



**The Parish of  
St. James the Greater,  
Leicester**

**Safeguarding Policies,  
Procedures and Forms**

**2022-2023**



THE CHURCH  
OF ENGLAND  
DIOCESE OF LEICESTER

**The Parish of St. James the Greater, Leicester**

**SAFEGUARDING POLICY**

**PROMOTING A SAFER CHURCH**

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 24<sup>th</sup> November 2022.

In accordance with the Church of England Safeguarding Policy, Promoting a Safer Church, which has been adopted by the PCC, our church is committed to:

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

The Parish will:

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

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints Victoria Roe as the Parish Safeguarding Officer for Children and Adults

Incumbent  (Revd. Andrew Quigley) Date 24.11.22

Churchwardens  

## PROCEDURES FOR IMPLEMENTING THE SAFEGUARDING POLICY

### of St. James the Greater, Leicester

A copy of the Diocese of Leicester Safeguarding Handbook and Guidance, the St. James the Greater Safeguarding Policy, Procedures and Forms will be given to all clergy, staff (whether employed directly by the PCC or another body), PCC members, volunteers and lay workers. Afterwards, those who have the responsibility for children, young people or vulnerable adults should sign the declaration at the end of the forms section below, stating that they have read, understood and agree to abide by the procedures and practices outlined in these documents.

**The Diocese of Leicester Safeguarding Handbook and Guidance should be followed by all involved in implementing the St. James the Greater Safeguarding Policy. Particular attention should be paid to Section 11 on the Code of Safer Working Practice (11.1), Acceptable Touch (11.2), Children’s Activities (11.3) and Visiting Adults (11.4), Section 12 on the Use of Social Media and the Diocese of Leicester Guidance Appendices (see National Church of England Safeguarding Handbook at <https://d3hgriq6yacptf.cloudfront.net/5f3ffd8a9f6aa/content/pages/documents/1583166763.pdf> and the Appendix with the Diocese of Leicester Specifications at <https://d3hgriq6yacptf.cloudfront.net/5f3ffd8a9f6aa/content/pages/documents/safeguarding-leicester-specific-appendix.docx>**

#### 1. CONTACTS

Our Parish Safeguarding Officer for Children and Adults is ...**Miss Victoria Roe**.....

Address **c/o St. James Church Office, Church Hall** .....  
**St. James Terrace** .....  
**Leicester** .....  
**LE2 1NA** .....

Tel: .....**0116 2552108**..... E-mail: **pastoral.assistant@stjamesthegreater.org.uk**

Our independent person to whom children or adults can talk to about worries and concerns about possible child abuse is .....**Miss Victoria Roe**.....

He/she usually attends the service at .....**Sunday Morning (10.30 a.m.)**.....

or he/she can be contacted at the following address ... **c/o St. James Church Office** ...  
**St. James Church Hall, St. James Terrace** ...  
**Leicester, LE2 1NA**.....

Tel: ...**0116 2552108**.....

E-mail: **pastoral.assistant@stjamesthegreater.org.uk**

#### 2. Contact details for the main leader of each children’s/youth group

YOUTH GROUP	LEADER’S NAME	ADDRESS	TEL. NO.
Choir	Mrs. Emma Trounson	E-mail: dom@stjamesthegreater.org.uk	07966061464
Choir Youth Group	Chiara Guy Steed	clleonardi@yahoo.com	07703388846
Choir Youth Group	Guy Steed	guy.steed@outlook.com	07704136229

### 3. Leadership of Groups

The recommended minimum staffing levels to be maintained are as follows. The ratio of adults (over 18 years old) to children should be:

Age	Number of Leaders
0 to 2 years	1 leader to every 3 children
2 to 3 years	1 leader to every 4 children
4 to 8 years	1 leader to every 6 children
9 to 12 years	1 leader to every 8 children
13 to 18 years	1 leader to every 10 children

Notwithstanding these minimum levels, each group is to have at least 2 adult youth workers present and a gender balance should be maintained wherever possible, particularly in mixed gender groups. More help may be required if children are being taken off site, are undertaking physical activities or if necessitated by other circumstances. This will be assessed by the leaders of these activities.

Adults who assist very occasionally or as a one-off must be responsible to an appointed leader. The same applies to young people under the age of 18. Adults who assist more regularly will be appointed formally using the safer recruitment procedures.

No smoking is permitted on church premises or when taking children or young people out.

**Registration Forms:** A registration form must be completed for every child or young person who attends groups or activities which should include up to date information on parents' contact numbers, medical information (e.g. allergies) and any special needs. See Forms section.

Children must not be allowed to leave the premises unsupervised.

**Consent forms** must be signed by the person with parental responsibility for any activities that are not on Church premises or Victoria Park, e.g., outings, trips, holidays and before any photography or video images are taken See Forms Section.

**Transport:** Parents must sign a consent form before children are transported in a vehicle. The same form can be used to gain consent for vulnerable adults being transported in relation to church organised activities. Drivers must sign an undertaking to obey the transportation guidelines. See Forms section.

**Attendance:** An attendance register must be kept and be available at all group meetings.

**Activities:** Undertake a health and safety risk assessment for activities.

In addition, when taking children offsite:

- The church leadership must be informed and agree to the activity.
- Details of the activity and any itinerary must be given in advance to parent/s and consent forms received in advance of the activity taking place.
- A risk assessment must be undertaken, and confirmation obtained that the activity is covered by PCC insurance.
- A leader must be designated to take responsibility for First Aid.
- Details of the activity and arrangements must be given to the Vicar and PSO.
- Details of the activity and a list of contacts must be left with the Vicar and PSO

Many of these items are equally applicable to groups involving vulnerable adults.

All **Accidents** or near misses must be recorded in the Accident Book in the Kitchen of the Undercroft or the Large Hall or in the church office. Parents need to be informed of any significant incident. If a visit to the Casualty Department is required, parents should be telephoned and offered the chance to accompany their child. In serious cases an ambulance should be summoned as quickly as possible.

**Fire evacuation procedures** should be practised by leaders with their group regularly. In the event of a **fire** the priority is to evacuate the premises, using any of the available Fire Doors. Once out of the building, the register should be checked to ensure that everyone is present.

#### **Locations**

The **Telephone** is in the Church Office in the Church Hall.

**First Aid Boxes** are in the Kitchen areas of both the Undercroft and the Church Hall and on the Sacristan's cupboard near the east door of the church under the organ.

**Fire Appliances** are in the Undercroft, near the stairs in the Church Hall and in the Church.

#### **Contact Numbers**

**NHS Out of Hours Service - 111**

**Emergency - 999 for Police, Fire and Ambulance**

**Local Police - 222 2222**

**Leicester Royal Infirmary A & E - 0300 303 1573**

**Leicester City Social Services Out of Hours Service - 0116 454 1004**

#### **4. DBS (criminal record) checks and Identity checking for them**

As part of the Safer Recruitment process (see Safeguarding Handbook Section 5) the Diocese of Leicester has an arrangement for Disclosure and Barring Service checks to be done electronically through thirtyone:eight (formerly CCPAS) ([www.thirtyone:eight.org](http://www.thirtyone:eight.org)).

Currently, the Lead Recruiter for St. James the Greater, who is responsible for organising DBS checks and verifying the identity of applicants, is the Parish Safeguarding Officer, Victoria Roe.

The Diocese of Leicester has decided that DBS checks need to be renewed after 3 years. The only transferability of a DBS check is from another Leicester Diocese C of E Church

The role of identity checker is an important one because the identity checker verifies the identity of the person applying for the DBS check. The identity checker will always be a person who has undergone a DBS check. Identity checking will be carried out in accordance with DBS and Diocese of Leicester guidelines.

After a youth worker or volunteer has resigned, information on their children's/youth work will be kept for a period of 12 months, in case it is needed for references for a new position at another church or for working with children elsewhere. Confidential/sensitive information will be passed on only by the incumbent (or a churchwarden during an interregnum).

#### **5. Safeguarding Training**

Required training is detailed in the Safeguarding Handbook Section 6. It is delivered online through <https://safeguardingtraining.cofeportal.org/> or in group sessions by the Diocesan Safeguarding Team. See last page of Diocese of Leicester Appendix for contact details.

Handbook Section 3 covers Abuse and Neglect of Children. Section 4 covers Abuse and Neglect of Adults.

Handbook Sections 7-10 cover responding to concerns and disclosures of abuse, including a flowchart at Section 7.1.



**The Church of St James the Greater, Leicester**  
Church Office, The Church Hall in St James's Terrace,  
Leicester LE2 1NA Telephone: 0116 254 2111  
E-mail: [office@stjamesthegreater.org.uk](mailto:office@stjamesthegreater.org.uk)



## **Policy on the Safeguarding of Adults in the Church**

The PCC adopts the Safeguarding policy statement for children, young people and adults 'Promoting a Safer Church' and commits to the implementation and annual review of this policy. This being the case, the PCC will:

1. 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. Commit to respectful pastoral care for all adults to whom we minister.
3. Commit to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
4. Commit to promoting safe practice by those in positions of trust.
5. Commit to promoting the inclusion and empowerment of people who may be vulnerable.
6. Recognise that it is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.
7. Undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
8. Support, resource, train and regularly review those who undertake work amongst people who may be vulnerable.
9. Adopt the Practice Guidance issued by the Church of England and the Diocese of Leicester Safeguarding Handbook.
10. Ensure that only authorised people work with people who may be vulnerable and that all work with such people is carried out within appropriate accountability structures.



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## **Policy for Responding to Domestic Abuse**

**All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:**

- ensure that all people feel welcomed, respected and safe from abuse;
- protect those vulnerable to domestic abuse from actual or potential harm;
- recognise equality amongst people and within relationships;
- enable and encourage concerns to be raised and responded to appropriately and consistently.

### **We recognise that:**

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

### **We will endeavour to respond to domestic abuse by:**

#### **In all our activities –**

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

#### **In our publicity –**

- raising awareness about other agencies, support services, resources and expertise, through providing information in public and private areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

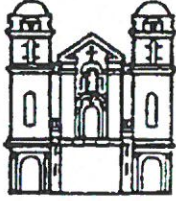
#### **When concerns are raised –**

- ensuring that those who have experienced abuse can find safety and informed help;
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

#### **In our care –**

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

**If you have any concerns or need to talk to any one please contact the Church Office on 0116 2542111 or E-mail: [office@stjamesthegreater.org.uk](mailto:office@stjamesthegreater.org.uk)**



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## Policy on the Recruitment of Ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), St. James the Greater Church complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.

St. James the Greater Church undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

St. James the Greater Church can only ask an individual to provide details of convictions and cautions that St. James the Greater Church are legally entitled to know about, where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and, where appropriate, Police Act Regulations as amended).

St. James the Greater Church can only ask an individual about convictions and cautions that are not protected.

St. James the Greater Church is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

St. James the Greater Church has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

St. James the Greater Church actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

St. James the Greater Church select all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

St. James the Greater Church ensures that all those in St. James the Greater Church who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

St. James the Greater Church also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.



At interview, or in a separate discussion, St. James the Greater Church ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

St. James the Greater Church makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.

St. James the Greater Church undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

## **DBS Policy on the recruitment of ex-offenders**

### **1. Introduction**

The [code of practice](#) published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

The code also obliges registered bodies to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process.

To help you meet this requirement the DBS has produced the following sample policy statement which can be used or adapted for this purpose.

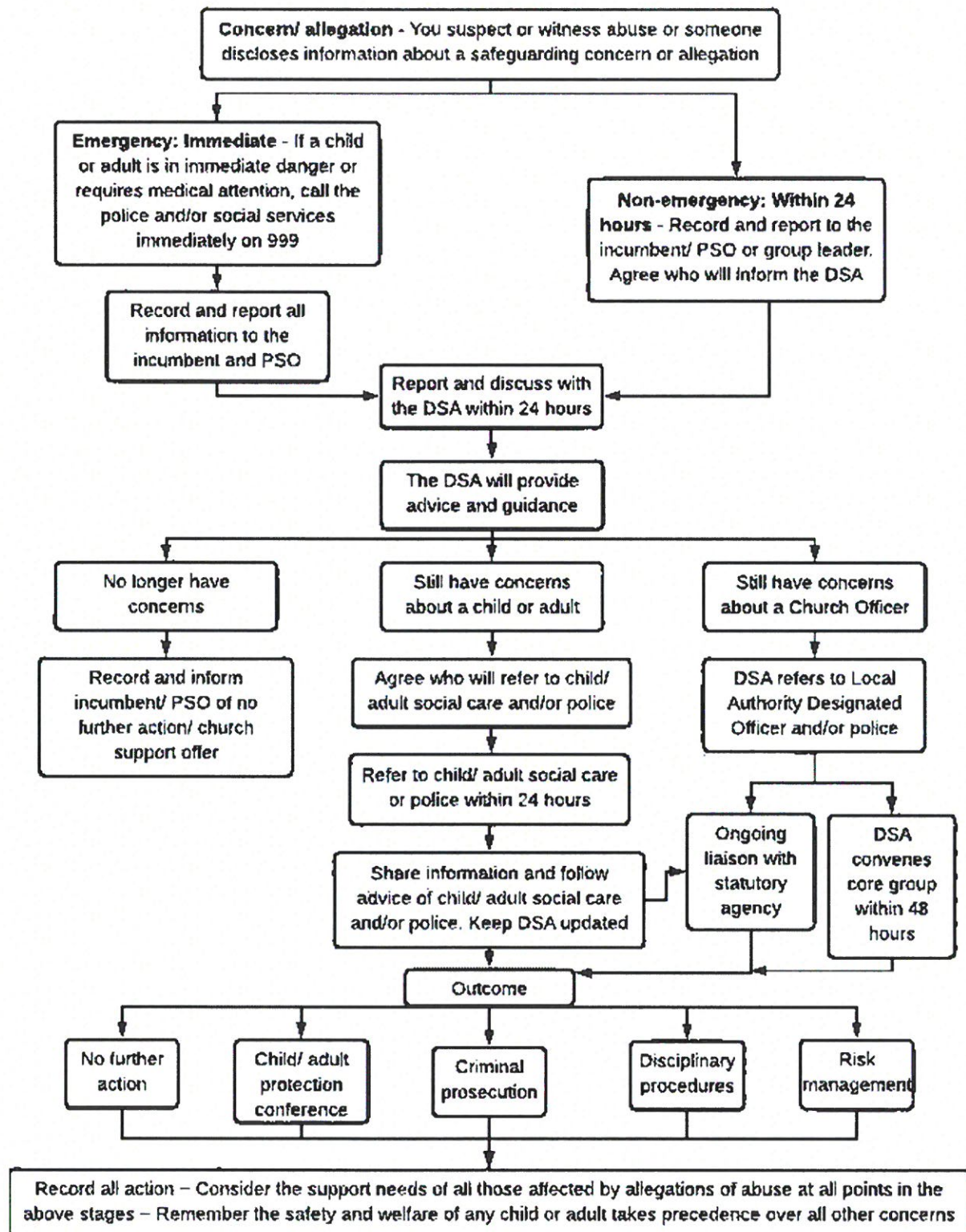
This policy statement can also be included within your organisation's equal opportunities policy.

### **2. Further information about conviction information**

On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

- in addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions
- all cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded
- you can direct applicants to the guidance and criteria which explains the [filtering of old and minor cautions and convictions](#) which are now 'protected' so not subject to disclosure to employers

# Responding Promptly to Every Safeguarding Concern or Allegation. A Quick Guide.



## Contact numbers for Children & Adult services in Leicester, Leicestershire & Rutland:

- Leicester City Children and Adults Services (incl. out of hours for Children's Services) – 0116 454 1004
- Leicester City and Leicestershire Adult Services out of hours – 0116 454 1004
  - Leicestershire Children's Service (incl. out of hours) – 0116 232 3232
    - Leicestershire Adult Services (daytime) – 0116 305 0004
    - Rutland Children's Services (daytime) – 01572 758 307
      - Rutland Adult Services (daytime) – 01572 758 122
  - Rutland Children's Services (out of hours) – 0116 305 0005
  - Rutland Adult Services (out of hours) – 0116 255 1606

The Leicester Diocesan Safeguarding Team is:

**Rachael Spiers**, Diocesan Safeguarding Adviser  
Tel. 0116 2615341 Mob. 0793 081 9279  
E-mail: [Rachael.Spiers@leicestercofe.org](mailto:Rachael.Spiers@leicestercofe.org)

**Peter Holloway**, Assistant Diocesan Safeguarding Adviser  
Tel. 0116 2615241 Mob. 07930 887984  
E-mail: [Peter.Holloway@leicestercofe.org](mailto:Peter.Holloway@leicestercofe.org)

**Julie Foulds**, Safeguarding Team Administrator  
Tel 0116 2615360 E-mail: [Julie.Foulds@leicestercofe.org](mailto:Julie.Foulds@leicestercofe.org)

**Louise Warner** Safeguarding Training Officer  
Tel: 0116 261 5383 Mob. 07729628319  
Email: [louise.warner@leicestercofe.org](mailto:louise.warner@leicestercofe.org)

**thirtyone:eight** (out of hours) 0303 003 1111 (Option 2)  
Callers should state they are calling from Leicester Diocese.

### Diocesan Contacts

**Claire Wood** Archdeacon of Loughborough, Tel 0116 2615321  
E-mail [Claire.Wood@leicestercofe.org](mailto:Claire.Wood@leicestercofe.org)

**Richard Worsfold** Archdeacon of Leicester Tel: 0116 261 5309  
E-mail: [Richard.Worsfold@leicestercofe.org](mailto:Richard.Worsfold@leicestercofe.org)

**Andy Brockbank** Director of Operations and Governance. Tel: 0116 261 5312  
Email: [andy.brockbank@leicestercofe.org](mailto:andy.brockbank@leicestercofe.org)

## **Forms**

Model forms for use in St. James the Greater Church are in the section below.

Application Form for Voluntary Worker (2 pages)

Job Description and Working Agreement

Letter to Referee and Reference Form (2 pages)

Annual Registration Form

Chorister Registration Form

Parent Consent Form for Outings (2 pages)

Parent Consent Form for Photographs

Parent Consent Form for Film or Video

Consent Form for Transportation of Children, Young People or Vulnerable Adults

Risk Assessment Form for Activities and Outings

Transporting Children or Young People Agreement

Child and Adult Safeguarding Policy Declaration of Acceptance



The Church of St James the Greater,  
London Road, Leicester LE2 1NE  
Telephone: 0116 254 4113  
E-mail: revdaquigley@gmail.com



THE CHURCH  
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**Application Form for voluntary workers with  
children and young people**

<b>Full Name:</b>	<b>Please give details of previous experience of looking after or working with children or young people:</b>
<b>Date of Birth:</b>	
<b>Former Name:</b>	
<b>Address:</b>	
<b>E-mail:</b>	
<b>Telephone:</b> <b>Day</b> <b>Mobile</b> <b>Evening</b>	<b>Please give details of any relevant qualifications or appropriate training:</b>
How long have you lived at the above address?	
If less than 12 months, please give the following information:  Previous address:  How long you lived there:	

Name of the children's or youth group with which you have applied to work:

**Please give the name and address of two referees who know you well, but are not related to you, one of which can comment on your suitability for this post, including your attitudes to children and young people.**

<p>Name:</p>  <p>Address:</p>    <p>Postcode:</p> <p>E-mail:</p> <p>Telephone:</p>	<p>Name:</p>  <p>Address:</p>    <p>Postcode:</p> <p>E-mail:</p> <p>Telephone:</p>
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I confirm that I authorize the Parish Safeguarding Officer or other person designated by the Parochial Church Council to contact the above named people for a reference.

If appointed, I undertake to read and implement the Parish Safeguarding Policy, procedures and guidelines and to take part in any relevant training, including safeguarding training.

**I understand and agree that the PCC is permitted to hold personal information about me as part of its personnel and other business records and may use such information in the course of the PCC's business. I agree that the PCC may disclose such information to third parties, in the event that such disclosure is, in the PCC's view, required for the proper conduct of the PCC's business. This clause applies to information held, used or disclosed in any medium.**

Date of application:

Signed:



The Church of St James the Greater,  
 London Road, Leicester LE2 1NE  
 Telephone: 0116 254 4113  
 E-mail: revdaquigley@gmail.com



THE CHURCH  
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**Job Description and Agreement for Workers  
 with Children and Young People**

<b>Name of Youth Worker:</b>	<b>Name of group: e.g. Sunday Club</b>
<b>Age range of children/young people and/or range of vulnerabilities:</b>	<b>Where and when the group meets:</b>
<b>Work to be undertaken:</b>	<b>our role:</b>
<p><b>Profile:</b></p> <ol style="list-style-type: none"> <li>1. Work under the leadership and guidance of .....</li> <li>2. Be aware of safeguarding policies and procedures and take responsibility for reporting disclosures of abuse and breaches of good practice.</li> <li>3. Have pastoral care of the children/young people and staff involved in the project.</li> <li>4. Read and note the contents and guidance in the Safeguarding Handbook and act upon them.</li> <li>5. Lead or help in accordance with the materials and guidelines provided.</li> <li>6. Organise and attend events relating to the work of the project.</li> <li>7. Attend recommended training wherever possible.</li> <li>8. Attend and participate in planning/review and other relevant meetings.</li> </ol>	
<p>I understand and agree that the PCC is permitted to hold personal information about me as part of its personnel and other business records and may use such information in the course of the PCC's business. I agree that the PCC may disclose such information to third parties, in the event that such disclosure is, in the PCC's view, required for the proper conduct of the PCC's business. This clause applies to information held used or disclosed in any medium.</p>	
<b>Signed by Volunteer:</b>	<b>Signed by Leader:</b>
<b>Date:</b>	<b>Date:</b>



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London Road, Leicester LE2 1NE  
Telephone: 0116 254 4113  
E-mail: revdaquigley@gmail.com



THE CHURCH  
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**REQUEST FOR REFERENCE FOR A VOLUNTARY WORKER WITH  
CHILDREN and/or ADULTS**

Date

Name  
Address

Dear

Re: Name of applicant and post being applied for in church

The above has given your name as someone who may be contacted in relation to his/her\* application to work with children and/or adults. Guidelines suggest that all voluntary organisations including Churches must take steps to safeguard the children and adults experiencing, or at risk of abuse or neglect entrusted to their care. I would be grateful if you could comment on the following factors as they may apply to the applicant:-

- Previous experience of working with children or adults experiencing, or at risk of abuse or neglect.
- His / her\* ability to provide kind and consistent care.
- Evidence of his / her\* willingness to respect the background and culture of children and adults experiencing, or at risk of abuse or neglect in his / her\* care.
- His / her\* commitment to treat all children and adults experiencing, or at risk of abuse or neglect as individuals and with equal concern.
- Any evidence or concern that he / she\* would not be suitable to work with children and adults experiencing, or at risk of abuse or neglect.

You are welcome to use the reverse of this letter for your reply. Thank you for your help.

Yours sincerely,

(Incumbent or Parish Safeguarding Officer)



**REFERENCE FORM**

How long have you known the applicant? .....years

Your relationship to the applicant? .....

Please comment on:

His / her\* previous experience of working with children/adults experiencing, or at risk of abuse or neglect:

His / her\* ability to provide kind, consistent and safe care:

Evidence of his / her\* willingness to respect the background and culture of children/adults experiencing, or at risk of abuse or neglect in his / her\* care:

His/ her\* commitment to treat all children / adults experiencing, or at risk of abuse or neglect as individuals and with equal concern:

Any evidence or concern that he / she\* would not be suitable to work with children / adults experiencing, or at risk of abuse or neglect?

Telephone contact point for clarification:

*\*Please delete as appropriate*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_



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 E-mail: office@stjamesthegreater.org.uk



THE CHURCH  
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**Annual Registration Form**  
 for young people attending church groups.

**Name of Church Group** \_\_\_\_\_

This group meets on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

in \_\_\_\_\_ for the following activities:

<b>Child's Details</b>	<b>Parent or Guardian or Carer's details</b>
Full Name:	Names:
Address:	Address:
Tel. No.:	Tel. No.:
Mobile No.:	Mobile No.:
E-mail:	E-mail:
Date of Birth:	<b>Emergency contact:</b>
School:	Tel. No.:
School Year Group:	Mobile No.:

Whilst your child is in our care, it would be helpful for us to know whether he or she suffers from any allergies or phobias, is on any medication, has any disability or Special Education Needs. Please give details of anything we should know.

My child will be brought to and collected from the group. Yes / No

My child will be collected by \_\_\_\_\_ Relationship to child \_\_\_\_\_

**NOT** allowed to collect my child \_\_\_\_\_ Relationship to child \_\_\_\_\_

My child has my permission to travel to and from the group without me. Yes / No

I give consent for my child to be in photographs Yes / No

I give consent for the photographs to be used for publicity purposes Yes / No

I agree to my child attending the above group and taking part in the specified activities.

Signed (Parent/Guardian/Carer) \_\_\_\_\_ Date \_\_\_\_\_

Please print name \_\_\_\_\_



**ST JAMES THE GREATER CHURCH CHOIR**  
**2022-23 REGISTRATION FORM FOR UNDER 18's**



**1. Chorister's details:**

Full name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of birth: \_\_\_\_\_

School: \_\_\_\_\_

School Year Group: \_\_\_\_\_

Whilst your child is in our care **is there any information we should know about your child?** e.g., allergies, any medication your child is on, or any other medical, psychological or social details we need to be aware of?

**2. Parent/Carer's Details:**

Telephone number(s): - \_\_\_\_\_

(please include a number where you can be contacted in an emergency)

E-mail: \_\_\_\_\_

Parent or Carer's address if different from that of the child:  
\_\_\_\_\_  
\_\_\_\_\_

**3. Parent/Carer's Consent:**

I agree to my child attending the children's choir rehearsals, services and events.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Carer)

Please print name:  
\_\_\_\_\_

**4. Details of other adults who will be bringing and/or collecting the child**

Please provide details of anyone other than parents or carers who will be bringing and/or collecting your child. If there isn't anyone else, please leave this section blank and skip to section 5.

Name(s): \_\_\_\_\_

Relationship to the child: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name(s): \_\_\_\_\_

Relationship to the child: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**5. Medical Emergencies**

Child's doctor's name, address and phone number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. Use of Personal Information**

I give consent for my telephone number and E-mail address, along with the name of my child and the names of any other adults I have nominated above who may collect my child, to be stored securely on a computer or telephone by Emma Trounson and will only be accessed by St. James the Greater staff for communications regarding the choir. Paper copies of the information will not be left unattended unless locked away securely. I understand that these details will only be used for legitimate choir business. I understand that all information will be deleted if my child leaves the choir. **Yes / No**

I give consent for photographs and videos featuring my child to appear on the official St. James the Greater website, YouTube channel, social media (Facebook, Instagram and Twitter) and selected printed media. (The children's full names will not appear with the photographs). **Yes / No**

**\*\*\*Please do not take photographs or videos of the choir or any children's choir members. Photographs and videos will be taken and shared by St James the Greater Church.\*\*\***



The Church of St James the Greater, Leicester  
 Church Office, The Church Hall, St James's Terrace,  
 Leicester LE2 1NA  
 Telephone: 0116 254 2111  
 E-mail: office@stjamesthegreater.org.uk



THE CHURCH  
 OF ENGLAND  
 DIOCESE OF LEICESTER

**Parent Consent Form for Outings**

**To be filled in for an outing or any activity not mentioned on the Registration Form.**

**PART A Details of the Event**

Name of Group .....

Event (give details here or on a separate sheet) .....  
 .....

Departure date ..... Departure time .....

From .....

Mode of transport .....

Return date ..... Return time .....

Leader(s) in charge .....

Leader's Mobile Number: .....

Name and contact details in the Parish during the event .....

**PART B Details of the Young Person**

Full name .....

Home address .....

Home Tel. No. .... Mobile No. .... Date of Birth .....

Parent/Guardian/Carer's name and contact details during the event including mobile no.  
 .....

**PART C Medical Details of the Young Person**

Doctor's Details: Name .....

Address.....

Telephone No. ....

Date of last anti-tetanus injection (if known) .....

If on medication (please ensure an adequate supply is brought to the event with written instructions for administration).

Do you consent to the leaders supervising the administration of medicines, including non-prescription medication, e.g. Calpol, Paracetamol? Yes / No

Please give details of any other information that the leaders should know, including disability or Special Educational Needs, dietary requirements or allergies.

#### **PART D Parental/Guardians Consent**

I give consent for my child taking part in this event as detailed above (or on a separate information sheet).

Signed ..... Date .....  
(Person with Parental Responsibility)  
Please print name .....

Is there another person with parental responsibility that we need to consult? Yes / No  
If 'Yes', please give details.

If it becomes necessary for my child to receive medical treatment and I cannot be contacted by telephone or by any other means to authorise this, I hereby give my general consent to any medical treatment and authorise the leader in charge of the activity to sign any document required by the hospital authorities.

**NB: The medical profession takes the view that a parent's consent to medical treatment cannot be delegated. This view is explicit in the Children Act 1989. Medical consent forms have no legal status and a doctor has the right to insist on parental consent before treating a child. It can be of comfort to medical staff to have general consent from parents in advance.**

Signed ..... Date .....  
(Person with Parental Responsibility)  
Please print name .....

#### **Consent for the taking of photographs** *Please delete any option that does not apply*

I give consent for my child to be in photographs of the event Yes / No

For photographs to be used for the following purposes *(to be filled in by person in charge)*  
..... Yes / No

Signed ..... Date .....  
(Person with Parental Responsibility)  
Please print name .....



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THE CHURCH  
OF ENGLAND  
DIOCESE OF LEICESTER

**Parent Consent Form  
for the taking and use of photographs**

Name of Church group/club \_\_\_\_\_

Name of person/leader in charge \_\_\_\_\_

Name(s) of child/children \_\_\_\_\_

**Consent for the taking of photographs**

To comply with the Data Protection Act 2018, we need your permission before any images of your child/children can be taken on our premises or at events and for the use of such images.

*Please delete any option that does not apply*

I give consent for my child/children to be in photographs Yes / No

For the photographs to be used for publicity purposes Yes / No

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Person with Parental Responsibility)

Please print name \_\_\_\_\_

**Please note:** If parents/guardians/carers wish to withdraw their permission at a later date, please notify the leader in charge in writing.



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THE CHURCH  
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DIOCESE OF LEICESTER

**Parent Consent Form  
for the filming or video recording of an event**

Name of Church group/club \_\_\_\_\_

Name of person/leader in charge \_\_\_\_\_

Event at which filming or video recording is to take place \_\_\_\_\_

Date of the event \_\_\_\_\_

Name(s) of child/children \_\_\_\_\_

To comply with the Data Protection Act 2018, we need your permission before any images of your child/children can be taken on our premises or at an event and for the use of such images.

I give my consent for the following options:

*Please delete any option that does not apply*

For my child's/children's image to be recorded  
on a film or video of the event.

Yes / No

For film or video of the event with my child's/children's image  
to be used for publicity purposes

Yes / No

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Person with Parental Responsibility)

Please print name \_\_\_\_\_





The Church of St James the Greater,  
 London Road, Leicester LE2 1NE  
 Telephone: 0116 254 2111  
 E-mail: office@stjamesthegreater.org.uk



**Consent Form for Transporting Children or  
 Young People or Vulnerable Adults**

**1. Personal details:**

Name of passenger: .....

Date of birth (if under 18 years): .....

Name of parent/carer (if under 18 years): .....

Name of adult carer, if applicable: .....

Address: .....

.....

Phone No: ..... Email: .....

**2. The activity**

Date(s) of events: .....

Venue: .....

Transport provided: private vehicle / minibus / other (please specify) .....

Name of driver (if known): .....

**3. Your consent**

I consent to being transported on behalf of St. James the Greater Church, according to the arrangements specified above.

**Signed (passenger):** ..... **Date** .....

**For passengers under 18 years, and vulnerable adults with carers:**

I consent to ..... (child) being transported on behalf of St. James the Greater Church, according to the arrangements specified above.

**Signed (parent or carer):** ..... **Date** .....

**Print name:** .....



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**Activity Risk Assessment including outings, holidays and trips.**

**Activity:**

**Date of 1<sup>st</sup> risk assessment:**

**Location:**

**Time/Frequency:**

**Leader with Responsibility:**

**Date to be reviewed:**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>



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## Transporting Children or Young People Agreement

When transport for children or young people is arranged by the church, then these guidelines should be adhered to at all times.

- Children and young people should not be taken out with transport without the prior consent of a parent/guardian/carer. The only exception to this is where the alternative to this would be to leave the child or young person in a potentially unsafe situation.
- Drivers who take children on church organised activities should be over 25 and should have held a full driving licence for over 2 years.
- Any driver who has been convicted of driving offences (other than minor ones) should not transport children.
- All vehicles should be in a roadworthy condition.
- All children must wear suitable seatbelts. If there are no seatbelts, then children should not be carried.
- The insurance of all vehicles used to transport children should be fully comprehensive. The insured person is responsible to make sure that their insurance covers the giving of lifts during church activities to children and young people.

### Transport by car

- Another adult should be present in addition to the driver.
- If in an emergency a driver has to transport a child on his/her own, the child must sit in the back of the car. When this happens, the driver must make reasonable efforts to contact the parents/guardians/carers to explain the situation and seek their agreement.
- All laws regarding children in cars must be obeyed: age restrictions regarding who sits in the front, booster seats, seat belts, only one person per seat.
- At no time should the number of children exceed the number of passenger seats for that vehicle.
- If a child is known to have a disability or special need, consideration should be given to whether to have a non-driving adult in the car. This adult should sit in the back, behind the driver, with the child in the seat beside him/her.

### Transport by mini-bus or coach

- A mini-bus or coach with seat belts must be used.
- All children must have a proper seat.
- Laws regarding booster seats and child restraints must be respected.
- An escort must always be taken. It is best that they are seated near to the door. They must check that all seat belts remain fastened and should ensure that a reasonable standard of behaviour is maintained during the journey. The adult must also supervise boarding and alighting to and from the vehicle.

### Declaration of Agreement

I agree to abide by the above Guidelines when engaged in transporting children and young people in connection with Church based activities.

Signed ..... Date .....

Print name ..... Group .....



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**Child and Adult Safeguarding Policy**  
 Declaration of Acceptance

Name .....

Position .....

Group .....

(Please tick the statements which apply to you.)

I have received a copy of the Safeguarding Policy and Guidelines for the Church of St. James the Greater, Leicester, and the Diocese of Leicester Safeguarding Handbook.	
I have read and understood the Safeguarding Policy and Guidelines for the Church of St. James the Greater, Leicester, and the Diocese of Leicester Safeguarding Handbook.	
I have received a copy of the Pocket Guide to Safeguarding Children published by the Church of England.	
I have read and understood the Pocket Guide to Safeguarding Children published by the Church of England.	
I have completed Safeguarding Training at the appropriate level for my role or position and given a copy of the certificate to the P.S.O.	
I agree to abide by the Safeguarding Policy and Guidelines for Church of St. James the Greater, Leicester and the Diocese of Leicester.	

Signed ..... Date .....

Please return to: Miss V. Roe (Parish Safeguarding Officer)