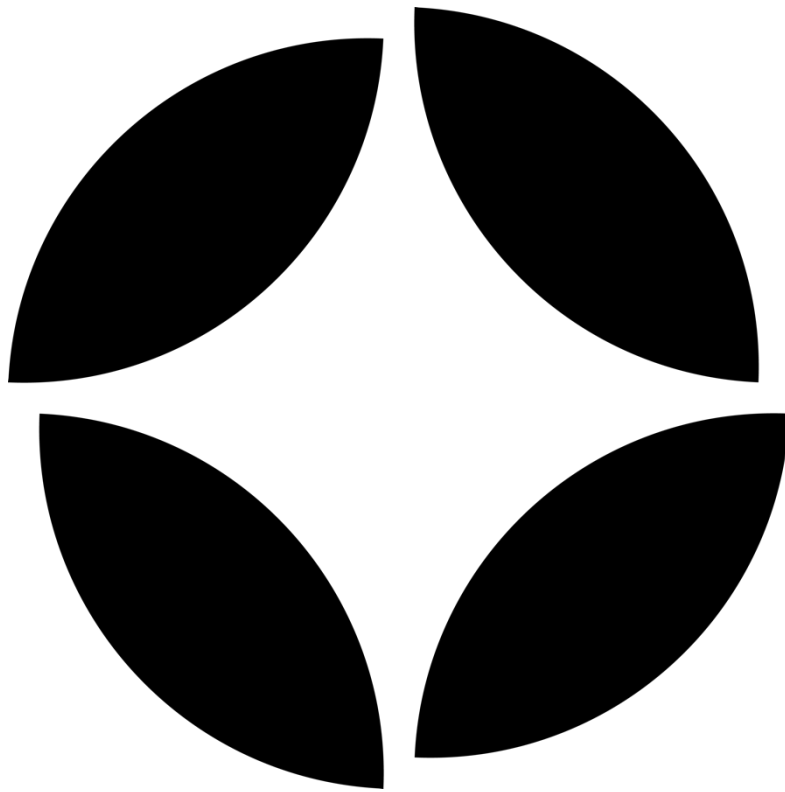


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C R A W L E Y



Policies for those serving at Church Crawley.

CONTENTS

Introduction

- A message from Steve and Liz

Safeguarding Policy

- Safeguarding Children and Adults Policy
- Responding to a Child or Adult who may be disclosing abuse
- Child and Adult Protection Procedure
- Safeguarding Children and Adults Training
- Safer Recruitment
- Those who pose a risk to children and adults
- Survivors of abuse
- Record keeping and storage
- In the event of a safeguarding emergency

Behaviour Code for working with Children

- Introduction
- 'Do's and 'Don'ts
- Ratios
- Unaccompanied Children
- First Aid

Behaviour Code for working with Vulnerable Adults

- Who do we mean by a vulnerable adult?
- Respect
- Transport
- Visiting adults who may be vulnerable in their homes
- What to do if a Vulnerable Adult appears to be at risk
- Recording safeguarding issues

Policy Statement for Photography

- Photography and/or filming for personal use.
- Consent
- Storage and use of images

Policy Statement for Use of Social Media

- Introduction
- Safeguarding Concerns

Safeguarding Contacts

- Who's Who
- Further Reading

Expressing Concerns and Whistleblowing Policy and Guidance

- Introduction
- Our Commitment
- What to do if you have a concern
- What to do if you receive a concern

Data Privacy Policy

- Who are we?
- Your personal data - What is it?
- What do the data controllers process?
- How do we process your personal data?
- What is the legal basis for processing your personal data?
- Sharing your personal data
- How long do we keep your personal data?
- Your rights and your personal data
- Transfer of data abroad
- Further processing
- Contact details

Introduction

Welcome,

Thank you so much for joining our incredible team, whether paid or unpaid. Liz and I so value your time and your giftings. To serve is to join a community that are on an adventure in partnering with God in his mission in the heart of Crawley and the surrounding area. Without you to be the hands and feet of Jesus this just wouldn't happen, and so again a huge Thank You.

We so want to honour, love, and support you in your journey with Team Church Crawley, whether it be from serving at Kids or cleaning the pews or serving a flat white from our coffee cart. There are so many places to serve no matter what your age or background, Church Crawley needs you!

Part of the support are regular team nights, training sessions and the volunteer party with a silent disco. Thank you for serving and embracing our value, vision and behaviours below.

Church Crawley is a vibrant family of churches in Crawley seeking to play its part in the evangelisation of the nations, the revitalisation of the church and the transformation of society, by loving Jesus, loving church, loving people, and loving Crawley.

At our core we are filled with the Holy Spirit. We are humble, not thinking too highly or too lowly of ourselves, knowing our identity is secure in Jesus. We are hungry: hungry to grow in relationship with Jesus, to serve, hungry for Crawley. We are home, a welcoming place where everyone is seen, heard, and loved. A place of both comfort and challenge.

From humble comes aspiring for excellence, bringing our best as we honour God with our skills and abilities. From hungry comes generous, pouring out all we have, giving our time, energy, and resources. And from home we want to be risk takers for the kingdom of God, not taking ourselves too seriously but taking God seriously. We know we're not risking our reputation but God's, and He's so big He can take it.

We couldn't do this without you as you pray for us, come on Sundays, serve on team, join a group, and give.

Blessings and Prayers,

Steve and Liz x

Safeguarding Policy

The PCC take seriously its responsibility to protect and safeguard the welfare of children and adults who may be at risk of harm.

The Trustees/PCC will:

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

CONTACT DETAILS FOR THE DSA CAN BE FOUND UNDER SAFEGUARDING CONTACTS.

1. Safeguarding Children and Adults Policy

We recognise that:

- in all matters that involve allegations that someone has, or may have, caused harm to another person, whether child or adult, the welfare of the alleged victim is paramount and is our primary concern. No other consideration, however legitimate or important, can outweigh this primary responsibility.
- everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
- all children and adults with vulnerabilities (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity) have the right to equal protection from all types of harm or abuse which can occur in all families and communities.
- the best way to identify any false or malicious allegation is to treat all allegations the same. A transparent, fair, and accountable process that is consistently applied is best for all involved, including those against whom allegations are made.
- domestic abuse if witnessed or overheard by a child, is a form of child abuse by the perpetrator of the abusive behaviours.
- 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.
- It is not our responsibility to investigate allegations, nor would it be appropriate for us to do so. Our responsibility is to pass allegations on to the person/people who can respond appropriately.

We will develop a safeguarding culture in our church that:

- enables and encourages concerns to be raised and responded to openly and consistently **and** protects children and adults from actual or potential harm.
- is child-friendly and ensures that all people feel welcomed, respected, and safe from abuse.
- values, listens to and respects children and adults, encouraging them to be active contributors to the church community.
- encourages adults with vulnerabilities to lead as independent a life as possible.
- will be committed to respectful pastoral care for all children and adults to whom we minister.

When concerns are raised, we will:

- follow the guidelines set out by the Church of England and the Diocese of Chichester.
- respond without delay to every concern raised that a child, or adult may have been harmed, or may be at risk from harm, through abuse, harassment, or bullying, or about the behaviour of an adult or child.
- work with the DSAs and the appropriate statutory bodies during an investigation into abuse, including when allegations are made against a member of the church community.
- challenge any abuse of power especially by anyone in a position of trust.

If abuse has occurred, we will ensure in partnership with the DSAs and other agencies that:

- informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, including support to make a complaint if so desired.

- supervision is provided for any member of our church community known to have offended against a child or adult, or to pose a risk to them.
- appropriate pastoral care is offered to any member of our church community against whom an allegation is made. Providing that support may be complex, and we recognise and commit to working with the wider Diocese should this situation arise.

In all recruitment and selection, we will:

- undertake proper care in the appointment and selection of those who will work with people who may be vulnerable, including those ordained, lay ministers, both voluntary and paid workers with children.
- provide supervision, support, and training after appointment.
- commit ourselves to support, resource, train and regularly review those who undertake work amongst vulnerable groups.
- commit ourselves to promoting safe practice by those in positions of trust.

2. Responding to a child or adult who may be disclosing abuse:

We will:

- Listen carefully, take the child or adult seriously.
- Reassure the child/adult that they have done the right thing by telling someone.
- Let them know what the next steps are, if possible.
- Make an accurate record as soon as possible.

We will not:

- Promise confidentiality.
- Investigate.
- Ask leading questions.
- Repeatedly question/ask the child or adult to repeat the disclosure over and over.

Church Crawley recognise that any allegation that a person in a position of responsibility for adults (paid or voluntary) has behaved in such a way that indicates they may present a risk to adults, will be referred by the Diocesan Safeguarding Team with the local Adults Services team manager. If the alleged behaviour is of a criminal nature, the police will always be involved. (The issue of consent is more complex with harm to adults: this will be discussed with the Diocesan Safeguarding Team in individual cases).

3. Child and Adult Protection Procedure

We will follow the procedure below where there is concern that a child or adult has been harmed because of abuse and urgent action is needed:

1. If there is concern that a child or vulnerable adult is at risk of harm, inform the PSO (safeguarding@churchcrawley.com), who will take advice from the Diocesan Safeguarding Adviser.

2. If there are concerns that a child or vulnerable adult is at risk of immediate harm, inform the Local Authority Social Care Team Tel no: 01403 229 900. Out of hours 03302 226 664 or Police. Consult with the Parish Safeguarding Officer, Incumbent or Diocesan Safeguarding Adviser at any point in this process, **always** ensure the Diocesan Safeguarding Adviser is informed of the concern and actions taken.

4. Safeguarding Children and Adults Training

Church Crawley will make every effort to ensure that clergy, licensed workers and lay ministers, volunteers and employees working with children and vulnerable adults regularly seek and obtain safeguarding training to the level of their responsibility every three years.

5. Safer Recruitment

- All church workers and volunteers working children and adults will complete and sign an application form and a confidential declaration form.
- References will be required along with identification and will be carefully checked by the team.
- A criminal disclosure will be required in relation to all eligible roles specifically Kids and Youth work.
- All church workers with children and adults will be interviewed in relation to a role/job description or person specification.
- After appointment ongoing support and training will be offered.

For more information you can contact our Lead Recruiter, Jordan Crabtree or our Safer Recruitment Administrator, Alex Lindsay-Stuart.

6. Those Who Pose a Risk to Children and Adults

When it is known that a member of the congregation, or someone wishing to join the congregation has sexually abused a child or young person, or is not a sexual offender against children but nevertheless may pose a risk, we will consult with the Diocesan Safeguarding Team so that a safe course of action in accordance with recommended Church of England procedure can be pursued in conjunction with the relevant statutory agencies.

7. Survivors of Abuse

We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care. Informing and working with outside agencies where appropriate.

8. Record Keeping and Storage

Notes will be made of all safeguarding incidents involving children or adults. Records will be clear, concise, and accurate. They will be a record of facts not opinions. Records will be treated confidentially and will be securely stored on our safeguarding management tool, MyConcern. They will not be retained for longer than necessary.

During an interregnum, the designated person will be responsible for all safeguarding records which will be passed to the incoming incumbent. Records will be reviewed 6 monthly at a safeguarding meeting to ensure that they are accurate and relevant.

In the event of a Safeguarding Emergency

Should a member of staff be unable to get hold of a member of the Safeguarding Team out of hours:

The following is a list of contact details of other agencies that are available to assist either on a 24-hr basis or through specialist helplines and services.

- **NSPCC Child Protection Helpline:** 0808 800 5000 (lines free and open 24 hours). Phone if you are worried about a child.
- **Child-line:** 0800 1111 (lines free and open 24 hours). Phone if you are a child or young person and are worried about anything.
- **National Domestic Violence Helpline:** 0808 2000 247 (lines free and open 24 hours). Phone if you are experiencing domestic abuse.
- **Samaritans Helpline:** 116123 (open 24 hours). Phone if you feel you are struggling to cope and need someone to talk to. Local rate number: 00300945717.
- **Local Authority Social Care Team** Tel no: 01403 229 900. Out of hours 03302 226 664.

Behaviour Code for Working with Children.

1. Introduction

This Code outlines the expectations for all those who work or volunteer with children at Church Crawley. It reflects our desire to follow Jesus in all we do, reflecting his love to those we minister to. It follows from our determination to ensure that *our church* is a place where children can not only be safe but feel safe. It reflects our unwavering commitment to the highest possible standards of safeguarding practice. It will also help staff and volunteers maintain the standards of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

Staff and volunteers who breach this code of behaviour may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral to a statutory agency such as the police, or the Local Authority Children's Social Care Department.

When working with children at St John's Church Crawley, all staff, and volunteers are acting in a position of trust. It is important that all staff and volunteers are aware that they may be seen as role models by children and their parents. They therefore must always act in an appropriate manner.

We will ensure our work with children is carried out in a 'safe' environment in accordance with Safe Parish Guidelines:

- The ratio of leaders to children will comply with current Diocesan guidance and legislation.
- Each group will have a minimum of two adults and a gender balance will be maintained where possible.
- Adults will not work alone with children.
- We will seek to ensure meeting places are safe, secure, and suitable for purpose.
- We will be clear regarding boundaries about touching, always related to the child's needs and normally initiated by the child.
- We will obtain parental/guardian permission for attendance at groups, trips, use of images and transporting children in private cars.
- All those who drive children on church-organized activities should have held a full driving licence for over two years.
- All cars that carry children should be comprehensively insured for both private and business use. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.
- Treat all children with respect and dignity.
- Ensure that your own language, tone of voice and body language is respectful.
- Ensure another adult is informed if a child needs to be taken to the toilet.
- Toilet breaks should be organized for young children.
- Adhere to any allergies, intolerances, and additional needs.

We will not:

- Initiate physical contact. Any necessary contact (e.g. for comfort, see above) should be initiated by the child.
- Invade a child's privacy while washing or toileting.
- Play rough physical or sexually provocative games.
- Use any form of physical punishment.
- Be sexually suggestive about or to a child even in fun.
- Touch a child inappropriately or obtrusively.
- Scapegoat, ridicule, or reject a child, group, or adult.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Show favouritism to any one child or group.
- Allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature.
- Give lifts to children on their own or on our own.
- Smoke tobacco in the presence of children.
- Drink alcohol when responsible for children.
- Share sleeping accommodation with children.
- Invite a child to our home alone.
- Arrange social occasions with children (other than family members) outside organized group occasions.
- Allow unknown adults access to children. Visitors should always be accompanied by a known person.
- Allow strangers to give children lifts.

2. Ratios:

We will adhere to the recommended minimum staffing levels.

0-2yrs	1 adult for every 3 children	1:3
2-3yrs	1 adult for every 4 children	1:4
4-8yrs	1 adult for every 6 children	1:6
9-12yrs	1 adult for every 8 children	1:8
13-18yrs	1 adult for every 10 children	1:10

- Each group will have at least two safer recruited adults and where possible there will be at least one male and one female.
- Children who are being encouraged to develop their leadership skills through helping will always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding.
- Risk assessments for each activity and in greater detail for an unusual activity or when away from the usual location will be completed.
-

3. Unaccompanied Children:

If children attend our church services without their parents' or carers' knowledge, we will welcome the child(ren) and try to establish whether their parents are aware of where they are. We will make sure an adult recruited for work with children takes care of the child and try to discover when they are due home and encourage them to keep to that arrangement. Depending on the age and competence of the child, we will ring the parents or ask the young person to ring to gain the parents' consent to the child remaining. If the child comes regularly, we will endeavour to establish regular contact with the parents or carers.

4. First Aid:

- There will always be a staff team member who is first aid trained in the vicinity.
- Should First Aid need to be administered, the Children/Youth Pastor, other Church Crawley Staff member should be notified immediately.
- First Aid kits are kept in the Vestry, Kitchen, Parish Office.
- When administering First Aid, record what led to the treatment, what treatment was administered, and who was present. Use an accident book to record this. If the Youth/Kids partner is not present, they should be made aware of what happened as soon as possible and should countersign the accident log and make any comment that is necessary.
- The Parent/Carer of the child should be informed promptly in the event of an accident to a child or young person or vulnerable adult, including details of any first aid administered. In the case of a slight injury, the parent or carer should be told when the child or vulnerable adult is collected or informed soon after the activity.
- If in doubt, the person leading the event should be informed to decide next steps.

More information can be found in the Safer Environment and activities policy set out by the Church of England.

Behaviour Code for Working with Vulnerable Adults

Who do we mean by a vulnerable adult?

A vulnerable adult is a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired.

Some of the factors which increase vulnerability are:

- A sensory or physical disability or impairment
- A learning disability
- A physical illness
- Mental ill health (including dementia), chronic or acute
- An addiction to alcohol or drugs
- Domestic abuse

Activities with adults who may be vulnerable

- These recommendations apply to all churches' activities with adults who may be vulnerable.
- They apply as much to church 'in house' activities for regular attendees as to activities which you run in and for the local community.
- Activities set up specifically for adults known to be vulnerable will need planning and preparation of a kind not needed for activities open to all.
- Ensure there are supervision arrangements and a reporting line back to the PCC.

Respect

- Always respect the vulnerable adult and all his or her abilities. Ensure his or her individuality - e.g. always use their name.
- Give the same respect as to others.
- Respect differences - e.g. in appearance, ideas, personalities, ability.
- Don't assume or withhold physical contact - ask first.
- Have a proper conversation using appropriate language
- Sometimes it may be necessary to set boundaries for some to ensure the safety of others. Obtain specialist advice, when necessary, e.g. on harassment, disability, mental illness, domestic abuse.

Transport

- Lifts arranged by adults among themselves are a private matter and not the concern of the church.
- Lifts arranged by the church, whether using existing pastoral care workers or a special team of drivers, are a church responsibility. Drivers need to be safely recruited. Carers should be consulted as appropriate.

- All cars that carry vulnerable adults must be comprehensively insured. The insured person must make sure that their insurance covers the giving of lifts during church activities. They must inform their insurance company that lifts may be given. There are separate requirements governing minibuses.
- If lifts are also provided to the GP, hospital appointments or adult social care facilities this is regulated activity and attracts a DBS check with barring information.

Visiting adults who may be vulnerable in their homes (including residential and nursing homes)

- Always complete an assessment of risk before visiting someone in their own home.
- Always carry a mobile phone and ensure that someone knows where you are and when you are expected to return.
- When referring someone on to another person or agency, talk this through with the vulnerable adult. Ask his or her permission before passing on personal information.
- A record of pastoral visits and home communions must be kept by the church.
- Always endeavour to be clear about what behaviour from the vulnerable adults is acceptable and what is not.

What to do if a vulnerable adult appears to be at risk

- The church does not itself investigate situations of possible risk to vulnerable adults from others, but church members are entitled to clarify whether they consider there may be such a risk.
- If you have reasonable grounds for suspecting that a vulnerable adult is being abused or neglected it may be appropriate to refer them to the Local Authority Adult Protection Service. The consent of the person concerned is normally needed. However, if they are not able to give informed consent or are being intimidated, they can be referred without consent.
- If in doubt whether a referral is appropriate, consult the Diocesan Safeguarding Adviser or the Local Authority Adult Protection Service.
- Make a record of the concerns and the action taken as soon as possible after the event and make sure a copy is on file.

Recording safeguarding issues.

- An abuse of power is a safeguarding issue. Any Safeguarding concerns should be raised on MyConcern or by calling the Safeguarding team.
- If there is a suspected criminal offence the victim should be encouraged to report the matter to the police and assisted in doing so if necessary.
- Refer on and work with existing statutory and voluntary services.

Policy Statement for Photography

1. Photography and/or Filming for Personal Use

- No photos are to be taken by anyone within the Church, without having prior consent or part of the approved photography team. If anyone is found doing this, our Church Wardens, Staff Steward or member of team will ask them to delete the photos and refrain from taking further photos.
- Those on team taking photos during Youth and Kids events, are to make sure that photos are sent to the Youth/Kids Pastor at the end of event and all photos to be removed immediately.
- The Youth and Kids Pastor will inform the team of those on the 'No Photo's' list.

Photography is an integral part of our services in all three locations. As a church that wants to be outward facing, we believe it is important to show life at Church Crawley with the aim to encourage people to attend services and help people feel at ease so that they know what to expect.

We are aware of the risks and challenges associated with photography in a group setting.

The purpose of this policy statement is to:

- protect children and vulnerable adults who take part in our services, events, and activities, specifically those where photographs and videos may be taken.
- set out the overarching principles that guide our approach to photographs/videos being taken of children during our events and activities.
- ensure that we operate in line with our values and within the law when creating, using, and sharing images of children.

This policy statement applies to all staff and volunteers at Church Crawley.

We believe that:

- children should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all children and to take, share and use images of children safely.

We recognise that:

- the welfare of the children taking part in our activities is paramount.
- children and their parents/carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

- consent to take images of children is only meaningful when the children and their parents/carers understand the potential risks associated with the use and distribution of these images.
- there are potential risks associated with sharing images of children online.

More information about this is available from learning.nspcc.org.uk/researchresources/briefings/photography-sharing-images-guidance

Consent

- Children under the age of 13: consent should be gained from their parents.
- Children aged between 13 and 16: consent should be gained from parents and the children themselves.
- Children aged 17: consent should be gained from the children themselves.
- Consent is not needed if children appear in a wide angled group photograph in a public space i.e. church fete etc
- We will seek to keep children safe by ensuring that:
 - Only photographers who are DBS checked will go into Kids/Youth and photograph at our services.
 - Consent is obtained from a child and their carers, and is updated on ChurchSuite before taking photographs
 - Only photographs with consent are used by the church.
 - Children are never be named when their photographs are used.
 - We never publishing personal information about individual children
 - Children, their parents and carers understand how images of children will be securely stored.
 - Children, parents, and carers are reminded about who they can talk to if they have any concerns about images being shared.

Storage and use of images:

- We will store photographs and videos of children securely.
- We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
- We only use memory cards belonging to the organisation.
- We will always obtain consent before using photographs. The Kids/Youth team will check on a regular basis that parents are still happy with the consent given.

Policy Statement for use of social media

We accept that social media is a part of most of our lives, for children, it is the norm to communicate electronically through mobile phones, email, and social networking sites.

This way of communication offers a wealth of experiences and possibilities for the church to engage with our community, however, we need to be aware that these platforms can also be used inappropriately by both adults and children.

Adults who work with children need to be aware of how to use them appropriately and responsibly, in order that children are protected, and the integrity of the workers safeguarded.

All communication relating to those under 18 should be done so via parents and carers.

Safeguarding Concerns:

Cyber bullying

This is where a child uses digital technologies to bully another child. If an adult bullies a child on social media, it is known as cyber stalking and is a serious safeguarding issue. Cyber bullying may involve the use of visual images, texts, phone calls and hits on social networking profiles.

Online Grooming

This is where an adult contacts a child with the sole purpose of preparing them for sexual abuse either on or offline.

Sexting

This is the act of sending sexually explicit messages or photographs by mobile phone. Leaders should remain vigilant to this and report any instances immediately.

Mobile Phones

- No communication should be made between adults and anyone under the age of 18.
- No one under the age of 18 should be connected on social media with a leader.
- Conversations causing concern should be saved and passed to supervisor.
- Photos should only be taken in accordance with safeguarding photography guidance.

Communication and behaviour online should be no different to offline and in person. Any communication that you feel uncomfortable with contact the Safeguarding Team.

Safeguarding Contacts

Parish Safeguarding Officer – Tom Jordan, Safeguarding@churchcrawley.com

Deputy Safeguarding Officer – Jordan Crabtree, jordan@churchcrawley.com

Deputy Safeguarding Officer – Jane Wright, jane.wright@churchcrawley.com

Diocesan Safeguarding Adviser

Colin Perkins – colin.perkins@chichester.anglican.org

Diocesan Deputy Safeguarding Adviser

Victoria Taylor - victoria.taylor@chichester.anglican.org

Other Safeguarding location officers:

St Richard's, Three Bridges: The above, and Verna Cannan safeguarding@churchcrawley.com

St Peter's, West Green: The above, and Carwyn Hill, safeguarding@churchcrawley.com

Church Crawley DBS checks:

Lead Recruiter: Jordan Crabtree

Safer Recruitment Administrator: Alex Lindsay-Stuart

Name: Tom Jordan

Email: safeguarding@churchcrawley.com

Signed: Date:

Name: Jordan Crabtree

Email: Jordan@churchcrawley.com

Signed: Date:

Name: Jane Wright

Email: Jane.Wright@churchcrawley.com

Signed: Date

Further reading of the polices and guidance can be found online via the Diocese of Chichester Website under Safeguarding. (<https://safeguarding.chichester.anglican.org>)

This information has been extracted from the below wider policies.

The Church of England 'Promoting a safer Church: Safeguarding Policy for Children, Young People and Adults'

'Safer Recruitment' and people management guidelines 2021'

Safeguarding records: 'Joint Practice Guidance for the Church of England and the Methodist Church 2015

Parish Safeguarding Handbook 2018.

Safer Environments and Practices – CofE National Safeguarding Team.

Expressing Concerns and 'Whistleblowing': Policy and Guidance

Introduction

Safeguarding is everyone's responsibility. At the simplest level, anyone can spot a genuine concern and it is important that everyone who does so feels safe to raise that concern. At a more fundamental level, organisations – including the church – can become hierarchical and opaque, and a strong whistle-blowing policy recognises the importance of empowering those who may not hold positions of structural influence within the organisation to feel confident enough to speak out, should they believe poor practice to be present.

The aim of this policy and associated guidance is to provide a clear and transparent way for anyone involved at Church Crawley to raise genuine concerns regarding poor practice that impacts upon the safety or wellbeing of children or adults to whom the parish ministers. It also aims to ensure that any concerns are dealt with effectively and in a timely fashion.

This policy and guidance applies to everyone involved at Church Crawley including all workers who are involved on either a paid or voluntary basis.

Our Commitment:

- Church Crawley recognises that safeguarding is everyone's responsibility.
- Church Crawley recognises that no other concern or responsibility, however genuine, outweighs the need to always prioritise the welfare of children and adults.
- Church Crawley welcomes, encourages, and urges anyone who is concerned about any aspect of our safeguarding practice or provision to raise those concerns, as outlined in the guidance below:
- Church Crawley welcomes, encourages, and urges anyone who is concerned about the safety and welfare of a child or adult to report those concerns as outlined in the Guidance below, and in accordance with the Guidance found in the section of the Diocesan Safeguarding Website, entitled 'What Do I Do If?'
- Church Crawley undertakes to treat all such concerns seriously, as outlined in the Guidance below.
- Church Crawley guarantees that no-one who raises any concern in good faith, even if those concerns are ultimately found to be unfounded, will face any adverse consequences whatsoever.

What to do if you have a concern:

- In the first instance, speak to the leader of the area of church about which you have a concern (for instance, if your concern is about Kids Church speak to the Kids and Families Pastor). A good principle is that concerns should be dealt with at the lowest level necessary, and only escalated beyond that if those concerns remain, having been expressed. However, if your concern is about the behaviour of a leader in the church (lay or ordained), you may feel that you need to escalate it to someone in authority over them; you would be perfectly justified in doing this.
- Try to be as specific as possible: what or whom are you concerned about exactly? Can you give specific dates or examples of what has caused your concern? Vague concerns are difficult to investigate. If you only have an

impression, or cannot give specific examples, you may still wish to express concerns but be open about the limited details you have.

- Try to avoid language that is either accusatory or emotive: your aim is to improve an area of church life, not to put the recipient of your concern on the defensive. It is very helpful to quote policy, if you can (although if you cannot, this is not a reason to avoid expressing your concern). This helps the person receiving your concern to see very quickly that you are simply holding the church to account to its own policies, or to Diocesan policies.
- Face-to-face is usually best but follow up the conversation in writing. “Last Sunday after church I expressed a concern about X, you replied by saying Y, and you said you would get back to me by Z. Please could you reply by confirming my understanding of our conversation is correct”: a simple written communication such as this can assist greatly in providing clarification to all concerned about what was said (although see below guidance for the person receiving the concern along similar lines).
- If you are satisfied that your concern has been resolved, you can leave the matter there. If you are not, it is important that you escalate it. We suggest that a suitable ‘order of escalation’ would be:
 - Lay Leader in Church (e.g. Children’s Work Leader)
 - Incumbent (and/or churchwarden in a vacancy)
 - Diocesan Safeguarding Team
 - Bishop
 - National Safeguarding Team
- In escalating your concern, you are acting in an entirely appropriate way. Safeguarding is everyone’s responsibility; there may be the rare occasion where you just must raise your concern outside of your local parish context, to ensure that the children and adults your church ministers to are safe.
- If you feel that the concern has great urgency and cannot be escalated in this manner (for instance if you are concerned about the safety or welfare of a child or adult), then you must raise those concerns without delay with the appropriate statutory authority. Please follow the guidance on the Diocesan Safeguarding Website, under the section entitled ‘What Do I Do If?’. Use the appropriate subheading to find out how best to report these concerns.

What to do if you receive a concern:

- If someone tells you that they have a concern, you should contact the safeguarding team as soon as possible.
- Approach the situation sensitively, recognising the discomfort that the person may feel. Offer to meet him/her away from the church if they wish and allow them to bring a friend if that would help.
- Do not promise confidentiality: you do not know what they are going to share, but if they share an immediate safeguarding concern, you will have no choice other than to break that promise.
- However, be prepared to discuss the possibility of anonymity for the person sharing the concern. People may have reasons to want to stay anonymous, even if they know they have to say something, and closing this option off may mean that the concern never gets aired.
- Reassure the person that there will be no negative repercussions for any concern shared in good faith even if it turns out to be unfounded or mistaken. ‘Concerns’ shared out of malice or divisiveness are a different matter but at this stage, assume the person is acting in good faith.
- You may wish to suggest sources of support for the person especially if they are on their own without the support of a friend or family member. Sharing concerns in an institutional context can be very intimidating, even in church

and the concern may have been a source of great anxiety for a long time. The person may be sharing the concern with you because this anxiety has reached the point where they feel compelled to act, and in coming to you they are expressing a great measure of faith that they will be well received, and not have their intentions misinterpreted. They may wish to speak to someone outside of the immediate context to receive some pastoral support (for instance from a neighbouring parish), or they may wish to speak to someone in the Diocesan Safeguarding Team.

- Recognise that not everyone expresses genuine concerns appropriately. Someone can say something in the wrong manner, at the wrong time and with the wrong language but still be right. Don't be too quick to dismiss what someone says because of how they say it.
- Make notes of the conversation, ideally at the time or immediately afterwards.
- Follow-up your conversation in writing as soon as you can. "On date X, you expressed your concerns about Y. I replied by saying I would look into what you said and would get back to you by date Z". This helps provide clarity for all involved.
- Make sure you are clear about what you will do with the concern, by when you will do it, and when you will let the person know. Give the person a clear indication of when they can expect to hear back from you and keep to this promise. If you have made no progress, hearing from you with no news is better than not hearing from you at all.
- Unless the concern is easily resolved, we suggest that you seek advice from the Diocesan Safeguarding Team. If the concern is about the behaviour of an adult in the church, you must follow the policy 'Managing Allegations in the Church'. If the concern is about the safety and welfare of a child or adult, you must follow the guidance provided in the 'What Do I Do If?' section of the Diocesan Safeguarding Website.
- The crucial principle for any adequate whistleblowing policy is that anyone raising any concern in good faith whether that concern is ultimately justified, should suffer no adverse consequences whatsoever.

Data and Privacy Policy

Church Crawley respects your privacy and is committed to protecting your personal data. This privacy notice will inform you how we look after your personal data (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

Who are we?

Church Crawley is one church with multiple Church of England parishes, across Crawley, which work together in collaboration.

This Privacy Notice is provided to you by the Parochial Church Council (PCC) of the Parish of St John the Baptist, Crawley which is the data controller for your data.

The Church of England is made up of several different organisations and officeholders who work together to deliver the Church's mission in each community. The PCC works together with:

- the incumbent of the parish (Our Vicar);
- the PCC of the Parish of St John the Baptist, Crawley;
- The PCC of the Parish of St Peter's, West Green;
- The PCC of the Parish of St Richard's. Three Bridges;
- the Bishops of the Diocese of Chichester;
- the Chichester Diocesan Fund and Board of Finance, which is responsible for the financial and administrative arrangements for the Dioceses of Chichester.

As the Church is made up of all these persons and organisations working together, we may need to share personal data we hold with them so that they can carry out their responsibilities to the Church and our community. The organisations referred to above are joint data controllers. This means we are all responsible to you for how we process your data.

Each of the data controllers have their own tasks within the Church and a description of what data is processed and for what purpose is set out in this Privacy Notice.

This Privacy Notice is sent to you by the PCC on our own behalf and on behalf of each of these data controllers. In the rest of this Privacy Notice, we use the word "we" to refer to each data controller, as appropriate.

St John's Crawley is also affiliated to the following charities:

- Church Revitalisation Trust, a charity registered in England and Wales with number 1174882.
- Alpha International, a charity registered in England and Wales with number 1086179, in Scotland with number SC042906 and a private company limited by guarantee registered in England and Wales with number 4157379 (AI).

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by The Data Protection Act 2018 and the General Data Protection Regulation.

What data do the data controllers process?

They will process some or all the following where necessary to perform their tasks:

- Names, titles, and aliases, photographs.
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our mission, or where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants.
- Where you make donations or pay for activities such as use of a church hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim number.
- The data we process is likely to constitute sensitive personal data because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information, we may also process other categories of sensitive personal data: racial or ethnic origin, sex life, mental and physical health, details of injuries, medication/treatment received, political beliefs, labour union affiliation, genetic data, biometric data, data concerning sexual orientation and criminal records, fines and other similar judicial records.

How do we process your personal data?

The data controller will comply with their legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access, and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all the following purposes:

- To enable us to meet all legal and statutory obligations (which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules).
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments.
- To minister to you and provide you with pastoral and spiritual care (such as visiting you when you are gravely ill or bereaved) and to organise and perform ecclesiastical services for you, such as baptisms, confirmations, weddings and funerals.
- To deliver the Church’s mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in the governing documents and statutory framework of each data controller.

- To administer the parish, deanery, archdeaconry and diocesan membership records.
- To fundraise and promote the interests of the Church and charity.
- To maintain our own accounts and records.
- To process a donation that you have made (including Gift Aid information).
- To seek your views or comments.
- To notify you of changes to our services, events and role holders.
- To send you communications which you have requested and that may be of interest to you. These may include information about church events, church ministries, campaigns, appeals, other fundraising activities.
- To process a grant or application for a role.
- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our governing documents.
- Our processing also includes the use of CCTV systems (where this may be in operation) for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as another organisation in the Church of England). An example of this would be our safeguarding work to protect children and adults at risk. We will always consider your interests, rights, and freedoms.

Some of our processing is necessary for compliance with a legal obligation. For example, we are required by the Church Representation Rules to administer and publish the electoral roll, and under Canon Law to announce forthcoming weddings by means of the publication of banns.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter a contract. An example of this would be processing your data in connection with the hire of church facilities.

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

Sharing your personal data...

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we will need to share your data with some or all the following (but only where necessary):

- The appropriate bodies of the Church of England including the other data controllers.
- Our agents, servants and contractors. For example, we may ask a commercial provider to send out newsletters on our behalf, or to maintain our database software.
- Other clergy or lay persons nominated or licensed by the bishop of Chichester to support the mission of the Church in our parishes. For example, our clergy are supported by our area dean and archdeacon, who may provide confidential mentoring and pastoral support. Assistant or temporary ministers, including curates, deacons, licensed

lay ministers, commissioned lay ministers or persons with Bishop's Permissions may participate in our mission in support of our regular clergy.

- Other persons or organisations operating within the Diocese of Chichester.
- On occasion, other churches with which we are carrying out joint events or activities.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

The right to access information we hold on you

At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and from where we obtained the information. Once we have received your request we will respond within one month.

There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.

The right to correct and update the information we hold on you

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

The right to have your information erased

If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.

When we receive your request, we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).

The right to object to processing of your data

You have the right to request that we stop processing your data. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you

exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.

Transfer of data abroad

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact details

Please contact us if you have any questions about this Privacy Notice or the information, we hold about you, or to exercise all relevant rights, queries, or complaints at:

The Data Controller, Parish Office, Church Walk, Crawley, RH10 1HH

Email: DataControl@churchcrawley.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Who's Who

Rector:

Rev'd Steve Burston Steve@churchcrawley.com

Curates:

Rev'd Charlotte Dobson Charlotte@churchcrawley.com

Rev'd Will Kane Will.kane@churchcrawley.com

Rev'd Joel Wells Joel@churchcrawley.com

Ordinand:

Pete Dobson Pete@churchcrawley.com

Jon Hart Jon@churchcrawley.com

Churchwardens:

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Stephen Biggs Stephen.biggs@churchcrawley.com Mark Chappell Mark@churchcrawley.com

Church @ St Richard's

Helena Hanson Wardenstrichardscrawley@hotmail.com

Jane Terry Wardenstrichardscrawley@gmail.com

Church @ St Peter's

Jean Dinnair 01293 550 453 John Keller 01293 560 526

Kids and Families Pastor:

Esther O'Grady Esther@churchcrawley.com

Youth Pastor:

Grace Burston Grace@churchcrawley.com

Community Pastor:

Jordan Crabtree Jordan@churchcrawley.com

Operations:

Adele King adele@churchcrawley.com

Alex Lyndsay-Stewart alex@churchcrawley.com

Mike Morriss mike.morriss@churchcrawley.com

I have read and agree to the policies listed below and will adhere to them throughout my time at Church Crawley.

- Safeguarding Policy
- Behaviour Code for working with Children
- Behaviour Code for working with Vulnerable Adults
- Policy Statement for Photography
- Policy Statement for use of social media
- Expressing Concerns and 'Whistleblowing': Policy and Guidance
- Data and Privacy Policy
- I accept and agree that Safeguarding is the responsibility of the whole Church and will complete the safeguarding training provided by the Church of England and accept that failure to do so will result in not being able to serve at Church Crawley.
- I agree to read and familiarise myself with the Risk Assessment for the ministry I am volunteering on.

Name:

Signature.

Date:

MY TRAINING RECORD

DBS:

Expiry Date:

Certificate Number.

SAFEGUARDING TRAINING

C0 Renewal Date

C1 Renewal Date

C2 Renewal Date

Document Governance

This policy document will be reviewed yearly by the PCC.

Amended By	Date	Notes	Approved By	Date
Jordan Crabtree	May 2024	First Version	St John's PCC	July 24
Jordan Crabtree	May 2024	First Version	St Peter's PCC	July 24
Jordan Crabtree	May 2024	First Version	St Richard's PCC	Sept 24
Jordan Crabtree	May 2024	1.1	Safeguarding Team	Jan 2025