the Dorcan Church commits to following the safeguarding policies of the Church of England, safeguarding policy and guidance as issued by the Diocese of Bristol and commits to working within legislation and statutory guidance as related to the Safeguarding of Children, Young People and Adults.

The main relevant policies and guidance documents are:

Church of England:

Protecting all God's Children 2010

Promoting a Safe Church 2006

Promoting a Safer Church – Policy Statement, 2017

Practice Guidance: Safer Recruitment 2016

Responding Well to Domestic Abuse, 2017

Responding Well to those who have been Sexually Abused, 2011

Responding to, assessing and managing safeguarding concerns or allegations against church officers, 2017

Roles and Responsibilities of Church Office Holders and Bodies, 2017

Safeguarding Records Joint Practice Guidance, 2015

Safeguarding Records Retention Toolkit 2015

General Statement on Safeguarding Children in Towers, 2015

These documents can be found on the Diocese of Bristol Website here:

<https://www.bristol.anglican.org/safeguarding-resources/> look under National policies and procedures.

Diocese of Bristol:

Safeguarding Policy 2018

Allegations Management Procedure 2018

Ministering to those who may present a risk 2018

Safer Recruitment Guidance and Toolkit 2017,

These documents can all be found on the Diocese of Bristol website:

<https://www.bristol.anglican.org/safeguarding-resources/> and descriptions are given where these policies are referenced in this policy document.

Statutory Guidance:

Working Together 2018

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

Or online:

www.workingtogetheronline.co.uk

Care and Support Statutory Guidance 2016

This guidance from the Department of Health describes safeguarding processes for adults and the responsibilities of different organisations:

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>

2/ Policy Statement

It is the responsibility of all members of the Dorcan Church to give paramount importance to the nurture and care of children, young people and vulnerable adults in a safe and secure environment. It is about preventing harm to children and adults wherever possible.

We recognise that:

- The welfare of the child, young person or vulnerable adult is paramount.
- Everyone has different levels of vulnerability and each of us may be regarded as vulnerable at some time in our lives
- All children, young people and adults who may be vulnerable (regardless of age, disability, gender, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation) have the right to equal protection from all types of harm or abuse which can occur in all families and communities.
- Working in partnership with children, young people, vulnerable adults and their parents, carers and other agencies is essential in promoting their welfare.

We will develop a culture in our churches that:

- Enables a safe and caring community to provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- Enables and encourages concerns to be raised and responded to openly and consistently and protects children, young people and adults who may be vulnerable from actual or potential harm.
- Ensures all people feel welcomed, respected and safe from abuse.
- Values, listens to and respects children, young people and adults who may be vulnerable, encouraging them to be active contributors to the church community.
- Encourages adults who may be vulnerable to lead as independent a life as possible.

When concerns are raised we will:

- Respond without delay to every concern raised that a child, young person or vulnerable adult may have been harmed, or may be at risk of harm, through abuse or neglect.
- Work with police, local authority and other partners in any investigation, including where allegations are made against a member of the Church community.
- Challenge any abuse of power, especially by anyone in a position of trust.

If abuse has occurred we will ensure:

- Informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, including support to make a complaint if so desired.
- Supervision is provided for any member of the Church Community known to pose a risk of harm to others.
- Appropriate pastoral care is provided to any member of our church against whom an allegation is made.



In all recruitment we will:

- Carefully select those with any responsibility within the Church (including voluntary workers) in line with Safer Recruitment principles and checks (See Dorcan Church Safer Recruitment Policy and Procedures) and provide ongoing supervision, support and training.

In our publicity we will:

- Share information about good safeguarding practice with children, young people and vulnerable adults, their parents, carers and all those working and worshipping with them.

3/ Who is a child, young person, adult who may be vulnerable?

Children and young people: for the purposes of this policy means anyone under the age of 18 years. Children and young people may be abused by an adult or child, male or female. It is far more common for a child or young person to be abused by a person known to them than by a stranger. This could be a parent, family member, friend, teacher, minister or anyone else. Children may be abused in person or via electronic media, they may experience harm as a result of seeing or hearing the abuse of others.

Where conflicts of interest arise between the welfare of the child and that of adults, the child's wellbeing must always be of paramount importance and priority.

Adults who may be vulnerable: The Care Act 2014 defines an adult to whom statutory safeguarding duties apply as an adult who:

- *Has needs for care and support (whether or not the Local Authority is meeting any of these needs)*
- *Is experiencing, or at risk of abuse or neglect*
- *As a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.*

(Chapter 14 Care and Support Statutory Guidance 2016)

The definition may apply to anyone over the age of 18 who may not be able to protect themselves from abuse, harm or exploitation, which may be reason of illness, physical, sensory or learning disability or impairment, mental illness, use of drugs or alcohol. Increased vulnerability may be temporary or permanent and may be visible or invisible.

An adult may be abused or neglected by family (including spouses, parents and children), friends, carers (paid and unpaid), strangers and professionals and members of the community. Those at risk may live alone or may live with family or in a care setting e.g. residential home.

4/ What is abuse and neglect?

Please see the table attached as Appendix 1. This outlines the forms of abuse noted in legislation related to safeguarding children, young people and adults alongside some examples and potential indicators that abuse or neglect may be occurring.



Harm is the result of abuse. It is the ill-treatment or impairment of health and or wellbeing of another, including impairment from seeing or hearing the ill-treatment of another.

5/ What to do if you are concerned that abuse or neglect may be happening

You are not responsible for diagnosing abuse, but all of us have a responsibility to be aware and alert to signs that all may not be well with a children or vulnerable adult.

You may see or hear something of concern, or someone may tell you something of concern either about themselves or someone else (a disclosure).

If a child, young person or adult tells you that they have experienced abuse, are experiencing abuse or are concerned that they may be at risk:

Do	Don't
Listen without interrupting. Try to move to a quiet space if possible	Tell them to speak to someone else
Let the person talk at their own pace and say what they want to say. If you need to clarify points ask open questions like: Tell me.. what happened, Explain ... about the incident Describe ...where it was , what happened	Investigate. Ask leading questions e.g. why did they do that, was it 'name', did it hurt you?
Take it seriously and be attentive	Try not to react as though unbelieving or shocked, or jump to conclusions
Reassure. Confirm they are doing the right thing by telling you.	Tell them not to tell stories
Keep calm yourself, even if you are feeling otherwise	Promise confidentiality or to keep a secret or tell people who don't need to know.
Record what was said and the facts as accurately as possible as soon as possible, including who said what, who was listening and who was present. To be times and dated.	Try to just remember it
Tell them you need to share the concern with the right people e.g. PSO, police, social care	Contact the person the allegation is about
	Keep it to yourself

Whether a child, young person or adult has shared a concern with you or you have seen or heard something of concern:

If the situation is urgent: i.e. there is an imminent risk of harm: contact the police on 101 or 999 as appropriate or contact the Local Authority Children or Adults safeguarding Teams:

Swindon Children, Young People and Families Referral Team (Family point): 01793 466903

Swindon Out of Hours Emergency Duty Team 01793 436699

Swindon Safeguarding Adults: 01793 463555



Once you have sought advice from police or the Local Authority and the situation is made safe, inform the Parish Safeguarding Concerns Officer as soon as possible of the concern and actions taken. If the concern is about the Parish Safeguarding Concerns Officer contact the Incumbent or Diocesan Safeguarding Adviser.

If the situation is of concern but is not urgent: Contact the Parish Safeguarding Concerns Officer to report the concern (if the concern is about the Parish Safeguarding Concerns Officer, or other member of the Safeguarding team, then contact the Incumbent or Diocesan Safeguarding Adviser). They will decide with you, in light of any advice from the Diocesan Safeguarding Adviser, whether to discuss with the child, their parents or carers or the adult and any carers, and whether a referral to the Local Authority Children or Adults Safeguarding Team is needed or any other action.

In the absence of the Parish Safeguarding Concerns Officer, this should be reported to the Diocesan Safeguarding Adviser and/or Incumbent.

Note: Anyone can report a concern directly to police or the Local Authority at anytime. The Dorcan Church hopes that all will follow this policy, but where there is any concern that an issue has not been reported and should be, or any reluctance to inform the church of an incident, the Dorcan Church wishes to make clear that the most important point is that those concerns are reported to the appropriate authority so that they can be acted upon where needed.

If there is an allegation that a person in a position of trust (minister, PCC member, staff member or volunteer) has abused or neglected a child or adult or that such a person may present a risk to a child or adult: The Diocese of Bristol 'Allegations Management Procedure' will be followed (see Safeguarding Policy and Procedure folder and also on the Diocesan website). In brief this procedure requires that:

- The concern should be reported as above; report should reach police and Local Authority within 1 working day.
- The concern should not be made known to the person against whom the allegation is raised without agreement with police and or the Local Authority.
- Next steps will be decided in conjunction with police, Local Authority representatives (including Local Authority Designated Officer where there is a concern for the welfare of a child), the Diocesan Safeguarding Adviser and parish representatives (usually Parish Safeguarding Concerns Officer, Incumbent and Churchwardens).

If a person is identified who has a caution or conviction for abuse of children and or adults who may pose a risk to others: (usually those with convictions for sexual and or violent offences) the Diocese of Bristol guidance 'Ministering to those who may pose a risk' will be followed (see Safeguarding policy and procedure folder and also on the Diocesan website). In brief this guidance advises that Parish Safeguarding Concerns Officer and Diocesan Safeguarding Adviser are made aware and that the individual is informed that:

- To support their being part of the congregation as safely as possible, contact will be made with police, probation and other agencies connected with their case.



- The Diocesan Safeguarding Adviser and Church leaders will need to know of their circumstances.
- That a risk assessment will need to be completed
- And that a written agreement will be needed between the individual and the Church which agrees when the individual will or will not be involved in church services and activities, boundaries of behaviour and support offered.

In considering each situation, when required, the insurance company should be contacted, together with other strategic personnel. The Diocesan Safeguarding Adviser will be able to advise.

6/ Confidentiality and consent

What is confidential information: Information not already lawfully in the public domain, not useless or trivial, given in circumstances reasonably understood as confidential, breached when not authorised by the giver.

Confidentiality: The Dorcan church accepts the principle that only those with a need to know should be made aware of safeguarding concerns or other confidential information. All staff, ministers and volunteers are expected to share confidential information appropriately and to ensure that written records and verbal information is shared responsibly and stored securely.

Consent: The Dorcan church accepts that all people have a right to make their own views and wishes known and that these wishes should be followed wherever possible.

Children: Where there is a concern that a child is experiencing or at risk of abuse or neglect they may ask those that know not to tell anyone. The Dorcan Church accepts that we can not do this; these concerns must be reported to the appropriate authorities to enable the child or young person to receive appropriate help and support. The Dorcan Church asks all staff, ministers and volunteers to explain this to children in their care when appropriate.

Where there is concern that a child is experiencing or is at risk of abuse or neglect the Dorcan church expects that parents and carers will be communicated with, and will have their consent sought for information to be shared with the Local Authority or other agencies. This should happen except where there is concern that to do so would place a child at increased risk or where a parent or carer may be involved in the sexual abuse of the child. In those circumstances advice of the Local Authority or police should be sought before informing the parents or carers of the concern.

Where the allegation is against an individual who may have access to other children or vulnerable adults, the referral should be made without seeking consent from parents or carers- how they are made aware of the concerns will be decided alongside statutory agencies.

Adults: Adults have the right to make their own decisions about their lives. Consent should be sought from an adult before information is shared about them. However, where an adult withholds consent for a safeguarding concern to be shared with statutory authorities (police and local authority), this should be accepted except where there may be others at risk (e.g.



is the abuse or neglect is happening in a care home or hospital of the abuser has access to other vulnerable adults or children) or where there is reason to doubt that the individual has capacity to make that decision or where there is imminent risk of serious harm. Advice should be sought from statutory services or the Diocesan Safeguarding Adviser where there is any doubt as to whether a concern should be referred.

7/ Record Keeping

The Dorcan Church does not have access to secure email systems. Therefore great care should be taken where email is used to ensure that confidential information is not open to being accessed by unauthorised individuals. Individual's confidential information should not be communicated via email (e.g. any information should not make the individual identifiable by name, address etc.).

Safeguarding concerns: Records of all safeguarding concerns will be maintained by the Parish Safeguarding Concerns Officers. They will keep a record of the initial concern and all actions taken. The records will be securely held in a locked filling box, within a locked Safeguarding filling cabinet, in the locked church office. Only the Safeguarding Concerns Officers, Incumbent and Safeguarding Administrator have access to these records.

All those involved with any safeguarding concern must ensure that they provide to the Safeguarding Concerns Officer any records related to that case for secure storage.

Safeguarding supporting papers: Other papers e.g. application forms, references, volunteer lists, training records, DBS checks will be securely held within a locked Safeguarding filling cabinet, in the locked church office. Only the Safeguarding Concerns Officers, Lead Recruitment Officer, DBS Officer, Safeguarding Administrator and Incumbent have access to these records.

Some of the above documents are also held electronically. Where this is the case, they will be stored in an electronic folder which is password protected on the parish office computer, and some of these may also be held at the homes of the members of the Safeguarding team, again password protected.

Records will be retained as per Church of England guidance 'Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church' 2015 (Available on the Diocese of Bristol website). A summary is also provided in the "Records management toolkit" from the Church of England (available on the Diocese of Bristol website). **However, the Church of England is one of 12 investigations to be made under the government's Independent Inquiry into Child Sexual Abuse and whilst this inquiry is open, no files relating to safeguarding are to be destroyed.**



8/ Safer Recruitment and ongoing support and supervision

All recruitment of staff and volunteers will be undertaken in line with Church of England policy 'Safer Recruitment' 2016, and is to be followed whether or not a role is DBS eligible. See the Dorcan Church Safer Recruitment Guidance for further information.

Recruitment of staff and volunteers will only be undertaken by those delegated such responsibility from ECC.

Recruitment of staff and volunteers will only be undertaken according to agreed process.

All recruited staff and volunteers will be made known to ECC.

No one who has not been safely recruited will be permitted to work unsupervised with children, young people or adults who may be vulnerable. There will be times when individuals would like to "see" an activity and be involved prior to making a decision to commit to being a volunteer and going through the recruitment process. Whilst understandable, any involvement should be for one session only and under close supervision.

In brief: All staff and volunteers will:

- ❖ Have all recruitment checks completed and approved prior to starting in role. This will include a self-declaration, DBS check (where relevant), references and a job description
- ❖ All eligible staff and volunteers will have a repeat DBS disclosure every 5 years. Any lapsed DBS check will require the post holder to stand down until the check has been completed.
- ❖ Attend safeguarding training as required by the Church of England and Diocese of Bristol
- ❖ Attend any other training as decided by the ECC
- ❖ Have a named supervisor (usually the activity leader)
- ❖ Adhere to the Code of Conduct for working with children and young people and adults who may be vulnerable, as detailed in the Dorcan Church Good Practice Guidelines

9/ Roles and Responsibilities



The safeguarding and protection of children and adults at risk is everyone's responsibility, not just parents, guardians or carers. The **legal responsibility for safeguarding rests with ECC and the Incumbent**, and together they are accountable.

Name	Responsibilities
Ecumenical Church Council	<ul style="list-style-type: none">❖ Agree, implement, monitor and review annually this safeguarding policy and all associated policies and guidelines❖ Ensure copies of the policy and procedures are freely available to those who want them❖ Ensure there is a procedure of reporting and recording concerns, allegations or disclosures❖ Ensure all staff and volunteers are recruited safely❖ Agree and implement supporting good practice guidance and processes, including record keeping❖ Recruit and adequately support with resources and adequate funds, the Parish Safeguarding Officers team❖ Ensure all staff and volunteers are adequately supervised and trained, with refresher training every 3 years❖ Ensure adequate insurance for all activities❖ Receive and review annual safeguarding checklist for activity leaders❖ Ensure someone on ECC is appointed to liaise with Safeguarding team if none of the team are on ECC❖ Ensure safeguarding is a regular agenda item
Incumbent	<ul style="list-style-type: none">❖ Act as a point of contact should there be any safeguarding allegation or concern regarding a PSO❖ Report to ECC on behalf of the safeguarding team, regarding adherence to policy and practice
Parish Safeguarding Recruitment Officer (SRO)	<ul style="list-style-type: none">❖ Safely recruit volunteers according to the Dorcan Safer Recruitment Guidance❖ Maintain recruitment records and list of authorised volunteers❖ Support the ECC and Incumbent with reviewing the Parish safeguarding policies and procedures and ensuring their implementation.❖ Attend training as required❖ To be familiar with the Dorcan church safeguarding policy and procedures of the Diocese of Bristol❖ To ensure safe storage of all data and records related to safeguarding.



<p>Parish Safeguarding DBS Officer (SDO)</p>	<ul style="list-style-type: none">❖ Process DBS disclosures for the church and maintain records❖ Advise SRO when 5-yearly DBS re-checks are required, and process them accordingly❖ Support the ECC and Incumbent with reviewing the Parish safeguarding policies and procedures and ensuring their implementation.❖ Attend training as required❖ To be familiar with the Dorcan church safeguarding policy and procedures of the Diocese of Bristol❖ To ensure safe storage of all data and records related to safeguarding.
<p>Parish Safeguarding Training Officer (STO)</p>	<ul style="list-style-type: none">❖ Arrange and monitor required training for all authorised volunteers, and keep training records❖ To communicate to ECC and relevant people, information regarding safeguarding training required and available courses❖ Support the ECC and Incumbent with reviewing the Parish safeguarding policies and procedures and ensuring their implementation.❖ Attend training as required❖ To be familiar with the Dorcan church safeguarding policy and procedures of the Diocese of Bristol❖ To ensure safe storage of all data and records related to safeguarding.
<p>Parish Safeguarding Concerns Officer (SCO)</p>	<ul style="list-style-type: none">❖ To be available for any child or adult to speak to regarding any concerns, including making themselves known to all in the Church and having contact details and picture displayed within Church premises.❖ Respond to all safeguarding allegations and concerns according to policy and guidance❖ Communicate to Diocesan Safeguarding Team regarding reporting/management of safeguarding issues in congregation and allegations against Church Officers❖ To alert the Diocesan Safeguarding Team to the presence of any individual in the congregation who has a relevant conviction or caution or there is reason to believe that they may present a risk to vulnerable adults or children❖ Support the ECC and Incumbent with reviewing the Parish safeguarding policies and procedures and ensuring their implementation.❖ Attend training as required❖ To be familiar with the Dorcan church safeguarding policy and procedures of the Diocese of Bristol❖ To ensure safe storage of all data and records related to safeguarding.❖ Keep appropriate records filled and up-to-date



Parish Safeguarding Administrator (SA)	<ul style="list-style-type: none">❖ To assist the Safeguarding team in filling, administration, and maintaining version control of various working documents❖ Assist activity leaders in their safeguarding responsibilities, as required❖ Monitor for receipt of annual checklist from activity leaders for ECC❖ Be point of contact for paperwork and communication from the Bristol Diocese, and work with safeguarding team to identify areas of processes, procedures and policies which need amending❖ Support the ECC, Incumbent and team with reviewing the Parish safeguarding policies and procedures and ensuring their implementation.❖ Attend training as required❖ To be familiar with the Dorcan church safeguarding policy and procedures of the Diocese of Bristol❖ To ensure safe storage of all data and records related to safeguarding.
Church Wardens	<ul style="list-style-type: none">❖ Take part in the allegations management procedure when required❖ Take part in an 'agreement' as per 'ministering to those that may present a risk
Activity Leaders	<ul style="list-style-type: none">❖ Follow the Safeguarding policy and associated good practice guidance, including providing job descriptions and interviewing volunteers❖ Ensure that activities are run according to good practice guidance❖ Ensure there is a risk assessment for the activity❖ Complete an annual safeguarding checklist for ECC❖ Report any safeguarding concerns as per policy❖ Ensure all volunteers are safely recruited❖ Ensure all volunteers have in date training and DBS check as required❖ Ensure all new volunteers receive agreed induction❖ Supervise agreed volunteers❖ Review with volunteers after probation period and advise SRO
Staff and Volunteers	<ul style="list-style-type: none">❖ Follow the safeguarding policy and associated good practice guidance❖ Report any safeguarding concern as per policy
Church members	<ul style="list-style-type: none">❖ Be aware of the safeguarding and associated policies❖ Report any concerns as per policy



Centre Administrator	<ul style="list-style-type: none">❖ Ensuring organisations and individual users who regularly hire the premises have their own policy which is fit for purpose.❖ Ensuring organisations and individual users for one off events are aware of who to contact if they are concerned about any issue occurring whilst on the premises
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10/ Additional Related Policies

Photographs and videos: It is the policy of the Dorcan Church that no one should take photographs of children or young people without the consent of that child’s parent or carer and the consent of that child where they are old enough to give consent.

Where photographs are to be taken consent will be gained from parents and carers in advance

No photo will be taken, shared or used for any purpose which shows a child in any state of undress.

Children will not be named in publicity related to photographs or video.

Where an event may be photographed and is open to the public; signs will be displayed noting that photographs and or video may be taken and inviting anyone not wishing to be in any photos or video used to make this known to a named person.

Only activity leaders or ministry team members may ask for parental consent and arrange the taking of any photo or video.

Communications and Social Media: It is the policy of the Dorcan Church that no one employed on a paid or voluntary basis, serving as an ECC member or as a licenced minister will contact children or young people directly via social media, email, phone or text without the knowledge and consent of that child or young person’s parent or carer. They must also not accept children or young people as “friends” on their personal social media page.

Where such contact needs to be made (for example a text to advise of a change of time for an activity) the child’s parent or carer will be asked for consent in advance and the parent or carer will be copied into that communication.

Very rarely contact may be made with a child or young person without the knowledge of the child’s parents or carers (for example where there are serious safeguarding concerns for a child and it would increase the risk to the child to contact the parent). In this case the person making contact with the child must agree in advance with the Parish Safeguarding Concerns Officer that this is appropriate and must keep a record of all communications.



Where a group wishes to have a social media account to publicise or communicate regarding their group or activity the following will apply:

- ❖ ECC are to give agreement to any new social media accounts
- ❖ The account shall not be a personal account belonging to any group member or leader; it will be a separate group account.
- ❖ More than one adult will be administrator for the account so that all content and messages can be seen by more than one adult.
- ❖ All users will be made aware that bullying, harassment or other anti-social behaviour will not be tolerated. Information will be available to all users about how to raise a concern about the conduct of others and who with.
- ❖ Steps must be taken to prevent people outside the group having access to the names or personal details of anyone who is part of the group e.g. if a group Facebook page is used, the account settings should prevent group members being identified and any message sent to anyone other than the administrator.
- ❖ All those in a leadership role will ensure that their language is professional and appropriate e.g. not adding 'xx' to messages, not using nicknames that are not what the leader is called by everyone else, avoiding addressing others by endearments which would be ambiguous, such as 'love'.
- ❖ Further advice and information regarding online safety is available from the Diocese Safeguarding Team.

Hire of Church Premises

Organisations and individual users meeting at St Paul's centre and St Tim's will be expected to adhere to this safeguarding policy or where they work regularly with children, young people or adults who may be vulnerable, to have their own safeguarding policy.

The centre manager is responsible for overseeing centre users and ensuring that that agreed hire process and forms are in use. This will include obtaining a copy of the hirers safeguarding policy where relevant and providing a copy of this policy.

11/ Policy implementation and Review

This policy is agreed by the Dorcan Church ECC.

All staff, volunteers and ministers are required to abide by this policy and associated good practice guidance.

This policy will be made available on the Church website, a copy will be available in each church.

This policy will be monitored via annual Diocesan audit and annual report to ECC

This policy is to be reviewed annually.



Document Control Information			
Document Issued By	Trudie Wigley		Incumbent
Document Issue Date	12 August 2016		
Review Frequency	Annual		
Next Review Due	August 2017		
Version History	0.4	Oct 15	Initial pre-ECC draft
	0.5	Oct 15	Formatting changes
	1.0	Oct 15	Approved by ECC and Issued
	1.1	Aug 16	Policy rewrite and format
	1.2	Aug 16	Amendments following DSA comments
	1.3	Sept 16	Updating policy dates; clarification that recruitment process required whether or not eligible for DBS; additional clarification of roles of ECC and safeguarding team members.
	1.4	Sept 16	Approved by ECC
	2.0	Feb 19	Biennial policy review and update incorporating the following: <ul style="list-style-type: none">List and links to updated policies and guidance documents (page 2)Updates to Communications and Social Media Section (page 14)
2.0	March 19	Approved by ECC	