



Christ Church Ware
Jesus led, Spirit empowered, Grace based.

SAFER Church

Safeguarding Children and Adults who may be Vulnerable: Policy, Procedure and Guidance

CHRIST CHURCH WARE

Charity number 1129563

This Policy and Procedure was adopted
at a Parochial Church Council meeting held on

It follows and is consistent with the Church of England House of Bishops' "Protecting All God's Children" 4th edition 2010, "Promoting a Safe Church" 2006 and Safer Recruitment Policy 2013 (Church of England and Methodist Church)

John Hookway
Vicar

*Each person who works with children and adults who may be vulnerable
will agree to abide by this policy.
It will be reviewed annually, accepted and written in the minutes of the PCC.*

Contents

	Page
Introduction	3
Legislation and agreed Church of England Policy Statements	4
1. Safeguarding Children and Adults Policy	5
2. Responding to child or adult who may be disclosing abuse	6
3. Child and Adult Protection Procedure	7
4. Who to Contact if you are worried about abuse	8
5. Safeguarding Children and Adults Training	9
6. Safer Recruitment	9
7. Those who pose a risk to children	9
8. Care of Survivors of abuse and their families	9
9. Record Keeping and Storage	9
10. Safe Practice with children	9
11. Unaccompanied children	10
12. Visiting Adults who may be vulnerable in their own homes	10
13. Organisations hiring church buildings or premises	10
14. Social Media and Engaging with Young People	10
Safer Church Guidance- see separate contents page	

Introduction

The Parochial Church Council (PCC) takes seriously its collective responsibility to protect and safeguard the welfare of children and adults who may be vulnerable.

This Policy and Procedure applies to all who have received the Bishop's Licence or Permission to work and all others who work with children and adults who may be vulnerable in our Parish and Emmanuel Shared Church

The term 'Parish' is used to denote the PCC and Vicar who are together responsible for ensuring that safeguarding policies and procedures are implemented.

The PCC will:

- 1 Appoint a **Designated Person- Parish Safeguarding Officer** to work with the Vicar on safeguarding matters
- 2 Follow the **Safeguarding Children and Adults who may be vulnerable Policy and Procedures**
- 3 Report any abuse or suspected abuse if discovered.
- 4 Have adequate insurance cover in place
- 5 Ensure all those whose work brings them into regular contact with children and adults who may be vulnerable are safely recruited, complete a Confidential Declaration Form and are subject to a Disclosure and Baring Service (DBS) check.
- 6 Offer regular training to all staff and volunteers.

For the purposes of this document

- **A child is anyone under the age of eighteen years or 25 years for those with Special Education Needs & Disabilities (SEND)**
- **Safeguarding referral covers**
 - Neglect/acts of omission
 - Self-neglect
 - Domestic Abuse
 - Psychological/emotional
 - Financial/Material
 - Sexual
 - Modern Slavery
 - Discriminatory (including hate crime)
 - Physical
 - Organisational

Legislation and agreed Church of England Policy Statements-

- Children's Act 1989, 2004
- Care Act 2014
- Safeguarding vulnerable groups Act 2006
- Children & Families Act 2014
- Protecting All God's Children (safeguarding policy for children and young people, 4th edition, 2010)
- Promoting a Safe Church (safeguarding policy for adults) 2006
- Safeguarding Training & Development Practice Guidance (2017)
- Responding to Serious Safeguarding Situations (2015)
- Risk Assessment for Individuals who may Pose Risk to Children or Adults (2015)
- Safer Recruitment (2016)
- DBS Eligibility and related matters - Frequently Asked Questions - 2016
- Safeguarding in Religious Communities (2015)
- Responding to Domestic Abuse (guidelines for those with pastoral responsibility, 2006)
- Responding Well (policy and guidance for the church of England, 2011)
- Hertfordshire Safeguarding Children and Adult Board policies and procedures

For advice on all safeguarding issues including allegations or suspicions of abuse contact:

PARISH SAFEGUARDING OFFICER (PSO) Christine Evans- 01920 464658

Email: christinerevans.2@gmail.com

DIOCESAN SAFEGUARDING ADVISER (DSA) Jeremy Hirst 01727 818107 or 07867 350886

Email: safeguarding@stalbans.anglican.org

1 Safeguarding Children and Adults who may be vulnerable Policy

We recognise that:

- The welfare of the child or adult is paramount
- Everyone has different levels of vulnerability; we will respond and support accordingly based upon the individuals needs and circumstances.
- Each of us may be regarded as vulnerable at some time in our lives
- All children and adults who may be vulnerable (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse which can occur in all families and communities
- Domestic abuse if witnessed or overheard by a child, is a form of child abuse by the perpetrator of the abusive behaviour
- Working in partnership with children, their parents, adults who may be vulnerable, their carers and other agencies is essential in promoting their welfare.

We will develop a safeguarding culture in our church that:

- Enables and encourages concerns to be raised and responded to openly and consistently and protects children and adults who may be vulnerable from actual or potential harm
- Is child-friendly and ensures that all people feel welcomed, respected and safe from abuse
- Values, listens to and respects children and adults who may be vulnerable, encouraging them to be active contributors to the church community

When concerns are raised we will:

- Respond without delay to every concern raised that a child, or adult, who may be vulnerable may have been harmed, or may be at risk from harm, through abuse, harassment or bullying
- Work with the DSA and the appropriate statutory bodies during an investigation into abuse, including when allegations are made against a member of the church community
- Challenge any abuse of power especially by anyone in a position of trust

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

- Informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, including support to make a complaint if so desired
- Support is provided for any member of our church community known to have offended against a child or vulnerable adult, or those that pose a risk to them.
- We support a known offender or person who poses a risk to a suitable ministry not involved with children or adults who may be vulnerable
- Appropriate pastoral care is offered to any member of our church community against whom an allegation is made

In all recruitment and selection we will:

- Ensure careful selection of ordained and lay ministers, voluntary and paid workers with children and adults, in line with CCPAS Safer Recruitment Principles and checks
- Provide supervision, support and training after appointment
- Commit ourselves to support, resource train and regularly review those who undertake work amongst people who may be vulnerable.

In our publicity we will:

- Share information about good safeguarding practice with children, parents and adults who may be vulnerable, their carers, and all those working with them

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

We will endeavour to:

- Listen carefully, take the child or vulnerable adult seriously
- Tell the child s/he has done the right thing by telling
- Clarify if necessary
- Say if we can what we will do next
- Make an accurate record as soon as possible of all conversations
- Refer all records to Parish Safeguarding Officer

We will not

- Do nothing
- Promise confidentiality
- Investigate
- Ask leading questions
- Repeatedly question/ask the child or adult to repeat the disclosure over and over

Imminent risk

- If we encounter a situation where the child or adult is in imminent danger, we will act immediately to secure the safety of the child or adult. We will seek the assistance of the police and then make a referral to Hertfordshire Children's Services or Hertfordshire Adult's Services in accordance with the Child and Adult Protection Procedure below. If a child or adult needs emergency medical attention, we will seek this immediately and directly from the emergency services. We will keep parents or carers, if available and safe to do so, fully informed, (*notwithstanding paragraph 7 on page 7 below*).

3 Child and Adult Safeguarding referral procedure

Emergency situations - Most situations are not emergencies.

We will follow the following procedure where there is concern that a child or vulnerable adult has been harmed as a result of abuse and urgent action is needed

1. If a child or adult is in immediate danger or requires immediate medical attention call the emergency services. If there are concerns about their immediate welfare, don't delay, call Children or Adult Services and inform the Parish Safeguarding Officer or Vicar or DSA.

Non-emergency situations

2. If there is concern that a child or vulnerable adult is at risk of harm, complete a record sheet, and discuss your concerns with your ministry leader, who will seek advice from the Parish Safeguarding Officer or Vicar. They will guide you and seek advice from the Diocesan Safeguarding Adviser (DSA) or Hertfordshire Children's Services or Hertfordshire Adult Services if appropriate. If you are unsure about what to do consult with the Parish Safeguarding Officer or Vicar; **do not do nothing.**

If the vicar is implicated, inform the Parish Safeguarding Officer and Diocesan Safeguarding Advisor immediately.

Referrals to external agencies are only made with the support of the Parish Safeguarding Officer or Vicar unless in an emergency (see above).

4 When we make a referral to Hertfordshire Children's Services or Hertfordshire Adult Services, make it clear from the first point of contact that you are making a child or adult protection referral.

5 Describe the event or disclosure and give information about the child and family or adult for example the child/adult's name, date of birth, address, telephone number and GP if known. You can choose to remain anonymous when making a referral.

6 Follow up your telephone call with a completed referral form (sometimes available on the Local Authority web site) or letter. This should be acknowledged. If it is not, chase it.

7 Remember that the child and family should, wherever possible, be informed about and consent to the referral **unless this would put the welfare of the child or vital interests of the adult who may be vulnerable, or another person at further risk. *If you have concerns, the absence of consent should not prevent a referral.*** Say if you do not want your details disclosed to the family.

8 For out of hours referrals, call Hertfordshire Children's Services or Hertfordshire Adult Services or where urgent, the Police.

Do not delay your referral. Clergy and Diocesan Officers are NOT authorised to investigate any allegations and must never attempt to do so. Only the Police and the Local Authorities are granted such powers in law.

4 Who to Contact if where there is worry about a child or adult

CHILDREN	Contact Number
Hertfordshire Children's Services (also available out of hours)	0300 123 4043
ADULTS	
Hertfordshire Adult Services	0300 123 4042
POLICE 24hrs	101 or 999 if urgent

Local Safeguarding Board link

www.hertfordshire.gov.uk/services/healthsoc/childfam/childprotection/hertssafboard/

www.hertfordshire.gov.uk/yout-council/hcc/healthcomservices/acspolicies/safeadults/

ChildLine	0800 1111
NSPCC Freephone National Helpline	0808 800 5000

DIOCESAN SAFEGUARDING OFFICER 01727 818107 or 07868 350886
safeguarding@stalbans.anglican.org

Role of the Parish Safeguarding Officer

- To work with the incumbent and the parochial church council (PCC) to implement policy and procedures. The PSO must ensure that any concerns about a child or the behaviour of an adult are appropriately reported both to the statutory agencies and to the diocesan safeguarding children adviser.
- The PSO should either be a member of the PCC or have the right to attend the council and should report at least annually on the implementation of the policy within the parish;
- Display in church premises where children's activities take place, the contact details of the coordinator or children's advocate, along with the 'ChildLine' and 'Parent line Plus' telephone numbers;
- Ensure that all those authorized to work with children are appropriately recruited according to safer recruitment practice, and are trained and supported;
- Ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of the parish;
- Review the implementation of the safeguarding children policy, procedures and good practice, at least annually;

5 Safeguarding children and adults training

The Parish will make every effort to ensure that clergy, licensed workers, lay ministers, volunteers and employees working with children and adults who may be vulnerable regularly seek and obtain safeguarding training to the level of their responsibility every eighteen months. Clergy must attend the Diocesan Safeguarding Children Basic Awareness /Refresher training once every three years.

6 Safer Recruitment

- All church workers working with children and adults will complete and sign an application form and confidential declaration.
- Written references and identification will be required and will be carefully checked.
- A criminal disclosure will be required in relation to all eligible roles. For eligible roles see attached guidance notes
- All church workers working with children and adults will be interviewed in relation to a role/job description or person specification.
- After appointment support and training will be offered.

7 Those who pose a risk to children

We will consult with the Diocesan Safeguarding Adviser, so that a safe course of action can be implemented as soon as possible if and when it is known that a member of the congregation, or someone wishing to join the congregation, has sexually abused a child or young person, or is not a sexual offender against children but nevertheless may pose a risk. This is in accordance with and so that recommended Church of England procedures can be pursued in conjunction with the relevant statutory agencies.

8 Care of Survivors of abuse and their families

We will seek to work with anyone who has suffered abuse, developing with them an appropriate support of informed pastoral care.

9 Record Keeping and Storage

Notes will be made of all safeguarding incidents involving children or adults using our standard forms. They will be treated confidentially and will be securely stored by the vicar or designated person. They will be retained even if the information received was judged to be malicious, unsubstantiated or unfounded. During an interregnum, the designated person will be responsible for all safeguarding records which will be passed to the incoming vicar.

10 Safer Practice with children

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

- The ratio of leaders to children will comply with the Children Act 1989
- Each group will have a minimum of two adults and a gender balance will be maintained if possible.
- Adults will not work alone with children
- We will seek to ensure meeting places are safe, secure and suitable for purpose

- We will be clear about boundaries with regard to touching always related to the child's needs and normally initiated by the child.
- We will obtain parental/guardian permission for attendance at groups, trips, use of images and transporting children in private cars
- All those who drive children on church-organized activities should have held a full driving licence for over two years which must have no more than 3 points on it.
- All cars that carry children should be comprehensively insured for both private and business use. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.

11 Unaccompanied Children

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

12 Visiting adults who may be vulnerable, in their homes or residential homes

Church workers will always complete an assessment of risk before visiting someone in their own home. They will always carry a mobile phone on a home visit, and ensure that someone knows where they are and when they are expected to return. They will always call by appointment and carry identification. Where our workers need to refer the person to another agency we will talk this through with the vulnerable adult, seeking his/her permission or with their family or carers before passing on personal information. Our workers will always endeavour to be clear about what behaviour from the adults who may be vulnerable is acceptable and what is not.

13 Organizations hiring Church Building or Premises

In relation to all activities and events which are not run directly by the church but which take place in church buildings or grounds the responsibility for implementing safeguarding policies rests with the hiring organisation and not with the PCC. However, the PCC needs to take reasonable steps to ensure that safeguarding policies and procedures are being practised by the hiring organisation. The PCC will require visiting groups to ensure that children and adults who may be vulnerable are protected at all times, follow safe recruitment procedures, and are aware of health and safety issues in the building.

14 Social Media and Engaging with Young People

Children and Young people's workers should be familiar with the full policy set out in the Safe Parish Guidance

E mails, online chat and texting

- Parental agreement should be obtained before communicating with young people.
- Language should be clear and unambiguous

- All conversations must be made available for viewing by a workers supervisor.
- Workers may provide advice and support, but avoid counselling

Mobile Phones

- Employees will be allocated a dedicated work mobile phone
- They should use Whats App or something similar or group text as an alternative
- There should be an agreed length of time for conversations and a curfew e.g. no communication between 9.30pm and 8.00am
- Conversations causing concern should be saved and passed to line manager or ministry leader
- Photos should only be taken in accordance with safeguarding guidance

All of the above should be shared with young people.