

# St. Anne's Parish Church



## Safeguarding Policy

(Working with vulnerable adults)

Policy produced: July 2014

Policy reviewed: July 2015



**Parish Church of St. Anne Aigburth  
Policy Statement for the Safeguarding of Adults. July 2015**

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### **Principles Underlying the Policy**

Christian communities should be places where all people feel welcomed, respected and safe from abuse. The Church is particularly called by God to support those at the margins, those less powerful and those without a voice in our society. The Church can work towards creating a safe and non-discriminatory environment by being aware of some of the particular situations that create vulnerability. Issues which need to be considered include both the physical environment and the attitudes of workers.

A person who might be considered vulnerable has the right to:

- o be treated with respect and dignity;
- o have their privacy respected;
- o be able to lead as independent a life as possible;
- o should be appropriately supported so that they are able to choose how to lead their life;
- o have the protection of the law;
- o have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background;
- o be able to use their chosen language or method of communication;
- o be heard.

### **The House of Bishops Policy Statement on safeguarding adults in the Church of England**

The Church of England is committed to encouraging an environment where all people and especially those who may be vulnerable for any reason are able to worship and pursue their faith journey with encouragement and in safety. Everyone, whether they see themselves as vulnerable or not, will receive a respectful pastoral ministry.

All church workers involved in any pastoral ministry will be recruited with care including the use of the Disclosure and Barring checks when legal or appropriate. Workers will receive training and continuing support.

Any allegations of mistreatment, abuse, harassment or bullying will be responded to without delay. Whether or not the matter involves the church there will be cooperation with the police and local authority in any investigation.

Sensitive and informed pastoral care will be offered to anyone who has suffered abuse, including support to make a complaint if so desired: help to find appropriate specialist care either from the church or secular agencies will be offered.

### **What does the term Vulnerable Adult mean?**

The broad definition of a 'vulnerable adult', referred to in the 1997 Consultation Paper who decides? issued by the Lord Chancellor's Department, is a person:

*"Who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation"*

In other words the people who are most likely to be the subject of mistreatment, are those people who:

- o Are very frail
- o Are older people
- o Have a mental illness including dementia
- o Have a physical or sensory disability
- o Have a learning disability
- o Have a serious physical illness

### **What we mean by 'Abuse'**

Abuse is any behaviour towards a person that deliberately, or unknowingly, causes him or her harm, endangers their life, or violates their rights.

Abuse may be physical, sexual, psychological, and financial or may arise through neglect.

Abuse may be perpetrated by an individual, a group or an organisation.

Abuse concerns the misuse of power; control and/or authority and can manifest itself as:

- o Domestic violence, sexual assault or sexual harassment
- o Racially or religiously motivated assaults
- o Discrimination and oppression
- o Institutional abuse

Abuse can take place in the person's home, day centre, family home, place of employment, community setting and in public places (including churches and ancillary buildings).

Any act of abuse, whether a single act or repeated, is a violation of the individual human and their civil rights.

### **Issues of Spirituality**

Within faith communities harm may be caused to vulnerable adults by the inappropriate use of religious belief or practice. This can include:

- o The misuse of the authority of leadership or penitential discipline
- o Oppressive teaching
- o Obtrusive healing and deliverance ministries
- o The denial of the rights to faith and religious practice

Any concerns in relation to these matters should be to these matters should be dealt with via the procedures outlined in guidelines in this Policy.

Spiritual growth and well being among vulnerable adults can be enhanced by:

- o Making reasonable arrangements for them to attend acts of worship
- o Providing for dietary, dress and other requirements of faith
- o Enabling adequate and reasonable access to them by representatives of their faith community
- o Accepting the integrity of the person's religious belief and spirituality.

### **Abuse can take various forms:**

#### **Physical Abuse**

This is the ill treatment of an adult, which may or may not cause physical injury. It includes:

- o Hitting
- o Slapping
- o Pushing
- o Kicking
- o Forcing
- o Suffocation
- o Drowning
- o Killing
- o Restraining
- o Withholding or misuse of medication.
- o Biting
- o Squeezing

#### **Emotional Abuse**

This is the use of threats or fear to negate the vulnerable person's independent wishes, it includes:

- o Lack of privacy/choice
- o Blaming
- o Denial of dignity
- o Controlling

- o Deprivation of social contact/deliberate isolation
- o Made to feel worthless
- o Pressuring
- o Lack of love or affection
- o Coercion
- o Threats
- o Fear
- o Humiliation
- o Ignoring the person
- o Verbal attitude

### **Financial Abuse / Legal Abuse**

This is the wilful extortion or manipulation of vulnerable adults' legal or civil rights including misappropriation of monies or goods, it may include:

- o Misuse of finances/lack of money
- o Exploitation
- o Theft or fraudulent use of money
- o Embezzlement
- o Misuse of property or possessions

### **Neglect**

This is any pattern or behaviour by another person, which seriously impairs the individual, this can include:

- o Failure to intervene in situations where there is danger to the vulnerable person or to others, particularly when a person lacks the mental capacity to assess risk
- o Not giving personal care
- o Deliberate withholding of aids such as hearing
- o Withholding food, drink, light and clothing
- o Restricting access to medical services
- o Limiting choice
- o Denial of social, religious, cultural contacts,
- o Denial of contact with family
- o Left alone unsupervised

### **Misuse of Medication**

- o Withholding medication
- o Deliberate poisoning
- o Inappropriate use of medication

### **Sexual Abuse**

Any sexual act carried out without the informed consent of a vulnerable adult is abuse. It includes contact and non-contact abuse.

Non-contact abuse may include:

- o Sexual remarks and suggestions
- o Introduction to indecent material
- o Indecent exposure
- o Teasing

Contact Abuse may include:

- o Indecent assault
- o Touch
- o Sexual intercourse
- o Being forced to touch another person

**Perpetrators of abuse may be:**

- o Neighbours
- o Visitors

- o Carers - informal/formal
- o Professional staff
- o Volunteers
- o Other service users
- o Member/s of a community group such as a place of worship or social club
- o People who deliberately exploit vulnerable people
- o Members of church visiting teams
- o Relatives and other family members
- o Church members
- o Care practitioners
- o Strangers
- o Clergy
- o Professional church workers

From time to time Organisations can and do abuse and cause harm by the way they conduct their day to day practice - churches and Christian groups need to be aware and sensitive to this.

### **Factors which may lead to abuse**

Abuse can occur in any setting no matter where a person lives or where they are being cared for. Abuse can occur in residential or day care settings, in hospitals, in other people's homes churches and other places previously assumed safe, and in public places.

Abuse is more likely to occur if the vulnerable adult: -

- o Rejects help
- o Has a communication difficulty
- o Has challenging behaviour
- o Behaves in an unusual way
- o Is not helpful or co-operative
- o Is behaviourally disturbed or there are major changes in personality behaviour

Research has shown that mistreatment is more likely to occur if volunteers / helpers:

- o Feel lonely or isolated and have no one to talk to
- o Are under stress due to poor income or housing conditions
- o Have other responsibilities i.e. work, family
- o Are showing signs of physical or mental illness
- o Are becoming dependant on alcohol or drugs
- o Family relationships over the years have been poor
- o Live where family violence is the norm

Other factors to look for include:

- o Volunteer / helper has their own problems
- o Volunteers / helpers perceives the dependant adult as being deliberately awkward
- o Vulnerable adult has few/no social contacts
- o Vulnerable person cannot converse normally

### **Indicators of abuse**

The lists below are purely indicators. The presence of one or more does not necessarily confirm abuse.

Physical Abuse:

- o A history of unexplained falls or minor injuries
- o Bruising or burns of unusual location or type
- o Finger marks
- o Being excessively withdrawn and or compliant
- o Appearing frightened of / avoiding physical contact

#### Emotional Abuse:

- o Person in state of neglect
- o Difficulty in making choices because they have never been allowed to make them for themselves
- o Low self esteem
- o Making derogatory statements about a person's ability when they are present

#### Individual features:

- o Very eager to please and appear subservient
- o Change in appetite
- o Unusual weight gain / loss
- o Tearfulness
- o Inappropriately dressed
- o Unkempt and unwashed

#### Financial Abuse:

- o Unexplained or sudden withdrawal of money from accounts
- o Extraordinary interest by family members and other people in the vulnerable person's assets
- o Inability to budget and pay bills that is out of character with previous behaviour

#### Neglect:

- o Excessively and inappropriately craving attention
- o Marked change in relationship between vulnerable adult and others
- o Poor physical state of person and / or their home

#### Sexual Abuse:

- o A change in the person's usual behaviour
- o Withdrawal, choosing to spend the majority of time alone
- o Overt sexual behaviour / language by the vulnerable person
- o Self inflicted injury
- o Disturbed sleep pattern
- o Torn, stained, or bloody underclothes

Abuse can be intentional or unintentional, passive (e.g.) neglect, or active (e.g.) hitting. It may be part of a significant pattern of behaviour or a one-off incident. It can take place in the person's home, day centre, family home, community settings - anywhere.

A single act of abuse or repeated acts of abuse is a violation of the individual's human and civil rights.

#### **Survivors of abuse and the Church**

Many survivors have problems with attending church and it can be that some of those on the fringes of church communities include survivors.

These are some specific things that can be difficult:

- o Saying the Lord's Prayer (believing that they must forgive immediately or God will reject them)
- o Specific words can trigger unwanted feelings or images, such as 'Father', 'sin', 'let Jesus come into you', 'overshadow'.
- o The Peace can frighten survivors because they often don't want to be touched, particularly hugged.
- o The emphasis on sin can be so difficult that some survivors leave the Church altogether.

- o Anointing and touch is very difficult for someone whose body boundaries have been violated.

Holy Communion can be extremely problematic.

- o Words such as 'blood' and 'body' can trigger memories of the abuse.
- o Some can't cope with anyone behind them so queuing to get to the altar is difficult.
- o Having to get physically close to others might lead to unwelcome smells, such as deodorant, aftershave or the smell of alcohol.
- o It can be hurtful to kneel with a man standing over them delivering wine at crotch level.

Those who have been ritually or spiritually abused face particular difficulties. Triggers may include ritual symbols and equipment such as the altar, candles, chalice, crosses etc. People abused by those in ministry may have been told it was ordained by God, a special service to those who serve the Lord, a blessing from God, Spirit-led, etc. Sensitivity, care and ideally informed input are needed to help people work through these issues to discover the liberating truth of the Gospel.

The sense of pollution is frequently internalised. Some survivors even feel that if they go to church they will 'pollute' the service of others; such is their feeling of guilt and shame.

It is important to recognise the vulnerability and possible 'childlike' state of survivors, especially when they are in crisis or the early stages of healing. They can be over-compliant and easily manipulated. Power abuse within pastoral care is a real danger.

#### **Guidelines for parishes & clergy when working with vulnerable adults**

All volunteers who are official church volunteers are to carry identification for their role and official records of their function is to be kept in the parish.

Where people are visiting residential homes, etc, these homes should be given a basic copy of Diocesan policy and a list of volunteers expected to visit that institution.

Where people visit vulnerable people on their own, volunteers should keep a detailed record of the visit.

The following is a list of people who are likely to need registration under the policy:

- o Those who visit residential homes for the elderly
- o Those who take Communion to the sick in their home, institution or hospital
- o Those who are involved in luncheon clubs or drop in sessions
- o General community groups (a clause should be added to the hire of hall agreements to include vulnerable people)
- o Those who visit people living in sheltered accommodation
- o Those who undertake pastoral visiting in the parish
- o Those who offer transport services
- o Those likely to come into regular contact on their own, e.g. Verger

#### **Recruitment and Selection: Appointment of Volunteers**

Prospective appointees should:

- o Be treated as job applicants and have a clearly defined role and job description
- o Complete an application form and have an opportunity to discuss the requirements of the role
- o Complete a confidential declaration form
- o People seeking to work with vulnerable people should be given an early opportunity to declare any relevant matters; the confidential declaration form is for this purpose



- o Name two referees - Prospective candidates must give the name of two referees in order to help assess their suitability for the role. Written references must be obtained and then checked for validity.

If a decision is made to appoint the appointee should

- o Have a clear DBS check

The Parochial Church Council (PCC) should:

- o Decide on the candidates' suitability. This is based on their personal qualities in relation to general experience, aptitudes, skills, motivation and willingness to be trained.
- o Check with the Independent Safeguarding Authority (from October 2009) against the specific post. As an employer you are legally required to establish the suitability of the applicant in terms of those barred from working with vulnerable adults prior to them entering the workforce. You are liable to prosecution if you fail to do so.
- o Be prepared to say "No" if the candidate is unsuitable. Try to guide any such volunteer to another form of Christian service.
- o Give the volunteer an agreement to ensure mutual understanding of the role
- o Confirm the successful applicant in post after a probationary period of 6 months
- o Ensure safe storage of information: that includes all registration forms, references and confidential declaration forms. They should be stored in a safe and secure place within the parish and the timescale is in perpetuity. Records may be stored electronically with password protected access.
- o Ensure that the volunteer receives the correct training for the role undertaken and also ensure that that training is kept up to date.

#### **The Adult Protection Procedures:**

The Adult Protection Procedure identifies three distinct roles in the protection of vulnerable people. This comes from the Government's paper on Vulnerable Adults *Safe from Harm*:

- o Alerters
- o Investigators
- o Managers

Lay people and Clergy act as Alerters. Their duty is:

- o To report suspected acts of abuse
- o To be alert to what abuse means and take seriously what they are told
- o To think about what they see and ask if it is acceptable practice
- o To work strictly in accordance with anti- racist, anti sexist, anti-ageist and anti disability practices
- o To ensure the safety of the person you suspect is being mistreated as well as your own safety
- o To contact the emergency services first, e.g. police, ambulance, if in a life-threatening situation.
- o To be alert to hints, signals and non-verbal communication that could indicate abuse, which is being denied or deliberately hidden.

What to do if someone discloses abuse to you:

- o Stay calm and try not to show shock
- o Listen carefully rather than question directly
- o Be sympathetic

- o Be aware of the possibility that medical evidence might be needed

Tell the person that:

- o They did right to tell you
- o You are treating this information seriously
- o It was not their fault

#### **DO NOT:**

- o Press the person for more details
- o Stop someone who is freely recalling significant events as they may not tell you again
- o Promise to keep secrets: explain that the information will be kept confidential, i.e. information will only be passed to those people who have "a need to know"
- o Make promises that you cannot keep (such as "This will not happen to you again")
- o Contact the alleged abuser
- o Be judgemental (e.g. "Why didn't you run away?")
- o Pass on information to anyone who doesn't have a "need to know" i.e. do not gossip

#### **Recording**

**At the first opportunity make a note of the disclosure and date and time and sign your record.**

You should aim to:

- o Note what the people actually said, using their own words and phrases.
- o Describe the circumstances in which the disclosure came about.
- o Note the setting and anyone else who was there at the time.
- o Separate out factual information from your own opinions.
- o Use a pen or biro with black ink, so that the report can be photocopied.
- o Be aware that your report may be required later as part of a legal action or disciplinary procedure.

*[Thanks to the Durham Diocesan policy for this sample wording]*

Lay people should then inform the parish priest. The Parish Priest will inform the Diocesan Vulnerable Adults Advisor who will inform the Archdeacon.

#### **The Role of the Diocesan Vulnerable Adults Adviser in the implementation of the policy:**

- o The Parish Priest will inform the Diocesan Vulnerable Adults Adviser who will inform the Archdeacon
- o The Archdeacon will alert the Bishop of the inquiry.
- o To create relationships with Vulnerable Adult Units, in each area; Police, Social Services etc.
- o To provide advice to the Bishop in consultation with the Diocesan Registrar, of future volunteer/employment possibilities of anyone who is convicted of an offence against a vulnerable person.
- o To provide advice to the Bishop in consultation with the Diocesan Registrar about the necessity of keeping records and any disciplinary and any other procedure invoked.
- o To advise the Bishop about contact from any person making the allegation (whether this is the victim of the alleged abuse, their family, or a third party)
- o Advising the Bishop about practical arrangements, which may be required for any person accused of abuse and his family.
- o To advise the Bishop about arrangements to support congregations.

- o To work alongside the Diocesan Registrar on employment, disciplinary matters and keeping of records and to advise the Bishop on these matters.
- o Providing advice and professional support to clergy, paid staff and volunteers who may have concerns about pastoral situations in which they find themselves.
- o To be aware of the links with vulnerable adult teams in Social Services in the local authorities within the diocese and report to them any cases of suspected abuse.
- o To help with the implementation of training on this policy in the Diocese
- o To set up a small team of experts to advise the Bishop and co ordinate responses when cases arise.
- o In conjunction with the Child Protection Adviser to implement ISA strategies and procedures.

### **Implementing a policy in a parish**

Everyone, as a citizen, has a responsibility for the safety, well-being and protection of others. Everyone within the church community also has a responsibility to ensure that there is a welcome for all people, including those seen as vulnerable. A policy about the safeguarding of vulnerable people should be the concern of the whole congregation and therefore should be presented to the Parochial Church Council for adoption and be reaffirmed at least annually. This is an opportunity for church members to remember their commitment to one another.

The Parochial Church Council together with the incumbent carries a duty of care for the safety of those who attend or use the church. The Council should, with the help of the diocese, ensure that a policy is in place that reflects the need to safeguard vulnerable people and that it is being implemented and has appropriate resources. The Church Council needs to find ways to communicate the policy to the whole congregation. Clergy in particular need to be aware of the pastoral needs of vulnerable people, their carers and those that work with them.

It is recommended that a named individual be appointed by the PCC to act as the key person to speak on behalf of vulnerable people both within the congregation and to outside bodies. Ideally the appointed person should have some experience in this field. They should be recruited using the Recruitment Procedures as stated in this policy and they should apply for a DBS Check. The lead person should always liaise with and seek advice from the designated person in the diocese. If there is clear evidence that the vulnerable person has suffered abuse, then this should be reported as soon as possible to local authority Adult Services as the lead agency. All Adult Services Departments (or similar) have policies about the safeguarding of vulnerable peoples and will work in multi-agency collaboration with the health service and police.

It must be remembered that the PCC is legally responsible for the activities in its own parish.

### **Resources and information**

#### **Relevant publications**

- o House of Bishops, Promoting a Safe Church: policy for safeguarding adults in the Church of England, 2006. Church House Publishing
- o House of Bishops: Protecting All God's Children: The Child Protection Policy for the Church of England. 2004. Church House Publishing.
- o No Secrets, Department of Health, 2000. Available from Department of Health, PO Box, London SE1 6XH, or from:  
[www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_4008486](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4008486)
- o Safeguarding Adults: a national framework of standards for good practice and outcomes in adult protection, ADSS, 2005.
- o Time for Action: A report of Sexual Abuse Issues. 2002. Church House Publishing.

## **Statutory Agencies**

Social Care (Adult Services) 0151 233 3800

## **Police - public protection unit**

999 for emergencies

Each service also has a direct number for these protection units.

Family Crime Investigation Units (North) 0151 777 4583

Domestic Violence Units (North) 0151 777 4856

Family Crime Investigation Units (South) 0151 777 5304

Domestic Violence Units (South) 0151 777 5304 / 5307

## **National Health Service**

999 for emergencies

0845 4647 for NHS Direct (nurse advice)

Named Nurse for Vulnerable Adults: [sue.norbury@liverpoolnhs.uk](mailto:sue.norbury@liverpoolnhs.uk)

0151 295 3145 / 3142 / 3155

## **Diocesan contacts**

Diocesan Vulnerable Adults Co-ordinator:

Ruth Reed, Tel 0151 705 2130, e-mail: [ruth.reed@liverpool.anglican.org](mailto:ruth.reed@liverpool.anglican.org)

Diocesan Child Protection Adviser:

Su Foster, Tel: 0151 705 2144/01704 540516,

e-mail: [su.foster@liverpool.anglican.org](mailto:su.foster@liverpool.anglican.org)

DBS enquiries and processing: Judith Del Ry, Tel 0151 705 2144

e-mail: [Judith.delry@liverpool.anglican.org](mailto:Judith.delry@liverpool.anglican.org),

## **General Helplines**

- National Domestic Violence Helpline 0808 200 0247  
[www.nationaldomesticviolencehelpline.org.uk](http://www.nationaldomesticviolencehelpline.org.uk)
- Parentline Plus 0808 800 2222 [www.parentlineplus.org.uk](http://www.parentlineplus.org.uk) • Helpline for parents
- Samaritans 0845 790 9090 [www.samaritans.org.uk](http://www.samaritans.org.uk)
- Stop It Now 0808 1000 900 [www.stopitnow.org.uk](http://www.stopitnow.org.uk)
- Helpline for abusers, potential abusers and others concerned with sexual abuse
- Women's Aid 0808 2000 247 [www.womensaid.org.uk](http://www.womensaid.org.uk)

## **Voluntary organisations for people who may be vulnerable**

- Action on Elder Abuse 080 8808 8141 [www.elderabuse.org.uk](http://www.elderabuse.org.uk)
- Age Concern England [www.ageconcern.org.uk](http://www.ageconcern.org.uk)
- Alzheimer's Society 0845 300 0336 [www.alzheimers.org.uk](http://www.alzheimers.org.uk)
- Help the Aged 020 7278 1114 [www.helptheaged.org.uk](http://www.helptheaged.org.uk)
- Livability 0207 452 2000 [www.livability.org.uk](http://www.livability.org.uk)  
\*Working with disabled people for social inclusion, empowerment and justice
- MENCAP 0207 454 0454 [www.mencap.org.uk](http://www.mencap.org.uk)
- MIND — The National Association for Mental Health 0845 766 0163 [www.mind.org.uk](http://www.mind.org.uk)
- RNIB — The Royal National Institute for the Blind 0845 766 9999 [www.rnib.org.uk](http://www.rnib.org.uk)
- RNID — The Royal National Institute Deaf People 0808 808 0123 [www.rnid.org.uk](http://www.rnid.org.uk)

- Scope 0808 800 3333 [www.scope.org.uk](http://www.scope.org.uk)  
The main national organisation for those with cerebral palsy
- Through the Roof / Churches For All 01372 749955 [www.throughtheroof.org](http://www.throughtheroof.org)  
Christian body who help to improve access of disabled people to the Church

#### **Resources for adult survivors of abuse**

- Christian Survivors of Sexual Abuse , Address only: 38 Sydenham Villas Road, Cheltenham, Glocs.  
Support and self-help for survivors
- MACSAS 0808 801 0340 [www.macsas.org.uk](http://www.macsas.org.uk)  
Support and networking for survivors of sexual abuse by those in ministry
- NAPAC 0800 085 3330 [www.napac.org.uk](http://www.napac.org.uk)  
National Association for People Abused in Childhood
- RESPOND 0808 808 0700 [www.respond.org.uk](http://www.respond.org.uk)  
For survivors or abusers with learning difficulties
- Survivors UK 0845 122 1201 [www.survivorsuk.org](http://www.survivorsuk.org)  
Support for male survivors
- S:Vox [www.svox.org.uk](http://www.svox.org.uk)  
Support and self-help for survivors

#### **Pastoral care**

- Holyrood House: Centre for Health and Pastoral Care 01845 522850  
[www.holyroodhouse.freeuk.com](http://www.holyroodhouse.freeuk.com)  
Offering counselling and psychotherapies

#### **Useful websites**

- Dept. for Education and Skills [www.dfes.gov.uk](http://www.dfes.gov.uk)
- Dept. of Health [www.dh.gov.uk](http://www.dh.gov.uk)
- Home Office [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)
- Independent Safeguarding Board [www.isa-gov.org.uk](http://www.isa-gov.org.uk)
- Criminal Records Bureau [www.crb.gov.uk](http://www.crb.gov.uk)
- Church of England [www.cofe.anglican.org](http://www.cofe.anglican.org)

Appendix 1

**Parish Safeguarding Adults Statement**

This statement was adopted by the Parish Church of St. Anne Aigburth at a Parochial Church Council meeting held on ..... (Date).

This policy will be reviewed each year to monitor progress achieved.

- We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
- As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
- We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
- We commit ourselves to promoting safe practice by those in positions of trust.
- The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
- 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.
- We will care for and supervise any member of our church community known to have offended against children or a vulnerable person.
- We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
- The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.
- The parish adopts the guidelines of the Church of England and the Diocese.
- Each person who works with vulnerable people will be made aware of and agree to abide by these recommendations and the guidelines established by this church.

Signed on behalf of the PCC: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

- Diocesan Officer: Ruth Reed
- Priest: Revd Ian Greenwood
- Churchwardens: Ian Devine and Joan Watson
- Parish Safeguarding Officer: Robina Crowe

Date .....

## Appendix 2

### Volunteer Role Description Parish Church of St. Anne Aigburth

Post Title:
Post Description: <i>(see separate role descriptions attached)</i> <ul style="list-style-type: none"><li>○ Warden</li><li>○ Deputy Wardens</li><li>○ Safeguarding Co-ordinator</li><li>○ Pastoral Team Co-ordinator</li><li>○ Pastoral Team members</li><li>○ Lay Reader</li></ul>
Name of Volunteer:
Contact number:
Email address:
Address:
Name of Supervisor:
Contact number:
Range of work to be undertaken:

Appendix 3

**Parish Church St Anne Aigburth: Self-declaration form for workers with Vulnerable Adults**

To be completed by all workers with pastoral responsibilities.

The P.C.C. is responsible for the acceptance, and where applicable, the accreditation of all workers with pastoral responsibilities.

Every worker must fill in a copy of this form, which will be retained by the responsible person. This form is confidential and will be seen only by the Clergy, Parish Safeguarding Officer and the Safeguarding Officers in the Diocese if required.

Name:
Telephone No:  Home:  Mobile:
Address:
Email address:
How long have you lived at the above address?
Previous Address <i>(If less than two years at current address)</i>
Details of previous relevant experience and Church attendance:
Details of any relevant training or qualifications, with dates and venues:

Anyone employed as a church worker or volunteer will enter a probationary period. Workers and volunteers will agree to undertake any necessary training and preparation.

Are you prepared to undertake appropriate training? YES / NO *(please circle response)*



I agree to complete a Confidential Declaration, and to apply for a DBS Check *(if appropriate)*.

Print Name: .....

Signed: .....

Date:

**References**

Please give the details of two people who are prepared to supply a reference below. At least one of these should be a previous employer, or member of the clergy from a previous church. All references will be taken up.

1. Name: ..... Position / Relationship  
Contact No:  
Address:

2. Name: ..... Position / Relationship:  
Contact No:  
Address:

Appendix 4:

**Parish Church St. Anne Aigburth: Confidential Declaration Form**

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan / bishop's vulnerable adult safeguarding adviser. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

1 Have you ever been convicted of a criminal offence (including any spent conviction? under the Rehabilitation of Offenders Act 1974)?
Please delete: YES NO
<i>Declare all convictions, cautions, warnings or reprimands however old. Posts where the person is working or coming into contact with children or vulnerable adults are exempt from the 'Rehabilitation Act 1974'. Convictions abroad must be declared as well as those from the UK.</i>
2 Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?
Please delete: YES NO
Convictions, cautions, warning or reprimands:
3 Are you at present under investigation by the police or an employer for any offence?
Please delete: YES NO
4 Has your name been placed on the Protection of Children Act (POCA) List 99, or the Protection of Vulnerable Adults List (POVA), barring you from working with children or vulnerable people?
Please delete: YES NO
5 Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm * to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm from you?
Please delete: YES NO
6 Has your conduct ever caused or been likely to cause significant harm * to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?
Please delete: YES NO



7 To your knowledge, has it ever been alleged that your conduct has resulted in causing significant harm \* to a child?

Please delete: YES NO

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



*If yes, for any of the answers above, please give details on a separate sheet of paper, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result. Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the Police, Children's Services, an employer or voluntary body must be declared, checks will be made with the relevant authorities.*



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

*All these matters will be checked with the relevant authorities.*

Please delete: YES NO



9 Have you any health problem(s) which might affect your work with children or vulnerable adults? *All these matters will be checked with the relevant authorities.*

Please delete: YES NO



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

Please delete: YES NO



10 Have you, since the age of eighteen, ever been known by any name other than that given below?

Please delete: YES NO

If yes, please give details of any previous names.



**Declaration**

I declare that the above information (and that on the attached sheets \*\*) is accurate and complete to the best of my knowledge. (\*\* Please delete if not applicable)

Signed .....

Date.....

Date of Birth.....

Full Name .....

Address

.....

.....

.....

**Please return completed form to:**

Revd Ian Greenwood

St. Anne Aigburth,

Liverpool

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

Before an appointment is made, applicants will be asked to have a DBS Check (where appropriate).

Appendix 5

**St. Anne Aigburth: Policy Acceptance Form**

**To be completed by the church worker/volunteer.**

I confirm that I have read the PCC's Vulnerable Adults Policy.

I will do my best to carry out the policy, and will seek help from the group leader, safeguarding representative, incumbent or diocesan adviser if there are things I do not understand, or if I become concerned about a vulnerable adult with whom I am working.

**Print Name:** .....

**Signed:** .....

**Dated:** .....

A copy to be placed on the group file and a copy given to the worker.

Appendix 6: Example of Letter to be sent to referees

Dear

(Name of volunteer) has offered to work in a voluntary capacity as a helper at (St. Anne Parish Church and name of organization) and has given me your name as a referee.

The Diocesan guidelines state that the welfare of vulnerable adults is paramount, and they require parishes to enquire into the background of those working with vulnerable adults in the church.

Please fill in the enclosed form, and return it to me. If you have any queries, or you wish to speak to me, you may telephone me at any time. You and I will recognise that these are sensitive matters, but it is now standard for questions like these to be asked of everyone who works with vulnerable adults, whether in a paid or unpaid capacity. Your answers will be treated in utmost confidence.

May I take this opportunity to thank you for your help.

Yours sincerely

(Safeguarding Officer, St. Anne Parish Church)

Contact details:

**Appendix 7: Example reply form for referees**

Reference Form for Candidates applying to work with Vulnerable Adults

Name of Candidate: .....

Post applied for: .....

Please fill in this form to the best of your ability and return it to the Parish Vulnerable Adults Coordinator. If you have any questions please feel free to telephone the Coordinator.

1. How long have you known the candidate?
2. Please describe any previous experience of looking after or working with a vulnerable adult that the candidate has. In your opinion, would the candidate be willing to undertake training within the first twelve months?
3. Does the candidate demonstrate an ability to provide warm and consistent care and knowledge of appropriate boundaries / behaviour?
Please delete: YES NO
4. Does the candidate demonstrate a commitment to treat all vulnerable adult as individuals and with equal concern?
Please delete: YES NO
5. Is the candidate a person of integrity and flexibility, whose physical and emotional well-being are appropriate for the service he or she is offering?
Please delete: YES NO
6. To your knowledge, has the candidate ever been convicted of a criminal offence (including any "spent convictions" under the Rehabilitation of Offenders Act 1974), or placed on probation, or discharged absolutely or conditionally for a criminal offence?
Please delete: YES NO
7. To your knowledge, has the candidate's conduct ever caused or been likely to cause harm to a vulnerable adult or put a vulnerable adult at risk, or (to your knowledge), has it ever been alleged that her / his conduct has resulted in any of these things?
Please delete: YES NO

If the answer to any of the questions 6 and 7 is Yes, please give details:

Name: .....

Signed: .....

Date: .....

Referee's name, address and telephone number:

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

N.B. Please return this form to the Parish Safeguarding Officer, using the enclosed SAE.

Thank you.



**Appendix 8: Role Description for the following roles:**

- Safeguarding Co-ordinator
- Pastoral Team Co-ordinator
- Pastoral Team member
- Warden
- Deputy Warden

**St. Anne Aigburth**

**Pastoral Team Coordinator:**

To co-ordinate all members of the Pastoral Team, in liaison with the Vicar, to ensure that people are visited by request and/or need at home, in residential or care homes and in hospital. Under the guidance of the Vicar oversee the administration of communion in private and residential homes and hospital. To provide ongoing support to members of the Pastoral Visiting Team, as required.

**Responsible To:** Vicar at St. Anne Aigburth (Ian Greenwood)

**Time Commitment:** as agreed, depending on the availability of the volunteer usually 2 hours a month

**As part of this role a volunteer would have the following responsibilities:**

- Select a visitor from the Pastoral Visiting Team to visit specific parishioners, as requested by the Clergy
- Devise a rota for the members of the Pastoral Visiting Team and share the information with members of the Team.
- Ensure correct procedures are followed when visiting residential and care homes or hospitals i.e. booking in dates and times, privacy
- Support Team Members when preparing for administering communion at care / residential homes, person's own home or hospital
- Record visit details and if any further action is required
- Regularly review Visiting Team members to ensure both parties are happy with the arrangements that have been made
- Convey any concerns to the Vicar and Vulnerable Adults' Co-ordinator (if appropriate) regarding changes in health and/or spiritual needs of the Visiting Team member or the person(s) being visited, taking into account confidentiality issues
- Support the Vicar with recruitment, training and support of new members for St Anne's Pastoral Visiting Team. Liaise with the Vulnerable Adults' Co-ordinator to ensure safeguarding checks and safer recruitment procedures are in place.

**A volunteer in this role would require some or all of the following attributes:**

- Nonjudgmental attitude toward housebound parishioners and others in need
- Friendly, patient and has good interpersonal skills
- Has a spirit of love for others, generosity and kindness
- Able to coordinate the activities of a team of volunteers and to offer training and support when required
- Honest, dependable and able to maintain strict confidentiality and willing to commit regular time and talents to this ministry
- Respects the privacy and dignity of the elderly, housebound and of those who are ill, at home or in hospital, and their family/friends

- Can listen effectively and communicate clearly with others especially the elderly and sometimes confused
- Able to be sensitive and nonjudgmental towards those being visited, others in need and their family/friends
- Able to deal with the elderly, seriously ill and/or disabled people in a hospital/home environment
- Able to be accountable to the Vicar and is sensitive to the observance of proper boundaries
- Must be a committed and prayerful member of St Anne's congregation who desires to serve Jesus through showing his love and compassion to others
- Is confident at leading services and is friendly, sensitive and patient with elderly people
- Has a spirit of love and compassion and feels comfortable communicating with elderly people and their relatives, Nursing and Care home staff and others on the Pastoral Visiting Teams

**In order for someone to be able to perform this role the following training and support will be given:**

- Ongoing advice and support from the Vicar
- Occasional meetings with the Vicar and Vulnerable Adults' Co-ordinator
- Support meetings for all St Anne's Pastoral Visiting Team members.
- Diocesan training

This role will require a DBS check.

### **St. Anne's Church Aigburth**

#### **Pastoral Visiting Team Member**

**Responsible To:** Pastoral Visiting Team Coordinator and Vicar

**Time Commitment:** As agreed, depending on the availability of the volunteer usually 2 hours a month

#### **Pastoral Team Visitor:**

To visit those who are housebound, lonely or ill at home or in hospital, at the request of the Clergy or Pastoral Visiting Team Coordinator

#### **As part of this role a volunteer would have the following responsibilities:**

- Agree time available and pattern of visiting with Pastoral Visiting Team Coordinator
- Understand and agree realistic boundaries and ensure the person you visit is aware of what can ( e.g. handling collection money, shopping and transport) and cannot be offered (e.g. personal care)
- Ensure correct procedures are followed when visiting residential and care homes or hospitals i.e. booking in dates and times, privacy (details will be provided during training)
- Be aware of the need for strict confidentiality and only offer to share personal information with others including Clergy or Pastoral Visiting Team Coordinator, with the person's permission (There can be extreme exceptions to this which will be discussed in training sessions)
- Must be able to attend the training sessions and regular meetings, as required
- Able to convey any information to the Pastoral Visiting Team Coordinator/Vicar or Vulnerable Adults' Co-ordinator (as appropriate) , concerning changes in the health and/or spiritual needs of the person(s) being visited, taking into account confidentiality issues
- Keep a basic diary of all visits including dates and

### **Outreach Holy Communion Administration:**

Taking Holy Communion to those who are housebound at home or in one of our local Nursing/Care Homes

#### **As part of this role a volunteer would have the following responsibilities:**

- To be available on a regular basis with others to take out Holy Communion to members of St Anne's who are temporarily or permanently housebound and/or to one of our local residential Nursing/Care Homes
- To arrange with Clergy to have a Home Communion box prepared on the Sunday prior to the week you are taking out Communion to the Housebound/Nursing or Care Home
- To pick up a Holy Communion Box, sufficient Home Communion order of service sheets and a Bible following the Sunday Morning service in church and to select a scripture reading and prepare very short prayers to use in the service
- To ensure that the Residential Home/Housebound person is aware of the Day/Date/Time you are arriving, with the addition of a telephone reminder on the day
- To administer with a fellow team member the set order for Holy Communion to the Housebound ensuring that all who would like this receive Communion
- Provide a social chat at the end of the service to each person and discern whether anyone would like further Pastoral Visits from St Anne's. If so advise Pastoral Visiting Coordinator Pam Langford or the Vicar as soon as possible
- Return Communion Box, Service sheets and Church Bible to Church

#### **A volunteer in this role would require some or all of the following attributes:**

- Honest, dependable and able to maintain strict confidentiality and willing to commit regular time and talents to this ministry
- Respects the privacy and dignity of the elderly, housebound and of those who are ill, at home or in hospital, and their family/friends
- Is friendly, patient and has good interpersonal skills
- Has a spirit of love for others, generosity and kindness
- Can listen effectively and communicate clearly with others especially the elderly and sometimes confused
- Able to be sensitive and nonjudgmental towards those being visited, others in need and their family/friends
- Able to deal with the elderly, seriously ill and/or disabled people in a hospital/home environment
- Able to be accountable to the Pastoral Visiting Team Coordinator and Vicar and is sensitive to the observance of proper boundaries
- Must be a committed and prayerful member of St Anne's congregation who desires to serve Jesus through showing his love and compassion to others
- Is confident at leading services and is friendly, sensitive and patient with elderly people
- Has a spirit of love and compassion and feels comfortable communicating with elderly people and their relatives, Nursing and Care home staff and others on the Pastoral Visiting Teams

#### **In order for someone to be able to perform this role the following training and support will be given:**

- St Anne's Welcome meeting
- Onsite training and Diocesan training (when available)
- Ongoing support from the Pastoral Visiting Team Coordinator (Pam Langford) and Vicar
- Occasional support meetings for all St Anne's Pastoral Team Members

This role will subject to a DBS check.

## **St. Anne's Church Aigburth**

### **Church Warden**

**Responsible To:** Vicar

**Time Commitment:** As agreed, depending on the availability of the volunteer usually at least attendance at one of the Sunday services, special services e.g. Christmas & Easter, PCC meetings and other occasions as requested by the Vicar.

#### **The role of the Church Warden:**

In co-operation with the Vicar, a Churchwarden is generally responsible for the day-to-day functioning of the parish. These responsibilities include various aspects of administration, plant operations and personnel. Their work is not just the maintenance of the church building, but helping the smooth running of the church. In this capacity, a warden is considered the leading lay member of the congregation.

The rights and responsibilities of Churchwardens are laid down in Church Law.

This is a voluntary (unpaid) position.

**As part of this role a volunteer would have the following responsibilities:**

#### **Order and Maintenance**

- Building maintenance, such as temperature control, general repairs, seating, lighting, etc.
- Carrying out (or at least organizing) an annual inspection of the church building.
- Key holder to the church and are entitled to access at any time.
- Church grounds including gardens, paths, driveway and/or parking areas ensuring safe access to the building

#### **Services:**

- Ensure the church building is prepared for worship
- Keep order in the church.
- Ensure that the clergy can conduct the services and other meetings without hindrance.
- Welcome visitors and / or newcomers
- Provide assistance to people as and when required
- Ensure there is adequate seating, proper lighting and heating, and that all other facilities required are in place,
- Ensure health and safety requirements are in place
- Welcome guest preachers, the Archdeacon or Bishop when they visit, and offer any help as needed.
- On the rare occasion of a major disturbance within (or immediately outside) the church, take primary responsibility in dealing with the matter and escort them off the premises if necessary.

#### **Reports, Meetings & Money**

- Respond to 'official' questions about the parish
- Produce various reports each year to the annual church meeting
- Trustee of the church
- Keep detailed records of all property, professional inspections, alterations and repairs.
- Attend all the meetings of the PCC and the standing committees
- Oversee the counting the collection

- Record attendance in the service Register

### **Interregnums**

During an Interregnum Churchwardens will share the overall responsibility for the church and its worship activities with the Area Dean. They will arrange for guest preachers to take the Sunday services (and any other events) and handle their expenses.

### **A volunteer in this role would require some or all of the following attributes:**

- Honest, dependable and able to maintain strict confidentiality and willing to commit regular time and talents to this ministry
- Have financial integrity
- Is friendly, patient and has good interpersonal skills
- Has a spirit of love for others, generosity and kindness
- Can listen effectively and communicate clearly with others
- Must be a committed and prayerful member of St Anne's congregation who desires to serve Jesus
- Must be baptized, Should be over 21 (minimum age may vary, between 18 to 21)
- Should consent to being appointed
- Should have been confirmed and be a regular communicant who is resident in the parish or on the Electoral Roll
- Should demonstrate leadership qualities
- Able to deal with many and varied situations as they arise.

**In order for someone to be able to perform this role the following training and support will be given:**

- Onsite support training
- Diocesan training (when available)

This role will subject to a DBS check.

### **St. Anne's Church Aigburth**

#### **Deputy Church Warden**

**Responsible To:** Vicar and Church Wardens

**Time Commitment:** As agreed, depending on the availability of the volunteer usually at least attendance at one of the Sunday services, special services e.g. Christmas & Easter, PCC meetings and other occasions as requested by the Vicar and or Church Wardens.

#### **The role of the Deputy Church Warden:**

In co-operation with the Vicar and Church Wardens, a Deputy Church Warden deputizes for the Church Warden. These responsibilities include various aspects of administration, plant operations and personnel. Their work is not just the maintenance of the church building, but helping the smooth running of the church. In this capacity, a Deputy Church Warden is considered the leading lay member of the congregation.

This is a voluntary (unpaid) position.

**As part of this role a volunteer would have the following responsibilities:**

**Order and Maintenance**

- Building maintenance, such as temperature control, general repairs, seating, lighting, etc.
- Key holder to the church and are entitled to access at any time.
- Church grounds including gardens, paths, driveway and/or parking areas ensuring safe access to the building

**Services:**

- Ensure the church building is prepared for worship
- Keep order in the church.
- Ensure that the clergy can conduct the services and other meetings without hindrance.
- Welcome visitors and / or newcomers
- Provide assistance to people as and when required
- Ensure there is adequate seating, proper lighting and heating, and that all other facilities required are in place,
- Ensure health and safety requirements are in place
- Welcome guest preachers, the Archdeacon or Bishop when they visit, and offer any help as needed.
- On the rare occasion of a major disturbance within (or immediately outside) the church, take primary responsibility in dealing with the matter and escort them off the premises if necessary.

**Reports and Meetings**

- Attend meetings of the PCC as required
- Record attendance in the service Register

**Interregnums**

During an Interregnum a Deputy Church Warden will support the Church Wardens in the fulfilment of their duties.

**A volunteer in this role would require some or all of the following attributes:**

- Honest, dependable and able to maintain strict confidentiality and willing to commit regular time and talents to this ministry
- Have financial integrity
- Is friendly, patient and has good interpersonal skills
- Has a spirit of love for others, generosity and kindness
- Can listen effectively and communicate clearly with others
- Must be a committed and prayerful member of St Anne's congregation who desires to serve Jesus
- Must be baptized, Should be over 21
- Should consent to being appointed
- Should have been confirmed and be a regular communicant who is resident in the parish or on the Electoral Roll
- Should demonstrate leadership qualities
- Able to deal with many and varied situations as they arise.

**In order for someone to be able to perform this role the following training and support will be given:**

- Onsite support training
- Diocesan training (when available)

This role will subject to a DBS check.

## **St. Anne Aigburth**

### **Safeguarding Co-ordinator**

- To ensure that all members of the church (staff members and volunteers) have DBS clearance appropriate to their role within the Church family.
- To ensure that policy and procedures relating to Vulnerable Adults and Children and Young People are relevant and in place
- To report annually to the PCC
- Maintain relevant training

**Responsible To:** Vicar (Revd Ian Greenwood)

**Time Commitment:** As role requires

#### **As part of this role a volunteer would have the following responsibilities:**

- Check that all staff team and volunteers have up to date DBS clearance
- Arrange for DBS paperwork to be completed and checked
- Monitor when individual DBS clearance needs renewal and arrange for this to take place
- Keep accurate records of DBS clearance
- Report any concerns regarding DBS's to the Vicar
- Produce role descriptions and person specifications for posts linked to adults who provide pastoral care, home visits, transportation and administration of communion at a private or residential home and hospital
- Produce role descriptions and person specifications for posts linked to adults who work with the children and young people
- Produce and review a Vulnerable Adult's policy and Children and Young Person's Safeguarding Policy (based on the Diocesan model policy documents)
- Report to PCC
- Maintain training records for Pastoral Team
- Maintain training records for adults who work with children and young people
- Ensure training is up to date and relevant

#### **A volunteer in this role would require some or all of the following attributes:**

- Familiar with DBS documentation and requirements
- Organised and reliable
- Good interpersonal skills
- Honest, dependable and able to maintain strict confidentiality and willing to commit regular time and talents to this ministry
- Respects the privacy and dignity of the elderly, housebound and of those who are ill, at home or in hospital, and their family/friends
- Able to relate to children and young people
- Can listen effectively and communicate clearly with others especially the elderly and sometimes confused
- Able to be accountable to the Vicar and is sensitive to the observance of proper boundaries
- Must be a committed and prayerful member of St Anne's congregation who desires to serve Jesus through showing his love and compassion to others

**In order for someone to be able to perform this role the following training and support will be given:**

- Initial training from Diocesan Safeguarding Officer
- Support from the Vicar and the Pastoral Team Coordinator (Pam Langford)

This role is subject to a DBS check.