

## **Safeguarding Policy – version 1.0 12/1/2026**

### **Overview of the Prayer Book Society**

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Senior Leader: Bradley Smith (Chair of the Board)

National Designated Safeguarding Lead: David Harvey (Interim CEO of the Society)

National Designated Deputy Safeguarding Lead: Claire Baker

Senior Leader Contact Email: [Bradley.Smith@PBS.org.uk](mailto:Bradley.Smith@PBS.org.uk)

Safeguarding Lead Contact: 0118 216 0038 [david.harvey@pbs.org.uk](mailto:david.harvey@pbs.org.uk)

Deputy Safeguarding Lead Contact Telephone and email address 0118 216 0038

[Claire.Baker@PBS.org.uk](mailto:Claire.Baker@PBS.org.uk)

Charity Number: 1099295

Company Number: 04786973

Regulators: The Charity Commission

Insurance Company: Ansvar

### **1. Background**

#### **1.1 Safeguarding in the context of our mission**

The following is a brief description of our organisation and the type of work / activities we undertake involving children and young people, and adults at risk of harm. It should be noted that working with children or adults with care and support needs is not the main purpose of the PBS, since most of our activities are adult-focused. However, it is important to recognise our responsibilities whenever children, young people, or adults at risk are involved, and to ensure that they are protected and supported. The Prayer Book Society (PBS) brings together those who value the Book of Common Prayer (BCP) – to promote, celebrate, and study one of the most transformational Christian books ever seen after the Bible. The Prayer Book is much more than the sum of its parts. It has had an incalculably deep spiritual and cultural influence and it has touched individuals, families, and

communities at the most important of moments, from generation to generation. The Prayer Book Society (or PBS) has worked tirelessly for more than 50 years to keep the BCP at the heart of the Church of England. The PBS is working towards its 2030 Vision: people of all ages finding life in Christ through a growing Prayer Book service in every benefice. This vision also reflects the Society's three strategic priorities — mission, discipleship, and community — which are strengthened when PBS provides a safe and trustworthy framework for worship and fellowship.

The PBS is mindful that among its members and supporters there are some members with care and support needs and also some young people. We would always wish PBS events to be supportive of them and mindful of their needs and safety.

In particular, the PBS looks to attract more younger members and some of these may be below 18. The PBS's Cranmer awards, its annual competition for young people based on reading from the BCP is the prime exemplar of a PBS event aimed primarily at young people and this sort of activity may be expanded nationally or by branches.

### **1.2 Safeguarding in the context of our values**

The Policy outlined below is shaped by our values:

"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience." (Colossians 3:12)

The Prayer Book Society promotes the beauty, depth, and doctrine of the Book of Common Prayer. Rooted in Scripture and tradition, we value reverent worship, Christian humility, generous welcome, lifelong learning, faithful service, and wise stewardship—seeking always to support the Church and glorify God.

## **2: Governance and leadership of our safeguarding**

### **2.1 Our commitment**

At the Prayer Book Society, we recognise the need to provide a safe and caring environment for children, young people and adults with care and support needs. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual

abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” We have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

Our safeguarding statement can be found in Appendix 1.

The policy and any attached practice guidelines are based on best practices in the faith sector.

## **2.2 Our Governance**

Prayer Book Society’s board of Trustees is appointed to have independent authority and legal responsibility. This includes having a critical role in decision-making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways. At the Prayer Book Society,

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (IICSA The Governance Institute, 2017).

The governance board/board of Trustees will have overarching responsibility for safeguarding within the organisation, including referring to the relevant charity regulator, as follows:

England and Wales – The Charity Commission – [How to report a serious incident in your charity - GOV.UK](#) Northern Ireland: The Charity Commission for Northern Ireland [Serious incident reporting New guidance on serious incident reporting](#)

### **Key Safeguarding Roles:**

- Safeguarding Trustee: Provides Board-level safeguarding oversight and acts as final escalation contact, accountable to and working with and within the Board and its Chair.
- National Safeguarding Lead: CEO of PBS responsible for policy implementation and statutory liaison.
- Deputy Safeguarding Lead: Responsible for safeguarding during the Cranmer Awards and related youth events and supporting the National Safeguarding Lead.

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities across The Prayer Book Society but to also build an open culture where:

- those who lead do so by example;
- we are committed to the safeguarding of all;
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures;
- our code of conduct shapes our culture at every level of the organization;
- the values of the organisation are embedded in its day-to-day actions and behaviours of its people; and  
and there is open communication.

### **3. Scope**

This policy applies to all staff, trustees, branch officers, volunteers, mentors, and anyone working on behalf of The Prayer Book Society. It applies to all activities undertaken by the charity including, but not limited to:

- Any activities involving children, young and adults with care and support needs
- The Cranmer Awards speaking competition and associated branch heats
- Community outreach events
- Educational activities and conferences
- Residential events and trips
- Online activities and communications

All branches of The Prayer Book Society must adhere to this Policy in its entirety.

To ensure accessibility for all branches, safeguarding requirements shall be implemented in a tiered fashion relative to the activity's risk level. See Section 4 of the trustee review for definitions of Tier 1, 2, and 3 activities. Tier 1 covers low-risk, adult events with light-touch measures; most PBS events and activity will fall into this category and this reflects the volunteer-led nature of the PBS.

### **4. Prevention**

#### **4.1 Understanding abuse and neglect**

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults with care and support needs may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

For the purposes of this policy, a child will be referred to as someone under 18 years old.

An adult at risk of harm will be defined in this policy as the following: These are adults over the age of 18 who need care and support for their daily living. This may be attributed to personal characteristics or needs for care and support (due to illness or disability).

Northern Ireland:

The recognition of increased vulnerability is broader, including life circumstances as well as personal characteristics/care and support needs.

An 'Adult at risk of harm' is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

a) personal characteristics AND/OR

b) life circumstances

Personal characteristics may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain. Life circumstances may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.

Wales:

Section 4: 126(1) of the Social Services and Well-being (Wales) Act 2014 defines an "adult at risk" as an adult who:-

- Is experiencing or is at risk of abuse or neglect;
- Has needs for care and support (whether or not the authority is meeting any of those needs);
- And as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

To safeguard those in our organisation, we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

This policy is in line with the following legislation:

The Care Act 2014 (England)

The Social Services and Well-being (Wales) Act 2014

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our Policy. Please see guidance notes for a list of these in Appendix 2.

#### **4.2 Positions of Trust**

All adults working with children, young people and adults with care and support needs are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all volunteers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal in England and Wales and Northern Ireland for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

#### **4.3 Safer recruitment (Staff/Contractors and Volunteers)**

PBS applies full Safer Recruitment guidance for staff and contractors, including interviews, references, DBS checks where necessary, and formal training. For Volunteers, who are typically Branch Officers or helpers, expectations are lighter, because they are not responsible for supervising children or supporting adults at risk of at events and will not be left alone with children or young people s any point during our events. For staff the following should apply where they will interact with children and young people or adults with support needs:

- There is a written job description / person specification for the post
- Those applying have completed an application form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate

- A self-declaration form and the relevant Disclosure and Barring Service (DBS (England and Wales), or AccessNI (Northern Ireland) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme and induction is provided for the successful applicant
- The applicant has completed a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

#### **4.4 Safeguarding training**

PBS ensures that staff and contractors receive safeguarding training appropriate to their roles, in line with national best practice.

For volunteers, training expectations are proportionate to the nature and size of the Society. Most branch officers and committee members are not expected to undertake formal safeguarding training, but should be familiar with this policy, the Volunteer Code of Conduct, and the Safeguarding Guide for Volunteers. They will be asked to sign these documents when they become volunteers.

Where volunteers are involved in the Cranmer Awards, they must receive a short safeguarding briefing in advance of the event. This will include reminders of safety procedures at the event, how to escalate any welfare concerns and the contact details of the National or Deputy Safeguarding Lead.

The Prayer Book Society will provide or facilitate all staff undertaking basic safeguarding training which will be renewed every three years. Volunteers will receive training as appropriate.

The Prayer Book Society will provide or facilitate the Safeguarding Lead/Deputy Safeguarding Lead undertaking advance safeguarding training which will be renewed every two years. Where possible, The Prayer Book Society will provide or facilitate additional training for the requirements of the role.

The Prayer Book Society will provide or facilitate specialist safeguarding training for the governance board/board of trustees which will be renewed every three years.

The Prayer Book Society will also ensure that children and young people, and adults at risk of harm are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Training is logged and tracked on our Safeguarding Training register. This is overseen and monitored by the National Safeguarding Lead, supported by the Deputy Safeguarding Lead.

## **5. Practice Guidelines (Safeguarding in Context of PBS)**

As an organisation working from time to time with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable volunteers to run activities safely, develop good relationships and minimise the risk of potential harm.

At present, most PBS events are adult-focused (talks, church services, lectures, garden parties). Safeguarding is therefore not our day-to-day focus, but whenever children or adults with care and support needs are present, PBS takes safeguarding seriously. For example, the Cranmer Awards require specific safeguarding steps, while occasional branch events remain proportionate with light-touch safeguards.

At the Prayer Book Society, we are committed to supporting both staff/contractors and volunteers. Staff and contractors follow a formal code of conduct with supervision and disciplinary processes. Volunteers follow a volunteer code of conduct, appropriate to their role, and are supported by branch officers and the National Safeguarding Lead as necessary.

The code of conduct can be found in Appendix 4.

## **6. Partnership working**

This can be because of cultural tradition, belief and religious practice or understanding. PBS recognises that safeguarding requirements differ by activity tier. For Tier 1 (adult-focused branch events), safeguarding is light-touch, with the branch chair as safeguarding contact. For Tier 2 or 3 events involving children, more structured safeguards apply, including compliance with host institutions' policies and escalation routes to the National Safeguarding Lead.

We therefore have clear guidelines with regards to our expectations of those with whom we work in direct partnership, whether in the UK or not. Within the context of working with the institutions of the Church of England and applying its national safeguarding structures, we will discuss with all partners our safeguarding expectations and, where other rigorous safeguarding regimes do not apply, have a partnership agreement for safeguarding. A rigorous regime for safeguarding applicable in the context of the PBS's work would include the Church of England's regime or the safeguarding regime of educational organisations the PBS works with. PBS would take the principles set out in this policy document as a benchmark of the suitability of a partner's regime. Specifically:

We will ensure all subcontractors involved in photography and media at our events, will adhere to our safeguarding procedures relating to social media, outlined on page 22, as well as any of the host.

Where an event is hosted by a partner within a rigorous safeguarding regime, the organisers will clarify the safeguarding regime to take precedence and how any subsidiary areas are otherwise managed. Where the partner's safeguarding procedures do not meet the minimum requirements outlined in the PBS Policy, a safeguarding agreement will be signed by all partner churches and event hosts. Where a safeguarding issue pertains to a church member, the Prayer Book Society will liaise with the church's Designated Safeguarding Lead on the response to the incident. Confirmation of safeguarding compliance must be obtained from any host church where PBS activities are held. Where a partner church or Institution does not have demonstrable proof that effective safeguarding policies and procedures are in place, or where the risk of the event is tier 2 or 3 as outlined in the risk framework herein, separate written confirmation of safeguarding compliance must be obtained from host churches and venues for all PBS activities.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and young people, and adults at risk of harm and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

## **7.Responding to allegations of abuse**

Under no circumstances should a staff member or volunteer carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

### **7,1 Branch heats (Cranmer Awards)**

A staff member or volunteer who receives a disclosure, allegation or concern must report it immediately to the National Safeguarding Lead or Deputy (contact details provided in the event pack). The National/Deputy Safeguarding Lead acts as the Designated Safeguarding Officer (DSO) for branch heats and will advise on next steps and make referrals to statutory services where required. In an emergency, contact the Police on 999.

### **7.2 Cranmer Awards National Finals**

A staff member or volunteer who receives a disclosure, allegation or concern must report it immediately to the National or Deputy Safeguarding Lead on site (the DSO for the Finals). The DSO will respond to the disclosure and, where appropriate, refer to statutory services. In an emergency, contact the Police on 999.

The Deputy National Safeguarding Lead is nominated by The Prayer Book Society to act on its behalf in dealing with the disclosure, allegation or concern, including referring the matter on to the statutory authorities.

Name: Claire Baker

Tel: 0118 216 0038

Email: Claire.Baker@pbs.org.uk

In the absence of the Deputy National Safeguarding Lead or, if the concerns in any way involve them, then the report should be made to:

Name David Harvey

Tel: 0118 216 0038

Email: david.harvey@pbs.org.uk

If the concerns implicate both the Safeguarding Lead and the Deputy Safeguarding Lead, then the report should be made in the first instance to:

Name: the Safeguarding Trustee, Bradley Smith, Chairman of the Board

Tel: 0118 216 0038

Email: Bradley.Smith@pbs.org.uk

The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern, such as:

Chair of Trustees or Trustee responsible for safeguarding may need to liaise with the insurance company or the charity regulator (Charity Commission for England and Wales, Charity Commission for Northern Ireland) to report a serious incident/raise a concern

Local Authority Designated Officer – LADO (England and Wales), or the Gateway Team (Northern Ireland) if the allegation concerns a worker or volunteer working with someone under 18.

Concerns must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst disclosures, allegations or concerns of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy Safeguarding Lead should not delay referral to the statutory services, the Police, or Police Service Northern Ireland (PSNI).

The Prayer Book Society will support the Safeguarding Lead/Deputy Safeguarding Lead in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies although The Prayer Book Society hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that

the Safeguarding Lead/Deputy Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that The Prayer Book Society demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding Lead/Deputy Safeguarding Lead is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

### **Detailed procedures where there is a concern about a child**

#### **Allegations of physical injury, neglect or emotional abuse:**

If the child requires immediate medical attention, contact the relevant medical services, informing the Doctor of any concerns.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:

Contact Children's Social Care (England, Wales), Gateway Services (Northern Ireland) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.

If the disclosure, allegation or concern is directly about the parents, then do not tell the parents or carers unless advised to do so, having contacted Children's Social Care (England, Wales), Gateway Services (Northern Ireland).

For lower-level concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of harm.

Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Care direct for advice.

#### **Allegations of sexual abuse:**

In the event of allegations or concerns of sexual abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:

Contact the Children's Social Care (England, Wales), Gateway Services (Northern Ireland) for children and families and police, or Police Service Northern Ireland (PSNI)

Depending on the circumstances, they will need to consider whether it is appropriate to speak to the parents of the child. If they are not sure about this, then they will contact Christian Safeguarding Services, of which PBS is a member, <https://thecss.co.uk/>.

Seek and follow the advice given by Christian Safeguarding if for any reason they are unsure whether to contact Children's Social Care (England, Wales), Gateway Services (Northern Ireland)/police, Police Service Northern Ireland (PSNI)..

### **Allegations of financial abuse**

In the event of allegations or concerns of financial abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:

Contact Children's Social Care (England, Wales), Gateway Services (Northern Ireland) to report the concerns and the police, or Police Service Northern Ireland (PSNI).

### **Detailed procedures where there is a concern about an adult at risk of harm:**

Concerns or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services on 999, informing them of any suspicions.

If there is concern about any of the above, Safeguarding Lead/Deputy Safeguarding Lead will:

Contact Adult Social Care (England, Wales) or Adult Social Work Services (Northern Ireland) who will be able to advise whether this reaches the safeguarding threshold and actions required. Staff will also work with Christian Safeguarding to ensure that the best course of action is followed.

### **Spiritual abuse**

Is a form of emotional and psychological abuse that uses religious or spiritual beliefs to manipulate, control, or harm another person

If there is a concern regarding spiritual abuse, Safeguarding Lead will:

Identify support services for the Survivor i.e., counselling or other pastoral support

Contact Christian Safeguarding and in discussion with them will consider appropriate action with regards to the scale of the concern.

### **Allegations of abuse against a person who works with children/young people:**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead, will:

Make a referral to the Local Authority Designated Officer -LADO(England and Wales), or the Gateway Team (Northern Ireland) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

Make a referral to the relevant Disclosure and Barring Service (DBS (England and Wales), or AccessNI (Northern Ireland) for consideration of the person being placed on the barred list for working with children or adults with care and support needs. This decision should be informed by the Local Authority Designated Officer (England and Wales), or the Gateway Team (Northern Ireland) if they are involved.

Share information about the concern with the Police, or Police Service Northern Ireland (PSNI).

Allegations of abuse against a person who works with adults with care and support needs.

The safeguarding Lead will:

Liaise with Adult Social Care (England, Wales) or Adult Social Work Services (Northern Ireland) to establish whether this can be investigated under their safeguarding processes.

Make a referral to the relevant Disclosure and Barring Service DBS (England and Wales), or AccessNI (Northern Ireland) following the advice of Adult Social Services.

Share information about the concern with the Police, or Police Service Northern Ireland (PSNI).

The legislation across all four UK nations (The Care Act 2014, , Adult Safeguarding: Prevention and Protection in Partnership key documents 2015 (Northern Ireland) and Social Services and Wellbeing (Wales) Act 2014) places the duty upon Adult Social Care to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Social Care to decide not the organisation.

### **Allegations of non-recent sexual abuse from an adult:**

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Lead will:

Give the adult the option to report this to the Police (England and Wales), or Police Service Northern Ireland (PSNI). If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the information relating to the alleged Perpetrator, however, must not share details of the Survivor.

If the alleged Perpetrator is in a role working or volunteering with children or young people, make a referral to the Local Authority Designated Officer -LADO (England and Wales), or the Gateway Team (Northern Ireland) whose function is to handle all allegations

against adults who work with children and young people whether in a paid or voluntary capacity.

If the alleged Perpetrator is in a role working with adults with care and support needs liaise with Adult Social Care (England, Wales) or Adult Social Work Services (Northern Ireland) to establish whether this can be investigated under their safeguarding processes.

If the alleged Perpetrator is in a role within your organisation, contact the appropriate authorities to consider appropriate action with regards to the scale of the concern.

## **8. Wellbeing Support and Pastoral Care**

Supporting those affected by abuse

The Prayer Book Society is committed to offering wellbeing support/pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation.

Please see below the details for the individual responsible for wellbeing support/pastoral care:

Name: David Harvey, Interim CEO

Tel: 0118 216 0038

Email: david.harvey@pbs.org.uk

Working with those who may pose a risk

When someone attending the organisation is known to pose a potential risk to children, or adults with care and support needs; The Prayer Book Society will advise the individual not to attend events where children or adults with care and support needs are present.

### **Adoption of the policy**

This policy was agreed by The Prayer Book Society at its Board meeting on 18<sup>th</sup> October 2025 and will be reviewed annually at its autumn Board meeting.

*David Harvey*

Interim CEO

Date: 1<sup>st</sup> January 2026

## **APPENDIX 1: Safeguarding statement**

Prayer Book Society Policy Statement on Safeguarding

To be displayed clearly on the Prayer Book Society Website and circulated to Branch committees.

### **PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT**

#### **Prayer Book Society**

The following statement was agreed by The Prayer Book Society on: 18<sup>th</sup> October 2025

This Prayer Book Society is committed to the safeguarding of children and young people, and adults at risk of harm and ensuring their well-being.

We recognise that we all have a responsibility to help prevent harm or Abuse to children and young people, and adults at risk with care and support needs in all their recognised forms.

We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.

We believe all people should enjoy and have access to every aspect of the life of the place of worship/organisation.

We undertake to exercise proper care in the appointment and selection of those who will work with children and young people, and adults at risk of harm.

We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and young people, and adults at risk and will ensure that as a place of worship/organisation all volunteers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2023, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.

- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting all in the place of worship/organisation affected by abuse.

We recognise:

- Children's Social Care (England, Wales), Gateway Services (Northern Ireland) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police, or Police Service Northern Ireland (PSNI) should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.
- We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding Leads for this Prayer Book Society Branch.

David Harvey - Safeguarding Lead

Claire Baker- Deputy Safeguarding Lead

A copy of the Prayer Book Society's Safeguarding Policy can be found:

(web address) \_\_\_\_\_

Signed by The Chair of Trustees

Signed: *Bradley Smith*

Chairman of the Board of Trustees

Date 1<sup>st</sup> January 2026

## **APPENDIX 2: Definitions and signs of abuse**

Definitions of abuse (Working Together to Safeguard Children, HM Government 2015)

### **1. Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **2. Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **3. Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g., rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **4. Neglect**

Neglect is the persistent failure to meet child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, child's basic emotional needs.

It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any one time. These four definitions do not minimise other forms of maltreatment.

### **Possible Indicators of Abuse (Children & Young People)**

#### **Domestic abuse**

It's often difficult to tell if domestic abuse is happening, because it usually takes place in the family home and abusers can act very differently when other people are around.

Children who witness domestic abuse may:

- become aggressive
- display anti-social behaviour
- suffer from depression or anxiety
- not do as well at school - due to difficulties at home or disruption of moving to and from refuges.

If you're worried that a child is being abused, watch out for any unusual behaviour.

#### **Neglect**

Neglect can have serious and long-lasting effects. It can be anything from leaving a child home alone to the very worst cases where a child dies from malnutrition or being denied the care they need. In some cases it can cause permanent disabilities.

Neglect can be really difficult to identify, making it hard for professionals to take early action to protect a child.

Having one of the signs or symptoms below doesn't necessarily mean that a child is being neglected. But if you notice multiple, or persistent, signs then it could indicate there's a serious problem.

Children who are neglected may have:

- poor appearance and hygiene;
- health and development problems;
- housing and family issues.

## Sexual abuse

Children who are sexually abused may:

- Stay away from certain people
- they might avoid being alone with people, such as family members or friends
- they could seem frightened of a person or reluctant to socialise with them.
- Show sexual behaviour that's inappropriate for their age
- a child might become sexually active at a young age
- they might be promiscuous
- they could use sexual language or know information that is unexpected .
- Have physical symptoms
- anal or vaginal soreness
- an unusual discharge
- sexually transmitted infection (STI)
- pregnancy.

## **Practice Guidelines (Safeguarding in Context of PBS)**

### **Cranmer Awards**

#### **Branch heats:**

- All children must be accompanied by a parent, guardian, teacher, or a family member approved by the parent/guardian.
- The National or Deputy Safeguarding Lead acts as DSO (available by phone) and is the single point of escalation.
- Volunteers do not require DBS checks; they follow the PBS one-page Volunteer Safeguarding Code of Conduct.
- Concerns are escalated immediately to the National/Deputy Safeguarding Lead.

#### **National Finals:**

- All children must be accompanied by a parent, guardian, teacher, or a family member approved by the parent/guardian at all times.
- The National or Deputy Safeguarding Lead is on site as DSO.
- Only the DSO (and any PBS adult with unsupervised access) requires a DBS check; other staff/volunteers do not, provided they are never left alone with children.
- Standard Tier 3 safeguards apply, including registration, sign-in/out, authorised collection, and media permissions.
- A sign-in/sign-out register will be maintained for all attendees (children, staff, and parents)
- Wristbands or badges are used to identify participants, staff, and authorised adults
- Authorised adults must show their wristband and sign out when taking children out of the event

### **Access Control Entry Management**

Designate specific entry/exit points and keep others locked during the event

### **Adult Supervision Ratios**

Ensure appropriate adult-to-child ratios. This is 1:6 for primary age children, 1:8 for older children

Have at least two adults present at all times (two-deep leadership)

### **Cranmer Awards online**

In circumstances where a round of the Cranmer Awards or any Prayer Book Society activity involving children or young people must be conducted online, the following safeguarding protocols apply:

## **All Platform Security Requirements**

online events must be hosted using secure, password-protected platforms (e.g., Zoom, Teams) with waiting room functionality enabled. Meeting links should not be publicly shared and should only be sent to registered participants and authorised adults. Hosts must have administrative control to remove or mute participants and control screen sharing.

## **Registration and Access Control**

All participants must be registered in advance. The registration form must capture the full name, contact details, and school or guardian affiliation of each child, along with emergency contact information and relevant medical or accessibility needs. Only those on the approved list may join the session. Attendees must enter using their real name as shown on the registration list. Screensharing and chat functions will be disabled for all but the host.

## **Monitoring of Online Interactions**

Each session must have a minimum of two responsible adults present (parents/guardians/teachers count). The DSO may join the session or be available by phone throughout. Any concern must be escalated immediately to the DSO.

## **Recording Protocols**

Recording of sessions shall not be routine and will be permitted only in exceptional circumstances. Any proposal to record a session must receive prior written approval from the National Safeguarding Lead or Deputy Safeguarding Lead. Explicit written consent must be obtained in advance from the parent or legal guardian of every child who may be featured. All recordings must be stored securely and used solely for the specific educational or promotional purpose for which approval was granted. Participants must be informed at the commencement of the session if recording is taking place. The taking of screenshots or any private or unauthorised recordings by participants or observers is strictly prohibited.

## **Adult-to-Child Ratios Online**

As with in-person events, a minimum of two adults must be present in each session. The preferred supervision ratio is 1 adult to every 6 children for primary-age children, and 1 adult to every 8 children for older participants. In no circumstances should a child be left alone in an online room with a single adult. The adults must either be the child's parents or DBS checked individuals.

### **Parent/Guardian Consent for Online Participation**

Written consent must be obtained from parents or guardians before any child joins an online event. This should include agreement to participation, to the code of conduct, and any permissions for image/video use. Parents should be encouraged to supervise or be present nearby during online sessions, especially for younger children.

### **Code of Conduct for Online Behaviour**

All participants—adults and children—must agree to a code of conduct that sets clear expectations for respectful, safe, and appropriate behaviour online. This includes use of appropriate language, appropriate clothing, backgrounds, and conduct during sessions. Any breaches of conduct may result in removal from the session and follow-up safeguarding review.

### **Other events**

Other events are held by PBS throughout the year, including but not limited to: Choral Evening Song, garden parties and other social events. Safeguarding concerns raised at these events will be escalated to the National Safeguarding Lead.

### **Photography and Social Media**

Written permission must be obtained before taking or using any images or videos. Images should be appropriate and respectful. Full names and personal details should not accompany images. Official charity accounts only should be used for social media. Children should not be identified by name in published photographs

## **APPENDIX 4:**

### **Staff and Volunteer Code of Conduct**

The Prayer Book Society behaviour code for working with children, young people and adults with care and support needs

#### **Purpose**

This behaviour code outlines the conduct expected of all staff and volunteers.

The code of conduct aims to help protect adults with care and support needs, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of volunteers (staff and volunteers)

When working with children and young people or adults with care and support needs, you are acting in a position of trust for the Prayer Book Society. You will be seen as a role model and must act appropriately.

#### **Good practice**

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the Designated Safeguarding Lead.
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

#### **Unacceptable behaviour**

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way

- Passing on your personal and/or social media contact details and any contact that breaches the Prayer Book Society's social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

### **Breaching the Code of Conduct**

Staff and contractors who breach this code will be subject to disciplinary procedures. Volunteers who breach this code may be asked to step back from events or may lose PBS membership. In all cases, serious breaches may be referred to statutory authorities.

If you have behaved inappropriately, you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave the event and you may lose your membership of the PBS . We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

### **Declaration**

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

Safeguarding expectations: For Tier 1 branch events, safeguarding should remain light-touch. The branch chair is the safeguarding contact unless otherwise notified. Awareness of this policy is sufficient. Concerns may be escalated to the National Safeguarding Lead if required.

PBS accepts safeguarding training completed with schools, churches, or other recognised voluntary bodies if current.



## **APPENDIX 5: Tiered Safeguarding Framework for PBS Activities and Events**

This framework provides a proportionate approach to safeguarding across PBS activities. It ensures appropriate protection for children and young people, and adults at risk with care and support needs while keeping requirements realistic for volunteer-led branches.

### **Tier 1 – Low-Risk Events**

Definition: Adult-focused events with no active involvement of children or adults with care and support needs.

Examples:

- Branch coffee mornings
- Adult-only PBS talks or services
- Lectures in church halls
- Services hosted in parish churches where the Church of England safeguarding regime applies

Safeguarding expectations:

- Named PBS contact person for safeguarding (usually the Branch Chair or Secretary)
- Awareness of PBS safeguarding policy and specifically when, where and how to escalate any safeguarding concerns
- Confirmation of the host church's Designated Safeguarding Lead (if applicable)
- Escalation to the National Safeguarding Lead if concerns involve PBS people

### **Tier 2 – Medium-Risk Events**

Definition: Events where children or vulnerable adults are likely to be present in a public or mixed-age context, but where PBS is not primarily responsible for their care.

Examples:

- Special church services open to families
- Branch events where families with children are present
- Choir events or garden parties with children in attendance

Safeguarding expectations:

- A safeguarding risk assessment filed with the National Safeguarding Lead
- At least one named safeguarding contact at the event
- Appropriate supervision arrangements if children are present
- Clarification that the host institution's safeguarding policy applies in the first instance

### **Tier 3 – Higher-Risk Events (Children and Young People)**

Definition: Events directly involving children or young people in a structured or supervised capacity.

At PBS, the only regular Tier 3 activity is the Cranmer Awards. Other activities in this category (such as youth workshops or residential events) are very rare; if they occur, they will require full Tier 3 measures, including DBS checks for all staff and volunteers.

#### **Cranmer Awards Branch Heats – Proportionate Tier 3 Model**

- All children must be accompanied by a parent, guardian, teacher, or a family member approved by the parent/guardian.
- The Designated Safeguarding Officer (DSO) for branch heats will be the National Safeguarding Lead or Deputy. They may not be physically present at the event but will be available by phone throughout, and their contact details will be included in all event communications.
- Only the DSO and any PBS adult with unsupervised access to children must hold a DBS check.
- Volunteers do not require DBS checks provided they are never left alone with children.
- Volunteers follow a short safeguarding briefing and Code of Conduct.
- Supervision ratios and access control remain in place but are simplified where guardians are present.
- Where a school brings entrants, PBS relies on the school's safeguarding regime, with confirmation of safeguarding contacts.
- Consent forms are not required where schools' existing safeguarding consent applies.

#### **Cranmer Awards National Finals – Safeguarding Standard**

- All children must be accompanied by a parent, guardian, teacher, or a family member approved by the parent/guardian.
- The PBS National Safeguarding Lead or Deputy is present as Designated Safeguarding Officer (DSO).
- Only the DSO and any PBS adult with unsupervised access to children must hold a DBS check.
- Other PBS staff and volunteers are not required to hold DBS checks provided they are never left alone with children.
- PBS staff and volunteers must follow the Volunteer Safeguarding Code of Conduct and escalate concerns immediately to the DSO.
- Standard Tier 3 safeguards apply: registration, sign-in/out, responsible adult attendance, authorised collection, and image/media permissions.

This approach ensures PBS maintains a Tier 3 framework for credibility, compliance, and insurance purposes, while keeping safeguarding proportionate to real-world risk and making Cranmer events viable for volunteer-led branches.

## **APPENDIX 6: Tier 2 Branch Event Safeguarding Quick-Check**

This light-touch checklist replaces the need for a written risk assessment at Tier 2 branch events. It helps confirm that safeguarding has been considered without placing undue burden on volunteers.

Quick-Check Questions:

- Host safeguarding regime confirmed
- Branch safeguarding contact identified
- Children are accompanied by parents/guardians
- PBS escalation route understood (to National Safeguarding Lead)
- Photography/media permissions checked

Branch Officer: \_\_\_\_\_ Event: \_\_\_\_\_ Date: \_\_\_\_\_