



SAFEGUARDING POLICY & PROCEDURE

APPENDED:

VULNERABLE ADULT PROTECTION STATEMENT
YOUNG PEOPLE STATEMENT
CONSENT TO ACTIVITY, PHOTOGRAPHY & TRANSPORT
FORM

DOCUMENT HISTORY

Version	Author	Date	Changes	Authorised by
Draft	MJ	November 2021	New Document	N/A
Draft 2	JJ	January 2022	Amended	
Draft 3	Council	February 2022	Amendments	
Final	Council	October 2022	None. Approved.	Council

SAFEGUARDING POLICY

1. AIM

- 1.1 Ensure the safety and dignity of Vulnerable Adults and Children.
- 1.2 Comply with Church, Civil and Criminal Law.

2. THE GUILD

- 2.1 The Guild of Servants of the Sanctuary is a Guild of Altar Servers which seeks to deepen the spiritual life of its members and help them to become more worthy of their high office. (GSS website).
- 2.2 The Chapter is a local group of Servers, Associates and Supporters which is part of the Guild of Servants of the Sanctuary (GSS).

2. CHILDREN

2.0 DEFINITION

A child is defined as someone who is less than eighteen years of age. For anyone born on 29 February this will be taken to be 01 March from the calendar year of their birth.

3. VULNERABLE ADULTS

3.0 DEFINITION

A Vulnerable Adult is broadly defined as a person: 'Who is eighteen years of age or over, and who may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation. ('Who Decides':1997, Lord Chancellor's department).

4. POLICY

- 4.1 The Guild / Chapter shall be bound by the policy of the place where it is meeting.
- 4.2 The primary policy for the Guild is that of the Diocese where any meeting is held.

SAFEGUARDING PROCEDURE

1. CHILDREN AND YOUNG PEOPLE

- 1.1 Child protection is important, not only for the welfare of young people but also because, if something should go wrong, it can cause immense harm to the mission of the Church and the good name of the GSS. The following procedure is the basis for good practice wherever and whenever young servers are involved.
- 1.2 When young servers are in their parish church or involved with something related to that church it is the parish priest and Church Council who are responsible for all child-protection requirements and procedures. The fact that their juvenile servers are members of the Guild of Servants of the Sanctuary or any other organisation does not change the situation.
- 1.3 No adult should be alone with a minor, unless parent or carer.
- 1.4 Any form of touching, even for reassurance, should be avoided, as it is open to misinterpretation.
- 1.5 Accidents and injuries should be dealt with carefully and in proportion. An Incident Report Form must be completed and the relevant adults / responsible persons informed. (Refer to the Incident Policy)

2. TRANSPORT OF MINORS (UNDER 18) IN PRIVATE VEHICLES

- 2.1 The 'Consent Form - Meetings & Activities Under 18' must be completed.
- 2.2 Transport should be provided by parent or carer whenever possible.
- 2.3 The person checking the 'Consent Form - Meetings & Activities Under 18' must be a member of the Chapter.
 - 2.3.0 **When a parent or guardian is not available.**
 - 2.3.1 Transport arrangements should be made in advance.
 - 2.3.2 Transport arrangements should be publicised.
 - 2.3.3 The parent / guardian and parish priest must be informed and in agreement.
 - 2.3.4 No minor, apart from a close family member, may sit beside the driver.
 - 2.3.5 No individual adult should transport an individual child.

3. TRANSPORT OF MINORS (UNDER 18) COACH & PUBLIC TRANSPORT EVENTS

- 3.1 The 'Consent Form - Meetings & Activities Under 18' must be completed.
- 3.2 Proper arrangements (to comply with section 3. above) are to be made for transport to and from the rendezvous point/s.
- 3.3 Seating on communal transport should be considered in the light of the young person's wishes.

4. GUILD SERVICES AND MEETINGS (UNDER 18)

- 4.1 All minors to be in plain sight at all times.
- 4.2 Do not physically help with vesting: verbal directions should be given.

5. DISCLOSURE AND BARRING SERVICE

- 5.1 The need for a Disclosure and Barring Service (DBS) check must be considered for regular volunteers who are working with minors.
- 5.2 If there is any concern or a need then speak to your parish priest.

6. VULNERABLE ADULTS

- 6.1 All the above should be considered and the nature of the vulnerability taken into account.

VULNERABLE ADULT PROTECTION STATEMENT

Safeguarding Principles: Adults at Risk (Vulnerable Adults)

1. AIM

- 1.1 The Guild is committed to ensuring the protection of Vulnerable Adults.

2. OBJECTIVES

- 2.1 Provide an environment in which vulnerable adults feel safe and valued.
2.2 Exercise a Duty of Care and accept responsibility for the safety of Vulnerable Adults at meetings.
2.3 Enable Members, Associates and Supporters to feel confident in reporting any issues on vulnerable adult protection.
2.4 Keep informed on issues of vulnerable adult protection and its implementation.
2.5 Support the work of the local Safeguarding Officer.

3. RESPONSIBILITY

- 3.1 It is the responsibility of us all to prevent the physical, sexual, emotional and spiritual abuse or neglect of Vulnerable Adults, and to report abuse that is alleged or suspected to the local Safeguarding Officer.
3.2 These Safeguarding Principles should be read and used in conjunction with guidance from the primary Diocese and the Church of England / Church in Wales.

Adopted by the Guild at the meeting of the Council on ____ / ____ / ____

Signed:

Warden:

Secretary General:

VULNERABLE YOUNG PEOPLE STATEMENT

Safeguarding Principles Policy: Children and Young People

1. AIM

- 1.1 The Guild is committed to ensuring the protection of Children and Young People.

2. OBJECTIVES

- 2.1 Provide an environment in which Children and Young People feel safe and valued.
2.2 Exercise a Duty of Care and accept responsibility for the safety of Children and Young People at meetings.
2.3 Enable Members, Associates and Supporters to feel confident in reporting any issues on Children and Young People protection.
2.4 Keep informed on issues of Children and Young People protection and its implementation.
2.5 Support the work of the local Safeguarding Officer.

3. RESPONSIBILITY

- 3.1 It is the responsibility of us all to prevent the physical, sexual, emotional and spiritual abuse or neglect of children and young people, and to report abuse that is alleged or suspected to the local Safeguarding Officer.
3.2 These Safeguarding Principles should be read and used in conjunction with the guidance provided by the primary Diocese and the Church of England / Church in Wales.

Adopted by the Guild at the meeting of the Council on _____ / _____ / _____

Signed:

Warden:

Secretary General:

1.THE ACTIVITY

1.1. Regular Activity Yes / No One off event Yes / No

1.2. When will it happen?

Day/date(s) of activity [if it is a regular activity list the day of the week and time it takes place]:

1.3. Location:

Where the event is to happen. If it is a regular but moving event indicate the type of premises (e.g. Church; church hall):

1.4. Type of activity

What will be happening at the event/s:

2. CHILD OR YOUNG PERSON'S DETAILS.

Name: _____ Telephone number: _____

Home address: _____

Postcode: _____ Date of birth: _____

**CONSENT FORM MEETINGS & ACTIVITIES
UNDER 18**

3. PARENT OR CARER'S DETAILS NAME: _____

3.1. Additional emergency contact:

3.2. Do we need to know about any medical or other conditions or allergies?

3.3. Is there anything else that we should know?

**CONSENT FORM MEETINGS & ACTIVITIES
UNDER 18**

4.1 TRANSPORT ARRANGEMENTS

Who by:	_____
From:	_____
To:	_____
Type of transport:	_____

4.2

If the person named at 4.1 is NOT the parent or carer the reason should be given here:

4.3 EXCEPTIONAL TRANSPORT

Please give details: _____

**CONSENT FORM MEETINGS & ACTIVITIES
UNDER 18**

5 CONSENT

5.1 THE YOUNG PERSON

I agree to (please tick):

1. Taking part in the activity
2. Talk to the Warden / Chaplain if I am not comfortable at any time during the activity so they can help me or arrange for me to do something else
3. The Guild / Chapter keeping a record of this form so they have the information they need to keep me safe during the activity
4. Receiving any emergency medical treatment that I may need
5. Being filmed or photographed during the activity. I understand that the photographs or film might be used to tell other people about what the Guild / Chapter does.

Note: If I don't agree to number 5, the Guild/Chapter will not use any images of me.

I understand that enjoying the activity and being safe means I need to follow the behaviour code and safety rules.

Print name _____

Signature _____

Date _____

Note: Consent from young people is **NOT** a replacement for parental consent. It is a way for the child or young person to be involved in the decision making process.

5.2. CONSENT BY PARENT OR CARER

Name (Block capitals): _____

Signature: _____

Date: _____

**CONSENT FORM MEETINGS & ACTIVITIES
UNDER 18**

5.3 GUILD / CHAPTER APPROVAL

Organiser:	_____
Checked by:	_____

6. INFORMATION FOR PARENTS AND CARERS

- 6.1 The Guild / Chapter aims to provide a safe and enjoyable experience for every child or young person.
- 6.2 To help us do this, please note the following important information:
 - 6.2.1 All questions on the consent form must be completed and signed by the parent or carer before any child takes part.
 - 6.2.2 Parents and carers must ensure they notify us of any changes to the information given on the form.
 - 6.2.3 Parents and carers must make arrangements for children to be brought to and from the activity safely and on time. If a parent or carer is not able to collect their child, they need to let us know in advance who will be doing so.
 - 6.2.4 We cannot take responsibility for any damaged clothing and/or personal items during the activity.
 - 6.2.5 Parents and carers should ensure children have sufficient supplies for the duration of the activity. (e.g. water; food; clothing; sun lotion and medication where appropriate).

Good Practice: A copy of this form should be made and the copy given to the parent or carer. The original to be held by the Guild / Chapter in line with the Records Management Policy and Procedure.