**Version 1.0 – 25/04/2017.**



**Diocese Recording with Care policy (2017)**

*Policy for the Diocese of Lichfield; its churches and Parishes.*



Written By; Neil Spiring DSA ***© Diocese of Lichfield board of finance 2017***

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**How, Why and What to record – Context A of Policy**

**Introduction**

This Policy has been developed following the Safeguarding audit of 2016 (commissioned by the national Church), and the subsequent discussions held at the Safeguarding Scrutiny meeting held on April 4th 2017 at St Mary’s House Lichfield. In this meeting a number of issues were discussed relating to ‘recording with care’ and the need to introduce standard practices for electronic recording and standards/conventions for naming of files and recording.

This document is an open document – to be developed and improved over time by the amendment and contributions of our stakeholders in the diocese and beyond. We welcome suggestion, debate and engagement in development to ensure organic improvement. To this end should you have any queries, ideas, suggestions or additions relating to this or any other Diocese Safeguarding Policy - we would like to hear from you.

***Neil Spiring – Diocese Safeguarding Advisor. 25/04/2017***

**Context of Policy.**

Safeguarding always starts from the premise that any actions taken by any person connected with the church in relation to safeguarding children, young persons and adults from abuse may ultimately be challenged by those charged with accountability or require judicial oversight through civil or criminal Law. To this end how we evidence (record), what we do, see and participate in is essential in the safeguarding of vulnerable persons – but also in safeguarding ourselves and our church and ensuring we are recognised for what we do well.

Historically recording in the diocese has been undertaken utilising paper files that have been ordered alphabetically and stored in traditional filing cabinets. Whilst this is effective (with individual cases easily located based upon alphabetical search via second name) – it is noted and was identified in the audit that the structure of files themselves was none standardised and often difficult to pull information from. For example no standard system for modularising different document types or familiar structures for logging general information was in place.

It was agreed at the Safeguarding Scrutiny meeting held on April 4th 2017 at St Mary’s House Lichfield, that a staff member would be identified to historically visit existing files and modulate into a system of easy reference existing files to allow effective use of historical information. However from the date of the above meeting it was agreed as an action that we will move to a system or electronic records that will be applied from that cut off date. Paper files will be retained and ordered but as reference items prior the above date.

1. **Development of Electronic Shared file drive; Diocese level.**

1.1 Electronic Shared drive has restricted access and is on an authorised for those that ‘need to know’ bases; the information within largely refers to individual safeguarding customers. Access can be granted on a read only or read write bases dependent of the role and responsibilities of the staff member accessing.

1.2 The need for clearer file structures and ability to reference these and have joined up access for relevant staff, was a key outcome of the safeguarding audit of 2016 undertaken on behalf of the central Church. It was agreed following discussion in the Safeguarding Scrutiny meeting on April 4th 2017, that the most effective/immediate way of establishing a electronic file management system is to utilise the functionality already in place on Microsoft server based software for information sharing, and utilise a shared file with managed access. This is to be followed by an agreed structure and naming protocol, which this document seeks to define and outline below.

1.3 The following has also been implemented to manage and guard against risks that may be a factor of utilising electronic files;

1. We will ensure that file backup is rigorous for shared drive and daily in frequency.
2. We will ensure that the size and storage capacity is sufficient.
3. We will record electronically from cut of date (agreed to be date of meeting above)
4. that this takes over from existing paper file formats that will be maintained in archive
5. We will ensure that we maintain an investment of time to re-structure historical paper records for easier reference in line with audit recommendation above.

1.4 The designation of shared Safeguarding drive is “Z:\”. Access will be refined as we progress however it is envisaged this will be restricted to DSA’s and CEO.

1.5 We will share information in compliance with Schedule 5 of the Data Protection act with statutory agencies and appropriate organisations to safeguard the interests of vulnerable children, young persons and adults where an immediate risk to wellbeing is identified.

**2) Safeguarding Tool Kit Diocese level.**

This is an electronic folder located on shared drive. It contains National Church documents (for example Risk assessment and Contract Templates, Local documents (such as agreed referral and contact sheet format). It also contains copies of local procedures and any other relevant information felt useful for reference. This is a live developing resource and is to be built and added to over time.

**3)Naming Conventions and file formats – Electronic shared drive Diocese level.**

3.1 Microsoft folders allow files to be sorted in a number of ways by right clicking on the mouse inside the folder. These include by age of folder, by name etc. The Diocese will use a naming convention so that when files are ordered by name they will appear in alphabetical order. The format for this is as described below:

***“Surname, first name, Parish church”. For example “Smith, Andrew, St aChurch”***



**4) Structure for Inside File Diocese level**

* 1. Internally a service user’s file will be standardised to the following format. If there are no files of a particular type sub folders will still exist but be empty – in case needed at a later date.
	2. In the first level ***contact sheet*** and ***referral Info form*** will present as this contains basic information (referral) and latest contact/intervention (Contact sheet).
	3. There will then as standard 4 sub folders – 1) ***Assessments*** (area for Risk Assessments etc), 2) ***Contracts*** (area for contracts and contract reviews), 3) ***Emails*** (Emails about case to be saved here from outlook by using ‘save as’), ***Letters and Scanned Documents*** (paper documents to be scanned and ‘saved a’ here – file to be descriptor – ie “letter from GP.gif”)
	4. Warnings (Copy of any warnings and consequential actions taken)

***Example of customer file:***



**5) Development of Parish church toolkits.**

It was Discussed at the Safeguarding Scrutiny meeting that moving forward a simplified safeguarding toolkit focusing upon how to record and respond in an urgent incident could be developed for inclusion on the Diocese website. This would include and aim to ensure recording distinguishes fact, opinion notes environment and initial actions etc, before a case is forwarded to Safeguarding professionals.

**Suggested and Mandatory Methods, Forms and processes for Recording – Policy Context B – Policy for application at church, Parish and Diocese levels.**

**6) Recording case notes – Shared Contact Sheet:**

Shared Contact sheets will be utilised and completed to record case work with all church users in relation to safeguarding by the Diocese.

6.1 The Shared contact sheet is a Word document that can be opened, amended electronically by staff with write access as and when information is made available, actions are taken or communications made into or out of the Diocese Safeguarding team. This is intended for use by DSA’s on electronic records.

*6.2 What to include in Record keeping***.**

* ***Records should be clear and accurate***
* ***Records must differentiate between opinion, judgements and hypothesis***
* ***Record; what has happened, where has it happened, when has it happened***
* ***Who is involved – record names***
* ***Actions and decisions must be recorded***
* ***Information must be clear and accessible to those that need to know***
* ***What is the type of communication – telephone call, letter meeting etc***
* ***Attribute “who it is”, who has stated or expressed what information and* opinion.**

***See example of Shared contact Sheet in Appendix 1 of this policy.***

**7) Initial Referral form**

***The process of producing a Risk assessment should be based on meeting of all relevant agencies and persons (individually or collectively dependant on what is appropriate to circumstance). This should be inclusive of relevant statutory workers (for example Police, Probation or health services). Who should be involved will vary on a case specific bases. Production of a risk assessment will normally be led by the DSA – occasionally this may be done by another person (such as a Safeguarding Co-ordinator). However the Diocese should be consulted and have a copy of any agreed and identified assessment of risk.***

When taking a Safeguarding referral as per Process 1, 2, 3 or other as defined within Diocese Safeguarding Children and Adult policies (2017), this will be taken utilising the Initial Referral Form document (see Appendix 2).

7.1 Recording on Initial referral as per points addressed in 6.2 above.

7.2 Encourage disclosure of names, circumstances etc. We will not insist a referrer disclose information to us on initial referral form – however it should be made clear that withholding information will make investigating a situation harder and may impact on the outcome.

7.3 The DSA will disclose any offences or serious ongoing risks to Police and Social Care as appropriate and will explain when taking initial referral that we cannot guarantee confidentiality, and have a duty of care to those at risk of harm immediately or psychological and emotional harm from recent, and historical trauma.

7.4 Initial actions and next steps will be agreed with referrer when taking referral and where possible undertaken in line with agreed time scales. ***See example of “Initial Referral” in Appendix 2 of this policy.***

**8) National church documents relating to behavioural contracts and risk assessment.**

***The process of producing a behavioural contract should be based on a meeting of all relevant persons and agencies including any relevant statutory workers (for example Police, Probation or health services). Who should attend will be appropriate vary on a case specific bases - but should be agreed in advance. Such meetings will be chaired usually by the DSA – occasionally by another person (such as a Safeguarding Co-ordinator). However the chair should be agreed and identified in advance. Meetings should follow processes and formats identified in section 9 below.***

8.1 A risk assessment form will be undertaken for anyone who it is felt as a result of current, past or future behaviour or actions (past conviction and concerns, current or immediate actions and concerns or future meaning for example a person confessing unacted upon inappropriate aggressive or sexual thoughts), that will be aimed at regulating church participation to ensure the safety of vulnerable persons whilst maximising spiritual participation in faith.

8.2 Risk assessment in line with 8.1 will be based on the Central Churches risk assessment document – this will be as full as possible, making observations noting concerns and outlining possible consequences and actions. It will be factual and whilst considering opinions and relevant theory in hypothetical conclusions, it will make distinction as appropriate. ***See example of “Risk Assessment” in Appendix 3 of this policy.***

8.3 ***We will produce Behavioural contracts*** utilising the information obtained from assessment of risk. These will regulate and set boundaries of expectation and behaviours, actions and commitments made by all person’s party to and signature to said contract.

8.4 Behavioural Contracts will regulate interaction between Church User, Parish, Church and Diocese and will integrate the finding and suggestions identified in the risk assessment process outlined in 8.1 and 8.2 of this Policy.

8.5 Behavioural contracts will utilise church Contract format whilst expanding under existing headings to personalise the contract, expectations and consequences of breaching said document on a individual case by case person centred bases. ***See example of “Risk Assessment” in Appendix 3 of this policy.***

**9) Meetings, Agendas and other formats to record.**

Meetings are a common and frequent part of the safeguarding process – these will broadly fall into three types although the potential purposes and reasons for having these will vary and frankly could be exhaustive;

**9.1 Local Meetings and discussions (Church and Parish Level)–** In the process of identifying and raising concerns local level meetings will likely occur between persons involved or of consequence. These may be planned meetings and unplanned discussions. This may for example be between a Safeguarding Co-ordinator or Priest being made aware of concerns by another party, or a discussion between a Priest and their safeguarding co-ordinator about an emerging concern. Churches need to give some consideration to how to record these meetings, the decisions made and the actions agreed. Churches may wish to review documents in appendix of this Policy to determine if these may be adapted for local use – although may produce their own systems assuming they are effective and comply with the sections in Context A of this policy.

9.2 **DSA led processes and Meetings -** These meetings usually form part of case management or investigation where a Diocese Safeguarding Advisor is involved. These may be called for any variety of reasons however common types may be a “Contract meeting, Contract review meeting, professionals meeting, Strategy meeting”. These will be led (chaired) and organised by a DSA and arrangements made have a record of the meetings contents and decisions to include a record of those attending. They will be led by agenda formats – examples of which are available in the appendix below.

9.3 **Statutory process meeting –** These are meetings in which a member of the church is asked to participate however are organised, led and chaired and recorded by a statutory partner such as Social Services, the Police or probation. Church members will attend such meetings, consult with DSA on attendance of these and record a summary of the meeting either on a recording format that meets the requirements as outlined in Context A of this Policy. Individuals may wish to review documents in appendix of this Policy to determine if these may be adapted for their use in this regard.

10) **Other possible circumstances in Safeguarding where recording with care is relevant (this is not exhaustive):**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Description of what’s recorded** | **Recording by** |
| **Initial Referral** | Diocese form developed and available – stored in electronic record.  | **Diocese** |
| **Record Keeping** | Diocese Contact sheet developed – Local compliant formats may be produced by churches or Parish. For recording phone calls, meetings, discussions etc.  | **All levels** |
| **Background Checks** | These involve other agencies, Diocese records, Crockfords etc. Background checking will always occur. | **Diocese** |
| **Visit** | This may be required for multiple purposes. Record on record keeping format.  | **All Levels** |
| **Contract Meeting**  | National church Risk assessment and Contract to be completed. | **Diocese**  |
| **Diocese Interviews** | This may be required however will depend on the appropriateness given circumstances (taking into account cognition, capacity mental health, impact on statutory process and consent). | **Diocese** |
| **Statutory Meeting** | If requested by Social Services or Police the DSA and other relevant staff will attend any strategy meetings etc.  | **Statutory**  |
| **Statutory Interview** | If requested by Police the DSA and other relevant staff will attend any request. Staff should seek guidance and support if this is requested from DSA.  | **Statutory**  |
| **Scheduled Review** | If set by Contract and risk assessment regular scheduled reviews will take place annually.  | **Diocese** |
| **Unscheduled Review** | Unscheduled review will take place on request to take account of development or issue relating to contract or risk assessment.  | **Diocese** |
| **Contract caution/warning** | Produced as relevant  | **Diocese** |
| **Diocese Professionals meeting** | If requested professional engagement would be requested from all levels – led by and minutes taken by minutes Diocese.  | **Advised if called.** |
| **Magistrates/Judicial Evidence & Witness.** | If called this is compulsory. Staff should seek guidance and support if this is requested from DSA and legal services.  | **Anyone requested.**  |
| **Local (church/Parish), Meeting & discussions** | May be planned or unplanned discussion at church relating to a concern. This needs recording by record keeping processes in place.  | **Local Church** |

APPENDIX

***APPENDIX 1; recording sheet.***



**Shared Contact Sheet**

**Service User** …Alleged Abuser (B) **Date Started** 27/03/2017

|  |  |  |
| --- | --- | --- |
| Date and type of contact | Summary of Contact  | Taken by/Time |
| Telephone Contact 27/03/20170\*\*72 \*\*54\*\*2 St. \*\*\*\*\*\*\* | Discussion with Vicar (A). (B) has been coming to service for some time and has a previous conviction (some 15 years ago approx.). (A) states (B) can not remember the offence. (A) has not been given the narrative in relation to the offence but understands that this involved a young child. (A)has been over case previously with Diocese and a contract is in place. Despite this a number of concerns have continued to be evident (B) has had several conversations with (A) about this and has had it explained to him that this is not appropriate. Often these are at coffee time in a public arena or on the peripherals of a gathering. This is not describes as sexualised however has been making some parents attending the church feel uncomfortable. In addition to above there are dynamics between (B) and another female church member (D). These are described as tense and involve exchanges with other church users. (A) is not sure how much of this is as a consequence of pre-existing dynamics  (A) has been advised that (B) should be not attending church in the first instance subject to further discussions. As he is already a signature to contract it is likely that his actions requiring an urgent contract review urgent. I have discussed with (A) the possibility of having a professionals meeting on Thursday at 2PM. This has been agreed prior to a contract review meeting to look at the best way to proceed.  | Neil SpiringDSA |
| 31/03/2017E-mail  | Above outcomes Summarised on e-mail and sent to Vicar (A) (see e-mail in folder). One revision made at request of (A) to contract as original contract did not bare engaging with after service tea and coffee – although this has now been agreed for future inclusion.Next – Neil Spiring to visit (B) in Parish on Monday PM.  | Neil Spiring(DSA) |

***APPENDIX 2: Diocese Initial referral Intake format - Example.***



|  |
| --- |
| For use when taking INITIAL referrals from Parishes, staff or other sources.  |

***Please fill out sections possible. Leave blank where information not Known.***

|  |  |  |  |
| --- | --- | --- | --- |
| Referral Made by: | Mrs A | Parish, Church or Position:  | St A Church |
| Today’s Date: | 01/01/2017 | Referral taken by: | Neil Spiring (DSA) |

**Details of Alleged abuser or convicted offender:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Christian Name:** | Mr A | **Surname:** | Example  |
| **Address:** | 27 Amityville Horror, TV Land, Doc Green  | **Position in Church:** | Previously involved in children’s ministry |
| **DOB (if Known)** | 25/02/54 | **Approx. Age** | 63 | **Gender** | M | **On Contract?** | N |
| **Known Offences/Reg?** | No convictions or cautions but concerns raised repeatedly about inappropriate behaviour/too familiar/keeping appropriate boundaries |
| **Known Vulnerability**  | **(Mental Health/Learning Disability etc)** None  |

**Alleged Abuse type OR known historical risk type (Please Insert ‘Y’ as appropriate).**

|  |  |
| --- | --- |
| **Concern for Adult/Child or both** | **Inappropriate interaction with children**  |
| **Physical** |  | **Discriminatory** |  | **Financial** |  | **Sexual** | **Y** | **Institutional** |  | **Emot/Phsy** |  |
| **Neglect/Omission** |  | **Other** |  |

**Details of Alleged Victim if known or Appropriate.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Christian Name:** | Mrs B | **Surname:** | Survivor |
| **Address:** | 9 The Twilight Zone, TV Land, Doc Martin | **Position in Church:** | Former Child Parishioner.  |
| **DOB (if Known)** | 07/03/83 | **Approx. Age** | 33 | **Gender** | F | **On Contract?** | no |
| **Known Vulnerability** | **(Mental Health/Learning Disability etc)**Alleged Adult survivor of historic Childhood Sexual Abuse. Receiving therapy.  |

|  |
| --- |
| **Details of concerns (include time, place, circumstances and who involved if different from Above).** |
| (A) made contact via phone with the department on January 10th 2018 at approximately 13.00 to disclose that whilst attending St A Church – Doc Green – she was allegedly sexually abused by B whilst taking part in Children’s activities. This was not reported at the time and her approach now is related to memories and feelings resulting from recent counselling where this has been discussed. The alleged offences occurred when (A) was between 13 and 15 which was roughly between 1994 and 1996.(A) states that she has been made aware that (B) is no longer in this role but understands he still attend St A Church regularly. (A) Understands that Rev C (Priest at St A Church in the 1990’s), who has since retired – expressed concern to (B) about his behaviour towards her and other children in 1996 – the alleged abuse ceased shortly after this challenge was made. This was at observation of Rev C and not because it was reported by (A) at the time. (A) was initially unwilling to provide a name for (B) and was seeking advise in terms of what her options are – for example should she discuss further with the Police – are there any other incidents etc. It was agreed that she would provide the information to the Diocese in order that we can hence check the above and assist if (A) decides to proceed with reporting alleged abuse to Statutory services.  |
| **Immediate Actions Taken (Person asked not to attend church or other initial actions)** |
| Telephone conversation has been had with Rev D who is the current Vicar of St A Church. She has stated that she has no concerns based on her observation of (A) relating to his interaction with Children, however states that he tends to no come to the earlier Communion service rather than the larger family service on Sundays – this service has no regular child parishioners hence it is difficult to determine behaviour relating to children. He no longer attends weekday services and is not a member of the PCC and has no extra- curricular role within the church. Should (B) attend any service other than the one identified above Rev D will ask (B) to leave. Checks undertaken in church data base. Rev C (who may be a witness to activities involving A), in the 1990’s has since retired to Cornwall. I have made a telephone call to Rev C based on the details provided on the database. I spoke with his daughter who informed me that her father is on holiday but will return next week. Contact made with Local Authority Designated Officer (LADO). Checks to be run to determine if there are any convictions or cautions relating to children or vulnerable adults.  |
| **Proposed Next Steps** |
| Speak with Rev C on his return from Holiday to determine any comments or observations that are relevant to above. Awaiting feedback from LADO, once received I am to contact (A) to arrange a visit and discuss further any next actions.  |
| **If for Statutory Referral (details – Police/Social Care etc)? LADO Consulted.**  |
| Staffordshire LADO Consulted.  |
| **Others informed or involved (communications/Bishops offices).**  |
| Not at this Stage.  |

*Save to Z drive once completed.*

***APPENDIX 3: Risk Assessment form – example.***



**Risk Management Plan – Diocese of Lichfield Safeguarding Team. 27/08/2018**

|  |
| --- |
| **Name and contact details of subject:****Mr Simpson – St A Church .**  |
| **Christian Community to which the person belongs or is seeking to join:****Mr Simpson has been in attendance at St A Church near Camelot for 2 years.** **At present he attends Church Services and services the lighting and sound equipment. However he is not in a leadership role within any church activities nor is he in a position of having regular contact with Vulnerable adults, Children or young persons. He is at times in the same room or building with the above groups of vulnerability – however this is in a public forum and he is under observation by church members and leadership under such circumstances.**  |
| **Current roles and responsibilities in that community****Mr Simpson deals with sound equipment and technology within church. This role does not involve the supervision, management or leadership of persons and it is unlikely that performing this task would put other church users at risk. If a specific event such as a concert specifically for children, young persons or vulnerable adults was organised – Rev X will need to consider events on a case by case bases in terms of risks and issues arising, seeking advice as required.** **Mr Simpson is not involved in leadership of any activities or in a position or functioning as a volunteer for any groups of activities in the church at present. Mr Simpson attends church and appropriate events in a public congregational way with church leadership present. In particular Mr Simpson has the mentorship of another adult male who is a practicing Police officer (who attends the congregation), and he is able to support, advise and monitor as appropriate.**  |
| **Information about safeguarding allegations/offences:****Mr Simpson was convicted of Sexual Assault in 2001. The incident that the assault related to involved inappropriate interaction with a female adult in a public place. Police at meeting confirmed that this was none penetrative. The incident involved a adult female without vulnerability (for example learning or cognitive impairment, mental disorder or physical frailty/disability), and the incident was not child related.** **Mr Simpson was given a non-custodial sentence for the above conviction of approximately one years probationary service. He was put forward at the time of conviction for inclusion on the Sex offenders register for a period of 5 years. This has now concluded. Police present at contract meeting have confirmed that this is Mr Simpsons only conviction for sexual offence and that no concerns have been raised about Mr Simpson before or since this incident.** **Mr Simpson feels that at the time the offence occurred he was particularly low was unwell. He has since turned his life around and feels that he is in a different place. Mr Simpson did however show significant remorse and acceptance for his actions.** **Mr Simpson was put forward for inclusion on bared list at time of conviction. In line with standard procedure this prohibits working with Children, Young persons or adults with vulnerability.** **Mr Simpson feels that the inclusion on the barred list for work with children is unfair and stigmatising as he has never had sexualised feelings towards children and has no history of causing such harm.** **It was made clear at the meeting that although Mr Simpson and other parties to meeting do not feel the ban on children’s work is appropriate to context – that it is however factually in force and must/will be adhered to for the purposes of parish activities. It will hence not be possible for Mr Simpson to undertake a voluntary or leadership roles with Children or young persons or vulnerable adults. Mr Simpson should not under terms of baring work in a position of authority, power, management or supervision. This is in order to prevent and discourage risks associated with power analysis and opportunities for grooming.**  |
| **Key Statutory Agency contacts:****At time of conviction a referral to statutory local Authority Children’s services was made – however after initial assessment they determined that they did not require further input. Police are aware of and maintain contact with Mr Simpson.**  |
| **Recommendations regarding risk from statutory agency:****Police present at Contract review meeting stated that they have no concerns at present relating to Mr Simpson representing a risk to any segment of the community. He is compliant and as such would be considered a low risk of re-offending.** **Police recommend that Mr Simpson continues to comply with terms church contract in place and avoid placing himself in any situation where he may be at risk of allegation.** |
| **Risks of harm posed to victim(s) in context of Christian community****Victim of original offence does not attend St A Church or associated activities.**  |
| **Risks of harm posed to other children or adults in context of Christian Community:****Mr Simpson is currently barred from working with adults, young persons and children. As such Mr Simpson will participate at church but not work in a situation where he is required to have peer relationships or oversight of others.** **Mr Simpson should not be left in a position of unsupervised or private contact with children, young persons or vulnerable adults. Where contact does occur a person in a position of leadership within the church needs to be aware of Mr Simpsons location, activities and any risks that may evolve in that situation.** **Events should be considered for suitability by church leadership on a case by case bases in consideration of the above. In the event of questions arising guidance should be sought from the Diocese Safeguarding office or other relevant agency.**  |
| **Key contacts in the Christian community:****Rev x****Mentor**  |
| **Capacity of Christian community to manage the risks posed:****The provision of a mentor and the putting in place of a contract, combined with minimal concerns raised by Police would indicate that St A church is able to and is willing to offer proper support and guidance to Mr Simpson. As such continued attendance at St A Church with proper awareness is appropriate. This is inclusive of the recommendations and actions within this assessment and the associated contract.**  |
| **Plan to manage risk, to include:*****Indicators of acute risk (panic factors)******Protective factors*****Mr Simpson to remove himself if approached by a child, young person or vulnerable adult in a non public or peripheral context. Mr Simpson should never be left alone or in a private setting with vulnerable adults, children or young persons. This includes volunteering/ working with persons who would be included within these descriptions.** **Rev x or Mentor will be aware of Simpsons location and activities and advise on suitability accordingly. Advice will be sought from Diocese safeguarding office if required.** **When in service Mr Simpson will sit end of pew next to his mentor or another non vulnerable adult male. He will not sit next to a child, vulnerable adult or young person.** **Mr Simpson will use contextual awareness to make decisions and take responsibility for compliance with the contents of his risk assessment and contract. This should be reflectively discussed as required with one of the identified individuals within the church.** ***Supervision monitoring*****Rev x and Mentor will undertake day to day supervision. Mr Simpson will continue to co-operate with Police. Diocese Safeguarding Advisor will undertake to review this case annually and more frequently should circumstances change.** ***What information (if any) is shared with victims and survivors*****Not applicable in this case.**  |
| **Responsibilities for implementing risk management plan:****Implementation is the responsibility of Mr Simpson and Rev x.** |
| **Proposed review date for risk assessment:****Review proposed 12 months from date of contract completion. 27/08/2018** |
| **Copies of this report to:****Those attending meeting:**Neil Spiring DSA (Reg. Social Worker) – ChairMr Simpson – Service UserRev.x – (Priest), St A Church Mentor – Member of congregation supporting Mr Simpson in worship.PC– Police Officer**Copies of risk management plan to:****Copy Held by Diocese Safeguarding Team**  |
| **Signed: Neil Spiring (reg. Social Worker) Date: 27/08/2018** |

 ***APPENDIX 4:***

**Contract formulation meeting: Agenda guide.**

1. **Introduction and apologies. Purpose of discussion.**
2. **Ground rules, expectations and considerations**
* Respect when others talk
* Confidentiality within reason and agreement.
* Consider safety first of those involved
* Be fair and distinguish between opinion and fact.
* The aim of the process is to enable harmony but assure safe practice
* Act in line with Christian values however remembering that we are subject to laws, rules and policy outside the organisation.
1. **Summary of concerns and history of offending.**
2. **Information from partner agencies – Police, Social Care etc**
3. **General discussion of possible risks and restrictions (barred lists etc and impact of).**
4. **Risk management.**
5. **Agreed Actions/outcomes**
6. **Any other business.**

***APPENDIX 5:***

**Contract Meeting: Agenda guide.**

1. **Introduction and apologies. Purpose of discussion.**
2. **Ground rules, expectations and considerations**
* Respect when others talk
* Confidentiality within reason and agreement.
* Consider safety first of those involved
* Be fair and distinguish between opinion and fact.
* The aim of the process is to enable harmony but assure safe practice
* Act in line with Christian values however remembering that we are subject to laws, rules and policy outside the organisation.
1. **Outline/review of existing agreement.**
2. **What’s changed? (view’s of those present).**
* **Statutory Partners**
* **Person under Contract**
* **Leadership in church**
1. **What’s working? What’s not?**
2. **Agreed Changes and revisions**
3. **Any other business.**

***APPENDIX 6:***

**Case Discussion Agenda guide.**

1. **Introduction and apologies. Purpose of discussion.**
2. **Ground rules, expectations and considerations**
* Respect when others talk
* Confidentiality within reason and agreement.
* Consider safety first of those involved
* Be fair and distinguish between opinion and fact.
* The aim of the process is to enable harmony but assure safe practice
* Act in line with Christian values however remembering that we are subject to laws, rules and policy outside the organisation.
1. **Summary of concerns – from church leader.**
2. **Information from DSA.**
3. **General discussion**
4. **Actions arising.**

***APPENDIX 7:***

**Diocese Safeguarding Meeting; Attendance Sheet.**

Meeting Relating to : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Meeting \_\_\_ /\_\_\_/20\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **NAME** | **TITLE, POSITION, PARISH CHURCH OR OFFICE** | **E-mail Contact or Telephone Number.** |
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DSA Leading: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX 8**

#

# **Contract between the Parish of: Shifnal**

# **The Rev Tranquility and Mr P**

* **I will never allow myself to be in a situation where I am alone with children/young people.**

***\*Alone – meaning unsupervised direct contact in a private setting with a person classed as a child***

1. *Mr P will stand with Adults section of Choir when rehearsing and performing and between two adults.*
2. *Mr P will attend on the bases that his mentor Mrs G is attending practice or performance. If Mrs G is not able to attend Mr P will liaise with the Rev Tranquility to agree an alternative person able to play this role (not his wife).*
3. *If approached by a child out of context Mr P will excuse himself and will discuss with his mentor at the earliest possible time.*
4. *Mr P will not offer lifts to children in the Choir when he is alone. If he does drive a child to a performance this must be with another adult (not his wife ), present in the back of the car with the child and Mr P will drive the vehicle. His wife should also be present as a front passenger under these circumstances.*
5. *Mr P will ensure he is under observation of mentor when in the vicinity of children. Mr P will not associate with Children on the fringes of a public gathering but will undertake to ensure that he can be observed and overheard by other adults.*
6. *It is ultimately the responsibility of Mr P to decide what situation may put him at risk. He should remove himself from such situations in a sensitive manor and seek clarification or advice from his Parish Priest or his mentor should he wish to discuss or reflect upon a situation.*
* **I will attend meetings/house groups as directed by the church leadership.**
1. *These should be in environments and groups where there is no possibility of Mr P being left unsupervised with Children.*
2. *If the church leadership – in particular Mr P, determine a particular event or group to be unsuitable for attendance by Mr P (for example if it is in a secluded setting and will present opportunities for direct unsupervised/unobserved contact with children), Mr P will respect and adhere to the decision.*
3. *Mr P will be enabled and included to attend all activities, services and groups as suitable (for example being supported by mentor and church leadership).*
* **I will sit where directed in church and will not place myself in the vicinity of children and young people and if children/young people attend a service I will remain under the supervision of the Priest.**
1. *In addition to the above this condition will also apply to practice of choir or performance - with Mr P ensuring he is under the supervision and observation of his mentor Mrs G. If Mrs G will not be available alternative arrangements need to be made for another person (not his wife ), to undertake this role. Mr P will need to ensure he discussed this with Rev Tranquility under such circumstances.*
2. *Mr P will undertake to sit or stand between two adults and not in the proximity of children during services, practice and performances.*
3. *Mr P will not have unsupervised/ unobserved access to children on the periphery of any public gathering – for example post service tea and coffee or church social event.*
* **I will not attend services that are specifically child orientated.**

*Mr P should discuss with the Rev Tranquility if unsure about a specific service or event***.**

* **I will not enter certain parts of the building designated by the leadership, nor any area where children’s activities are in progress.**

*As above and any other areas designated as off limits to the public by the leadership of the church*

* **I will decline invitations of hospitality where there are children in the home.**

*If there are any doubts in relation to this clause Mr P should discuss with his mentor, Parish Priest. Advise should be sought from Diocese if any party is unsure in relation to the above on a situational bases.*

* **I understand that I will not be allowed to take on any roles that put me into a position of trust or could be perceived as a position of trust.**

*Specifically any Leadership role that would require authority or delegation/Leadership of others.*

* **I accept that Church Wardens, Choir master or person in leadership will need to be told of my circumstances in order for them to protect the children/young people for whom they care.**
* **Mr G will undertake role of mentor in the context of the choir. Mr P will only attend if Mrs G is present or make alternative arrangements acceptable to Rev Tranquility.**
* **I accept that the Rev Tranquility will provide me with pastoral care.**
* **I understand that if I do not keep these conditions, then I will be barred from attending church, and in such circumstances the leadership will inform the statutory agencies (e.g. police, probation and social services) and any other relevant organisation.**
* **I understand that any other concerns will be taken seriously and reported.**
* **I understand that this contract will be reviewed regularly every 12 months and will remain for an indefinite period.**

 Signed……………………………………………………………………… Mr P

 Signed………………………………………………………………………… Rev Tranquility

 Signed…………………………………………………………………………… Church Warden

 Signed……………………………………………………………………………Mrs G

 Date……………………………………………. Review Date…May 20….

Appendix 9



**Application to Local Authority Designated officer; (insert County). Request for information disclosure relating to safeguarding.**

***THE ALLEGATION HAS BEEN MADE AGAINST*;**

|  |  |
| --- | --- |
| **NAME** |  |
| **D.O.B** |  |
| **ADDRESS**  |  |
| **JOB TITLE** |  |
| **EMPLOYER** |  |
| **EMPLOYER ADDRESS &CONTACT DETAILS** |  |
| **TEL:** |  | **EMAIL:** |  |

***REFERRER;***

|  |  |
| --- | --- |
| **NAME** |  |
| **JOB TITLE** |  |
| **ORGANISATION** |  |
| **CONTACT DETAILS****(Telephone and E-Mail Address** |  |

***DETAILS OF ALLEGED VICTIM***

|  |  |
| --- | --- |
| **NAME** |  |
| **D.O.B**  |  |
| **ADDRESS**  |  |
| **IS THE CHILD KNOWN TO CHILDREN’S SOCIAL CARE?** |  | **Identifier of Case number if known.** |
| **IS THE CHILD IN THE CARE OF THE LOCAL AUTHORITY?** |  |

|  |
| --- |
| ***Allegation and details of request:***  |

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| --- |
| ***BRIEF RECORD OF DISCUSSION AND ACTIONS***  |

**Completed by:**

**Date: \_\_\_/\_\_\_/2017**