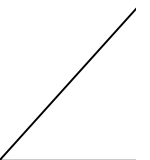


APPENDICES



1. A model Parish Policy on the Safeguarding of Adults in the Church

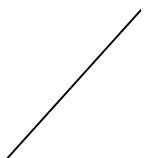
This statement was adopted by (Parish) at a PCC meeting on
This policy will be reviewed annually by the PCC and a report given to the Annual Parochial Church Meeting by the parish representative in order that the policy might be monitored.

1. We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
2. As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
3. We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
4. We commit ourselves to promoting safe practice by those in positions of trust.
5. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
6. It is the responsibility of each of us to prevent the physical, verbal, emotional, financial, sexual, institutional and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.
7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
8. The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.
9. The parish adopts the guidelines of the Church of England and the Diocese.
10. Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

This church appoints to represent the concerns and views of vulnerable people at our meetings and to outside bodies.

Our CRB validator is.....

Incumbent
Churchwarden
Churchwarden
Date



2. Parish information and application form for all paid and voluntary workers with vulnerable adults

The post or task for which you are applying will require a disclosure from the Criminal Records Bureau at the enhanced level before the position can be confirmed. The possession of a criminal conviction will not necessarily be a bar to taking up the post. All information received during the recruitment process will be carefully assessed for its relevance. The Diocese has policies on the recruitment of ex-offenders and on the secure storage of sensitive information. These policies may be obtained from your parish Safeguarding Vulnerable Adults Coordinator

Name

Maiden or former name

Address

Any previous address in the last 5 years

.....

Previous church in the past 5 years

.....

Telephone (Home) (Work)

May we telephone you at work if necessary?

Role applied for

Describe any educational qualifications or training courses which are relevant to this position

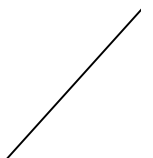
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.....

Describe any educational qualifications or training courses which are relevant to this position

.....

.....



Describe any employment, volunteer positions or experience which is relevant to this position

.....
.....

Name and address of two referees who know you well, but who are not related to you, one of which can comment on your abilities and attitudes to vulnerable people

Referee 1

Name
.....

Address
.....
.....

Referee 2

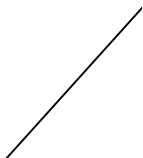
Name
.....

Address
.....
.....

I agree to complete a confidential declaration form and apply for a disclosure from the Criminal Records Bureau at the enhanced level [NB: Delete if not required]

Signed

Date



3. Confidential Declaration with Respect to Work with Vulnerable Adults

To be completed by those wishing to work with children or vulnerable people.

The Confidential Declaration form applies to beneficed clergy, those who hold the bishop's licence or permission to officiate, employees, ordinands and volunteers who are likely to be in regular contact with children or vulnerable people. This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan/bishop's adviser for children and vulnerable people. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

1. Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?

YES NO

Note: Declare all convictions, cautions, warnings or reprimands however old or whether you are at present under investigation by the police. Motoring offences that cannot be dealt with by a prison sentence need not be declared. Posts where the person is working or coming into regular contact with children or vulnerable adults are exempt from the 'Rehabilitation Act 1974'. Convictions obtained abroad must be declared as well as those from the UK.

2. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

YES NO

3. Are you at present under investigation by the police or an employer for any offence?

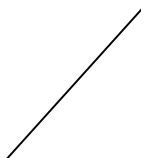
YES NO

4. Has your name been placed on the Independent Safeguarding Authority Barred list, barring you from work with children or vulnerable people?

YES NO

5. Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm* to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm from you?

YES NO



Note: Declare any finding of fact by a civil court that your actions have significantly harmed a child or vulnerable adult. Declare any court orders made on this basis.

6. Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm?

YES NO

Note: Make any statement you wish regarding any incident you wish to declare.

7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

YES NO

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the police, Children's Services, an employer or voluntary body must be declared. Checks will be made with the relevant authorities.

8. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

YES NO

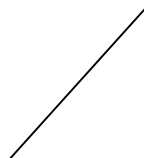
Note: All these matters will be checked with the relevant authorities.

9. Have you any health problem(s), which might affect your work with children or vulnerable adults?

YES NO

Note: Declare in confidence any health issues that may affect your ability to work with children or adults. This question is primarily intended to help you if you subsequently need to withdraw from work e.g. because of a recurring health issue.

* Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility.



Declaration

I declare that the above information (and that on the attached sheets **) is accurate and complete to the best of my knowledge.

Signed

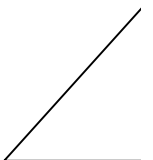
Full name

Date Date of Birth

Address
.....

** Please delete if not applicable. Please return completed form to:
Before an appointment can be confirmed applicants may be required to provide an enhanced Disclosure from the Criminal Records Bureau and Register with the Independent Safeguarding Authority – see incumbent or parish coordinator for details.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people or vulnerable adults.



4. Sample of Letter to be sent to referees

Dear

(Name.....) has volunteered to help with vulnerable adults in this parish, and has provided your name as a referee who can vouch for his/her suitability to work with vulnerable people.

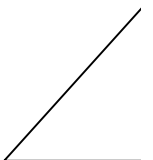
I should be grateful if you would complete the questionnaire provided and return it to me at the above address. Any information given will be treated in confidence and disclosed only in order to protect vulnerable people, or to the applicant with your foreknowledge.

I would be happy to discuss this request with you if necessary and please do not hesitate to contact me if you have any queries.

May I take this opportunity of thanking you for your help.

Yours sincerely

Vulnerable Adults Coordinator
Parish of (name of parish)



5. Sample reply form for referees

Reference questionnaire

Private and confidential (please state if there is anything you write that you do not wish the applicant to see)

Name of Volunteer.....

Your relationship to the volunteer (please circle)?

Relative Friend Employer

Other (please specify).....

How long have you known the Volunteer?.....

Is the applicant suitable to work with vulnerable adults?

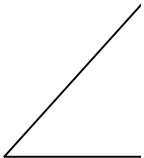
.....

From your own knowledge and experience of the applicant, please comment on his/her honesty, reliability, health and experience of working with vulnerable people.

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Are there any reasons which would give you concern about the applicant taking up this role in the Parish?

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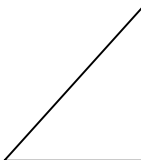


This section is for you to add any other comments as to the applicant's suitability:

.....
.....
.....

Signed.....

Date.....



6. SAMPLE Job role for volunteers / workers with Vulnerable Adults

This form should be completed for all workers with children, young people and vulnerable adults. If the role changes substantially a new form should be completed. Copies should be retained by the volunteer, the Secretary to the PCC and the person to whom the volunteer is responsible.

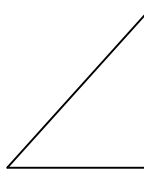
Name of worker A N Other	Job role (Example) Parish Eucharistic Minister to the Housebound
Job Purpose (Example) To bring the Eucharist into the residence of housebound people	Person to whom responsible

<p>Main Responsibilities</p> <p>(Example)</p> <ul style="list-style-type: none"> To bring the Eucharist from the Parish Church to people in the community who are housebound, due to health, age or disability. To follow instruction given by the church for the reverend conveying of the Eucharist and to follow the appropriate format for the administration of the Eucharist When visiting people either in hospital or in a residential home, to respect the policies and regulations of the organisation, particularly by notifying someone in a supervisory position , of your presence in the home To adhere to Diocesan policy and procedures for the protection of children, young people and vulnerable adults. <p>In order to sign the declaration below you are expected:</p> <ul style="list-style-type: none"> To attend the Diocesan Training of Eucharistic Ministers which includes safeguarding training To attend any further safeguarding training as is required by the Diocese.

Group/Individual to whom responsible:

Signed (on behalf of the PCC)

<p>To be completed by the worker with vulnerable adults</p> <p>I have read the guidelines produced by the church for safeguarding children, young people and vulnerable adults and understand and accept that it is my duty to safeguard the welfare of children, young people and vulnerable adults.</p> <p>Signed _____ Date _____</p>



7. Consent form to use of images

Parish of.....

We would like to take a photograph/make a video or webcam recording of you. These images may appear on the church notice board, in printed material or on our website.

To comply with Data Protection Act 1998, we need your permission to do this and would ask that you sign and date the form where shown. We will not use the images for any other purpose.

I hereby give consent to allowing an image of myself to be displayed in (location).....

For the period of.....

After which time I understand that it will be (delete as appropriate):

Destroyed

Returned to me

Kept in the church album

I have read and understood the conditions of use on the back of this form.

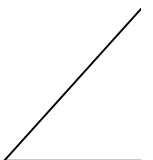
If there is any change to my decision I will inform (*).

Name of person to be photographed:

Signature of person being photographed: _____

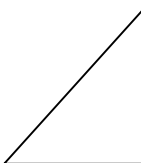
Print Name: _____

Date: _____



Conditions of use

1. This form is valid for (length of time in weeks, months, or years) from the date of signing. Your consent will automatically expire after this date.
2. We will not reuse any images after this time.
3. We will not include details or full names (which means first name **and** surname) of any person in an image on our website, on video, or in printed publications, without their expressed permission.
4. We will not include personal email, postal addresses, telephone or fax numbers.
5. We may use group images with very general labels.
6. We will only use images of people who are suitably dressed to reduce the risk of such images being used inappropriately.



8. Useful contact information

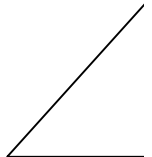
Social Services (<i>East Sussex</i>)	Contact Social Care Direct on 0345 60 80 191. If you need to discuss your concerns outside normal office hours, you can contact the Emergency Duty Service on 07699 391462. 0345 60 80 191 between 5pm and 9am, Monday to Friday, and all day Saturday, Sunday and Bank Holidays. Out of hours emergency tel – 07699 391462.
Social Services (<i>West Sussex</i>)	Contact the Adult Safeguarding Unit on 01243 777100. If you need to discuss your concerns outside normal office hours, you can contact the Emergency Duty Service on 01903 694422. -
Social Services (<i>Brighton & Hove</i>)	Contact the Access Team on 01273 295555 Mini-com: 01273 296388 email: accesspoint@brighton-hove.gov.uk Out of office hours (in an emergency) via the Police
Police	999 in an emergency County wide (non emergency) local number 08456070999
Diocesan Safeguarding Adviser	01273 421021
(If your parish is on the border of another county)	
Social Services (Hampshire)	01962 870500
Social Services (Surrey)	08456 009 009

EXTERNAL DOCUMENTS TO SUPPORT THIS POLICY

Document	Where to access
<i>Sussex Multi Agency Procedures for Safeguarding Vulnerable Adults</i>	www.westsussex.gov.uk

INTERNAL DOCUMENTS TO SUPPORT THIS POLICY

Document	Where to access
<i>House of Bishops' Policy – Promoting a Safe Church</i>	www.cofe.anglican.org
<i>Diocesan Child Protection Policy, Procedures and Good Practice Document – The Care and Protection of Children and Young People</i>	www.diochi.org.uk



9. Resources for people who may be vulnerable

Action on Elder Abuse
80 8808 8141
<http://www.elderabuse.org.uk>

Support, helpline and training materials.

Age Concern England
Astral House
1268 London Road
London
SW16 4ER
020 8765 7200
<http://www.ageconcern.org.uk>

A national organization offering advice and information about issues concerning older people. There are also local groups offering support and advocacy services.

Alzheimer's Society
Gordon House
10 Greencoat Place
London
SW1P 1PH
<http://www.alzheimers.org.uk>

A national organization, concerned with people who have dementia, with local groups and a web site providing support to families and training.

Help the Aged
207-221 Pentonville Road
London N1 9VZ
Tel. 020 7278 1114
<http://www.helptheaged.org.uk>

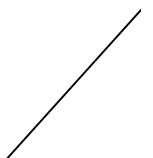
A national organization offering advice and advocacy.

MENCAP (*Royal Mencap Society*)
123 Golden Lane
London
EC1Y 0RT
<http://www.mencap.org.uk>

A national organization providing services for people with learning disabilities. They also provide local groups and a web site offering support and social activities to families, adults and children.

MIND (*The national association for Mental Health*)
15-19 Broadway
London E15 4BQ
Tel. 020 8519 2122
<http://www.mind.org.uk>

A national organization, web site and local groups offering support to families and sometimes direct services.



RNIB
(Royal National Institute for the Blind)
105 Judd Street
London
WC1H 9NE
<http://www.rnib.org.uk>

A national organization focusing on the needs of blind and partially sighted people. They offer advice, aids and equipment.

RNID
(Royal National Institute for Deaf People)
19–23 Featherstone Street
London
EC1Y 8SL
<http://www.rnid.org.uk>

A national organization raising awareness of deafness, hearing loss and tinnitus. They also train and provide interpreters.

Scope
PO Box 833
Milton Keynes
MK12 5NY
<http://www.scope.org.uk>

The main national organization for those with cerebral palsy, offering advice and information which can also be helpful for those with other physical disabilities.

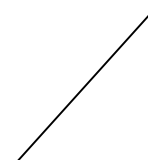
The Shaftesbury Society
16 Kinston Road
London SW19 1JZ
<http://www.shaftesburysociety.org.uk>

An interdenominational body working with disabled people to help achieve social inclusion, empowerment and justice.

Through the Roof
PO Box 353
Epsom
Surrey KT18 5WS
<http://www.throughtheroof.org>

A Christian body aiming to equip and train churches to include disabled people, by encouraging and equipping them for church leadership; providing support and fellowship to disabled people. This is the contact point for the Churches for All consortium – a campaign to encourage churches to provide greater access for disabled people.

Women's Aid
24 – National Helpline:
Tel 0845 7023468
<http://www.womensaid.org.uk>



Respond
3rd Floor
24-32 Stephenson Way
London NW1 2HD
<http://www.respond.org.uk>

Support for those with learning difficulties who have been abused.

Survivors UK
2 Leathermarket Street
London SE1 3HN
<http://www.survivors.org.uk>

Support for male survivors

NAPAC
Tel: 0800 085 3330
<http://www.napac.org.uk>

Telephone helpline for adults abused as children.

Minister and clergy sexual abuse survivors (MACSAS)
PO Box 46933
London E8 1XA

Support for people sexually abused by those in ministry

Christian Survivors of Sexual Abuse (CSSA)
c/o 38 Sydenham Villa Road
Cheltenham Glos. GL52 6DZ

Support, self-help groups, retreats, worship.

S:Vox
c/o St James Church
236 Mitcham Lane
London SW16 6NT
<http://www.svix.org.uk>

Support and self-help for survivors of all kinds of abuse.

