



# Safeguarding Policy

## 2021/22

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### **Safeguarding Named Persons:**

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## 1. Statement of Aims

This document applies to the work of this parish with children, young people and adults. This policy applies to any work undertaken outside of the church buildings carried out under the auspices of the PCC and to all groups that meet throughout the week.

At St. John's, our aims in relation to children, young people and adults are:

- to help them in their Christian discipleship through a programme of learning and thereby to deepen their Christian faith
- to enable them to experience the love of God
- to encourage a strong Christian fellowship
- to help them realise their full potential physically, mentally, emotionally and spiritually
- to encourage them to take a full part in the Church's life and worship
- to provide a safe meeting place for them
- to encourage them to become responsible adults
- to provide suitable indoor and outdoor leisure activities for them
- to promote equality of opportunity for all

The groups St. John's currently runs are:

- Creche and Bubbles (0-5 years, Sunday 10—11.30am)
- Sunday school (5 -16 years, Sunday 10 —11.30am)
- 2by2 Toddler Praise (0 —4 years, Monday 10 — 1 1.30am)
- Mum & Baby Group (Tuesday 9.30am — 11.00am)
- Steel City Choristers (Private Hire) (Monday – 4.30-6.30pm, Friday 4.30-7pm)
- Friday Night Youth Football
- Youth Encounter groups (11 — 18yrs, date/time varies)
- Winn Gardens Youth Club (9 — 18yrs, Thursday 5 — 6:30pm)
- Winn Gardens Messy Church (Once a fortnight, Sunday 3 - 5pm)
- Winn Gardens Pavilion Praise (once a fortnight, Sunday 6.30-7.30pm)
- Loxley Court service (once a month, Tuesday 7.30pm)
- Other occasional activities: Worship/Music Workshops, holiday clubs and residential, Youth Alpha Courses, Soul Survivor camp, trips, outdoor pursuits etc.

This may change over the course of the year due to responding to the needs of the service and staff.

## 2. Safeguarding Children and Young People

In the UK central government document safeguarding children is defined in 'Working Together to Safeguard Children' as:

- Protecting children from abuse or maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children and young people to have the best outcomes.

The UK central government document 'Working Together to Safeguard Children' categorises and defines abuse in terms of:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Additional information is available in appendix 1.

## 3. Safeguarding adults

The key objectives of this policy are for all employees and volunteers:

- have an overview of adult safeguarding
- be clear about their responsibility to safeguard adults
- ensure the necessary actions are taken where an adult with care and support needs is deemed to be at risk.

### What is Safeguarding adults?

*'Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.'*

*Care and Support Statutory Guidance, Department of Health, updated February 2017*

All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse.

An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

St John's adheres to following the six key principles that underpin safeguarding work (See Care Act guidance)

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

Additional information is available in appendix 2.

#### **4. Safeguarding Officers**

The Lead Safeguarding Officer appointed by the PCC is **Paul Massey**. The Churchwarden with Safeguarding responsibility is **Katie Kerr** and the advisor for care of vulnerable adults is **Ken Smith**. St. John's will inform the relevant diocesan administrator of the Safeguarding Officer details.

#### **5. Application of the Policy**

All new workers, whether paid or voluntary, working for St. John's will be informed of this policy by the Vicar, the Safeguarding Officer or other relevant group/ministry leader as detailed on the role description. They will be expected to accept the policy and guidelines and work according to the stated requirements. All new members of Owlerton PCC will be required to accept the policy and guidelines. The PCC, or subgroup of, will oversee the policy in conjunction with the Safeguarding Officer. The Safeguarding Officer will review the implementation of the policy on a six-monthly basis with a minimum of one representative appointed by the PCC. Following the review, the safeguarding officer will provide feedback to the PCC with any updates to the policy on an annual basis.

Where an individual is unsure of any part of the policy, they should contact the Safeguarding Officer.

#### **6. Church Premises**

Any organisation booking the use of church premises will be informed of this policy and where it is located, at the premises, for their reference. It is the expectation of individuals/groups, who are external to church, to operate their own safeguarding policy, however they are required to inform church of their policy.

Contact church office/admin to request further information regarding church lettings.

## **7. Safer Recruitment of Staff and Volunteers**

St John's are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our Churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards, responding positively to changing understandings of good safer recruitment practice.
- Produce and disseminate practice guidance on safer recruitment, ensuring that such practice guidance is compatible, and keep it updated.
- Always seek advice from human resources personnel to achieve best possible practice.
- Ensure training on safer recruitment practice guidance.
- Introduce systems for monitoring adherence to the Churches' safer recruitment practice guidance and review them regularly

The PCC is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid. At least two individuals (who could include the incumbent) must be responsible for recruitment. All those involved in recruitment must be capable and competent, trained in safer recruitment and able to keep personal matter confidential. (See Safer Recruitment policy.)

## **8. Insurance**

The PCC will ensure that there is adequate insurance cover for all activities for children and young people. It is the responsibility of the group leaders/coordinators to formally notify the PCC of any extraordinary activities, specifically if there is an intention to meet away from St. John's premises for example residential outings/night hike. It is a requirement that such activities are recorded within the PCC minutes.

Additional information relating to insurance is available in appendices 3 and 4.

## **9. Health and Safety**

### Fire Regulations and Security

All group leaders must ensure that they are aware of fire regulations and the positions of fire extinguishers. They must also be vigilant as to the presence of anyone on the premises during the meetings of the groups. They should be aware of fire evacuation procedures and know who to contact in an emergency relating to the building.

### Food and Hygiene

If any group is involved in the preparation or selling of food, at least one leader should have completed the food hygiene and food safety course to ensure good practice is followed.

### First Aid and Accidents

Each group must have at least one adult present who has attended a basic course in first aid wherever possible. There should be a properly stocked first aid kit accessible for each group. In the event of any accident, an accident report form should be completed. Records of this should be kept securely in an accident book. Books are kept in the church kitchen, Sunday School room and outdoor mobile room. Parents should also be informed of any accident.

Additional guidance on health and safety is available in appendix 5 and on the link below.

[StJB Health & Safety Policy 2020](#)

## **10. Training**

Ministry leaders and group leaders directly engaging with children and young people, where parents are not present must attend safeguarding training, ideally provided by the Diocese or by the Local Authority. This training must be current and within the last two years. Helpers of groups will be encouraged to attend training. The Safeguarding officer/s will consider St. John's training needs in conjunction with St. John's staff at the time the Safeguarding Policy is reviewed. If specific needs are identified, the Safeguarding Officer/s will consult with the Diocesan Safeguarding Adviser.

St. John's will also aim to organise alternative training to support people who are unable to attend/access the diocesan courses.

## **11. Transport**

Workers should not take children alone on car journeys. At times there will be a need to transport children and young people in cars. Where this is the case, where a worker is taking a group of children in their car they should be accompanied, if possible, by another adult, or with their own child present. This should only be done with parental consent. The child/young person should sit in the back seat and seat belts must be worn. The group leader will ensure that sight of the current insurance certificate has been had. Where appropriate a copy of the car insurance cover may be requested and held on file to evidence further usage.

Additional guidance relating to use of transport is available in appendix 6.

## **12. Making and Publishing Images of Children**

Leaders must consider the making and publishing of images when holding frequent groups, or a one-off event. Please see the guidance in appendix 7 which should be followed.

## **13. Use of Social Media**

The PCC must approve the use of social media and mobile phones by the church. Where there are Facebook or similar online groups set up on the church's behalf, the PCC must ensure there is a named person to whom all workers are accountable.

The named person must be a church officer, and should be aware of the account name and password so that they can at any time log on to the account to monitor the communications. The named person should be proactive in fulfilling this role.

Communications must be shared with the named person. Church officers remain bound by professional rules of confidentiality. Where there is concern that a young person or adult is at risk of abuse, or they themselves pose a risk of abuse to others, safeguarding procedures must always be followed.

The named person responsible at St John's Owlerton is Reverend Joy French.

A common-sense approach is required when dealing with social media platforms and the dangers they hold. St. John's will adhere to the Diocesan policy regarding usage which can be accessed in appendix 8.

All leaders should be aware of the following:

For those undertaking children and youth work using social media as part of the way they communicate, care should be taken as to the content of the web profile that is being used. For example, when using Facebook, no worker should use a personal profile that is used as part of their own family/friendship network. The same principle for using Facebook pages should also be applied to any other social media platforms you use, such as websites, blogs, Twitter, Flickr, Google+ mobile phones, etc. Rather than using a personal site or account, it is expected workers use the church website to publish events and general communications or create a public one for the church or group with more than one person being given administration access and permission. This way, everyone is accountable to someone else who can see what activity is being posted or responded to. When using media within a teaching session care should be taken to ensure access is restricted and appropriate blocks are in place. The use of such materials should be closely supervised.

## **14. Mobile Phones**

Wherever possible, church officers should be supplied with a mobile phone dedicated for work purposes. This allows for the phone to be switched off outside working hours, and for usage to be accountable. This means that the work phone number is the only number that young people

or adults are given, and the church officer's personal number can remain private. Texts or conversations that raise concerns should be saved and passed on to the named person or the PSO/incumbent (or if unavailable the DSA).

### **15. Providing an Independent Person**

Children, young people and adults should have the opportunity to raise any concerns about any health and safety or protection matters. Posters, including the name and contact details of St. John's Safeguarding Team and Childline telephone number along with any other relevant contacts will be made visible in all church premises and venues where St. John's children/young people/adults regularly meet.

### **16. Responding to Complaints or Allegations**

#### Adult

If an allegation is received concerning the behaviour of an adult, the Diocesan Allegations Policy will be followed as in appendix 10.

#### Children and Young People

Where there is concern about a child or a concern is reported by a child, St. John's will follow the Diocesan Guidelines, as set out in appendix 10 and report the concern to the Diocesan Safeguarding Adviser, or to the appropriate Archdeacon.

### **17. Caring Pastorally for Victims/Survivors of Abuse**

The House of Bishops' Safeguarding Policy 2017 states that *'The Church will endeavour to offer care and support to all those that have been abused, regardless of the type of abuse, when or where it occurred ...Those who have suffered abuse within the Church will receive a compassionate response, be listened to and be taken seriously. Our first response to those who have suffered abuse, especially abuse within the Church, should be compassionate; we must listen and take what we are hearing seriously.'*

Please see the guidance in appendix 11 which should be followed.

### **18. Caring Pastorally for Church Officers who are the Subject of Concerns or Allegations of Abuse**

All church officers who are the subject of a concern will be offered a Link Person. The role of the Link Person is set out in the House of Bishops' guidance.

Please see the guidance in appendix 12

### **19. Responding to Those who May Present a Known Risk**

The House of Bishops' Safeguarding Policy 2017 states, *'The Church, based on the message of the gospel, opens its doors to all. It will therefore endeavour to offer pastoral care and support to any member of the church community whom may present a known risk'*.

In these circumstances it is not only about monitoring individuals but offering support to lead a fulfilled life. As such, the Church has an important role in contributing to the prevention of future abuse.

Please see the guidance in appendix 13

## 20. A Safe Environment and Activities

The House of Bishops' Safeguarding Policy Statement states that *'The Church will strive to create and maintain environments that are safer for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and vulnerable adults ... The Church will strive to support all church officers to adhere to safer working good practice and to challenge the abuse of power'*.

### Staffing Ratios

Children's/young people's groups:

There should be a minimum of two adult leaders for each group. Those under the age of 18 cannot be classed as a leader. Individuals who are 16 or over may count towards any further numbers of supervisors/helpers needed, but must also be included in the group ratios. With groups of mixed gender, where possible, there should be both male and female workers. It is recommended that wherever possible one of the leaders should be female.

The Children's Act requires the following standard ratios for the supervision of children for indoor activities:

Age Group	Number of Staff	Number of Children
0-2	1 for every	3
2-3	1 for every	4
3-5	1 for every	6
5-8	1 for every	8
Over 8 years	1 for the first 8 children and then 1 for each additional 12	

However, on no account should an adult be by themselves with any age group. Staffing ratios with all age groups should always take account of the need and nature of the group.

### Registration and Parental Consent

All St. Johns' groups are required to keep a register of those attending each session. This information must be held in a hard back bound book.

Parental consent forms, including emergency contact details, must be completed for all participants, and must be accessible to group leaders whenever the group meets. This applies to all groups, whether meeting on church premises or elsewhere. Standard St. John's Consent forms are available from Churchsuite.

Additional information is available in appendix 4 relating to outdoor adventure activities.

Please see the guidance in appendix 14 and 15.

## **21. Review**

All children and young people's workers will meet to review their work, with the ministry leader, on an annual basis (this can be a group meeting). This should include a review of child protection issues and health and safety issues relating to each group. Notification of this meeting, including date and attendees, along with any concerns, should be reported to the safeguarding officer to report to the PCC.

The Safeguarding Officer will review the policy annually and report to the PCC, who will record this review in their minutes. The PCC will inform the Archdeacon via the visitation that this has been done. A copy of the current Safeguarding Policy should be sent to the Archdeacon for inclusion in the parish file. A further copy should be sent if there are substantial amendments. This is to be done by the PCC secretary.

## **22. Complaints**

The Code of Safer Working Practice expresses our commitment to demonstrating God's love by placing the highest priority on the safety of those to whom we minister. It sets out what we expect from anyone who ministers in our church, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do. All members of staff and volunteers are expected to report any breaches of this code to the Parish Safeguarding Officer. Staff and volunteers who breach this code may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral made to the relevant statutory agency.

Where an individual has cause to follow the Complaints process, please see the St John's Owlerton complaints policy. [StJB Complaints Policy 2021](#)

## **23. Whistle Blowing procedures**

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the Church's Safeguarding Policy and procedures, and know such concerns will be taken seriously by the PCC. St John's is committed to ensuring that staff and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

Staff and volunteers should report concerns to their Line Manager or incumbent in the first instance. If they are not satisfied with how their concern has been dealt with, they can contact the PCC.

Where an individual has cause to follow the Whistleblowing process, please see the St John's Owlerton whistleblowing policy. [StJB Whistleblowing Policy 2021](#)

## 24. Useful Information

Useful Contact numbers:

- Childline - 0800 11 11 (Free Phone)
- NSPCC - 0808 800 5000 (Free phone)
- Action on Elder Abuse helpline – 0808 808 8141
- 24-hour National Domestic Violence helpline – 0808 2000 247
- NAPAC offers support and advice to adult survivors of childhood abuse – 0808 8010 331
- Stop It Now helps prevent child sexual abuse – 0808 1000 900
- Cruse bereavement helpline – 0808 808 1677
- Family Lives provides support and advice on family issues – 0808 800 222
- MACSAS for people who have been abused by church officers – 0808 801 0340
- Samaritans for people struggling to cope and needing someone to talk to – 116 123
- Diocesan Safeguarding Officer 01709 309149 (direct line)
- Diocesan Safeguarding Officer 07871 796682 (Out of hours service)
- Diocese of Sheffield Reception 01709 309100

**POLICY ACCEPTANCE FORM**

Parish of St John the Baptist, Owlerton, Sheffield

Name and address of St. John's Owlerton Safeguarding named person:

**Paul Massey, 32 Luke Lane, SHEFFIELD S6 4BP**

The Church House administrator will be notified of Paul's details.

Date of PCC approval:

**Signed on behalf of the PCC:**

..... (Katie Kerr)      Date .....

**Name of Vicar: Revd J French**

Signed .....      Date .....

**Name(s) of church warden (s)**

Signed .....      Date .....

Signed .....      Date .....

## **Appendix 1 Safeguarding Children and Young People**

### **Abuse and Neglect of Children**

#### **Child Abuse**

The abuse of children and young people can take many forms. They have the same right to protection regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation. Children and young people from minority ethnic groups and those with disabilities are especially vulnerable and need special care and protection.

The term "child abuse" encapsulates all the ways in which a child's health (physical, emotional, intellectual, spiritual), and their social development, can be harmed by other people. It consists of anything which individuals, institutions or processes do, or fail to do, which directly or indirectly harms children or damages their prospects of safe and healthy development into adulthood. 'Children' means everyone under the age of 18.

From "Protecting All God's Children":

"It is vitally important to recognise that abuse of children is much broader than sexual abuse and that all abuse is a betrayal of trust and a misuse of authority and power. Church communities must be particularly vigilant to identify the inappropriate use of any religious belief or practice which may harm somebody spiritually, emotionally or physically."

From "Working Together to Safeguard Children": Dept. of Health:

"Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger." Working Together recognizes four areas of potential abuse for children: abuse can be described under any one of these categories identified below, or a combination of categories.

#### **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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

#### **Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment 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 insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. It may involve serious bullying (including cyberbullying).

## **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, oral or buggery) or non-penetrative acts (e.g. 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.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, to provide adequate supervision and/or access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic needs.

In addition to these categories, we must also include:

### **Domestic Violence / Abuse**

A further category of abuse, relating to children who live in situations where there is domestic violence is now being incorporated into current definitions. Witnessing domestic abuse is child abuse. Teenagers can suffer domestic abuse in their relationships.

### **Sexual exploitation**

Child sexual exploitation (CSE) is a type of sexual abuse. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

### **Bullying and cyberbullying**

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time day or night.

### **Online abuse**

With the ever-growing use of the internet, mobile telephones and online gaming, there have been a corresponding rise in the use of the internet and other electronic communication to target, groom and abuse children. Adults may target chat rooms, social networking sites,

messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of similar ages when online and who try to obtain images or engineer meetings.

### **Electronic images**

The downloading, keeping or distributing of indecent images of children are all classified as sexual offences. Such offences are sometimes referred to as non-contact sexual offences. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs (sometimes referred to as 'sexting' – can be particularly problematic and abusive amongst children and young people.

### **Racial Abuse**

Some communities in British society suffer systematic disadvantage in many areas of their lives. Racism can be defined in various different ways: however, for the purposes of these procedures it can be defined in general terms as consisting of "conduct or words or practices which disadvantage or advantage people because of their colour, culture, or ethnic origin. In its more subtle form it is as damaging as in its overt forms" (Macpherson Report 1999)\*. The effects of racism differ for different communities and individuals, and should not be assumed to be uniform.

### **Institutional Racism**

This has been defined as "the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture and ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people" (Macpherson Report 1999).

The impact of institutional racism on black families and communities can result in families not accessing direct services either because no appropriate support exists, or because they are unwilling to expose themselves/their communities to perceived censure.

### **Racial Harassment**

This can be defined as a continual/ongoing series of incidents of varying degrees of severity ranging from insults, through assault to grievous injury (possibly fatal) which are perceived to be racially motivated by the victim and/or any other person. This may mean, for example, that an isolated parent cannot go out; or that a child cannot play in his/her own garden.

Racial harassment could therefore have an impact on a child's emotional and social development. The stress it causes could become a contributory factor towards physical or mental ill-health of children or parents.

Racial harassment can occur in dual heritage families, where one side of the family may subject the child to name-calling and other rejecting treatment.

### **Organised Abuse**

Organised or multiple abuse may be defined as abuse involving one or more abusers and a number of related or non-related children or young people. The abusers may be acting in networks to abuse children or in isolation. They may use an institutional framework or position of authority or trust to recruit children for abuse. They may use children themselves to recruit other children.

### **Significant Harm**

The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of the child. The local authority is under a duty to make enquiries, or cause enquiries to be made, where it has reasonable cause to suspect that a child is suffering or likely to suffer, significant harm. There are no absolute criteria on which to rely when judging what constitutes significant harm. Consideration of the severity of ill-treatment may include the degree and extent of physical harm, the duration and frequency of abuse and neglect, and the extent of premeditation, degree of threat and coercion, sadism, and bizarre or unusual elements in child sexual abuse. Sometimes a single event may constitute significant harm, but more often significant harm is a series of significant events, both acute and long-standing, which interrupt, change or damage the child's physical and psychological development. In every case it is necessary to consider any ill-treatment alongside the family's strengths and weaknesses.

### **Children in Need: Common Assessment Framework**

All local authorities have a duty to consider the needs of those children who are referred by means of a Common Assessment Framework. Some children, for instance, by reason of a level of disability, will automatically be considered to be children in need. Others will be assessed using the framework. To be assessed as a child in need does not imply there are any issues of abuse: it is often a useful assessment because it can trigger the provision of additional help or services to the family.

## Appendix 2 Safeguarding Adults

### Abuse and Neglect of Adults

All adults, including vulnerable adults, have a fundamental human right to choose how and with whom they live, even if this appears to involve a degree of risk. They should be supported to make these choices, to live as independently as possible and treated with respect and dignity.

Who abuses adults?

Potentially anyone, adult or child, can be the abuser of an adult. Abuse will sometimes be deliberate, but it may also be an unintended consequence of ignorance or lack of awareness, alternatively, it may arise from frustration or lack of support. The list can include:

- Relatives of the vulnerable person including husband, wife, parent, son or daughter. It will sometimes include a relative who is a main carer.
- Neighbours.
- Paid carers.
- Workers in places of worship.
- People who are themselves vulnerable and/or are users of a care service.
- Confidence tricksters who prey on people in their own homes or elsewhere.

Relatives who are main carers

Carers can experience considerable stress, exhaustion and frustration without respite or support. This can lead to unintended poor care or abuse. Relatives who are the main carers may also be subject to abuse by those for whom they are caring. This abuse is often endured for long periods and unreported.

Institutions

All people living in institutions are more likely to have a degree of vulnerability. The Care Quality Commission in England has responsibility for inspecting and regulating the quality of care in institutions such as residential care homes, domiciliary care services and hospitals. In addition, the Local Government Ombudsman deals with complaints that relate to adult social care. HM Inspectorate of Prisons in England inspects prisons. Some members of the parish may be visiting adults in institutions – hospitals, prisons and residential homes. If, as part of these responsibilities, they have concerns about the care being given and/or the way that someone is being treated, the DSA should be contacted. You can also refer directly to the institution or raise concerns with the appropriate inspection and/or complaints body.

## Definitions of adult abuse

The UK central government document 'Care and Support Statutory Guidance' categorises and defines adult abuse in terms of:

- **Physical abuse** including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- **Sexual abuse** including rape and sexual assault or sexual acts to which the vulnerable adult has not consented or could not consent or was pressurised into consenting.
- **Psychological abuse** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Financial or material abuse** including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect or acts of omission** including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Discriminatory abuse** including racist, sexist, based on a person's disability, and other forms of harassment, slurs or similar treatment.
- **Domestic abuse** that is usually a systematic, repeated and escalating pattern of behaviour, by which the abuser seeks to control, limit and humiliate, often behind closed doors.
- **Organisational abuse** including neglect and poor care practice within an institution or specific care setting such as a hospital or care home. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

- **Modern slavery** including human trafficking; forced labour and domestic servitude; and traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

## **Appendix 3 Insurance**

### **Insurance Statement**

St. John's holds insurance with Ecclesiastical Insurance Group PLC. They have provided the following statement, incorporated in their Child Protection Booklet.

The Ecclesiastical Insurance Group supports the House of Bishops Policy Document and its measures for the safeguarding of children. Ecclesiastical believes that preventative measures to remove the likelihood of abuse are the cornerstones for both the protection of a potential victim and an accused child carer.

Common law, and in some are as statutory legislation, require a very wide range of people to take reasonable care to prevent injury to others. Indeed, the law recognises that a higher standard of care exists in matters concerning children. The use of 'best practice' procedures in the management of child protection and care is essential, just as a similar obligation rests upon those responsible for health and safety in commerce and industry. The observance of 'reasonable care' is a standard insurance condition.

Subject to the policy terms, Public Liability (Third Party) Insurance will protect the interests of Policyholders where they are found to be legally liable for accidental death of or bodily injury to a third party. Cover is provided to Policyholders if they are held legally liable for an event caused by their negligence leading to accidental bodily injury or illness as a result of abuse. There is, however, no such cover for the actual perpetrator of abuse.

The Policy terms require that all reasonable steps be taken to prevent injury loss or damage occurring and failure to take such precautions may prejudice the insurance cover. A duty therefore exists upon Policyholders to adopt 'best practice' based upon current and ongoing guidelines.

**The insurance period runs from 1<sup>st</sup> January to 31<sup>st</sup> December and is renewed annually.**

## Appendix 4 Insurance

### Youth Group Insurance Scheme

The starting point for insuring your group(s) is with the PCC and their existing parish insurance (usually the Parishguard policy). This covers youth work organised under the auspices and control of the PCC anywhere in the British Isles. However, for a group to be working "under the auspices and control" of the PCC the following should apply:

- The PCC must specifically accept responsibility for the activities of the group and minute such in its records, in detail (e.g. that the PCC has agreed to this disco, with these staff, date and between these hours, for this financial purpose rather than to the concept of discos in general).
- The PCC must have full details of any proposed new activities so as to decide whether to accept responsibility for these activities and this must also be minuted.
- The PCC delegates responsibility for the selection of leaders to the ministry leader and incumbent, who will maintain records of the appointments.

The nature of the cover provided is for public liability for the PCC as the insured.

It is clear that, whereas such cover will normally be sufficient for regular church activities with a standard format (e.g. choir, confirmation classes, servers, bell-ringers, bible studies etc.), it will not provide cover for much of the youth work that is undertaken within the parish. This is where the Youth Group Insurance Scheme complements the Parishguard policy.

The Youth and Children's Group Insurance gives greater flexibility for children's work in parishes, whilst ensuring that good practice procedures are still followed. The Diocese does not gain monetarily in any way from the provision of this insurance, and the price is discounted to parishes. In order to simplify and minimise the costs of administration there is one renewal date.

If a parish does not have this additional insurance, children's activities off-site may still be covered under their Parishguard policy but all such activities must be agreed and minuted through the PCC. Cover will be limited to that one event and for those children and leaders involved in that one event.

**St. John's does not take up this additional insurance policy, and therefore youth activities are agreed by PCC and risk assessed on an individual basis.**

## **Appendix 5 Health and Safety**

### **Health and Safety**

The following guidelines should be used to ensure general health and safety.

- 1.** Children and young people should meet in a safe and welcoming location.
- 2.** Care should be taken where there are heating appliances, low level sockets, windows and doors. If young children have access to kitchens where there may be hot water or food this must be supervised.
- 3.** If there is any stacked furniture this must be placed safely and securely in any room where children meet.
- 4.** A first aid kit must be available in all premises where children meet, and on trips out. It is advised that a qualified first aider is available, but all group leaders should be familiar with the contents and use of the first aid box. Ensure the contents are replaced when necessary.
- 5.** All leaders should know the location of the nearest telephone.
- 6.** Accidents will happen: they should be recorded in an official accident book and parents/carers notified as soon as possible.
- 7.** Fire drills should be regular features of each group.
- 8.** Children should not leave the premises unsupervised or without permission.
- 9.** There should be at least one accessible toilet. Only group leaders, not casual visitors, should accompany small children to the toilet and another worker should be informed. For very young children, toilet breaks should be organised.
- 10.** No medication should be given to a child under 18 without the written permission of a parent/carers.
- 11.** All cleaning fluids must be kept in a locked cupboard or in a high place where children do not have access.

## Appendix 6 Transport

### Use of Transport

1. Voluntary workers must ensure that they have adequate insurance before offering to transport anyone on a voluntary basis. Their insurance certificate and driving license should be checked by the person responsible for the group.
2. All paid workers will need to ensure that their insurance covers them for transporting children and young people as part of their employment. The PCC delegates the responsibility to check the insurance policy and driving license of the individual to the group leader.
3. All those who drive children on church-organised activities should be over 25 and have held a full driving license for two years. PCC delegates responsibility to group leaders to ensure that those driving on St. John's behalf are fit to drive and of an appropriate ability.
4. All cars that carry children should be roadworthy and children should wear seat belts or age-appropriate seats. At no time should the number of children in a car exceed the usual passenger number.
5. Any driver who has an "unspent" conviction (committed within the previous 10 years) for a drink driving offence, for dangerous driving or for racing on a public highway, should not transport children.
6. Many groups rely on the use of a mini-bus for transporting children and young people. Drivers must ensure that they are licensed to do so. Current legislation requires new drivers to take a test before they can drive a mini-bus with more than eight passengers, other than one used purely for social or voluntary purposes. You are advised to check the status of the proposed mini-bus driver, the purpose of the trip, and the relevant insurance policy.
7. Adequate insurance cover must be arranged for the driver, passengers and the vehicle. The above guidance for transport also applies.
8. You must be satisfied that the vehicle documentation is up to date and the vehicle is safe to drive. The mini-bus must have forward facing seats and three-point diagonal seat belts throughout.
9. The leader should have a list of the names and addresses of those you are transporting both on their person and a copy left behind with another responsible person. These details must include the parental consent forms.

10. The mini-bus needs to be appropriate for its user group e.g. with wheelchair adaptation if necessary. Any luggage should be secured and that driving times are reasonable. Ensure there is a qualified co-driver if the journey is more than six hours in total. You should be accompanied by another adult in any event.
- 11 . The vehicle should be covered by breakdown cover and access to a mobile phone is highly desirable.

## **Appendix 7 Making and Publishing Images of Children and Young People**

### **Making and Publishing Images of Children**

The making and publishing of images of children is something which is enjoyed by children, parents and carers and those involved in children's work, and can bring positive publicity to church activities. However, there are issues to be borne in mind when such activity is planned. The issues are the same, whether the images are still photographs, digital images or films, and regardless of the particular technologies involved.

Images count as personal data under the Data Protection Act 1998 and therefore the principles of that Act apply. For parish purposes, it is important that the consent of children and their parents/carers is obtained for the making and use of images of children.

Those taking photographs need to bear in mind that there may be good reason for withholding consent, such as:

- Some children may have been involved in legal disputes, local authority proceedings or adoption and their whereabouts should not be too widely known
- If individual children are identified by name it would be possible for potential abusers to use them to target potential victims
- Images made using digital cameras can be manipulated to produce indecent or abusive images.

Good practice is therefore:

- Obtain consent from parents and children before making images. Consent need not be in writing if it is not proposed to publish the pictures in any way, but if they are to be displayed, used in publicity via newspapers including the Diocesan newsletter, or put on a web-site, then specific written consent should be obtained.
- If the event is a church event that is to be filmed, then an oral notice can be given out at the beginning of the service/activity asking any parent objecting to images being made of their child to remove them from the view of the camera, or to ask the group leader afterwards to ensure that any image they object to is not used.
- Where possible, each child should be part of a group.
- If the image is to be published, avoid naming the child. If a name has to be used, use only first names.
- If a child is named in full, avoid using their image.
- Avoid images of scantily clad children, such as at swimming parties.
- Be clear if the image is to be retained for further use.
- Store the image securely, and destroy it if there is no further use for it.

## Appendix 8 Use of Social Media

### Guidance for use of social media

#### Do:

- ✓ Have your eyes open and be vigilant.
- ✓ Maintain the upmost integrity – honesty, transparency, consistency and accountability are key. Treat online communication with children, young people and adults as you would communication that is face to face. Always maintain the same level of confidentiality.
- ✓ Report any safeguarding concerns that arise on social media to the PSO and the DSA.
- ✓ Always assume that everything you write is permanent and may be viewed by anyone at any time; and that everything can be traced back to you personally as well as to your colleagues or the church. Always think before you post.
- ✓ Draw clear boundaries around your social media usage associated with your private life and your use of different social media for public ministry. Keep church account/s and profiles separate from your personal social media account/s e.g. only use a Facebook page, Twitter or blogs for public ministry, while keeping a separate Facebook profile for private life.
- ✓ Always ask parents/carers for written consent to:
  - ❖ Use and store photographs of children/young people from activities or events in official church publications, or on the church's social media, website and displays.
  - ❖ Use telephone, text message, email and other messaging services to communicate with young people.
  - ❖ Allow young people to connect to the church's social media pages.
- ✓ Only use an approved church/ministry account to communicate with children, young people and/or vulnerable adults. The named person should be able to access this and review conversations, and the account should be visible to young people and their parents. Young people must be made aware that any communication will be viewed by all users. Save any messages and threads through social networking sites, so that you can provide evidence to the named person of your exchange when required.
- ✓ Avoid one-to-one communication with a child or young person.
- ✓ Use clear and unambiguous language in all communications and avoid abbreviations that could be misinterpreted.
- ✓ Save and download to hard copy any inappropriate material received through social networking sites or other electronic means and show immediately to the named person, PSO, incumbent or, if appropriate, Diocesan Safeguarding Adviser.

- ✓ Use passwords and log off promptly after use to ensure that nobody else can use social media pretending to be you.

**Do not:**

- Use a personal Facebook or any other social media account in your work with children, young people or vulnerable adults.
- Add children, young people or vulnerable adults as friends on your personal accounts.
- Facebook stalk (i.e. dig through people's Facebook pages to find out about them).
- Say anything on social media that you would not be happy saying in a public meeting, to someone's face, writing in a local newspaper or on headed notepaper.
- Comment on photos or posts, or share content, unless appropriate to your church role.
- Use visual media (e.g. Skype, Facetime) for one-to-one conversations with young people – use only in group settings.

In particular, do not allow content to contain or share links to other sites that contain:

- Libellous, defamatory, bullying or harassing statements.
- Breaches of copyright and data protection.
- Material of an illegal nature.
- Offensive sexual or abusive references.
- Inappropriate language.
- Anything which may be harmful to a child, young person or vulnerable adult, or which may bring the church into disrepute or compromise its reputation.

## Appendix 9 Use of the Internet

### Guidelines for the Use of the Internet

These Guidelines are designed to address the potential Child protection issues resulting from the use of the Internet in connection with church activities. There are potential risks if:

- 1 . Your computer can be accessed by children
  2. You run your own web-site
  3. You use e-mail, chat rooms or text messaging to communicate with children
- 
- 1 . If the parish computer is accessible to children:
    - Fit a locking device or use passwords to prevent unauthorised access to the Internet.
    - Use filtering software to govern which sites can be accessed.
    - Encourage potential users and their parents to sign an agreement as to appropriate use.
    - Ensure potential users complete an Internet consent form, including parental permission.
    - Young people must be supervised when using the Internet.
    - Keep a log of use by children and young people.
  2. If you run your own web-site:
    - Follow the above guidance on images of children.
  3. If you use e-mail, chat rooms or text messaging to contact children:
    - Remind users about safety issues before using these methods of communication.
    - E- mail:
      - ❖ Ensure any communication is public, not private.
      - ❖ Ensure that church leaders and parents know that you are communicating in this way and that the parents are happy with this.
      - ❖ Send group e-mails rather than individual ones if possible.

Text-messaging:

- ❖ Take great care when using this medium.
- ❖ Ensure you save text messages as text files so that a record exists.

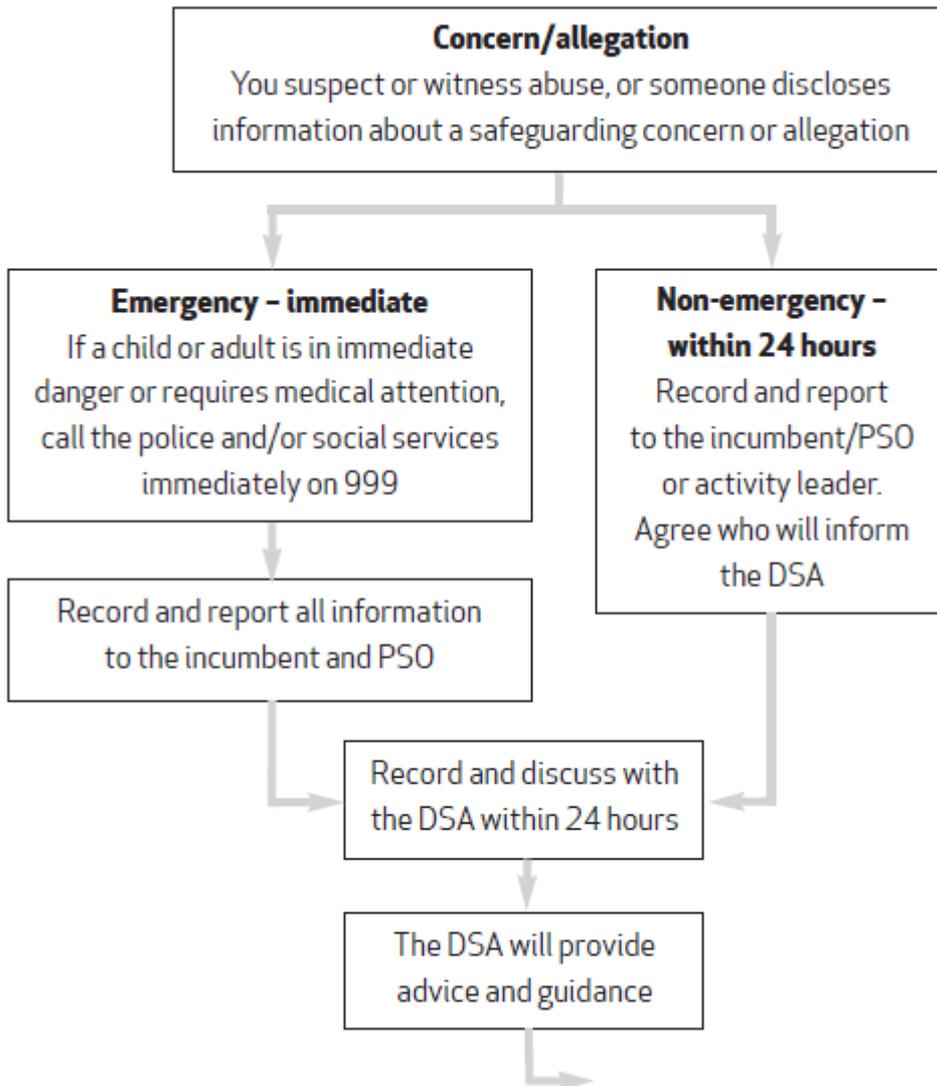
Chat rooms:

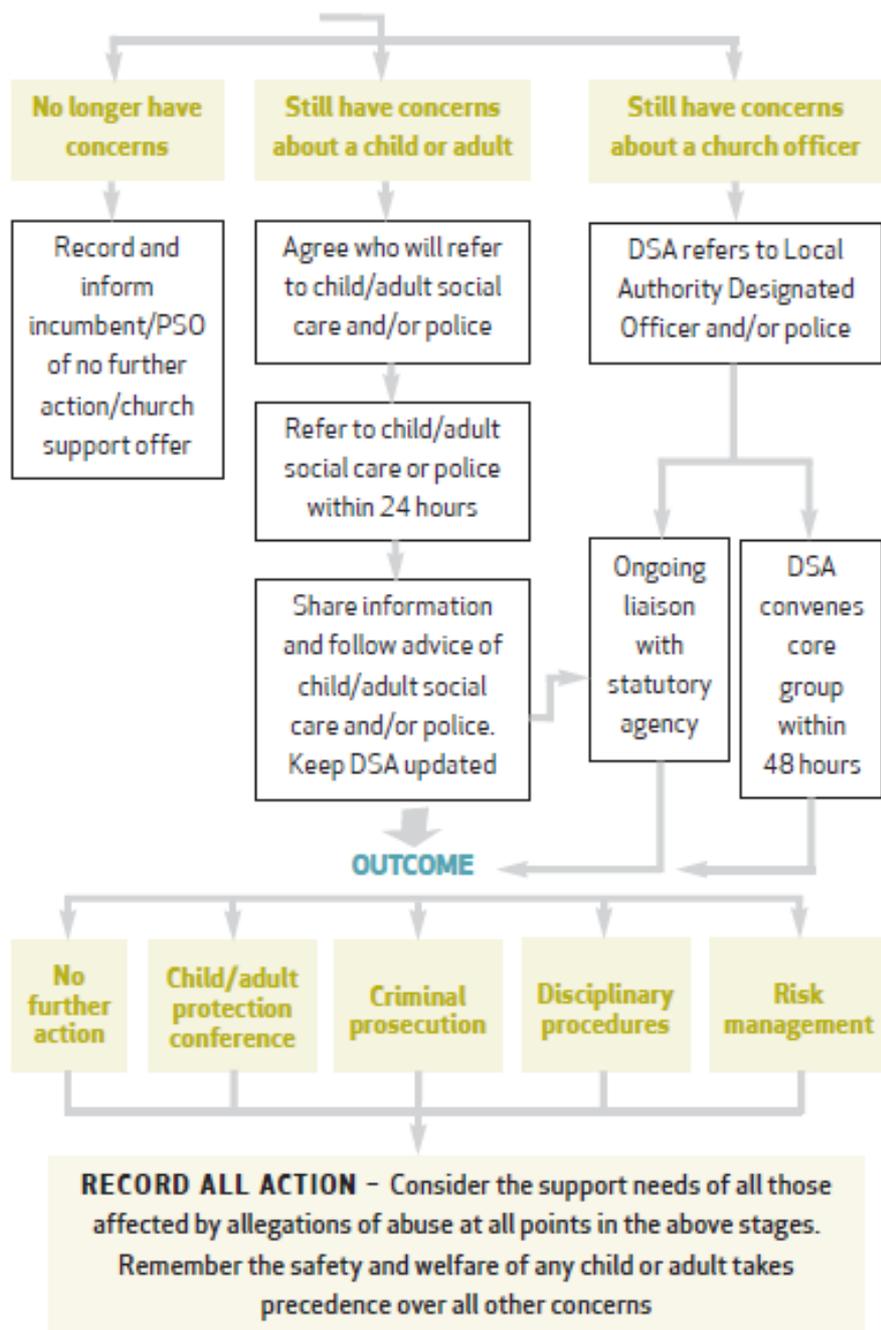
- ❖ Keep everything public.
- ❖ Check that the chat room is moderated and that there is appropriate access and password verification.

Further information is available from the Diocesan Youth Work Adviser and from Youth Org UK:  
<http://www.youth.org.uk>.

## Appendix 10 Responding Promptly to Every Safeguarding Concern or Allegation

### Quick Guide





## **What to do if you are concerned about a child or adult may be being abused.**

If you have a concern that a child or adult is or may be being abused, or that a church officer is or may be abusing a child or adult:

- 1.** Respond well to the victim/survivor, if it is a direct disclosure, to ensure they feel listened to and taken seriously. Explain what will happen next and check out support requirements. They should be informed that their identity and the identity of the respondent will be shared with key church officers, and may be shared with the statutory agencies, if there is any current risk to children or adults. The concern or allegation should not be shared with anyone other than those who need to know.
- 2. Emergency:** If you believe a child or adult is in immediate danger of significant or serious harm, contact the emergency services on 999.
- 3. Non-emergency:** Contact the Parish Safeguarding Officer or incumbent, in the first instance. They must then contact the DSA. If neither are available, contact the DSA directly. If the concern arises in an activity, discuss with the group/activity leader, who will contact the Parish Safeguarding Officer or incumbent.
- 4.** Any safeguarding concerns must be reported to the DSA within 24 hours.
- 5.** If the PSO/incumbent or the DSA are not available within 24 hours, contact Children's Social Care or Adult Social Care and/or the police directly, if the concern is that a child or adult is being abused. Contact the Local Authority Designated Officer (LADO) and/or police if the concern is that a church officer may be abusing a child or adult.

Advise the Parish Safeguarding Officer or incumbent as soon as possible that you have made a referral; they will advise the DSA.

### **If in doubt don't delay – seek advice from statutory agencies.**

- 6.** Do not contact the respondent or anyone who may be implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure, until advice has been sought from the DSA or statutory agencies.
- 7.** Record the details of the concern or allegation. Where it is not appropriate to take notes at the time (usually it will not be), make a written record as soon as possible afterwards or before the end of the day. Record the time, date, location, persons present and how the concern or allegation was received, e.g. by telephone, face-to-face conversation, letter, etc. The record should include details of information provided to that person as well as the information received. Always sign and date the record. Keep it factual. Pass on a copy to the DSA (and/or the PSO/incumbent).  
The records should be kept secure and confidential.

### **If the concern is about a child or adult:**

The DSA will act in line with the House of Bishops' guidance. They will offer advice, support and guidance and help to make the required referrals. If there is a risk of harm, the concerns must be reported to the statutory agencies within 24 hours of the DSA receiving the concerns. This would be Children's or Adult Social Care and/or the police.

There should be close communication between the DSA and PSO/incumbent until the situation is resolved. The archdeacon should also be informed.

**If the concern also involves a church officer:**

9. The DSA will act in line with the House of Bishops' guidance. They will offer advice, support and guidance and refer the concerns to the Local Authority Designated Officer (LADO) and/or police within 24 hours. The DSA will now take over the management of the safeguarding concern in conjunction with the core group (which will be convened within 48 hours) and statutory agencies. There may also be a requirement for parish representatives to attend a subsequent core group/s. If there are doubts about whether or not to make a referral and under what route, the DSA will seek advice from the LADO.

Please note that the procedure is the same for non-recent abuse.

A proper balance must be struck between protecting children and adults, and respecting the rights of the person against whom an allegation is made. In such circumstances the welfare of the child, young person or adult must come first. The rights of the person against whom the allegation is made are important and must be given due weight, once the immediate safety and protection of the child, young person or vulnerable adult have been assured.

**Guidelines for responding to a person disclosing abuse.**

**Responding**

**Do:**

- Listen.
- Take what is said seriously.
- Only use open questions (open questions begin with words like: who, what, when, where and how. Open questions cannot be answered with a 'yes' or 'no').
- Remain calm.
- Take into account the person's age and level of understanding.
- Check, if face to face, whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can check with them that you have understood everything correctly.
- Offer reassurance that disclosing is the right thing to do.
- Establish only as much information as is needed to be able to tell your activity leader/ Parish Safeguarding Officer/ DSA and statutory authorities what is believed to have happened, when and where.
- Check what the person hopes to happen as a result of the disclosure.
- Tell the child or adult what you are going to do next.

**Do not:**

- Make promises that cannot be kept (e.g. that you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate.
- Contact the person about whom allegations have been made.
- Do a physical or medical examination.

**Record:**

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Do not destroy your original notes in case they are required by the DSA or the statutory authorities.
- Record the date, time, place and actual words used, including any swear words or slang.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

**Report:**

- If there is immediate danger to a child or adult contact the police.
- Otherwise report to your activity leader/Church Safeguarding Officer/incumbent immediately.
- Within 24 hours the PSO/incumbent reports the concerns to the DSA.
- The DSA will advise regarding reporting to statutory agencies within 24 hours.
- If there is any doubt seek advice from Children's/Adult's Social Care or the police.

**Domestic Abuse**

The welfare of the adult victim of domestic abuse is important, but where there are children in the family it must be understood that they too are victims of domestic abuse. Consideration of the child's welfare always comes first. In all circumstances, contact the DSA who will help clarify the issues and steps needed, which may involve contacting Children's Social Care. There may be a need for a risk assessment and for a Safeguarding Agreement to be put in place. The DSA will undertake this work in conjunction with the parish church and any statutory agencies.

- PCC to agree a parish domestic abuse statement including who to contact if there are concerns.
- Appoint a named individual who is a point of contact for any advice and support. This may be the Parish Safeguarding Officer (PSO).

- Follow the process on how to respond to safeguarding concerns or allegations.
- Support those in leadership positions, pastoral and safeguarding roles to engage in diocesan domestic abuse training.
- Consider the best place to display the domestic abuse statement including information about helplines and local services.
- Discuss domestic abuse in appropriate contexts such as marriage preparation.
- Challenge inappropriate comments and behaviour by church members.

## **Appendix 11 Caring Pastorally for Victims/Survivors of Abuse and Affected Others**

Most parishes are likely to have amongst their congregation children and young people who have been abused and/or adults who have experienced abuse, either as adults or when they themselves were children. Some may have been abused in the Church (see below). Responding well to a disclosure of abuse is essential to being able to build trust and support. For some, just being able to talk to a trusted person about their experiences can be a powerful, healing event. Some may be seeking pastoral support from the Church. Some may need advice about how best to seek professional help. This may involve support to access local specialist services. Victims/survivors who are children or young people will require specialist support. If you need any advice about how best to support a victim/survivor of abuse, please contact the DSA.

We journey alongside those who have been abused; for some, forgiveness may be a part of that journey, while for others, it may not be so. In any event, there should not be any pressure or expectation from the church on the victim/survivor to forgive.

### **Support following alleged abuse by a Church Officer**

All concerns or allegations of abuse by a church officer must be reported to the DSA. The DSA will arrange for a Support Person to be offered to all alleged adult victims/survivors. The role of the Support Person is set out in the House of Bishops' guidance. What the Support Person offers will be agreed with the alleged victim/survivor, but it is likely they will:

- Listen to and represent the victim/survivor's pastoral needs.
- Identify any therapeutic or other needs and offer choices as to how these can best be met.
- Record any meetings or contact they have with the victim/survivor.
- Share relevant information with the DSA.

Victims/survivors who are children or young people will require specialist support. The DSA will seek advice from Children's Social Care to access support from a professional agency, as required.

Support for families of victims/survivors and for the parish is co-ordinated by the core group in conjunction with statutory agencies. This would involve discussion with the Parish Safeguarding Officer, incumbent and archdeacon as appropriate.

In addition, dioceses have access to specialist support services for victims/survivors of abuse. This may be through a Diocesan Authorised Listener or a commissioned external service. The nature of any ongoing support needs will be agreed by the DSA with the victim/survivor.

## **Appendix 12 Caring Pastorally for Church Officers who are the Subject of Concerns or Allegations of Abuse and Affected Others**

### **Support for the respondent**

Support for the respondent is provided by a Link Person. All church officers who are the subject of a concern will be offered a Link Person.

The statutory agencies, where involved, will inform the DSA about when and what they can tell the respondent about an allegation that has been made. It may be that the statutory agencies themselves inform the respondent as part of their own investigative practices i.e. where a voluntary interview or arrest is necessary.

Where the statutory agencies are not involved, the core group will determine when and what the respondent should be told. This will normally be done by the diocesan bishop's nominated representative and the DSA, at an arranged meeting with the respondent. At this meeting the respondent will also be offered a Link Person and the support needs of the respondent's family will be considered.

The role of the Link Person is set out in the House of Bishops' guidance. What the Link Person offers will be agreed with the respondent, but it is likely he/she will:

- Keep the person up to date with the progress of their case.
- Help with access to advice and additional support.
- Make and keep a written record of any meetings or contact with the respondent and share relevant information with the DSA.

For clergy or lay workers whose accommodation is provided by the Church, alternative temporary accommodation for the respondent may need to be considered by the diocese.

## Appendix 13 Responding to Those who May Present a Known Risk

There are likely to be those with criminal convictions for sexual offences and other forms of abuse attending church. In addition, there may be those who do not have convictions or cautions but where there are sound reasons for considering that they still might pose a risk to others. Where people may pose a risk to others, their position in a congregation will need to be carefully and sensitively assessed to decide whether they pose a present risk to others and to put in place arrangements to ensure that these risks are mitigated. In these circumstances it is not only about monitoring individuals but offering support to lead a fulfilled life. As such, the Church has an important role in contributing to the prevention of future abuse.

Some examples of the risk that individuals may pose to children, young people and adults are:

- **Sexual offences – against both adults and children:** this includes accessing indecent images of children on the internet.
- **Financial abuse:** targeting of vulnerable adults for financial gain, for example, asking for money, the acceptance of large ‘gifts’ or offering to do a job for someone at an extortionate rate of pay.

### Take Action

Always contact the DSA as soon as practicable, but within 24 hours, if you learn that any of the following people worship in your church:

1. Anyone placed on the sex offenders register, with a violent offence or conviction and/or who is barred from working with children or adults by the Disclosure and Barring Service.
2. Anyone who admits to being an abuser including non-recent abuse.
3. Anyone who is subject to an investigation for suspected abuse, including possession of indecent images of children, and/or is suspended from their usual role.
4. Anyone who may pose a risk to other church members due to their behaviour, irrespective of their criminal status.

Category (4) may include a person in relation to whom:

- An allegation of abuse against a child or adult has been investigated, but the matter has not proceeded to court, or the person has been acquitted, or the matter is currently the subject of proceedings in the criminal or civil courts but the person may still pose a risk.
- A complaint or grievance has been received alleging inappropriate behaviour, which is not criminal.

- There have been concerns about the person's alleged abusive behaviour to a previous or current partner.

If the DSA is made aware by any other source of any person in the above categories who is intending to or is worshipping at a local parish church, he/she will notify the Parish Safeguarding Officer/incumbent in the first instance.

The DSA will determine the appropriate action to be taken to best safeguard the parish and its congregation, based on the particular facts and circumstances of each case. They will undertake a risk assessment and the formation of a risk management plan known as a Safeguarding Agreement.

This will involve the respondent and usually the incumbent, church warden, Parish Safeguarding Officer and, if involved, statutory agencies e.g. police, National Probation Service and Children's Social Care. Who is involved will depend on the case.

If a person is assessed as posing a risk to children or adults, the DSA, together with any statutory agencies involved, will support the parish to:

- Form a small group of people to offer pastoral support, friendship and to monitor the respondent.
- Maintain the highest levels of confidentiality unless there is a breach of the agreement and it is necessary to inform others to protect a child or vulnerable adult.
- Agree with the respondent that he/she worship elsewhere if his/her victim or their family worship in the same church.
- Ensure the respondent is never offered any official role in the church or position of responsibility where he/she may be trusted by others, for example that of church warden, worship leader or any in which a child or vulnerable adult may, as a result, place trust in that person.
- Consider whether, with the person's agreement and that of any statutory authorities involved, the congregation should be informed.
- Meet with the respondent to draft a Safeguarding Agreement, setting out the parameters of his/her behaviour in the church setting.

The Safeguarding Agreement may include the following elements:

- Attend designated services or meetings only.
- Sit apart from children.
- Stay away from areas of the building where children or vulnerable adults meet.

- Attend a house group where there are no children or vulnerable adults.
- Decline hospitality where there are children or vulnerable adults.
- Never be alone with children or vulnerable adults.
- Never work or be part of a mixed group with children or vulnerable adults.
- Take no role or office in the church which gives him or her status or authority as others may deem that person to be trustworthy.

The church wardens should be involved in the drawing up of the written agreement with the respondent. Church wardens can direct parishioners where to sit and have a duty to maintain good order at divine service. If necessary, church wardens can eject a person creating a disturbance and in certain circumstances have the power of arrest, although such power should be exercised with extreme caution. If a 'disturbance' is anticipated the police must be notified.

The Safeguarding Agreement will be monitored and reviewed at least annually.

## Appendix 14 A Safe Environment and Activities

### The Code of Safer Working Practice

The Code of Safer Working Practice expresses our commitment to demonstrating God's love by placing the highest priority on the safety of those to whom we minister. It sets out what we expect from anyone who ministers in our church, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do. Upholding the Code All members of staff and volunteers are expected to report any breaches of this code to the Parish Safeguarding Officer. Staff and volunteers who breach this code may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral made to the relevant statutory agency.

All those working on behalf of the parish with children, young people and adults **must**:

- Treat all individuals with respect and dignity;
- Respect people's rights to personal privacy;
- Ensure that their own language, tone of voice and body language are respectful;
- Ensure that children, young people and adults know who they can talk to about a personal concern;
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or the Parish Safeguarding Officer. All written records should be signed and dated;
- Obtain written consent for any photographs or videos to be taken, shown, displayed or stored. In addition, those working with children and young people must:
- Always aim to work with or within sight of another adult;
- Ensure another adult is informed if a child needs to be taken to the toilet;
- Respond warmly to a child who needs comforting but make sure there are other adults around;
- Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place.

All those working on behalf of the parish with children, young people and adults **must not**:

- Invade an individual's privacy whilst washing and toileting;
- Use any form of physical punishment;
- Be sexually suggestive about or to an individual;
- Scapegoat, ridicule or reject an individual or group;
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- Show favouritism to any one individual or group;
- Allow an individual to involve them in excessive attention seeking;
- Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person;

- Allow strangers to give lifts to children, young people and adults who may be vulnerable in the group;
- Befriend children, young people and adults who may be vulnerable on social media;
- Take photographs on personal phones or cameras as this means that images are stored on personal devices.

In addition, for children and young people, **must not**:

- Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity);
- Smoke or drink alcohol in the presence of children and young people;
- Arrange social occasions with children and young people (other than events which also include family members/carers) outside organised group occasions.

### **Acceptable Touch**

Sympathetic attention, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, can be wholly appropriate. However, abusers can use touch that appears safe to 'normalise' physical contact which then becomes abusive. As a general rule, the use of touch between adults in positions of responsibility and those with whom they are working or volunteering should be initiated by the person themselves, and kept to the minimum. In addition to this, always follow the guidelines below:

- Always ask permission before you touch someone;
- Be mindful of your body position;
- Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention);
- Avoid any physical contact that is or could be construed as sexual, abusive or offensive;
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors;
- Touch should be in response to a person's needs and not related to the worker's needs. Touch should be age appropriate, welcome and generally initiated by the child, not the worker.

In addition:

- ✓ You can allow people you support to give you brief hugs if you feel comfortable with this.

- ✓ You can allow people you support to hold hands or link arms with you to help with travel and stability.
- ✓ You should discourage people you support from touching your face. You can offer your hand instead.
- ✓ You should discourage people you support from sitting on your lap. You can offer to sit side by side.
- ✓ You should avoid using touch if the person you support is very distressed and is unlikely to tolerate it.

Ensure that church officers at all levels must take responsibility for monitoring one another in the area of physical contact. They should be encouraged to challenge one another if necessary. Concerns about possible abuse or inappropriate behaviour should always be reported.

## **Appendix 15 A Safe Environment and Activities**

### **Outdoor Adventure Activity**

1. If you are providing any outdoor adventure activities as part of a group activity, you should check that the centre or hostel being used has adequate insurance, qualified instructors and is licensed by the Adventure Activity Licensing Authority. This can be checked by contacting:  
The AALA, Tourism Quality Services Ltd.  
17, Lambourne Crescent  
Llanishen  
Cardiff  
CF4 5GG
2. Church parents must be given full details of the event, including:
  - Aims and objectives of the activity
  - Date and duration of the activity
  - Details of the venue including arrangements for accommodation and supervision
  - Travel arrangements
  - Name of group leaders and contact numbers
  - Information about financial, medical and insurance arrangements
3. A risk assessment of the activities will be done prior to any event takes place.
4. For overnight stays, special activities or hazardous activities it is essential that parents or guardians complete the consent form. No child should be allowed to participate in such activities if a consent form has not been completed and returned to the group leader.
5. Ensure your group has adequate and appropriate insurance cover.
6. Always have separate sleeping arrangements for leaders and young people.

## **Appendix 16: Covid 19 Addendum**

The advice below is provided to assist local churches in their planning and decision-making during the coronavirus pandemic.

The Government has asked us to stay at home to save lives and protect the NHS. Under the current regulations the Government has permitted public worship to continue, if it is safe to do so.

While many churches have decided to offer digital services only for the time being, others are continuing to remain open, in a Covid-secure way, for individual prayer and public worship. The circumstances in each place will inform a local decision.

We urge everyone to be exceptionally cautious and, in particular, to do everything possible to prevent mingling outside of households and support bubbles.

We acknowledge and share the sadness many are feeling at not being able to meet together as we would usually do at the moment and prayerfully and confidently look forward to better times ahead.

For more detailed information please follow the link below:

<https://www.churchofengland.org/resources/coronavirus-covid-19-guidance-churches>