

22 Are you engaged in any activity involving children and/or young people under the age of 18 years or vulnerable adults? Yes No

23 Do you have a protection policy to guard against abuse? Yes No
If 'yes', how often is it reviewed and maintained?

24 Do you comply with all legislation and guidelines applicable to any of your activities which relate to the protection of children/young people/vulnerable adults, including

- (i) the 13 guidelines contained in the Home Office Code of Practice 'Safe from Harm' Yes No
- (ii) the National Minimum Standards and Regulations of the Care Standards Act 2001 (or Scottish equivalent) Yes No
- (iii) the use of personnel enquiry procedures including the Criminal Record Bureau's One Stop Shop Disclosure Service? (or Scottish equivalent) Yes No

25 In respect of any of your activities, have there been any claims made, or have any incidents occurred which might give rise to a claim, during the past 5 years? Yes No
If 'yes', please provide full details

26 Any other comments

Signature

Date:

Position

**NOTES TO AID IN THE COMPLETION OF
Ecclesiastical - Public Liability Insurance Risk Management
Questionnaire
The Protection of Children and Vulnerable Adults**

5. Health, Safety & Protection

- (b) (i) Phab Ltd has a **Health & Safety Policy** – see Section 11 and should be adopted by all Phab Clubs & Projects
- (b) (ii) Phab Ltd's Anti-Bullying Policy is incorporated into its **Child & Vulnerable Adult Protection Policy & Good Practice Procedures** Document – see Section 7 which should be adopted by all Phab Clubs & Projects
- (c) The Protection Policy is also is incorporated into its **Child & Vulnerable Adult Protection Policy & Good Practice** Document
- (d) Phab Ltd's **Child & Vulnerable Adult Protection Policy & Good Practice** Document was implemented on 20 October 1999. If your Phab Club or Project was set up after this date, use the date that your club/project accepted this policy.
- (e) Phab Ltd's **Child & Vulnerable Adult Protection Policy & Good Practice** Document was updated in April 2006. If your Phab Club or Project was set up after this date, use the date that your club/project acceptable this policy.
- (f) Phab Ltd's **Child & Vulnerable Adult Protection Policy & Good Practice** Document is due to be reviewed in April 2007
- (k) (i) Phab Ltd publishes an **annual report** of its activities. Your PAC may also publish an **annual report**
- (k) (ii) Unless you provide residential care, you do not need to publish a '**Statement of Purpose**'
- (k) (iii) Phab Ltd has a **Mission Statement** – see Section 2 Phab's Philosophy & Aim which should be adopted by all Phab Clubs & Projects.
 - Providing your Phab Club/Project adopts the relevant documents set down by Phab Ltd, you can answer yes to the question following (k)(i)(ii) and (iii).
- (l)(i) **Regulations of the Children Act 1989 and Regulations and National Minimum Standards of the Care Standards Act 2000** – These acts only apply to organisations and individuals providing residential care
The Human Rights Act 1998 – All of Phab Ltd's published policies, stated objectives and good practice guidelines conform to the aims and aspirations of this Act.
- (l)(ii) **The 13 Guidelines contained in the Home Office Code of Practice "Safe from Harm"** is attached to these notes

- (l) (iii) The **Criminal Record Bureau** (CRB) 'Disclosure Service' is done from Phab England. Information on the CRB can be found in Section 7 **Phab's Child & Vulnerable Adult Protection Policy & Good Practice Procedure**.

6. Record Keeping

- (ii) **Records of Criminal Record Bureau Disclosure** – please refer to the information in Section 7 **Phab's Child & Vulnerable Adult Abuse Policy & Good Practice Procedure**

If you have any further difficulty in completing the Public Liability Insurance Risk Management Questionnaire please contact Phab on 020 8667 9443.