



Scottish Episcopal Church

Office for the Protection of Children and Vulnerable Adults

SAFEGUARDING THE VULNERABLE

Co-ordinator and Vestry Handbook

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INTRODUCTION

Ministry to children, young people and vulnerable adults is a cherished and important part of the work of the Scottish Episcopal Church. Every week, substantial numbers of vulnerable people visit church premises for worship or for social and recreational activities. Much of the Church's ministry to them is only possible because of the dedication of the large numbers of volunteers who place their time and talents at the service of the Church.

We cannot ignore that there are some individuals in our society who represent a threat to the vulnerable. To recognise that the Church is not exempt from that threat is not to scaremonger, nor is it to suggest that those involved in a paid or voluntary capacity with such work are under suspicion. Rather, it reflects our desire to provide as safe and as happy an environment as we can in which the vulnerable can enjoy and explore Christian commitment.

The policies, codes of practice, information and advice in these pages are intended to assist in implementing the Church's policies on promoting a safe environment for all who access the Church's services but, in particular, those in our Church communities who are most vulnerable.

The Policy Statements and Codes of Good Practice recognise the special status of children, young people and vulnerable adults and the duties that are required of the Church in respect of them. Implementation of the Codes of Good Practice is intended to give vulnerable people the care and protection they deserve and it should give those with the day to day responsibility of caring for the vulnerable the reassurance that all individuals are safe and protected in the Church's groups and activities. It will also help safeguard the Church's staff and volunteers from false allegations that might arise out of misunderstandings and it should reduce the risk of the Church being found liable for circumstances of abuse.

This booklet replaces the 2004 Child Protection Handbook (the white A4 ring binder). Other publications have been revised and updated to reflect the latest legislation. These are available in hard copy from the Provincial Office or on the SEC website.

- Safeguarding Children and Young People in the Church (child protection training booklet)
- Protecting Vulnerable Adults (Adult protection guidance and training booklet)
- A to Z of PVG
- Summary of Good Practice Card: Working with Children
- Summary of Good Practice Card: Working with Vulnerable Adults
- Summary of Good Practice Card: Safer Recruitment
- PVG Co-ordinator Poster
- Child Protection Policy and Guidelines (poster format)
- Provincial Office Poster
- Childline contact details poster
- Forms and Templates

CHILD PROTECTION AND THE LAW

Recognising, respecting and promoting the rights of children and young people is essential if we are serious about improving their life chances. However, children's rights are often described in abstract terms. What do we mean by rights for children and young people? In seeking an answer, it quickly becomes clear how rights can be translated into the services and opportunities that we all should take for granted for them:

- Access to high quality healthcare, to education, and to additional support when needed;
- Protection from abuse, harm or neglect and
- Access to opportunities for play.

The overarching framework for the protection of children sits under the United Nations Convention on Human Rights and the Convention on the Rights of the Child. **The United Nations Convention on the Rights of the Child (UNCRC) is an international agreement that protects the human rights of children under the age of 18 and it was ratified by the UN General Assembly in 1989.** On the 16th December 1991, the United Kingdom of Great Britain and Northern Ireland formally agreed to make sure that every child in the UK has all the rights as listed in the convention.

The principles of the UNCRC are translated into a Scottish legal framework through various pieces of legislation intended to provide for the appropriate protection of children and young people from harm, abuse and neglect and for supporting them to develop properly into fully active and participating citizens with the opportunity to achieve as much as they can in their life.

The principal piece of Scottish legislation currently in force in this respect is the Children (Scotland) Act 1995. This provides for child care policy and law in Scotland and it sets out eight clear principles to incorporate the philosophy of the UNCRC:

- Every child should be treated as an individual;
- Children have the right to express their views about any issues or decisions affecting or worrying them;
- Every effort should be made to preserve the child's family home and contacts;
- Parents should normally be responsible for the upbringing and care of their children;
- Children, whoever they are and wherever they live, have the right to be protected from all forms of abuse, neglect and exploitation;
- Every child has the right to a positive sense of identity;
- Any intervention in the life of a child or family should be on formally stated grounds, properly justified, in close consultation with all the relevant parties;
- Any intervention in the life of a child, including the provision of supportive services, should be based on collaboration between all the relevant agencies.

Since the 1995 Act was introduced, a number of developments have taken place that impact on the way in which child protection developed in Scotland. The Dunblane shootings in 1996 led to the introduction of the 1997 Police Act which introduced the system of checks for those working unsupervised with children in either a paid or a voluntary role. This led to the establishment of Disclosure Scotland and the Central Registered Body for Scotland, the intermediary organisation that the Scottish Episcopal Church uses to process PVG Scheme membership applications.

The recommendations from the enquiry by Sir Michael Bichard into the 2002 murders of Holly Wells and Jessica Chapman in Soham, Cambridgeshire, underpin the Protection of Vulnerable Groups (Scotland) Act 2007. The 2007 Act consolidated a number of pieces of legislation and introduced a new membership scheme (the PVG Scheme) to replace and improve upon the previous disclosure arrangements for people who work with vulnerable groups. The PVG Scheme is intended to:

- Help to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour.
- Be quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required.
- Strike a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.

The PVG Scheme is managed and delivered by Disclosure Scotland, an executive agency of the Scottish Government. Responsibilities include taking decisions on behalf of Scottish Ministers about who should be barred from working with vulnerable groups.

The 2007 Act makes it an offence to employ a paid person or volunteer in a position involving 'regulated work' whose name appears on the list of those disqualified from working with children. The SEC, as an employer of paid staff and volunteers, is also required to refer a person to Scottish Ministers who harms a child or puts a child at risk of harm and is dismissed or moved away from access to children as a consequence. The responsibility for making referrals to the Scottish Ministers for the SEC lies with the Provincial Officer for the Protection of Children and Vulnerable Adults.

Under the PVG Act Regulated work with children involves working directly with children as part of 'normal duties', but excludes those who may have occasional contact with children. To comply with the PVG Act the Scottish Episcopal Church applies for PVG Scheme Membership for volunteers and paid workers who are teaching or supervising children's activities as part of their normal duties. The booklet *A to Z of PVG* sets out how the Scottish Episcopal Church complies with the Protection of Vulnerable Groups (Scotland) Act 2007.

ADULT PROTECTION AND THE LAW

The Adult Support and Protection (Scotland) Act 2007 (ASP Act) along with the Adults with Incapacity (Scotland) Act 2000 and the Mental Health (Care and Treatment) (Scotland) Act 2003 provides a strong legislative framework that ensures situations where an adult is being harmed are dealt with properly. The 2007 Act provides legislative responses for people and situations which are not necessarily covered by either of the other Acts, in particular, the 2007 Act allows councils to make inquiries where they would otherwise have no power to do so. Following this initial inquiry, a council may choose to use other parts of the 2007 Act or may choose to respond using another Act or even a non-legislative route, such as developing a care plan.

The ASP Act tries to protect people from being harmed because some people may find it more difficult to stop harm happening to them. People in this situation 'adults at risk' and they are defined as those who:

- are unable to safeguard themselves, their property (their home, the things they own), their rights or other interests;
- are at risk of harm; and
- because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than others who are not so affected.

Having a particular condition such as a learning disability or a mental health problem does not automatically mean an adult is at risk. Someone can have a disability and be perfectly able to look after themselves. For an adult to be considered at risk, all three parts of the definition must be met.

Protection of Vulnerable Groups (Scotland) Act 2007 (the PVG Act) consolidated a number of pieces of legislation and introduced a new membership scheme (the PVG Scheme) to replace and improve upon the previous disclosure arrangements for people who work with vulnerable groups. The PVG Scheme is intended to:

- Help to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour.
- Be quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required.
- Strike a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.

The PVG Scheme is managed and delivered by Disclosure Scotland, an executive agency of the Scottish Government. Responsibilities include taking decisions on behalf of Scottish Ministers about who should be barred from working with vulnerable groups.

The PVG Act makes it an offence to employ a paid person or volunteer in a position involving 'regulated work' whose name appears on the list of those disqualified from working with protected adults. The SEC, as an employer of paid staff and volunteers, is also required to refer a person to Scottish Ministers who harms a protected adult or puts a protected adult at risk of harm and is dismissed or moved away from access to protected adults as a consequence. The responsibility for making referrals to the Scottish Ministers for the SEC lies with the Provincial Officer for the Protection of Children and Vulnerable Adults.

Under PVG there is more than one definition of a protected adult, but for the purposes of the SEC a protected adult is someone over the age of 16 who has 'particular needs' for which he or she is receiving a 'welfare service' from the Church.

Welfare service has a five part definition:

1. It is provided in the course of work to people over the age of 16 with particular needs

A particular need is a specific requirement an individual may have arising from either physical or mental illness, or physical or mental disability which may disadvantage that person when compared to the rest of society.

2. It is a service delivered on behalf of the Scottish Episcopal Church

Pastoral care involves the provision of support, assistance, advice or counselling on behalf of the Church.

3. It requires training to be undertaken by the person delivering the service

The PVG Act does not specify how long the training should be or what form it should take, merely that it must be appropriate training.

4. The service provided has frequency and formality

Pastoral care is an important part of the Church's work and is not provided on a casual or irregular basis. It is an integral part of the duties of clergy and lay workers.

5. The service is personalised to the individual's needs

Pastoral care meets the needs of the individual.

In the Scottish Episcopal Church regulated work with protected adults is defined as the provision of support, advice and spiritual guidance to individuals with particular needs which may include mental illness such as dementia, drug or alcohol dependency, physical disability, or degenerative illness.

SCOTTISH EPISCOPAL CHURCH

CHILD PROTECTION POLICY STATEMENT

This Policy was adopted by General Synod in June 1998.

The Scottish Episcopal Church recognises the special status of children and young people. Because of their vulnerability, children and young people will be awarded special protection. They are to be respected as persons in their own right, created and loved by God. We, therefore, commit ourselves to take all steps within our power to keep children and young people safe from physical, sexual and emotional harm.

CODE OF GOOD PRACTICE

1. Adopt the Policy Statement agreed by the General Synod on safeguarding the welfare of children and young people.
2. Plan the work of the organisation so as to minimise situations where the harm or abuse to children and young people may occur.
3. Introduce a system whereby children and young people may talk with an independent person.
4. Apply agreed procedures for protecting children and young people to all paid staff and volunteers.
5. Give all paid staff and volunteers clear roles.
6. Use supervision of staff and volunteers as a means of protecting children and young people.
7. Treat all applicants for any position involving contact with children and young people in the same way.
8. Obtain at least one reference, ideally from a person who has experience of the applicant's paid work or volunteering, if any, with children or young people.
9. Explore all applicants' experience of working or contact with children or young people in an interview before appointment.
10. Find out whether an applicant has any convictions for criminal offences against children or young people.
11. Make paid and voluntary appointments conditional on the successful completion of a probationary period.
12. Issue guidelines on how to deal with the disclosure, suspicion or discovery of abuse.
13. Train paid staff and volunteers, their coordinators or supervisors, and policy makers in the prevention of harm or abuse to children and young people.

SCOTTISH EPISCOPAL CHURCH

VULNERABLE ADULTS POLICY STATEMENT

This Policy was adopted by General Synod in June 2006.

The Scottish Episcopal Church recognises the special status of all vulnerable people, particularly those who, because they are affected by disability, mental disorder, illness, infirmity or ageing, are unable to protect themselves from abuse, or more vulnerable to being abused than persons who are not so affected. Because of their vulnerability, such people will be awarded special protection. They are to be respected as persons in their own right, created and loved by God. We, therefore commit ourselves to take all steps within our power to keep vulnerable people safe from harm and from an abuse of trust.

CODE OF GOOD PRACTICE

1. Adopt the Policy Statement and Code of Good Practice of the SEC regarding the welfare of vulnerable people. Vestries appoint a coordinator for the Protection of Vulnerable Adults.
2. Plan the care of the vulnerable so as to minimise situations where an abuse of trust or a lack of standards may occur and cause distress or significant harm. Ensure that all workers receive appropriate training.
3. Introduce a system where vulnerable adults or their carers/guardians may speak to an independent person.
4. Use supervision of staff and volunteers as a means of protecting the vulnerable from distress and harm. Have a Probationary period for new workers.
5. Treat all applicants for any position involving regular work with vulnerable adults in the same way. Use the Job Description Form, the Application Form and obtain a reference.
6. Find out whether an applicant has any convictions for criminal offences which could reflect on their suitability for the post. Complete PVG Scheme disclosure applications for all new workers.
7. Issue guidelines on how to deal with and report the allegation, suspicion or discovery of the abuse of vulnerable adults.

POLICY ON THE RECRUITMENT OF EX OFFENDERS

The Scottish Episcopal Church complies fully with the Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for undertaking regulated work. The Church undertakes to treat all applicants for positions fairly and not to discriminate unfairly against the subject on the basis of conviction or other information revealed.

The Scottish Episcopal Church will use a Disclosure Scotland check only where this is considered proportionate and relevant to the particular position or type of regulated work. This will be based on a thorough risk assessment of that position or work. Where a Disclosure check is deemed necessary for a post or position, the Church will endeavour to ensure that all applications forms, job adverts and any other appropriate literature contain a statement that a Disclosure check will be requested in the event of the individual being offered the position.

The Church would normally expect to discuss any matter revealed in a Disclosure check with the subject of that Disclosure check before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily debar a person from working with the Scottish Episcopal Church. This will depend on the nature of the position, together with the circumstances and background of the individual's offences.

The Church's written policy on the recruitment of ex-offenders is available upon request to all applicants at the outset of the recruitment process.

Explanatory Note:-

Part V of the Police Act 1997 and the Protection of Vulnerable Groups (PVG) Scheme are aimed at helping employers and other organisations assess the suitability of applicants for particular posts and to make safer recruitment decisions in relation to regulated work through proportionate access to criminal record information. The PVG Scheme provides for the issue of criminal conviction and relevant vetting information and this information is provided by Disclosure Scotland.

The 1997 Act provides for a Code of Practice to be published by Ministers governing the use of all information issued in respect of Disclosure checks. The Code requires all recipients of such Disclosure information to comply with the Code and to use that information properly and fairly. Where conviction or other information is revealed as part of the Disclosure or PVG process, that information must not be used to unfairly discriminate against individuals when considering them for positions.

Employers and others who make use of the PVG Scheme are expected to have a written policy on the recruitment of such individuals, which can be given to applicants for positions where a Disclosure check is requested.

POLICY ON THE SECURE HANDLING, USE, STORAGE AND RETENTION OF DISCLOSURE INFORMATION

Part V of the Police Act 1997 and the Protection of Vulnerable Groups (PVG) Scheme are aimed at helping employers and other organisations assess the suitability of applicants for particular posts and to make safer recruitment decisions in relation to regulated work by providing proportionate access to criminal record information. The PVG Scheme provides for the issue of criminal conviction and relevant vetting information and this information is provided by Disclosure Scotland.

The 1997 Act also provides for a Code of Practice to be published by Ministers governing the use of all information issued in respect of Disclosure checks. The Code requires all recipients of such Disclosure information to comply with the Code and to handle store and dispose of that information appropriately. Registered Bodies are required to have a written policy on the handling, holding storage and retention of Disclosure and PVG information, and to ensure that any body or individual, at whose request applications for Disclosure checks are countersigned, has such a written policy. The following is the policy of the General Synod.

General Principles

The General Synod of the Scottish Episcopal Church complies fully with the Code of Practice, issued by Scottish Ministers, regarding the correct handling, holding storage, destruction and retention of disclosure information provided by Disclosure Scotland for the purposes of assessing applicants' suitability for regulated work. It also complies fully with the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information and has adopted this written policy on these matters. This policy is available to anyone who wishes to see it on request.

Usage

The General Synod of the Scottish Episcopal Church uses disclosure information only for the purpose for which it has been provided.

Handling

The General Synod of the Scottish Episcopal Church recognises that it is a criminal offence to disclose disclosure information to any unauthorised person. The Church will, therefore, only pass disclosure information to those who are authorised to see it in the course of their duties. The Church will not disclose information provided under section 113B(5) of the Act, namely information which is not included in the disclosure certificate, to the applicant.

Access and Storage

The General Synod of the Scottish Episcopal Church does not keep disclosure information on an individual's personnel file. It is kept securely, in lockable, non-portable storage containers. Access to storage units is strictly controlled to authorised and named individuals, who are entitled to see such information in the course of their duties.

Retention

To comply with the 1998 Act, the General Synod of the Scottish Episcopal Church does not keep disclosure information for longer than necessary after a recruitment (or any other relevant) decision has been taken. In general, for the 1997 Act, this is no longer than six months from the date the relevant decision has been taken, allowing for the resolution of any disputes or complaints. For the 2007 Act, this will be the date an individual ceases to do regulated work for this organisation. The Church will not retain any paper or electronic image of the disclosure information. The Church will, however, record the date of issue, the individual's name, the disclosure type and the purpose for which it was requested, the unique reference number of the disclosure and details of its decision. The same conditions relating to secure storage and access apply irrespective of the period of retention.

Disposal

The General Synod of the Scottish Episcopal Church will ensure that disclosure information is destroyed in a secure manner i.e. by shredding, pulping or burning. The Church will ensure that disclosure information which is awaiting destruction will not be kept in any insecure receptacle (e.g. a waste bin or unlocked desk/cabinet).

SAFEGUARDING CHECKLIST FOR VESTRIES

- Each Vestry must appoint a PVG Co-ordinator and obtain a character reference which should be seen by the Bishop prior to the appointment being confirmed. The Assistant Provincial Officer at the General Synod Office and the Diocesan Protection Officer must also be informed of any new co-ordinator appointments, and advised of any changes of contact details for current Co-ordinators.
- Each Vestry should have formally adopted (and minuted) the SEC Policies and Codes of Good Practice on Child and Adult Protection, and the Policy on Recruitment of Ex-offenders. New Vestry members should receive copies of these policies and guidelines as part of their training as Charity Trustees.
- The SEC Code of Good Practice, the name and phone number of the Co-ordinator and a ChildLine poster should be displayed in every church. Summary cards should be distributed to all those who are undertaking Regulated Work or who are in positions of trust with children, young people and vulnerable adults. If an Independent Person has been appointed, contact details should also be displayed, as should the contact details of the Provincial Officers.
- The Vestry should support the Co-ordinator in keeping records of all those who are undertaking regulated work with children and/or vulnerable adults. All volunteers and paid workers should complete an application form and be issued with a job description, the relevant training booklet (*Safeguarding Children and Young People in the Church* and/or *Protecting Vulnerable Adults*) and summary of good practice card. All should receive training appropriate to their role(s) and should have a supervisor.
- The PVG Co-ordinator should know the telephone numbers of the local child and adult protection services.
- Vestries should include Child and Adult Protection on agendas for meetings and the co-ordinator should be able to report in person to the Vestry at least three times a year. There should be a Child and Adult Protection Report to the Church's AGM and this should be copied to the Diocesan Protection Officer.
- Child and Adult Protection should be 'owned' by the whole Church Community. Vestries and all those undertaking regulated work with children or in positions of trust within the Church should have had an opportunity to watch the SEC training DVD or access to other suitable training material.
- Everyone who undertakes regulated work as set out in the guidance for the PVG Scheme must complete a PVG disclosure application. The PVG Co-ordinator should initiate this. All new workers must complete the Caring for the Vulnerable Declaration which should be sent to the Assistant Provincial Officer with the PVG Scheme disclosure application. The letter from the Provincial Officer informing the Co-ordinator of the result should be kept on file for as long as the person continues in regulated work for the Church.
- Each Vestry should appoint a Regulated Work Employer.
- Each Vestry should maintain a register of the Regulated Workforce and provide an annual update to the Provincial Office. This is confidential information and should only be available to the Co-ordinator and Vestry

RESPONSIBILITIES OF PVG CO-ORDINATORS

Every Congregation should select at least one co-ordinator to take responsibility on behalf of the Vestry for ensuring that the work of the Church is carried out in accordance with the Law and the Church's policies on the protection of Children and Vulnerable Adults. Vestries may nominate a co-ordinator to take responsibility for either one or both of the policies. A co-ordinator may be appointed to more than one Congregation in a linked charge. Large Congregations may need more than one co-ordinator.

ROLE PURPOSE

The role of the co-ordinator is one of responsibility and confidentiality and should be occupied by someone of competence who attracts the respect and trust of others. Usually this will be a lay person who is not involved in working with the vulnerable in the congregation. The co-ordinator is supported by the Vestry and the Diocesan Protection Officer, and the Provincial Officers. Whilst executive duties are delegated to the co-ordinator(s), the Vestry is ultimately responsible for implementation of the Church's policies and compliance with the Law.

When the Vestry has identified a suitable candidate, the Vestry Secretary should seek references (which should be sent to the Bishop) and ask the Bishop to approve the appointment. The Bishop may delegate this responsibility to the Diocesan Protection Officer. When the appointment has been approved by the Bishop, the Vestry Secretary should advise the Diocesan Protection Officer and the Assistant Provincial Officer at the General Synod Office.

Co-ordinators do not need to apply for PVG disclosure unless they are working with Children or Protected Adults in another capacity. The Provincial Office will accept PVG applications countersigned by co-ordinators as soon as the appointment is approved by the Bishop. In the absence of a co-ordinator, the Assistant Provincial Officer may authorise a member of a Vestry to carry out ID checks on a temporary basis.

DUTIES

- To facilitate and promote the dissemination of information on the protection of Children and/or Vulnerable Adults from abuse and promote the awareness of risk.
- To advise on and facilitate training opportunities for all who are engaged directly or indirectly in work with children and young people under 18. Training of pastoral visitors and others working with adults is the responsibility of the priest in charge of the congregation. Training may also be delivered by the Diocesan Protection Officer or the Provincial Officer.
- To facilitate PVG Disclosure checks in respect of volunteers and paid workers in Regulated Work with Children and/or Protected Adults, and those in ministries authorised by the Diocesan Bishop as and when required.
- To check the identity of applicants and countersign ID checks accompanying PVG applications and submit these to the Provincial Office for processing.
- To keep records of all volunteers/workers with Children. This will include the job description, completed application forms and references, written summaries of training and support sessions and any steps taken to manage incidents/issues of concern about the conduct of a

worker towards children or young people. Records for those working with Protected Adults may be kept by the co-ordinator or priest in charge of the congregation.

- To explain to volunteers and paid workers, clergy and others in authorised ministry who are being recruited that the post depends on PVG Scheme membership, and the PVG Disclosure will need to satisfy the Provincial Child Protection Officer that the person is not unsuitable for the post.
- To show applicants the SEC Policy on the Recruitment of Ex-Offenders, explain that because of the nature of the appointment the SEC is entitled to ask 'exempted questions' (questions about the applicant's Criminal Record including spent convictions and non-conviction information), and ask the applicant to complete the 'Caring for the Vulnerable Declaration'.
- To explain to the applicant the right of appeal against the content of the PVG Disclosure certificate and against a decision not to appoint by the Provincial Officer.
- To be available to leaders and other adults associated with the congregation who may wish to express concerns about child protection relating to persons or procedures. All such concerns should be reported to the Diocesan Protection Officer or Provincial Officer.
- To receive reports of any physical, sexual or emotional abuse of children or young people and to be responsible for liaison with the police or other authorities in any action taken. A Co-ordinator must inform the Provincial Officer of any incidents where a person has harmed or been accused of harming a child or has been moved away from working with children because of a risk of harm. The Provincial Officer is responsible for making a referral under the PVG regulations.
- To monitor on behalf of the Vestry awareness of the Code of Good Practice by all groups or organisations under the jurisdiction of the Vestry. To report on a regular basis to the Vestry. To make a report to the AGM of the Church and to the Diocesan Protection Officer.

REGULATED WORK EMPLOYER

An employer who has responsibility for the day-to-day training, supervision, management, review and appraisal of those doing regulated work with children and/or adults, and has the power to suspend or dismiss them is defined under PVG as doing Regulated Work. The appointment of a 'regulated work employer' allows vestry members to appoint one of their number to take primary responsibility for the regulated work aspect of their collective responsibilities as employers of volunteers, thus avoiding the need for all vestry members to join PVG. Usually this will be the Rector who will already be a PVG Scheme member, but the responsibilities could be shared between two or more people depending on the amount of work involved.

**SCOTTISH EPISCOPAL CHURCH
CONGREGATIONAL SAFEGUARDING CHECKLIST**

Congregation:

SAFEGUARDING POLICIES AND PROCEDURES

		Details
Are the SEC Policies for Children and Vulnerable Adults displayed prominently in the Church?	Yes/No	
Is the ' <i>Childline</i> ' Poster displayed in the Church?	Yes/No	
Does the Church have a PVG Co-ordinator for Children	Yes/No	
Is their name and contact details displayed within the Church and the Church buildings?	Yes/No	
Do they have a copy of the Child Protection Training Booklet?	Yes/No	
Does the Church have a separate PVG Co-ordinator for Vulnerable Adults	Yes/No	
Is their name and contact details displayed within the Church and the Church buildings?	Yes/No	
Do they have a copy of the Protecting Vulnerable Adults Booklet?	Yes/No	
Are the contact details of the Diocesan Protection Officer and the Provincial Officer for the Protection of Children and Vulnerable Adults displayed within the Church?	Yes/No	
Does the Vestry have safeguarding on its agenda at its meetings?	Yes/No	
Is an annual safeguarding report provided to the Vestry at the Church AGM?	Yes/No	
Has the Vestry identified a 'Regulated Work Employer'?	Yes/No	
Has the Vestry compiled a register of 'Regulated Work Positions and 'Positions of Trust' within the Church?	Yes/No	

SAFE RECRUITMENT AND MANAGEMENT OF VOLUNTEERS/STAFF

		Details
Who undertakes the recruiting process for regulated work positions and positions of trust within the Church on behalf of the Vestry?		
Are regulated work positions and positions of trust within the Church advertised?	Yes/No	
Are job descriptions available for all volunteer and paid staff posts?	Yes/No	
Are people interviewed for these roles and who undertakes this function?	Yes/No	
Are references taken up for volunteer and paid staff posts?	Yes/No	
Are PVG applications submitted and the approval of the Provincial Officer received BEFORE the person commences regulated work?	Yes/No	
Do all volunteers and paid staff have an identified supervisor to whom they report?		
Have all volunteers and staff undertaking a regulated work role been issued with a pocket card of good practice for children or vulnerable adults?	Yes/No	
Have the volunteers or staff (including the PVG coordinators) received or attended any training?	Yes/No	
Are records maintained for safeguarding training?	Yes/No	

Name of Person Completing this return:

Position in Church:

Date:

KEEPING AND MAINTAINING SAFEGUARDING RECORDS

PURPOSE OF KEEPING RECORDS

The purpose of keeping a record is to assist in the maintenance of a safe environment within the Church regarding the care of children and vulnerable adults. It also enables accurate information to be given in response to any *bona fide* enquiries or any future request for a reference. It will provide clarification in cases where a future criminal record disclosure reveals information from the police that an allegation was made but did not result in a prosecution or a conviction. It will also prevent unnecessary re-investigation if, as sometimes happens, allegations resurface after a period of time.

It is important that a clear and comprehensive summary is kept of any complaints or allegations made, details of how these were followed up and resolved, and of any action taken and decisions reached.

RESPONSIBILITY FOR MAINTAINING RECORDS

Where complaints or allegations are received at a congregational level, the Diocesan Protection Officer will keep all the documentation relating to complaints or allegations securely in a confidential file and a copy will be sent to the Church's Provincial Officer for the Protection of Children and Vulnerable Adults. A duplicate file in respect of such complaints or allegations will be retained at the Provincial Office.

If complaints or allegations are received at a Provincial level, the Provincial Officer will keep all the documentation relating to such complaints or allegations securely in a confidential file. A copy will be sent to the Diocesan Protection Officer who will keep this securely. Where the complaint or allegation is in respect of a member of clergy, a record of this must be kept in the Diocesan Personnel File; where it is in respect of a non-clergy member of staff or a volunteer, it should be retained in the congregational file. Records containing issues of child or adult abuse will be held for a minimum of 50 years.

FALSE MALICIOUS AND UNSUBSTANTIATED ALLEGATIONS

For an allegation to be described as false, it is necessary to have evidence that disproves the allegation. This means that the allegation is unfounded. For an allegation to be described as malicious, it is necessary to have evidence that not only disproves the allegation, but also proves a deliberate intent to harm the individual against whom the allegation was directed.

An unsubstantiated allegation is not the same as a false allegation. It simply means that there is insufficient evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence. It is important to retain records where an allegation has proved to be unsubstantiated, false or malicious, so that it is on record that the allegation was known and responded to.

CASE SUMMARY

At the conclusion of an investigation or proceedings, a summary should be prepared noting the nature of the complaint or allegation, the enquiries made and the outcome. Carefully considered information should be given to the person making the complaint or allegation and to the victim or survivor as appropriate and possible within the limits of confidentiality and the need not to

compromise possible statutory processes. This should be done by the Provincial Officer for the Protection of Children and Vulnerable Adults. Actions taken and decisions made should also be noted.

Individuals who have been party to the information, such as the subject of the report, a child's parent or a 'need to know' monitoring group for a sex offender, should be recorded. If files are weeded when the person leaves the church, care should be taken to retain the material noted here.

SECURITY AND RETENTION

The Diocesan Protection Officer should keep all the documentation relating to child or vulnerable adult protection issues securely and confidentially and these records must be passed on to successors. A file relating to complaints or allegations of a child or adult protection nature should be kept for each employee and volunteer and this will be kept for a minimum of 50 years after their appointment ceases. These files should be kept in a locked filing cabinet and access should be limited to the Diocesan Protection Officer and only such others as considered necessary for the fulfillment of their role.

DATA PROTECTION

The Church is subject to the eight data protection principles and must manage all personal data in a way that complies with these principles:

- Personal data shall be obtained and processed fairly and lawfully.
- Personal data shall be obtained only for specified and lawful purposes and shall not be used for any other purpose.
- Personal data should be adequate, relevant and not be more than is necessary to complete the task for which it was collected for. However, keeping records for historical and research purposes are a legitimate reason for keeping records.
- Personal data shall be accurate and, where necessary, kept up-to-date.
- Personal data should not be kept for longer than is necessary for completion of the task it was collected for.
- Personal data shall be processed in accordance with the rights of data subjects under the Data Protection legislation.
- Personal data should be kept securely and safely with appropriate technical and organisational measures being taken against unauthorised or illegal processing, accidental loss or destruction of personal data.
- Personal data shall not be transferred to a country or territory outside the European Economic Union, unless that country ensures an adequate level of protection of the rights of data subjects.

The implication of these principles is that organisations should have procedures in place to oversee the personal information held on files and databases. This means organisations must

assess how long they need to keep information for, the purpose for which they are holding it and when it will be destroyed.

The 1998 Act also provides individuals with important rights, which include the right for individuals to find out what personal information is held about them, either in paper records or on computer.

ACTION IN CASES OF ABUSE OR 'BLEMISHED' DISCLOSURE RESULTS

Where information regarding possible harm or abuse of a child or vulnerable adult comes to the attention of the PVG Co-ordinator or any other person, the following action **MUST** be taken:

- In incidents where the risk of harm or abuse is immediate, local child or adult protection procedures must be followed and local services contacted. These can be found in the local police and local authority pages of the telephone directory or on the relevant websites.
- The Co-ordinator must inform the Provincial Officer for the Protection of Children and Vulnerable Adults of the information or allegation.
- Neither the Co-ordinator nor any other person involved should carry out an investigation or question the child or vulnerable adult concerned as this might compromise a criminal investigation. This could contaminate evidence or prejudice a case.
- Following advice given by the Provincial Officer, the Co-ordinator (and the Cleric and Bishop, if neither are implicated in the allegation), must ensure that any individual who is doing Regulated Work and against whom an allegation of abuse is made is suspended pending investigation of the matter.
- If the Provincial Officer informs the Co-ordinator that information contained in a PVG Scheme Record requires that an individual is suspended immediately pending investigation, then the Co-ordinator must ensure that this happens.
- The Co-ordinator must ensure that he/she and the person who receives a report or allegation or information, completes a record of the suspicion or allegation of abuse. The record should include details of advice given by State or Church authorities and of the action taken. Such notes must be treated in a strictly confidential manner and only ever shared on a 'need to know' basis.
- Where a person with a history of harming or abusing a child or vulnerable adult remains in the church community, the Co-ordinator must liaise with the Provincial Officer to prepare a Contract of Behaviour.

REVIEW OR APPEAL AGAINST A DECISION

In the event of the Provincial Officer deciding that a person is not suitable to do regulated work for the Church, the person may request a formal review of the decision. If after the review process the person remains dissatisfied, a formal appeal process may be initiated. Procedures for review and appeal are appended to the templates document.

WHO TO CONTACT IN THE EVENT OF AN EMERGENCY

Fortunately, the occasions when an emergency safeguarding issue will arise are very few. However, when something happens that requires an immediate response, it is important that the correct action is taken and the right people are contacted.

If you believe that a child, young person or a vulnerable adult is at immediate risk of harm or abuse you should contact one of the statutory services – either police or social work services.

Police Scotland can be contacted by telephoning 999 and asking for the police or by telephoning the **non-emergency number 101**, and advising the operator that it is an urgent child or adult protection matter. More information on contacting the police is available on the Police Scotland Website – www.scotland.police.uk – and there is a postcode search facility on the homepage that will provide you with details of your local policing team.

The local social work services number will depend on where you are but all local authorities offer both an in-hours and out-of-hours service for both child and adult protection services. The **WithScotland** Website – www.withscotland.org/public - provides a search facility using your postcode which will provide you with the relevant local information.

It is good practice to have the local emergency and non-emergency contact numbers displayed prominently in the Church so that valuable time is not lost searching for the relevant numbers.

REMEMBER – IN THE EVENT OF A REAL EMERGENCY, ALWAYS CONTACT THE POLICE BY DIALLING 999

GUIDANCE ON HANDLING MEDIA ENQUIRIES

If they become public, safeguarding issues that arise at your Church, whether serious or minor, are likely to attract significant interest from the media. If such an event were to arise, you are advised not to speak to the media. The Scottish Episcopal Church has a Communications Officer, who is based at the General Synod Office in Edinburgh and you should direct all enquiries to the Communications Officer. In the absence of the Communications Officer, the Secretary General or the Provincial Officer for the Protection of Children and Vulnerable Adults should be contacted. (The Provincial Officer should have been contacted immediately the incident occurred or was made known.)

Contact Details:

General Synod Office	0131-225-6357
Communications Officer	press@scotland.anglican.org
Secretary General	secgen@scotland.anglican.org
Provincial Officer	protection@scotland.anglican.org

ADVICE ON USE OF CHURCH PREMISES

When drawing up a lease or single occasion booking form for the use of church premises where there are children or vulnerable adults involved it is advisable to add a safeguarding declaration to the agreement. Some activities will be Regulated Work and the leaders should have PVG disclosure through their voluntary organisation or employer. Please contact the Provincial Office for advice if a voluntary organisation that uses church premises is unable to access the PVG Scheme.

Disclosure requirements for working with Children

Not all activities involving children are Regulated Work. Regulated Work with children involves teaching, training or supervising young people under the age of 18

Examples of activities where the leaders are required to be PVG Scheme Members:

- Children's dance class
- Meeting of uniformed organisations
- Playgroup where parents leave children with carers

Examples of activities not required to be PVG Scheme Members:

- Mother and toddler group where mothers remain with their children
- Dance class intended primarily for adults but attended by one or two teenagers
- Private party for children where the children attending by invitation only

Supervision of the children present in the following adult/child ratios is recommended:

0 – 1 years	1 supervisor to every 2 children
1 – 2 years	1 supervisor to every 3 children
2 – 3 years	1 supervisor to every 4 children
3 – 8 years	1 supervisor to every 8 children
Over 8 years	1 supervisor to every 8 children under 18

Disclosure requirements for working with Protected Adults

The Scottish Episcopal Church requires those who have unsupervised one to one contact with one or more Protected Adults in the course of their normal duties to be PVG Scheme members.

In the context of the Church and church premises Regulated Work is defined as the provision of support, advice and spiritual guidance to Protected Adults. A Protected Adult is someone who has particular needs which may include mental illness such as dementia, drug or alcohol dependency, physical disability, or degenerative illness.

PVG disclosure is required for leaders of activities on church premises where a 'service' is being provided **specifically** for a group of Protected Adults.

Examples of services where the leaders are required to be PVG Scheme Members:

- Counselling/Drop in Centre
- Daycentre for dementia sufferers

Examples of activities where the leaders are not required to be PVG Scheme Members:

- Lunch club for pensioners
- Exercise class for pensioners
- AA (as this is essentially a self help group)

DECLARATIONS FOR USE OF CHURCH PREMISES

1. CHILDREN'S ACTIVITIES

I/the organisation which I represent am/is familiar with the Scottish Episcopal Church Child Protection Policy contained in the booklet *Safeguarding Children and Young People in the Church* or equivalent publication approved by an accredited agency and have/has an understanding of it and undertake(s) to follow the Code of Practice contained therein. All those who are working with children under the age of 18 during this Hall Let have had a satisfactory Enhanced Disclosure check or PVG scheme membership.

I understand that if the organisation which I represent is found to be in breach of this declaration the Church reserves the right to cancel any lease or hire agreement immediately.

Signed..... (Responsible Person) Date.....

Or A parent or guardian of each child and young person under the age of 18 will be present

Signed..... (Responsible Person) Date.....

Or The hire of the Hall is for the purpose of a private party for children attending by invitation only

Signed..... (Responsible Person) Date.....

Or The hire of the Hall does not involve work with children or young people under the age of 18

Signed..... (Responsible Person) Date.....

2. SERVICES PROVIDED FOR PROTECTED ADULTS

I/the organisation which I represent am/is familiar with the Scottish Episcopal Church Policy on Vulnerable Adults contained in the booklet *Protecting Vulnerable Adults* and have/has an understanding of it and undertake(s) to follow the Code of Practice contained therein. All those who are working with Protected Adults during this Hall Let have had a satisfactory PVG Scheme disclosure.

I understand that if the organisation which I represent is found to be in breach of this declaration the Church reserves the right to cancel any lease or hire agreement immediately.

Signed..... (Responsible Person) Date.....

Or The hire of the Hall does not involve services provided for Protected Adults.

Signed..... (Responsible Person) Date.....

GUIDANCE ON PHOTOGRAPHING AND FILMING CHILDREN

The Data Protection Act 1998 not only governs the way in which we process information about people but also the way we handle images of people. These notes have been produced to help you ensure that we comply with the law when images of **clearly identifiable people** are being used. These images may appear in any or all of the following formats:

- Paper publications
- Photographs
- Videos
- Webcams
- The internet
- Multimedia messaging service (MMS) mobile phones.

The same requirements apply to all formats of image to enable us to comply with the law.

What steps do we need to take to comply with the law?

- Obtain consent
- Fair Obtaining - tell the subject what the photograph will be used for and where it will be used
- Store pictures securely
- Dispose of the pictures after the consent has expired
- Ensure any copyright issues are addressed

Consent

You must get the permission of **all the clearly identifiable people** whose image will be used, before you record the footage. Consent of a Parent/Guardian or Carer is required for all young people under 16 but as children grow up, they may well have the capacity to give their own consent to having their photograph taken and it is courtesy to ask them. Where the consent of a young person is being sought, it is recognized that parents may still wish to have some involvement in such decisions. You should be especially sensitive in the case of children with special educational needs.

Copies of Consent forms for adults and young people are attached to this document.

Fair Obtaining

You must make it clear:

- Why you are using that person's image
- What you will be using it for
- Where the pictures will appear, e.g. in brochures, publicity information or the internet

Do I need consent from everyone?

If you are taking images at an event attended by large crowds this is regarded as a public area so you do not need to get the permission of everyone in a crowd shot. People in the foreground are also considered to be in a public area, however, we suggest that the photographer addresses

those within earshot, stating where the photograph may be published, and give them the opportunity to move away. If you want to use an image of, for example, the winner of a race at a sports event – with the crowd in the background – you must get the race winner’s verbal permission and record the fact that you have done so. You can record their consent when you take the photograph or at a later time after the event. (Copy of a Verbal Consent form is attached.) A person may be unrecognisable if they have their back to the camera, or they appear out of focus in the foreground of a photograph while the camera zooms in on an object in the background.

How long does consent last?

We recommend that you destroy images two years after the date on the consent form, in case family circumstances change, unless further consent is agreed. This is particularly important if your publication will have a high profile, i.e. it will have a wide circulation.

If the images are for a specific project, state this on the form and agree not to use the photographs for other projects. The member of staff sending out the form must remember to delete whichever options do not apply.

Can I use existing photographs?

You may have photographs on file. If you are re-using older photographs for which you did have consent but probably only for paper publications, we recommend that you renew this consent if you want to use the images on a website.

If you have never had consent i.e. you had the photos before the Act came into force, you should be extremely careful and apply commonsense when using them. For example, never use a picture of an untraceable person on a leaflet about a mental problem or an illness. To help you make a balanced decision when re-using photographs it may be helpful to consider the following:

- For what purpose was the photograph originally taken e.g. for a specific project
- Where was the photograph taken, e.g. a public place
- When was it taken e.g. is it a picture of a child who could now be an adult.

Are there special rules for putting photographs on the Web?

Placing photographs on Church Websites is acceptable providing that you have the consent of the subject (or their parent or carer). The naming of subjects may be acceptable in the case of, for example, a competition winner if you have their consent, but it is not acceptable to include the full name of a model used in promotional literature. Image hosting Websites such as Flickr are becoming an increasingly popular method of making photographic images available for wider circulation and sharing. However, the requirements of the Data Protection Act still apply and the consent of the subjects should be obtained. You are reminded of the danger of photographs being misused once they are placed on the Internet and careful thought should be given before placing photographs on the Web. Consideration should be given to protecting the site with a password but this system is not foolproof.

Can I use photographs from an agency?

If you intend to use images from an agency they must obtain the consent of all **clearly identifiable people**. As it is ultimately your responsibility to ensure that consent was obtained, you may wish to get this in writing from the agency concerned.

What else should I think about?

Remember to include images of people from different ethnic communities in your communications whenever possible and to use positive images of disabled people. This will ensure that your photographs are inclusive of the whole community and comply with the Equality Act 2010.

Only use images of children in suitable dress to reduce the risk of the images being used inappropriately. For example, don't use photographs of children in swimming costumes. You will also need to be aware of copyright implications with any photographs that you may use from elsewhere.

Images on Webcams

If the images produced from Webcams clearly identify individuals then the same rules apply as to CCTV installations in that the location of the cameras should be clearly signed.

Copyright

It is important to be sure of the copyright position of any photographs you intend to use because photographic images are considered as artistic works under the laws of copyright. Copyright is basically the right given to authors and creators of works, such as books, films or computer programs, to control the exploitation of their works. This right broadly covers copying, adapting, issuing copies to the public, performing in public and broadcasting the material. Copyright arises automatically and does not depend on the completion of any formalities, such as registration. Remember that photographs obtained from the Internet are also subject to copyright. The first owner of copyright is usually the author of the work. The major exception is where such work is made in the course of employment, in which case the employer owns the copyright. Commissioning and paying for work does not procure the copyright. Contractors and freelancers own the first copyright in their work unless the commissioning contract agrees otherwise.

You should also remember that copyright lasts for over 50 years. Photographs taken after 1 August 1989 are protected for 70 years after the death of the photographer. There are different rules regarding older photographs depending on the relevant Copyright Act at the time they were taken. Photographs on the internet and paper publications that are not owned by the Scottish Episcopal Church should have a photographic credit attached to them. It is your responsibility to ensure that all photographs on your web pages have this credit applied. Photographs owned by the Church do not need a credit.

More information on copyright is available from:

- The United Kingdom's Copyright Licensing Agency (tel: 020 7631 555; e-mail: cla@cla.co.uk; web: www.cla.co.uk) or
- Internal Federation of Reproduction Rights Organisation in Brussels (tel 32 2 551 0899; e-mail: secretariat@ifrro.be; web: www.ifrro.org)

Policy Approved by Provincial Committee for the Protection of Children and Vulnerable Adults June 2012

Acknowledgement is made to Waveney District Council Corporate Communications and Media Department for their assistance in developing this policy. The General Synod of the Scottish Episcopal Church does not accept responsibility for any loss or liability which may arise from reliance on information or expressions of opinion contained in this document. General Synod of the Scottish Episcopal Church – Scottish Charity No SC015962

GUIDANCE ON THE USE OF SOCIAL MEDIA

This guidance is based on work by Kerry-Ann Hay, Daphne Audsley, Donald Urquhart and Richard Crosse on 23 November 2011 and on existing written guidance on the subject issued by the Scottish Episcopal Church, the Church of Scotland Safeguarding Service, the Scottish Social Services Council and the General Teaching Council (all 2011)

1. INTRODUCTION

The phrase ‘social media’ refers to the developing range of web-based and mobile telephone technologies and Internet-based applications that allow for the creation and exchange of user-generated content. Enabled by widely available and accessible mobile electronic devices, social media has substantially changed the way organizations, communities, and individuals communicate. Whilst it can be both an essential and valuable communications tool for those providing services for people in the Church, it also presents significant challenges if the user is to avoid what can be quite significant pit-falls in practice.

Most of these challenges revolve around maintaining the professional boundaries between work and private life with a view to protecting both the providers of services and those who use or receive them. In being aware of this, it is vital to remember that some of the challenges relate to how the conduct of paid staff and volunteers in formal roles in the Church might be perceived as potentially harmful or inappropriate.

The perceptions of an individual or an organisation are governed by beliefs, values, attitudes, life and professional experience etc. Consequently what may look or sound OK to one person may be misunderstood or misconstrued by another and might well be considered harmful and inappropriate. The following guidance is written from a safeguarding perspective and seeks to identify good practice with a view to preventing harm or abuse to children and adults at risk or minimising the likelihood of it happening. The guidance supplements more detailed information about keeping young people, children, vulnerable adults and paid staff and volunteers in churches safe. It identifies a number of underpinning principles (things that are important or right to do) and these have been used to generate a set of questions that workers and volunteers should ask themselves.

It is not possible to produce a definitive list of ‘dos and don’ts. Consequently the questions are designed to be used as a checklist to be used before any type of social media is used or to review its ongoing use. This checklist should be considered as a generic safeguard for using mobile phones, Facebook and other social net working sites, weblogs, mobile ‘phone text messaging, the taking of digital photographs or recording video etc. and it should be a spur to staff and volunteers to make a judgement about keeping themselves (as workers) and those they are working with (children and vulnerable adults) safe. Ideally the checklist should be used in safeguarding training and this would enable it to be used with a variety of different scenarios involving the use of different types of social media.

The use of social media is open to different interpretations and perceptions of what is appropriate and what is not. It can involve the transmission of words, sounds, moving and still images, all of which have the potential to be harmful in a safeguarding sense, hence the importance about making joint decisions and seeking advice.

The following are examples of the use of social media and where it would be inappropriate of a church worker to respond using social media and it is intended to set the scene for the checklist in section 4:

- A 13 year old child discloses by text (her preferred method of communication) to a youth club helper's work mobile phone that a 34 year old youth leader had touched her inappropriately on a weekend youth camp – this would require an immediate and formal response and that should NOT be by means of text message.
- A young teenage boy and an older female, in a position of trust and authority in a church group, have sent 400 texts to one another last month mostly in the early hours of the morning.
- A summer play scheme leader posted five short video clips on the congregation's Facebook page without the consent of the parents – it was clear who was in the footage and where the group met. Anyone could access the video. Once the issues were identified the video was moved to a Facebook group where only the children and their families could access them.
- A helper at a church group for people with dementia took photographs of the service users and put them on her Facebook page – some had names attached to the images.
- A young person confides via MSN Messenger that he has been self-harming. Again, this would require a speedy and formal response on the part of the worker but not via a messaging service.
- A person in a position of leadership in a church posting photographs of herself in social situations in her private capacity that are open to misinterpretation.

2. TYPES OF SOCIAL MEDIA

- Email and messenger services
- Facebook, Google + and other social networking sites YouTube
- Mobile 'phone text messaging
- Twitter and weblogs (commonly known as 'blogs')
- Digital photography (cameras, video, camera phones)
- Flickr and similar photo sharing sites

3. COMMON PRINCIPLES OF GOOD PRACTICE

- *Transparency/openness* – tell others what it is you want to communicate and why.
- *Keeping people safe*: the worker (paid and volunteers) and the child/'adults at risk' or service users
- *Consent*: get permission from all involved (or their guardians/representatives if they are under 16 years of age) if their words or images are to be transmitted and made public or shared with a selected group of people
- *Privacy* – respect for individuals' personal information.
- *Separate the private (home) from the professional (paid or voluntary work)*: explicitly maintain boundaries. Often the perceived problem is that of the 'suggestion' of or actual blurring of boundaries and the risk of actions being viewed as harmful rather than actual harmful conduct from a safeguarding point-of-view.
- *Christian principles* – respect, dignity, truthfulness etc

It is recognised that the separation of the private from the professional, particularly in the case of volunteers, is not always easy but everyone should be aware of the potential dangers of actions or statements being misinterpreted because of the method used to make them known.

4. CHECKLIST BEFORE USING SOCIAL MEDIA

PURPOSE: **What** information do you want to capture, store, transmit, communicate or use? **Who** is the target audience? **Which** type of social media best suits this purpose?

PRIVACY: **What** privacy settings, safeguards and controls have you set for the media? **Who** can see the information posted? **Who** is identified (images/words/sounds) in the communication?

CONSENT / CONFIDENTIALITY: **Is** the information personal/confidential? **Whose** consent is required? **How** will you get their consent? [N.B. not just under 16s]

INTERPRETATION: **How** may others interpret the information? Can the information you want to share be easily misunderstood or misinterpreted? Could your personal or professional standing be damaged? If in doubt check with the person who supervises you and get a second opinion before using.

REVIEW: Re-read before sending/posting.

Whatever social media you are using in work, good practice is for you not to use a personal mobile phone, email address or Facebook account, or similar, to communicate. Again, it is acknowledged that, particularly in the case of volunteers, they are unlikely to have the use of a Church phone or email address and the use of their own personal phone or email may be unavoidable.

5. CONCLUSION

There may be exceptions to the advice contained in this guidance. If you have unanswered questions (or if in doubt) get advice from the person who supervises you and/or the church's safeguarding service.

Most importantly keep a dated and signed written record of any decisions made by you and the person who supervises you about the use of social media where there may be room for misunderstandings or misinterpretation. In short keep an audit trail of all communications, e.g. don't delete records of phone and email communication.

FAQs about PVG Applications

Q: Do I need to join PVG?

A: Yes, if you are doing regulated work with children and/or protected adults. Your PVG coordinator will advise whether the work you are already doing, or in the process of being appointed to do for the Scottish Episcopal Church is regulated work under the **Protection of Vulnerable Groups (Scotland) Act 2007**. If you are starting to do regulated work for the SEC you will need to join PVG immediately. If you are already doing regulated work for the SEC you will be asked to join PVG or to add the SEC to your PVG membership by November 2015.

Q: Which form should I use?

A: There are **two** forms for PVG applications. These are the 8-page **Application to Join PVG Scheme** and the 4-page **Existing PVG Member Application**. These forms are not interchangeable. If you complete the wrong form you will need to start the process again.

If you have **already joined PVG** through your work or another voluntary organisation you will need to complete the shorter **Existing PVG Member Application** form. You will need your 16 digit **PVG Scheme ID** which is given on your PVG certificate. If you have lost or misplaced your PVG Scheme Record you will need to phone Disclosure Scotland (0870 609 6006) to obtain your PVG Scheme ID number and confirm which workforce you are registered for.

Everyone else should complete the full **Application to Join PVG Scheme** form.

However, if you have recently completed the **Application to Join PVG Scheme** through your employer or another voluntary organisation but not received your PVG certificate, please wait until this comes through and then complete the **Existing PVG Member Application** form.

Q: Is my application for PVG disclosure for working in the Scottish Episcopal Church 'new' or 'retrospective'?

A: **Both** types of PVG application may be either **'new'** or **'retrospective'**. There is a space to indicate whether an application is new or retrospective on the latest version of the **SEC PVG Record of ID Check** form which is included in all PVG application packs issued by the Provincial Office.

A **'retrospective'** PVG application is anyone who is **already doing regulated work for the SEC**. You may or may not have a previous enhanced disclosure through the SEC or another organisation, or joined PVG through another organisation. You should complete the relevant form depending on whether or not you are already a member of PVG. Retrospective applications are currently subject to monthly quotas.

A **'new'** application means that you have not yet started doing regulated work for the SEC. This means anyone who is in the process of being appointed to do regulated work.

If you have already joined PVG through your work or another voluntary organisation, but are **new** to the SEC you will need to complete the **Existing PVG Member Application** form.

If you have not joined PVG through another organisation and are new to regulated work in the SEC you will need to complete the full **Application to Join PVG Scheme** form. When you receive your certificate please keep it in a safe place as it will be needed for future reference.

Q: I had an enhanced disclosure for working with the Sunday School some years ago, but have been asked to join the Pastoral Visiting team and am still working with the Sunday School. Is this considered 'new' or 'retrospective' when joining PVG?

A: Strictly speaking it is both. It is 'new' for working with protected adults because you haven't yet started doing this, but 'retrospective' for working with children because you are continuing to work with the Sunday School. We can process this as a 'new' application because there is a requirement to join PVG prior to commencing a new appointment to do regulated work, and include the check for working with children in the same application.

Q: I have offered to help out with the Sunday School and have been asked to join PVG. I may also do some pastoral visiting in the future. Should I join PVG for regulated work with protected adults as well as children?

A: No, you should only apply for doing regulated work with children at this time. Organisations are not permitted to apply for PVG for people who might be doing regulated work at some point in the future.

Q: Is there a fee to join PVG?

A: Yes if you are stipendiary clergy or a paid employee of the SEC, but not if you are a volunteer.

Your SEC employer will pay the relevant fee by cheque to Disclosure Scotland. The relevant fees for stipendiary or salaried appointments are:

- **Application to Join PVG** for one or both workforces - **£59**. Disclosure Scotland will issue a **Scheme Record Disclosure**.
- **Existing PVG Member Application** for the same workforce(s) as existing membership - **£18**. Disclosure Scotland will issue a **Scheme Record Update**.
- **Existing PVG Member Application** to add a workforce - **£59**. Disclosure Scotland will reissue your **Scheme Record** with the second workforce added.
- If you applied to join PVG because you have been doing self-employed regulated work you will have a Scheme Membership Statement. As your employer the SEC will need access to your full **Scheme Record Disclosure** for which the £59 fee is payable.

Q: What ID do I need?

A: Regardless of whether you are applying for PVG Scheme Membership or a Scheme Record Update you need to show your co-ordinator three proofs of ID of which at least one must be photographic, and the others must be recent official documents giving proof of current address.

Photographic Verification (at least one required)

1. Passport (UK or overseas)
2. Driving licence with photograph (also counts as one of the two required address verification documents)
3. Other forms of **CURRENT** photo ID: UK Government Department Pass/Card, Employee ID Card, NHS Scotland ID Card, Armed Forces ID Card, National Union Student ID, University ID, Young Scot Card

Verification of Current Address (at least two required)

1. Bank or building society statement (within last 3 months)
2. A utility bill (within last 3 months)
3. Credit or store card statement (within last 3 months)
4. Financial statement (e.g. Mortgage, Personal loan papers, ISA)(within last 3 months)
5. Correspondence from statutory bodies (e.g. Benefits Agency, Employment Services; Central or Local/Government Departments) (within last 3 months)
6. Pension or other benefits book
7. Visa
8. Work Permit
9. Driving licence without photograph

Where the applicant cannot provide Photographic Evidence of Identity (Passport etc)

If the applicant does not have the required documentation for photographic evidence then they should supply a passport sized photograph and a letter signed and dated by a responsible person which states ***'I certify that [name of person] residing at [full address] has been known by me for [duration of time]. Sign, address and date.'*** Please note this letter should not be completed by the same person checking the identity.