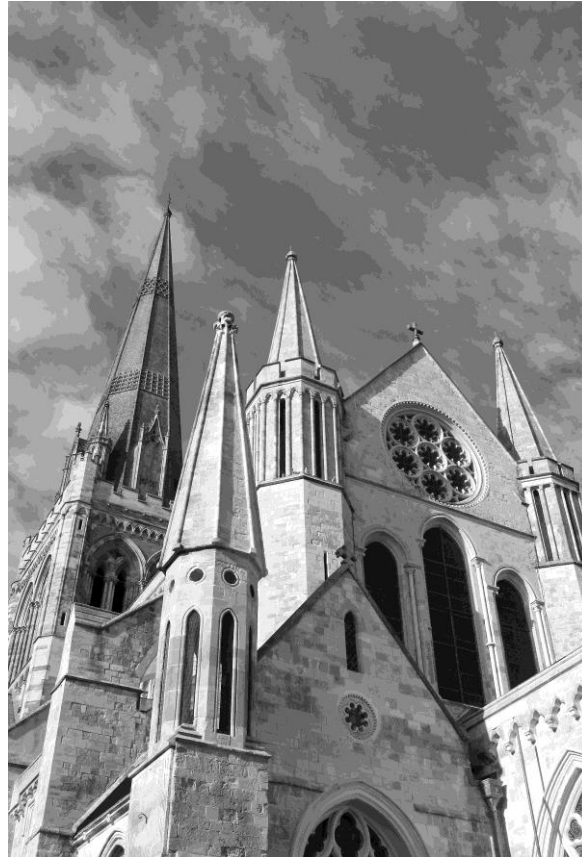


CHICHESTER CATHEDRAL



SAFEGUARDING POLICY **and GUIDELINES**

July 2018

CHICHESTER CATHEDRAL

SAFEGUARDING POLICY AND GUIDELINES

The care and protection of children, young people and adults at risk involved in Cathedral activities is the responsibility of the whole Cathedral community. Everyone who participates in the life of the Cathedral has a role to play in promoting a safe environment for all.

Safeguarding means the action the Cathedral takes to promote a safe culture. This means we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those that are at risk of being abused, and respond well to those who have been abused.

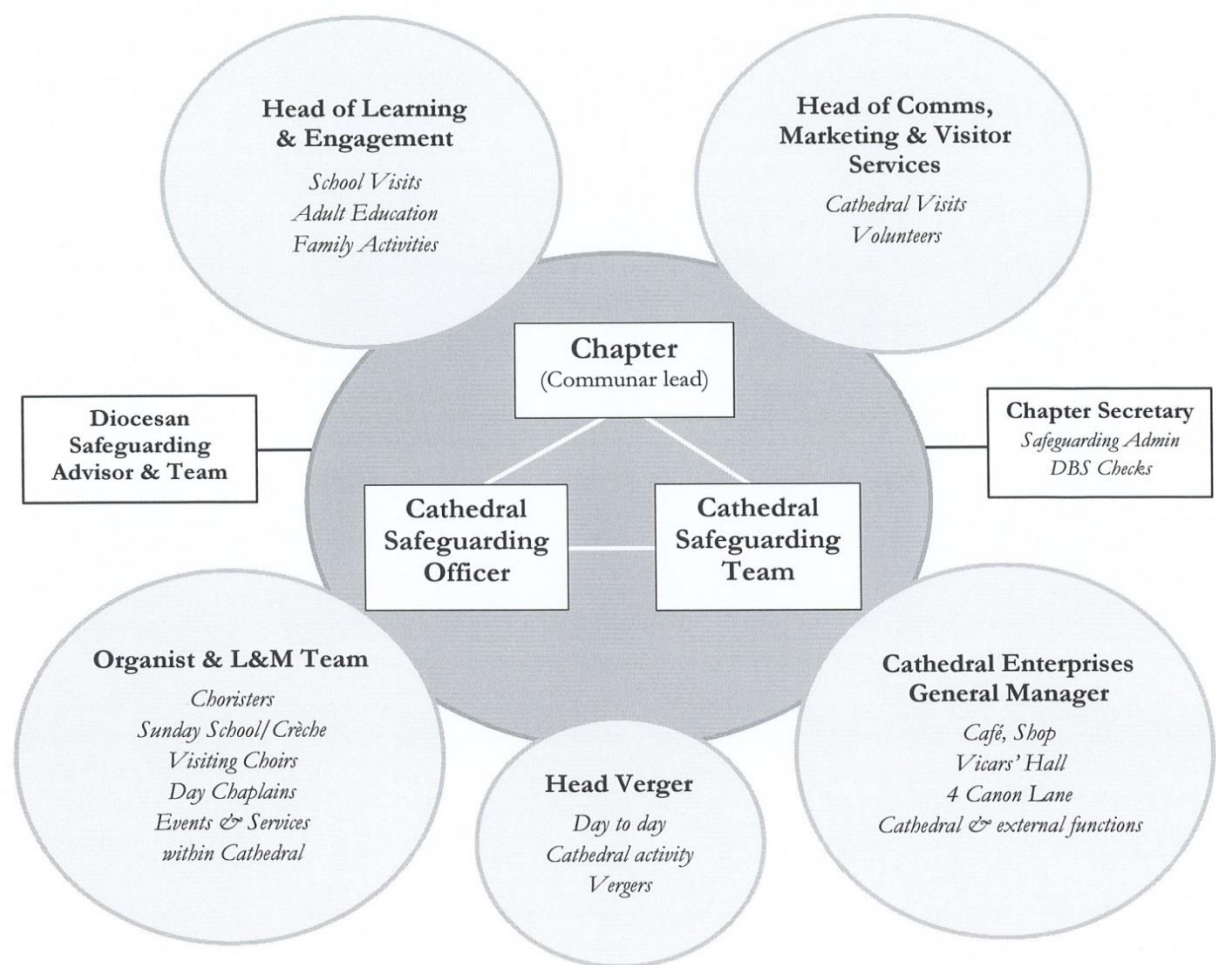
The Safeguarding Guidelines are designed to identify how this policy is implemented in practice in Chichester Cathedral.

1. Safeguarding - Policy Statement

Chapter is committed to:

- Promoting a safe environment and culture for all in the life and activities of the Cathedral
- Safely recruiting and supporting all those with any responsibility, related to children, young people and adults at risk
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors of abuse and other affected persons
- Caring pastorally for those who are the subject of concerns or allegations and other affected persons
- Responding to those who may pose a present risk to others
- Reviewing this policy statement annually

2. Areas of Safeguarding Responsibility



SAFEGUARDING GUIDELINES

The following guidelines outline Cathedral procedures to minimize the risk of abuse, and provide guidance in the event of an alleged incident. They should be read in conjunction with the relevant policy and practice guidance published by the Diocesan Safeguarding Team - <https://safeguarding.chichester.anglican.org/>

1. Reporting and Responding

- **In the event that a child or adult at risk is believed to be at imminent risk of serious harm the Police are to be called via the 999 emergency number immediately.**
- In the event of any serious allegations of actual abuse the matter should be reported within 24 hours to West Sussex County Council's Multi Agency Safeguarding Hub (MASH). This may be through a member of the Cathedral's Safeguarding Team (see Section 2) who will notify the Cathedral Safeguarding Officer, or the Cathedral Safeguarding Officer may be contacted directly. The Diocesan Safeguarding Team may also be contacted within office hours.
- In the event of concerns or suspicions about the possibility that a child or adult at risk may have been harmed or be susceptible to harm, a member of the Cathedral's Safeguarding Team should be contacted.
- Anonymous expressions of concern or allegations will be addressed by the Cathedral Safeguarding Officer

A written record of the allegation and action taken should be made by the person reporting the allegation. This should be passed to the Safeguarding Officer for keeping securely. They should also follow up the referral to ensure that it has been responded to, although there is an expectation that they would be updated by a member of the Cathedral Safeguarding Team.

RECORD what you have heard as soon as possible using the form in Annex E. Be specific and factual in your records ensuring that you note down the following:

- Name of child or vulnerable adult
- Date and time
- Whether the child or vulnerable adult is aware that you will be sharing this information with others
- Name of adult responsible for the child
- Location
- Details of the disclosure (use as much of the child's own words as you can remember)
- Describe the physical/emotional state of child or vulnerable adult
- Description of any physical injuries

2. Support with Safeguarding Concerns

The Cathedral's Safeguarding Officer is Morag Keane of the Diocesan Safeguarding Team, Church House, Hove - 07881 580310 or morag.keane@chichester.anglican.org.

There are people at the Cathedral (staff, one volunteer team leader and one independent) who work closely with the Cathedral Safeguarding Officer and are specially trained and available to talk to anyone who has a safeguarding concern about a child, young person or any adult who may be at risk. They are:

- David Coulthard - 07736 792998
- Sue Poil - 07779 060827

- Luke Marshall – 07873 104989
- Julie Schofield – 07817 859560
- Ruth Taunt (independent) - 07711 223266
- The Very Reverend Stephen Waine, Dean of Chichester – 07827 337052

In the absence of any of the above, contact the Diocesan Safeguarding Officer, Colin Perkins - 01273 421021 or colin.perkins@chichester.anglican.org

- | | | |
|----|---------------------------------------|--------------|
| a. | West Sussex County Council | |
| | - MASH (for under 18s) | 01403 229900 |
| | - Adult Safeguarding concerns | 01243 642121 |
| b. | Police | 999 |
| c. | Diocesan Safeguarding Advisor Office: | 01273 421021 |
| | | 07500 771210 |

The Communar or Chapter Secretary, prompted by the CSO, will notify the Ecclesiastical Insurance Group (EIG), quoting DAS Reference: TT8/3451901 and consider notifying the Church Commissioners in the case of a serious incident.

Ecclesiastical Insurance Group	0345 266 0029 (DAS legal advice helpline)
if the case might lead to litigation	0345 266 0119 (DAS counselling helpline)

The Cathedral works in partnership with the Prebendal School where appropriate. The school's Designated Safeguarding Lead is Tom Morgan (Deputy Head) – 01243 520972 or deputyhead@prebendalschool.org.uk

3. Responding to the Person making a Disclosure

The person receiving the information about disclosure should:

- Remain calm and in control, but don't delay acting
- Don't promise confidentiality or to 'keep it a secret'. Use the first opportunity you have to say that you will need to share the information with others. Make it clear you will only tell the people who need to know and should be able to help. If on hearing this the child chooses not to continue accept this and, if appropriate, give them the Childline number (0800 1111), where they can talk confidentially to someone.
- Listen carefully to what is being said. Allow the child, young person or vulnerable adult to tell you 'at their own pace' and only ask questions for clarification. DO NOT ASK LEADING QUESTIONS. 'What happened?' is OK but not 'Were you hit?'
- Reassure the child, young person, vulnerable adult that they did the right thing in telling someone
- Tell the child, young person, vulnerable adult what you are going to do next. Reassure that they will receive continued support.
- Record the disclosure and report the matter immediately (see Section 1).

4. Allegations Made Directly

If a complaint or allegation is made against you, speak as soon as possible to your line manager. They will liaise with the Cathedral Safeguarding Officer and advise you appropriately.

5. Confidentiality

Both the alleged abuser and the person who is thought to have been abused have the right to confidentiality. Any possible criminal investigation could be compromised through information being released.

6. Written Code of Conduct

A written code of conduct is appended (C) for those working with children and adults at risk.

7. Training and Awareness

Regular training (every 3 years) will be undertaken and provided by the Cathedral Safeguarding Officer (CSO) or a member of the Diocesan Safeguarding Team.

Training must be undertaken as follows, and proof of training provided:

C0 : Basic Awareness (online, 30mins)

C1 : Foundation (face to face or Online, 2 hours)

C2 : For those in a leadership role (face to face, 3 hours, builds on C1)

C3 : C1 + C2

C4 : For those potentially managing serious situations (face to face, full day)

Dean and Commissioners' Canons Communar	C4
All other clergy All other members of Chapter All members of Executive Board Members of Cathedral Safeguarding Team Head Verger Assistant Organist Organ Scholar Head Steward Day Chaplains/Licensed Readers	C3 Safeguarding Briefing as part of Induction Copy of Cathedral Safeguarding Policy
Vergers Lay Vicars All L&E Staff L&E Volunteers Pebbles Group Volunteers Heads/Team Leaders of Volunteer Groups: Stewards, Servers, Doorkeepers, Guides and Information Desk	C1 Safeguarding Briefing as part of Induction Copy of Cathedral Safeguarding Policy
All other staff Volunteers: Doorkeepers, Guides, Stewards, Servers, Information Desk, Pastoral Group <i>Additional volunteer roles to be reviewed by the Safeguarding Group and Volunteers Committee</i>	C0 Safeguarding Briefing as part of Induction
Cathedral Community	Awareness through Cathedral website, newsletter, volunteer briefings, notices. C0 available for those who wish.

8. Job Description

Both staff and volunteers will be provided with a job description which describes their position and accountabilities and the limits of their role.

At least two references will be sought for all new staff and volunteers working with children and adults at risk, one of which, where significant involvement with children is required, should address the candidate's previous work with children. No appointments will be made until references have been taken up and (if relevant) clearance obtained.

No member of staff or volunteer requiring a DBS clearance (see section 9) will be permitted to carry out their duties without a valid DBS certificate.

9. Appointments and Vetting

- a. Currently the following staff and volunteers work in a capacity which requires clearance from the Disclosure and Barring Service every FIVE years:

Cathedral Clergy (see 'd' below)
Cathedral Safeguarding Team
Day Chaplains (see 'b' below)
Adult Servers
Organist/Master of the Choristers
Assistant Organist
Organ Scholar
Vergers
Lay Vicars (occasional deputies not necessary)
Head of Learning & Engagement (L&E)
Families and Young People's Officer
L&E Volunteers nominated by the Head of L&E
Schools and Adults Officer
Partnerships Co-ordinator
Crèche (Pebbles group) volunteers
Tower Captain plus designated deputies who will be involved in working with young people

Note: Guidance regarding the level of check required is contained in the table at Annex A.

- b. Day Chaplains will normally be cleared through their parishes and the Liturgy & Music Department will monitor this process and report clearances to the Chapter Secretary. The Chapter Secretary will notify the Liturgy & Music Department when Day Chaplain clearances are due for five yearly renewal. Note: The CSO will follow up any with outstanding DBS checks.
- c. Clearance for all other staff and volunteers listed above will be sought by the Chapter Secretary, acting for the Safeguarding Officer, through the Churches Child Protection Advisory Service (CCPAS) disclosure service. A record that a declaration form has been submitted will be retained by the Chapter Secretary with the personnel files along with any subsequent information about clearance.
- d. In this context Cathedral clergy are those who are members of Chapter in addition to any deacons or chaplains who may be appointed from time to time.

10. Attendance Agreements

The Christian church opens its doors to all. In cases where a sexual offender joins the church a risk assessment will be made and an appropriate 'contract of behaviour' will be put in place, agreed and signed by both parties in consultation with police and probation services where appropriate. These will document agreed behaviours to ensure the safety of all. These agreements will be confidential but will be briefed to appropriate people in the Cathedral to ensure that they are followed. Agreements will be registered with the Diocesan Safeguarding Team and reviewed annually.

11. The Prebendal School

The protection of children at the Prebendal School, which follows the advice and guidance laid down by the West Sussex Children's Services Department, is the responsibility of the Head Teacher. More detailed guidance about the interface between school and Cathedral is contained in Annex D and will be reviewed annually in conjunction with appropriate school staff, the Precentor, Organist, CSO, L&M Administrator and the Head Verger.

12. Forms and Notices

A notice stating the Cathedral's Safeguarding Policy and giving contact information for the reporting of incidents will be placed prominently on Cathedral notice boards. DBS clearance records will be kept by the Chapter Secretary.

This document has been produced with the guidance of Promoting a Safer Church, Church of England 2017

References:

<https://www.churchofengland.org/sites/default/files/2017-11/cofe-policy-statement.pdf>

<https://sussexchildprotection.procedures.org.uk/>

<https://safeguarding.chichester.anglican.org/>

Signed:



David Coulthard
Communar



Morag Keane
Cathedral Safeguarding Officer

Date: 22 July 2018

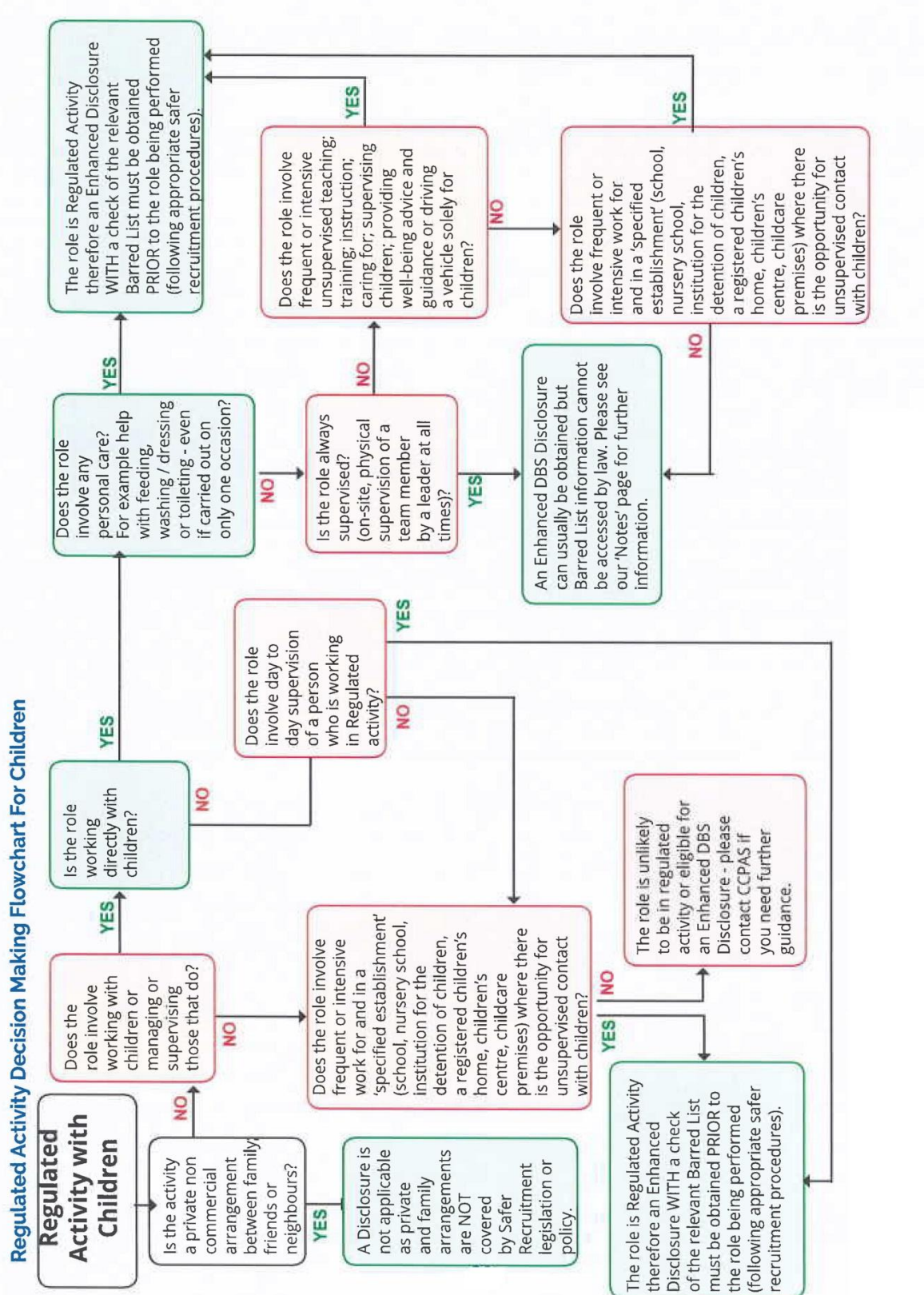
Annexes:

- A. Regulated Activity Flow Table
- B. A Safer Recruiting Policy Statement
- C. Written Code of Conduct

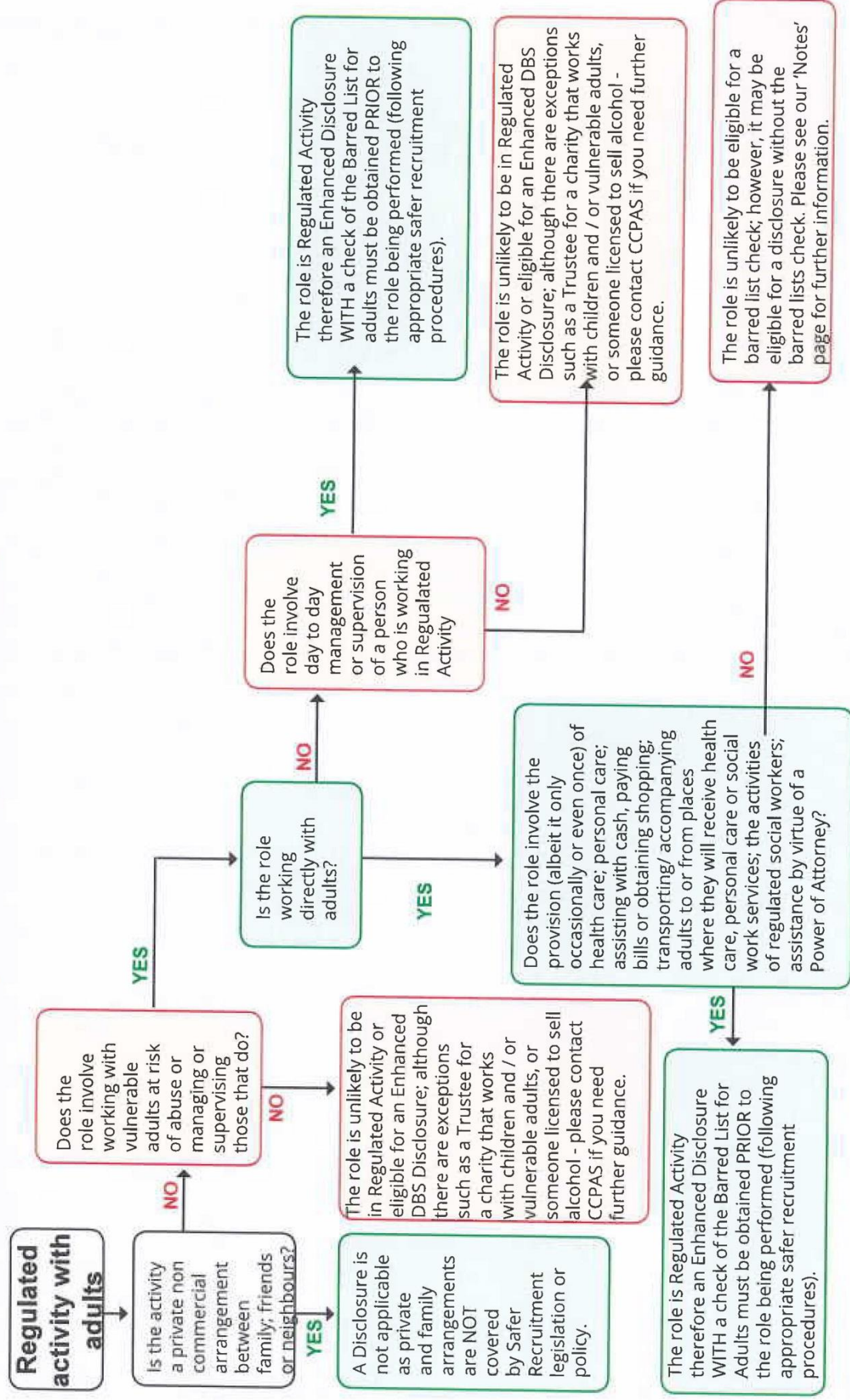
- D. Supervision of Choristers
- E. Recording Concerns or Reports of Child Abuse form

REGULATED ACTIVITY FLOW TABLES

(Please note: The implementation of The Protection of Freedoms Act is incremental and therefore these tables are subject to change – guidance should be sought from the CSO.)



Appendix 5- Regulated Activity Decision Making Flowchart For Adults



Regulated Activity Decision Making Flowchart Notes

Adults - If an applicant is not in Regulated Activity but works with adults who may be vulnerable then it is possible they are still eligible for an enhanced DBS check but without a check of the barred lists. It is the expectation of the Charity Commission, major Christian denominations and many insurance companies that you apply for a DBS check where the applicant's role is legally eligible for one.

The worker may still be able to have an enhanced check (without a check of the barred list) if they are a Trustee of a charity that works with adults at risk or are working weekly, or 4 or more days in a 30 day period, or overnight with those who are receiving health or social care and they are giving care, supervision, treatment, therapy, advocacy, transportation, teaching, advice, guidance and/or assistance in a group aimed at adults who need help because of their age, illness, disability or live in certain types of accommodation such as a prison, remand centre, residential care home etc. Workers employed in a care home who are not in Regulated Activity will be eligible for an Enhanced check. A recent example of workers not eligible for any check is a church group for adults with learning disabilities where no personal care is undertaken nor any other roles in Regulated Activity. They do teach those adults but as the group meets twice a month it is not frequent enough to be legally eligible for a check.

Children – If you have worked through the Regulated Activity Flowchart and determined that an applicant is not in regulated activity but they supervise, teach, train, instruct and/or care for children, or provide advice/guidance on well-being or drive a vehicle only for children on more than one occasion then they are eligible for an enhanced DBS check but without a check of the barred lists. It is the expectation of the Charity Commission, major Christian denominations and many insurance companies that you apply for a DBS check where the applicant's role is legally eligible for one.

There is eligibility for an enhanced check (WITH a check of the barred lists) where a person lives in a household of someone who is working in regulated activity with children and who carries out some/all work from home.

A trustee of a charity that works with children is eligible for an Enhanced DBS check.

*This only applies if the member of the household has opportunity for contact with the children- they are not in regulated activity but the barred listed can still be checked. This is an exception to the rule.

Definitions: Health Care is defined as health care provided by a health care professional (meaning a person regulated by bodies like General Medical Council; Nursing & Midwifery council for example). Health care means all forms of health care provided for adults for physical or mental health needs and includes palliative care. Psychotherapy and counselling are included when provided by or referred by a health care professional or a social services placement/referral. Services not provided by a health care professional are not covered by Regulated Activity i.e. life coaching; pastoral counselling etc; although if these are performed at least once a week, or four or more days in a 30 day period, or overnight they could be eligible for an enhanced DBS check without a check of the barred list/s. Please contact CCPAS for specific advice.

Personal Care (Adults) is defined as those who provide or prompt an adult with physical assistance with eating; drinking; toileting; washing or bathing; dressing; oral care or care of skin, hair or nails due to the adult's age, illness or disability, these would all be in Regulated Activity (except in circumstances where a hairdresser or a person cuts the hair of an adult).

Personal Care (Children) is defined as physical help with eating, drinking, toileting, washing, bathing or dressing for reasons of age, illness or disability as is prompting, supervision or training when a child is otherwise unable to decide for themselves in relation to any of these personal care activities

Frequently / Intensively for the purpose of Regulated Activity only 'frequently' is once a week or more; 'intensively' is four or more days in a 30 day period or overnight between the hours of 2 and 6am

Scenarios of Roles and their eligibility basis:

- A creche worker who physically assists young children with going to the toilet (on one occasion or more) would be in Regulated Activity.
- A Sunday School worker would only be in a Regulated Activity if they work every week or more and are not always supervised; or if they are providing personal care to the children e.g. toileting. If this does not

apply they would still be eligible for an enhanced DBS check without a check of the barred lists even if they are always supervised.

- Purely administrative roles i.e. Church Administrator or Treasurer are NOT eligible for a Disclosure (unless they are a Trustee) as they do not work directly with vulnerable groups. Additionally Disclosures cannot be accessed for those who handle sensitive or confidential information (unless they are supervising those working in Regulated Activity).
- A church worker who visits housebound people and on occasions is asked by the homeowner to do some shopping or pay a bill on their behalf is engaging in Regulated Activity.
- A church worker who is part of a group of volunteers that drive/ accompany church members to their GP surgery or hospital appointments is working in Regulated Activity.
- A luncheon club/foodbank or street outreach whose workers just serve food, drinks, or have a friendly chat with those they work with will not be in a Regulated Activity with adults unless they are giving professional counselling/health care or personal care to adults. They will qualify for Regulated Activity with children if they are advising/supervising/caring etc for children frequently or intensively on an unsupervised basis. If they are not in Regulated Activity but they do care for/supervise/give guidance/mentor children or vulnerable adults then they are likely to be eligible for an enhanced DBS check without a check of the barred lists - see additional notes above.
- Prayer teams whose members pray with/for adults and children in a public area/town centre type setting are not in Regulated Activity nor do they qualify for an enhanced DBS check. If however, their job role includes praying with a child/children frequently or intensively in an unsupervised setting, this would be Regulated Activity.

ANNEX B

Diocese of Chichester's Safer Recruiting Policy

<https://safeguarding.chichester.anglican.org/documents/category/policy/>

ANNEX C

WRITTEN CODE OF CONDUCT

1. Annex C

The Church of England's Publication C of E Protecting all God's Children has extensive and detailed advice in Appendix 5, p63. under the heading A5 Model Code Of Safer Working Practice. The Cathedrals guidelines *Promoting Good Practice* are a local implementation of these more general principles.

Promoting Good Practice

We ask that you:

- OPERATE within the Dean and Chapter of Chichester's principles and guidelines and any specific procedures
- IDENTIFY at the outset, if working with a group including children, the people in the group with designated protection responsibility.
- STRICTLY AVOID situations when you could be alone with a child, young person or vulnerable adult. Make sure there are others nearby.
- NEVER administer First Aid – Contact designated First Aider with the group or one of the Vergers.
- DO NOT communicate with any children, young person or vulnerable adults linked to your work in a personal capacity eg do not become friends on Facebook or exchange email addresses or mobile phone numbers.
- DO NOT go into toilets with children or vulnerable adults. Enable responsible adults and carers to access the toilets as they require.
- AVOID physical contact with a child or vulnerable adult (e.g. to help with dressing up). Be aware that a brief touch on the shoulder or arm is acceptable but not a touch on any other area of the body.
BE AWARE that SAFE TOUCH as outlined by the NSPCC is as follows:
 - NECESSARY: Are you sure that demonstration or verbal instruction is not adequate?
 - PERMITTED: Permission for contact has been sought and given. Ask if you can touch and accept permission may be refused
 - CLEAR: Tell the child or young person where you are going to touch and how you will touch
 - CONTEXTUAL: Explain why you are going to touch
- ONLY hold a lost child's hand if offered and in order to lead them safely to another public space.
- IF a child wants to hold your hand when walking into the Cathedral take it but then pass the child to the responsible adult or to a friend of the child as soon as possible.
- NEVER leave a group under the age of 16 unattended or with only one adult. They may be able to move freely within one room or space but adults should be aware of the whereabouts of the child or group of children. During these times exits should be manned sufficiently by people in the team.
- NEVER use any form of physical discipline.
- NEVER buy or provide alcohol to children.
- DO NOT be overly familiar in your language or behaviour with children or be overly friendly with some at the expense of others.

- ALWAYS ensure that language is appropriate and not offensive or discriminatory.
- ALWAYS listen to and respect children and/or vulnerable adults in your charge and act upon any concerns or allegations of abuse.
- ALWAYS undertake a risk assessment of the space you are using prior to any activity taking place and monitor risk throughout the activity/tour/workshop.
- ENSURE equipment is used safely and for its intended purpose.
- ENSURE that the group is appropriately supervised by responsible adults (teachers, parents or carers) when visiting our site. Ensure that there is an appropriate adult to pupil ratio in your group. Ideally there should be:

Age Group	Ratios**
0-2 years	1 adult per 3 children
2-3 years	1 adult per 4 children
4-8 years	1 adult per 6 children
9-12 years	1 adult per 8 children
13-18 years	1 adult per 10 children

*These ratios may be slightly higher in the case of Guided Tours and some workshops but the adult ratio should reflect the guidance above.

** These ratios are recommended by OFSTED and NSPCC

NEVER leave a group under the age of 16 unattended or with only one adult.

BE AWARE of the content of your work and the impact it may have on children, young people and vulnerable adults.

Social Networking Sites and E-Mails

Means of electronic communication by anyone acting for the cathedral may be used safely by following these guidelines:

- Clear and unambiguous language should be used. Nuance and tone in email or text can sometimes be hard to read, and ambiguity, flirtation, crude humour, ridicule or insulting language should never be used, even in jest. Be careful to avoid abbreviations that can be misinterpreted, such a 'lol' (laugh out loud or lots of love) and a 'x' (a kiss).
- Do not say anything in an email that you would not say face to face to a child or young person.
- Do not send inappropriate, offensive or illegal content including texts, images or emails..
- Curfew for interactions at 10pm until 9am with children and young people.
- Do not delete any messages (via FB, email, text) sent to a young person in case of future allegations – this keeps an accurate record of all email communication with young people.

Photography

- The Cathedral is a public building accessible to members of the general public who might choose to take photos of their children while they are on site, particularly if they are dressed in costume and doing drama workshops in the Cathedral. School teaching staff will be made fully aware, (through the L&E Department Booking Guidelines document), that some L&E workshops are very public as so few do pre-visits they may not have entirely appreciated this.

- The visiting school teacher/staff will be very aware of any child in their class who, for whatever reason, is not allowed to be photographed and it is therefore the duty of the teacher and parent to make sure this does not happen. (Such a child may not be permitted by the parent to go on the trip in the first place if it is considered too risky). The onus is on the School and trip leader to enforce whatever their school policy is on photos.
- Volunteers or Learning & Engagement Team staff should not approach members of the public and ask them not to photo the children as it puts them in a vulnerable position.
- Cathedral performances and services are open to the public and the visiting school(s) will be reminded about this on booking. Doorkeepers will be asked to politely request visitors not to take photos. However, it must be remembered, the Cathedral is a public place and taking photos is allowed generally so we are relying on good will and such a request is not enforceable.
- If you have any real concerns about the behaviour of an individual bring him/her to the attention of the Vergers.
- The Learning & Engagement Department has a photography policy for students attending a special event eg GandT Days, Scene Change, School Friends Services, A level Days etc which is to have consent forms completed and for L&E Team Staff to be made aware of any pupil who can't be photographed.

ANNEX D

SUPERVISION OF CHORISTERS

1. While in the Song School and Cathedral choristers are under the control of the Organist & Master of the Choristers, or in the Organist's absence the Assistant Organist, and when in the school they are part of the boarding community, supervised by the Head, teachers and matrons.
2. For practices and services choristers line up at the western end of the Memorial Garden. They are not normally allowed to move off until all are present. They then proceed together, under the supervision of a member of staff and without interruption, through the Memorial Garden gate and the West Door of the Cathedral to the Song School, where they come into the care of Cathedral staff. Any latecomers will be escorted across by a member of staff.
3. When they return to the school they line up at the foot of the Song School and process, without interruption, into the school. They are accompanied, from most of the services, by an approved member of the school or cathedral staff.
4. Parents meeting choristers after services should do so at the school after the choristers have returned and not whilst they are still in the Cathedral.
5. Choristers are not allowed to go to or from the Cathedral alone.
6. Choristers are not allowed to leave the school premises except when accompanied by an authorised person, and only after permission has been given by the matron and the teacher on duty or the Head. They must report in and out to the matron or teacher on duty.
7. The Organist & Master of the Choristers, or in the Organist's absence the Assistant Organist or, in rare circumstances, the Organ Scholar, is responsible for the supervision and well-being of the choristers during choir practices and services.
8. If a chorister should become ill during a service, a vergers is to telephone the school and a matron must come to collect the chorister.
9. Between Mattins and the Eucharist on Sundays, choristers to be accompanied to the lavatory by the Organist & Master of the Choristers or the Assistant Organist.
10. Before other services, choristers may go to the lavatory unaccompanied, but always in groups.
11. Choristers are to be briefed on fire precautions, and a fire drill for escaping from the Song School is to be conducted once a year at beginning of the school year.
12. Visiting choirs are responsible for making their own arrangements for supervision of children. The Liturgy and Music Administrator is to brief them on the Cathedral Safeguarding organisation in the notes to visiting choirs.
13. On no account must gifts be given to individual choristers by a member of the congregation. Gifts to the choristers as a group (eg Easter eggs), must first be discussed with the Organist.

ANNEX E

RECORDING CONCERNS or REPORTS OF CHILD ABUSE

(See example on next page)

Date:	Time:	Where child talked to you:
Child's Name:	D.O.B Age:	Address:
What has happened? What was the context? What did the child say? (Use child's own words). When and where the incident occurred?		
What action did I take?		
Signed	Positon/Role	Date

NB Give a copy to the Cathedral Safeguarding Officer, Morag Keane.

Keep a copy for yourself

Example of effective recording of child protection concerns

Date: 23.6.12	Time: 10.02am	Where child talked to you: KS1 Building
Child's Name: Jane Smith (JS)	D.O.B 12.3.06 Age: 6 years	Address: 12.....
What has happened? What was the context? What did the child say? (Use child's own words). When and where the incident occurred? JS has been a pupil in my class since Sept 2011. When JS was getting changed for PE after first break today, I saw a red mark on her right shoulder which looked like a bite mark. I could see what appeared to me to be teeth impressions in the skin. I asked her how she got the mark and she said that 3 days ago she was bitten by her mother. JS said she was not wearing any clothes at the time		
What action did I take? I didn't ask any more questions, told her that I needed to tell someone else what she had told me and asked JS to go back and play in PE. I then reported the matter to I then made this note of what JS said to me.		
Signed	Positon/Role	Date