



St Mary's Longfleet Poole

Safeguarding Policy for SML

Approved by the PCC on 3rd October 2016

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KEEPING CHILDREN AND ADULTS AT RISK SAFE AT ST MARY'S LONGFLEET POOLE

This policy and the accompanying procedures draw on Diocese of Salisbury Safeguarding guidelines and policies which may be found on the web site at:

<http://www.salisbury.anglican.org/resources-library/parishes/safeguarding>

The St Mary's Longfleet (SML) policy reflects the contents of these documents and additional guidance from 'The churches Child Protection Advisory Service'. This revision merges Safeguarding Adults and Children into one shared policy with separate sections where appropriate. SML PCC ratified and implemented Children's and Young Person's Safeguarding Policy in early 2014. This revised policy is submitted to the PCC in September 2016.

The policy below includes the Safer Recruitment Policy for SML Safer Working Practice and the Church's policy on responding to Domestic Abuse and Responding Well to those who have been Sexual Abused and the Perpetrators.

Glossary:

Adult at risk	'Adults at Risk' are those who have a need for care and support and are experiencing or at risk of abuse or neglect and as a result of those needs are unable to protect themselves
CCPAS	Churches' Child Protection Advisory Service
Child	Anyone below the age of 18
DBS	Disclosure and Barring Service
PCC	Parochial Church Council
Vulnerable Adult	Now officially known as an 'Adult at risk'

USEFUL TELEPHONE NUMBERS FOR SAFEGUARDING

	Responsible person	Telephone
SML Safeguarding Adults Parish Rep	Jackie Morgan	via 01202 253527
SML Safeguarding Children Parish Rep	Nick and Claire Taylor	via 01202 253527
DBS check co-ordinators	Miriam Elliott Karin Freshwater Claire Inkpen Heather Bland	via 01202 253527
The Diocesan Safeguarding Adviser		01722 411922
Churches' Child Protection Advisory Service		01322 517817
NSPCC Help Line		0800 800 500
Poole Children's Services Social Care Team		01202 735046
Poole Adult Social Services Help Desk		01202 633902
Out of Hours Social Work Service		01202 657279
Police Safeguarding Referral Unit		01202 222777
Domestic Abuse Team		08005877480

Useful emails:

Dorset Police Safeguarding concerns: MASH@dorset.pnn.police.uk

Summary:

Safeguarding is about promoting welfare for all our children and adults at risk. It can be limiting to think of safeguarding purely as a 'procedure' or 'policy' because while it is important that procedures and policies are in place to ensure everyone knows their responsibilities, the actual act of safeguarding is protecting a person's human rights in whatever way works best for them.

A. INTRODUCTION

SAFEGUARDING CHILDREN AND 'ADULTS AT RISK' (VULNERABLE ADULTS) WITHIN SML.

SML is committed to and will champion the protection of children, young people and adults at risk both in society as a whole and in its own community. The church fully endorses and will implement the principles that the welfare of the child and the wellbeing of the Adult at Risk are paramount. We will foster and encourage best practice within the church community by setting standards for working with children, young people and adults at risk. We will work with statutory bodies, voluntary agencies and other faith communities to promote the safety and well being of children, young people and adults at risk. We are committed to acting promptly whenever a safeguarding concern and will work with the appropriate statutory bodies when an investigation into child protection or safeguarding adults is necessary.

WHY DO WE NEED A POLICY ON KEEPING CHILDREN AND 'ADULTS AT RISK' SAFE?

As a Church, we are committed to reflecting God's standards in all that we do. We have many children, young people and 'adults at risk' involved in a variety of activities within SML and we are grateful for the high level of commitment shown by the leaders and helpers who serve God.

Most children will come from caring families and meet no harm at home or in any other setting. Many adults at risk do not consider themselves in that way and receive high standards of care either at home or in residential care. However, there will be some who are being abused or neglected at home or elsewhere. As caring Christians, we need to be ready to respond to their needs appropriately. We also need to safeguard children and adults at risk from harm within the Church both by preventing abuse by adults and minimising other risks within activities. It is the commitment of SML PCC to provide a safe and supportive learning environment for all children, young people and adults at risk. This will enable them to develop physically, socially and spiritually within the context of the Church and minimise the risk of abuse.

It is the responsibility of all who worship at SML and all leaders of groups and organisations within the Church to be aware of the policy and work within its guidelines. The policy applies to all adults who have direct contact with children and young people under 18 years old while attending or running Church related activities. This will include any activities which run under the auspices of the Church where ever they take place. The policy also applies to all those who work with adults at risk on behalf of SML doing pastoral visits, taking Communion to homes or running Church related activities.

Policies and procedures are not sufficient alone and SML is committed to developing a culture of informed vigilance concerning the well being of our children and adults at risk, addressing their needs fully. All church members are responsible for speaking out about any concerns or whistle blowing.

This policy will be reviewed annually and it is the responsibility of the Parochial Church Council (PCC) to ensure such reviews takes place. Each review should include the safeguarding training needs of all relevant volunteers and the aim is that training should take place every 3 years. It is now a national Anglican requirement that all volunteers attend C1 module and have refresher training at least every 3 years. For staff and clergy, the level of training is dependent on role but must also be refreshed every 3 years. A member of staff will be appointed to administer and verify DBS checks by the PCC. This appointment will be reviewed annually. The Parish Representatives for Safeguarding Adults and Children will be reappointed on a yearly basis by the PCC. The Vicar and PCC oversee these arrangements. In particular circumstances, alterations to these procedures may be permitted by resolution of the PCC.

COMPLAINTS PROCEDURE

It is hoped that complaints can be dealt with internally by individual Group Leaders. However, a complaint may be made to the Parish Safeguarding Representatives or the Vicar. If a complaint is made to another person, it should be passed on to the Parish Safeguarding Representatives who will arrange to meet with the complainant and attempt to resolve the complaint. If the complaint cannot be resolved, consideration will be given to invoking the complaints procedure of the Church of England.

DOMESTIC ABUSE

The Church is committed to a caring and safe response to situations of domestic abuse. It is important that in preaching, teaching and marriage preparation and renewal SML shows no tolerance of domestic abuse. This is defined as

“Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality”

Where such an incident affects children or adults who fit the adults at risk definition below, those procedures will be followed.

Where domestic abuse is between two adults who are not otherwise vulnerable, the guidelines are:

- Accept what the victim is telling you, not asking for proof
- Reassure the victim that confidentiality will be maintained but there are boundaries
- Check whether any children or adults at risk are involved and follow procedures if they are
- Ask if the victim is currently unsafe and take care not to increase risk. Encourage the victim to give consent to the involvement of local Domestic violence services. If there is immediate risk or medical need, dial 999
- Check how you can contact them in the future without increasing risk.
- Listen to the needs of the victim and do not give advice
- Record and date what you have been told.
- Consult the Safeguarding Adult Parish Representative

SAFEGUARDING ADULTS AT RISK

WHAT IS SAFEGUARDING ADULTS AT RISK?

Most adults who are part of our church community can keep themselves safe and seek redress themselves where that safety and wellbeing is threatened. Safeguarding Policy and Procedures relate only to the group of adults we define as 'adults at risk' (previously known as vulnerable adults) Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. The Care Act 2014 emphasises the Wellbeing principle whereby an individual's wishes and feelings must be at the fore of any decisions and they should be assisted to fully participate in the process. The group defined by the Care Act as 'Adults at Risk' are those who have a need for care and support and experiencing or at risk of abuse or neglect and as a result of those needs are unable to protect themselves. This may include carers in certain circumstances. This may be the very frail and elderly, people with severe mental illness, learning disability or serious physical illness or disability.

Local Authorities have a duty to make enquiries or cause others to if they believe an adult is experiencing or at risk of abuse or neglect (section 42) There is particular protection in law under the Mental Capacity Act 2005 for those who lack mental capacity to make certain decisions themselves due to illness or mental impairment. We are obliged legally to act in their best interests.

The categories of abuse for safeguarding adults are as follows:

- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care

provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

- **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
- **Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Please see Appendix A on page 17 for Signs of Abuse and Neglect for Children and 'Adults at Risk'.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

WHAT IS SAFEGUARDING CHILDREN?

Safeguarding children is everything we do to promote the welfare and safety of children below the age of 18 years. Within this, child protection deals with children who are abused or neglected or at risk of being so.

Abuse and neglect are forms of maltreatment of a child. 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 others, for example via the internet. They may be abused by an adult or adults or another child or children”
(Working Together to Safeguard Children 2015)

- **Physical abuse**

For most injuries to young children there will be suitable explanations as children do have accidents. However, it is important to record **all** injuries very carefully. (See Appendix A and the body chart) Recording can do no harm and could be vital information for the future protection of a child.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning/scalding, drowning, suffocating or otherwise causing physical harm to the child. A parent/carer may fabricate symptoms or deliberately induce illness in child in order to get medical attention. Female genital mutilation is where external genitalia of girls are cut as a cultural practice and is illegal.

- **Neglect**

Is defined as the persistent failure to meet a child's basic physical and psychological needs likely to result in the serious impairment of the child's health or development. Neglect may occur in pregnancy where there is the misuse of drugs or alcohol. Neglect may involve the failure to provide adequate food, clothing, shelter including exclusion from home. Neglect can be abandonment or not providing adequate supervision of the child. There may be a failure to protect the child from physical harm or danger or failure to access appropriate medical care or treatment. Neglect may be emotional rather than physical – unresponsiveness to the emotional needs of the child.

- **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware that this is happening. This may involve physical contact which can be penetrative or non-penetrative. It may include non-contact activities such as involving children 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 (including via the internet). Sexual abuse is perpetrated by men, women and other children against both boys and girls.

Most sexual abuse is not known until a child chooses to tell a trusted adult – this could happen in the Church context. Any statement of abuse must be taken very seriously. Sexual abuse often starts very subtly and builds up so slowly that the child begins to accept the abuse as something he or she has to tolerate. By the time the child wants to tell "the secret", he or she feels guilty and confused and fears no one will believe the truth. The child may have become very good at covering up the abuse and may feel he or she is betraying someone close to them and loved by them.

- **Emotional abuse**

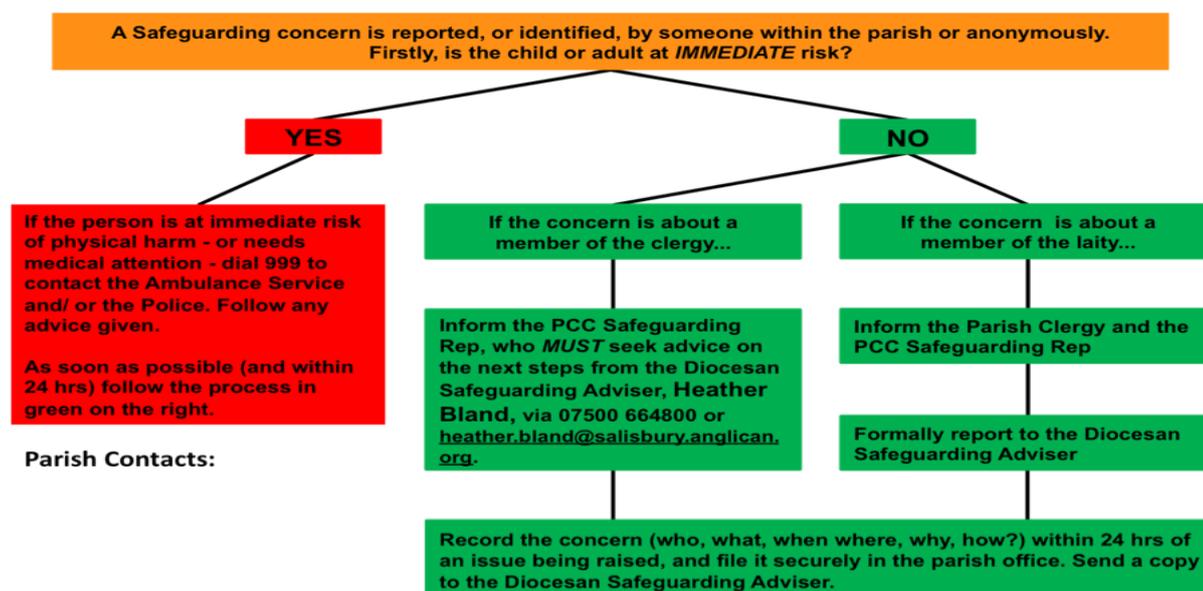
Emotional abuse is the persistent emotional ill-treatment of a child, causing severe, persistent

adverse effects on child's emotional development. This may involve conveying to a child they are worthless, unloved, inadequate or valued to the extent they meet another's needs. It may include not giving the child opportunities to express their views, deliberately silencing them or making fun of how they communicate. There may be age or developmentally inappropriate expectations which may include interactions beyond the child's developmental capacity as well as overprotection and limitation of exploring and learning or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying) causing children to be frequently frightened or in danger or the exploitation or corruption of a child. Some emotional abuse is present in any other form of ill-treatment but it can be very damaging when it occurs alone.

Please see Appendix A on page 17 for Signs of Abuse and Neglect for Children and 'Adults at Risk'.

B. PROCEDURES FOR SAFEGUARDING

Safeguarding Flowchart: what to do, by whom and by when (with thanks to the White Horse Team)



HOW TO KNOW IF A CHILD OR ADULT AT RISK IS BEING ABUSED

Sometimes, a specific incident or injury will alert you but more often an accumulation of concerns will build up over time. Few signs of abuse are significant alone, but a cluster of signs must be taken seriously.

The child or adult might show by their **own behaviour** that abuse is taking place, behaving in a way which is inappropriate for their age and stage of development. Major changes in a child's or adult's behaviour would contribute to the possibility of abuse as one explanation.

There may be signs (see Appendix A) that can be **observed**, for example, inadequate clothing, poor hygiene, hunger or tiredness. Developmental delay or poor growth can be significant when there are other signs to arouse concern. The child or adult might tell you or hint at telling you about abuse.

There might be concern about the **behaviour of the adults** in relation to the child or 'Adult at Risk', for example, reports that the child is left alone or not well supervised. A parent may say that they are

not coping or are punishing the child excessively. Someone may observe that a parent is criticising, humiliating or 'scapegoating' a child. A carer for an Adult at Risk may say they are not coping or they may be observed psychologically abusing the adult. Someone may appear to be exploiting or putting under pressure the child or Adult at Risk.

Signs must be recorded carefully and referred to the Safeguarding Representative and Team Leader. It is not always clear how significant such signs are at the outset. Any bruise or burn in a non-mobile child should be taken very seriously and always reported to the Safeguarding Representative. An allegation of abuse or an injury is urgent and the evidence may be gone if there is a delay. A child's or adult's safety could depend on the quality of observation and recording. It is important not to wait for firm evidence before recording and sharing concerns and not jumping to conclusions or making assumptions. Advice must be sought at an early stage.

Limited confidentiality

No individual should promise confidentiality to someone who is a potential or actual abuser or to someone who makes an allegation against a particular individual. If a child or Adult at Risk makes an allegation, it is unacceptable not to pass this on as this will allow the abuse to continue. The child or young person should not be given responsibility for this decision, but advised of the need to refer this on. An Adult at Risk will be consulted early concerning the outcome they would want but a referral should be made to Adult Social Services and advice sought even if they want nothing done.

If an adult who is not an Adult at Risk (see definition above) discusses their own past abuse, the adult needs to be advised of the very strong reasons for this information being given to the Police in terms of protecting children now. If they do not wish to do so, the SML listener does not have to immediately go against these wishes, but does need to discuss the matter with the Safeguarding Representative for advice. Particularly sexual abuse is often addictive and perpetrated over many years. The need for further pastoral/listening work with the individual should be assessed. This should always be discussed with Vicar or their representative in their absence. There are identified authorized listeners within the SML pastoral team who can continue contact with the abused adult in an appropriate way. Such listeners are required to read the CofE policy "Responding well to those who have been Sexually Abused".

If someone admits to abusing children, they need to be advised that such information has to be passed on to the Police out of our Duty to Care for children and Adults at Risk. This is rare as most abusers are very practised at not telling any one about their behaviour.

If there are any concerns, advice should be sought as soon as possible from the Parish Representatives or the Diocesan Safeguarding Advisor or the relevant Poole Social Services Team. (or the Social Services Department for the home address of the person) If it is an allegation against a volunteer or staff member, this must be referred to the Local Authority Designated Officer as well as the Diocese Coordinator. It is important not to delay such action.

RESPONDING TO ABUSE OR NEGLECT CONCERNS

Action must be taken where there are direct concerns about the abuse or neglect of a child or an Adult at Risk. It is not the Church's job to investigate abuse – it is the role of the statutory agencies - Police and Social Services.

Time can be crucial particularly in relation to physical or sexual abuse so there should be no delay. Parents of children or young people should not be advised of the concerns until they have been discussed with the Diocese Safeguarding Advisor or Social Services. Similarly carers for Adults at Risk shouldn't be advised until professional advice has been sought.

It is very important where there are suspicions of abuse or neglect that the Adult at Risk or child are not questioned about this. Instead, record all concerns and seek advice. Use the form in Appendix A for all such suspicions and the body map if there are physical signs. The Church Safeguarding Representatives will discuss the matter with whoever raises the concern, with the Diocesan Advisor and with the Police and Social Services if there are concerns about significant harm to the child or adult. If concern remains about a child or Adult at Risk after such a discussion or if no

one is available, anyone can ring Social Services directly. It will be helpful for future concerns to inform the Safeguarding Representatives or Vicar afterwards.

It is important to understand that even the most respected and trusted member of the Church community could be an abuser. The fact that someone is known well does not preclude them from being an abuser. Some people target churches as being places to obtain easy access to children or Adults at Risk and may patiently wait for their opportunity. The welfare of the child or adult has to come before loyalty to the Church, however unbelievable the allegation may be.

If a parent or carer talks about concerns that their loved one is being abused, this must be passed on to the Safeguarding Representatives and Social Services even if the parent/carer cannot be persuaded of the need to do this themselves. This is essential in order to safeguard the child or Adult at Risk and other potential victims.

Concerns about abuse by another child or young person or by an adult at risk also need to be discussed with the Church Safeguarding Representative. Although, many young people will experiment sexually, if there is an imbalance of power or age, this should be responded to in a similar way to sexual abuse by adults. Sexual activities remain unlawful for under 16 year olds and there is specific protection for under 13 year olds deemed unable to consent. There is also specific protection for 16-17 year olds and adults with learning disability or mental disorder from someone misusing a position of trust eg a Church volunteer.

All allegations against a member of the clergy, paid staff, church officer or volunteer will be reported to the Local Authority Designated Officer within Poole Borough Council, the Diocesan Safeguarding Adviser as well as to Social Services.

After referral to Social Services, the Church will continue to offer support to the child or adult at risk and to the person who received an allegation. Such support needs to be agreed with Social Services. The Police and Social Services work jointly in investigating child abuse and safeguarding adults and the paramount concern is the welfare of the child or the wellbeing of the adult at risk.

Telephone referral to Social Services should be followed up by a written confirmation within 24 hours. Where there is a Common Assessment Form (CAF) or equivalent completed due to earlier concerns for a child, this should be forwarded at this point but paperwork should not slow down a referral. Social Services will undertake a full assessment of the situation and this will often result in the family being offered the help they need. Very rarely will this involve the removal of a child from home. For Adults at Risk, the Local Authority leads the enquiry and the adult's own views where they have mental capacity will be significant in decision making.

WHAT DO YOU DO IF A CHILD OR ADULT AT RISK TALKS TO YOU ABOUT ABUSE?

- Take what is being said seriously, however young or confused they are
- Keep calm and don't show distress
- Do not promise confidentiality
- Do not try to obtain more information than is necessary to establish concern. Don't ask questions but don't stop the free flow of information if the person wants to talk. Listen carefully without interruption.
- Explain to the child/adult what you will do with the information next and in a way they can understand.
- Don't make promises to the child/adult that you can't keep.

Write everything down immediately using the child's or adult at risk's own words if possible. Refer to the relevant Parish Safeguarding Representative, Team leader or the Vicar or the Social Services before discussing with the parents or carer or anyone else. SML will advise the Diocesan Child Protection Adviser of any referrals.

C. POLICY

PREVENTING ABUSE WITHIN THE CHURCH – SAFER WORKING PRACTICES AND RECRUITMENT

Within SML, we often know each other well and there are excellent relationships across generations which benefit us all. While keeping children and young people safe from risk of harm, we must continue to build these relationships. For many of us, relationships with adults when we were young brought us to our present faith. Equally, we love and care for many Adults at Risk. We are able to continue to do this but need to do it in the safest way possible.

It is, however, important to have in place a policy which helps to ensure the safety of both children and adults. We need to create an “awareness” culture at SML where there is an understanding of the risks to children and Adults at Risk and a clear view of what is and is not acceptable behaviour to both. This will also reduce the risk of unfounded allegations against adults.

Both for adults at risk and for children, Safer Recruitment practices are adopted. For new volunteers, the recruitment process below will be adopted. For existing volunteers, they will be required to fill out a confidential declaration and have DBS checks done. All volunteers will be encouraged to register for the live update service for DBS to reduce the work when re-checks are due. The PCC is responsible for all appointments paid and unpaid. For volunteers with children, this responsibility will be delegated to a paid member of staff appointed by the Vicar. For volunteers with Adults at Risk, this responsibility will also be delegated to a paid member of staff appointed by the Vicar.

DBS checks will be used to assess suitability and the Diocese complies with the DBS Code of Practice. SML will not discriminate unfairly on the basis of conviction or other information revealed as part of recruitment processes.

SML is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background

C.1 SAFER WORKING PRACTICES IN RELATION TO CHILDREN AND YOUNG PEOPLE

Appointments of staff and volunteers who work with children and young people

The appointment of future paid staff will follow the guidelines issued by Salisbury Diocese. (Practice Guidance: safer recruitment July 2016) In addition, guidance in this document will be discussed in detail with the prospective member of staff.

Appointment of volunteers to be leaders or helpers will follow the procedures outlined below. In addition, searching questions will be asked about the potential volunteer’s response to Child Protection concerns and preventing abuse in the Church. This discussion will be by the relevant Team Leader or Vicar and the prospective volunteer. The candidate’s spiritual life and walk with God will also be explored. Any concerns should then be discussed with the Safeguarding Representative and the relevant Team Leader.

Any person who wishes to be involved in “work” within SML that will lead to direct contact with children will be asked to complete the application form and the confidential declaration. This form and the DBS requirements apply to all existing volunteers as well as new volunteers. A refusal to complete the form will automatically exclude the person from working in any role that allows contact with children or young people. All new volunteers will be asked to provide two references, one of which will comment on previous work they have done with children and young people. Volunteers will all receive a contract. All new and existing volunteers submit to a Disclosure and Barring Service check organised by the Church. Volunteers will be asked to register on the live update service on the DBS to make future checks easier. <https://www.gov.uk/dbs-update-service>

If there are any doubts about someone’s suitability to work with children or young people, they should not be allowed to do so. No one has a right to work with children, but children have the right to the

highest standard of care. It is important to realise that just because someone receives good references and a clear DBS check this does not mean they pose no risk to children or young people. All new workers will undertake a six month probationary period at the end of which their suitability will be re-discussed with the Team Leader. Anyone whose behaviour in any way causes concern about them working with children should be asked to stop such work. This does not reflect on their Church membership and they should be encouraged to use their gifts in other areas of Church life.

Practical guidelines for Safer Working Practice with Children and Young People

All leaders of groups will ensure that the venue is suitable and safe. If there are any concerns about this, they should be reported to the PCC via the Team Leader who will share such information with the Vicar. The whereabouts of the first aid kit, the nearest telephone and fire extinguishers and exits should be known by leaders and helpers. There should be basic First Aid knowledge by leaders and hygiene standards should be maintained where food or drinks are served. Where children are taken away from the usual venue PCC and parental approval should be sought. Drivers should have full and clean driving license for two years and notify the Vicar if they have 6 points or more.

All adults working with children or young people will attempt not to be alone with a child or young person unobserved. This means there should always be two adults present during activities or doors open between two groups. An adult is over 18 years old and has been through the checking process. This will apply wherever the adult is with a child including Church members' homes or cars.

Two leaders are sufficient for 20 children over 8 years old, with one additional leader per 10 additional children. A balance of gender should be maintained where possible. For children under 2 years old there should be one leader per three children, from 2-3 years old one per four children and 4-8 year olds one per eight children. Failure to comply should be noted in the group's register or log book.

In residential activities, it may be difficult to avoid rare occasions where only one adult is present, but this should not be with only one child or young person. The leader should inform the other leaders of the situation arising.

If specific situations arise where one to one contact with a child or young person is necessary (for example for spiritual mentoring) this should be agreed in advance with the Vicar and relevant Team Leader. Such arrangements would normally take place in a building where someone else is present. Parental permission should also be obtained where the child is under 16 years old.

Care will be taken about the use of **photos or video** images of children and young people. Occasionally photos of Church events will include group pictures of un-named children. If children are going to be named or photographed individually, prior permission will be sought. No details of the identity of the child should accompany photographs in Church publicity or the website.

Use of **texting and Facebook** by leaders and volunteers needs to be with great care. Only group texts and e mails should be sent with arrangements, not entering into personal sharing. Leaders and volunteers should not allow access of young people in their groups to their own personal Facebook profile so should not have them as Facebook "friends" or enter into Facebook messages with them.

All leaders and helpers should receive the support they need.

They will be supported by the leadership of SML and will know who the Church's Safeguarding Representative is. They will receive regular support in the form of meetings and training events.

Leaders and helpers need to try to behave in a way which could not be misconstrued.

Relationships with children and young people should offer them a role model as Christians. Levels of personal care eg. toileting should be appropriate and related to the age and stage of development of the child.

Touching of children and young people needs to be considered with care. It is not helpful to assume touch is never appropriate. Touch should always be initiated by the child not the adult. It should be age appropriate and any concerns about inappropriate touch by a child should be referred to the

Church Safeguarding Adviser. The use of touch must be to meet the child's needs, not the adult's. Any touching should take place in a public setting, observed by another adult. Care should be taken when playing physical games that there is no inappropriate touching and that children are happy with the activity. Leaders and helpers should monitor each other in the area of touch and should help each other maintain safe standards. Any concerns about the behaviour of another leader or helper should be referred immediately to the Vicar and the church's Safeguarding Representative.

A register should be kept of all children involved in an activity. Consent and information forms should be filled out by parents for regular activities and these should be filed by the leader of the group. The register should be completed each time the group meets.

A log book should be kept for each group. This should be filled out every time the group meets. This should record who were present in addition to those recorded on the register. This should include casual callers to the venue. The log should include a record of any difficulties, unusual events or concerns about individual children. Accidents or incidents should be noted on the relevant form and passed to the Children's or Youth Pastor as appropriate.

Protecting children within the Church does not just stop at the children and young people's groups. At other times in Church life, children could be abused by someone worshipping with us. It is important that all adults, particularly the parents of the children take responsibility to ensure that children are not alone in unobserved parts of the Church building or grounds. If they are in a large group of children playing, it may not be essential to have an adult with them, but one should know where they are and who is there. Where mixed age social or musical activities take place two adults should always be present with children.

Protection of children in Church premises user groups

Those that work for other organisations associated with SML should adhere to those organisational Child Protection Policies which should be no less stringent than SML's own policy. Agreements for hiring premises which are the responsibility of the PCC will make hirers responsible for ensuring the safety of children. Regular bookings are required to have a Child Protection Procedure in place which will be disclosed to, but not approved by, the PCC.

C.2 SAFER WORKING PRACTICE IN RELATION TO ADULTS AT RISK

Appointments of staff and volunteers who work with Adults at Risk

The appointment of future paid staff will follow the guidelines issued by Salisbury Diocese. (Practice Guidance: safer recruitment July 2016) In addition, guidance in this document will be discussed in detail with the prospective member of staff.

In one sense, everyone in the church is part of caring for those with learning disability, mental health problems, physical disabilities and the elderly frail. It is not necessary to formalize all of these arrangements. Where this support or intervention is on behalf of SML, it is important for those undertaking this to consider their role. Examples of this will include Café, Lunch Clubs, Communion at Home, Prayer Ministry, Pastoral Visiting.

Appointment of volunteers to be leaders or helpers will follow the procedures outlined below. In addition, searching questions will be asked about the potential volunteer's response to safeguarding concerns and preventing abuse in the Church. This discussion will be by the relevant team leader or Vicar and the prospective volunteer. The candidate's spiritual life and walk with God will also be explored. Any concerns should then be discussed with the Safeguarding Representative and the relevant team leader.

Any person who wishes to be involved in "work" within SML that will lead to direct contact with Adults at Risk will be asked to complete the application form and the confidential declaration. This form and the DBS requirements apply to all existing volunteers as well as new volunteers. A refusal to complete the form will automatically exclude the person from working in any role that allows contact with Adults at Risk. All new volunteers will be asked to provide two references, one of which will comment on previous work they have done with adults at risk. Volunteers will all receive a contract. All new and

existing volunteers submit to a Disclosure and Barring Service check organised by the Church. Volunteers will be asked to register on the live update service on the DBS to make future checks easier. <https://www.gov.uk/dbs-update-service>

SML is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable. This includes pastoral support if allegations are made against volunteers. If there are any doubts about someone's suitability to work with Adults at Risk, they should not be allowed to do so. It is important to realise that just because someone has a clear DBS check this does not mean they pose no risk to Adults at Risk. Anyone whose behaviour in any way causes concern about them working with Adults at Risk should be asked to stop such work. This does not reflect on their Church membership and they should be encouraged to use their gifts in other areas of Church life.

Practical guidelines for safer working practice with adults at risk

All leaders of groups will ensure that the venue is suitable and safe. If there are any concerns about this, they should be reported to the Team Leader or PCC. The whereabouts of the first aid kit, the nearest telephone and fire extinguishers and exits should be known by leaders and helpers. There should be basic First Aid knowledge by leaders and hygiene standards should be maintained where food or drinks are served.

Consideration needs to be given about **how many people** should undertake an activity with Adults at Risk. There will be situations where it would be appropriate to always have two people helping an Adult at Risk. For example, where someone will be very distressed or where the adult lacks mental capacity. Guidance can be sought from the Safeguarding Representative in such situations.

Visiting residential homes or hospitals. When such visits are being undertaken on behalf of SML, it is important to consider safe practices. Consideration should be given to two volunteers if the adult lacks mental capacity. On arrival at a home, the volunteer should identify themselves and sign in if appropriate. Where they are left with the Adult at Risk, the volunteer should always clarify how they would get help if needed and what to do when their time with the adult comes to an end. In particular, it is worth checking fire exits and if an alarm should go, knowing how to find a carer to assist the adult to a safe area. It is preferable to visit in a communal area where possible. Any concerns about the care within such organisational settings need to be reported in the same way as individual concerns above and dealt with as safeguarding matters. Any concerns about the individual that are not safeguarding should be shared with the person on duty at the home and a check made as to where the home would like this recorded.

Handling money needs to be done very cautiously for Adults at Risk. If the adult may lack capacity about their finances then advice should be sought about how appropriate it is to handle money for them. Where a volunteer is getting shopping or handling money unavoidably, receipts should always be obtained. Confusion over financial situations is often a cause of safeguarding adult referrals and the commonest reason for referrals for barring to the Disclosure and Barring Service.

Touch is an issue that requires careful thought for 'Adults at Risk'. Many such adults are deprived of touch and will particularly welcome affection expressed in hugs etc. However, personal choice of the Adult at Risk must be respected and touch always offered sensitively and carefully.

C.3 CARE FOR THE ABUSED AND THE ABUSER

As a Church, we attempt to offer a loving Christian community to all who wish to be part of it. This will include abusers, both known and unknown. Sexual abusers, in particular, may become part of the community and are much safer within such a community who can offer oversight and support. They should be treated with love and respect, but helped to avoid further abusive situations. If someone has been convicted of sexual offences against children or Adults at Risk, they will not do any voluntary or paid work involving contact with children or Adults at Risk or attend mixed age church activities. Where they are known abusers, boundaries will be agreed with them to keep children in the fellowship safe. These should be written and the Diocesan Adviser involved in a careful assessment. Any offenders will be carefully managed and monitored in line with the House of Bishops recommendations.

We have within our Church family many who were abused as children and still suffer from the consequences. The Church offers a number of supports to such hurting adults including care by the Pastoral Team and the Prayer Ministry at the end of services. Where children or young people need support due to past or current experiences, this will always be offered in conjunction with the statutory services and with the consent of those with parental responsibility.

APPENDIX A

SIGNS OF ABUSE AND NEGLECT FOR CHILDREN AND 'ADULTS AT RISK'

Signs of **physical abuse** might include:

- Unexplained or recurring injuries
- Refusal to discuss injuries or improbable explanations
- Admission of excessive punishment
- Child or adult flinching when touched
- Fear of returning home
- Self-destructive tendencies or aggression to other children
- Certain types of injuries, eg. object or finger shaped bruises, bite marks, burns or scalds, injuries to the face, head or genital area.

Signs of **neglect** might include:

- Loss of weight
- Leaving a child alone without proper supervision
- Exposure to dangers the child is not able to deal with
- Inadequate clothing, lighting, food or heating
- Being unkempt or dirty
- Failure to seek or follow medical advice.
- Neglect of accommodation
- Poor physical condition (e.g. leg ulcers or ulcerated bed sores)
- Clothing or bedding in poor condition including being wet or soiled
- Weight loss or gain through inadequate or unsuitable food
- Medication not given as prescribed
- Failure to ensure appropriate privacy and dignity

Sexual abuse

Most sexual abuse is not known until a child or adult chooses to tell a trusted adult – this could happen in the Church context. Any statement of abuse must be taken very seriously. Sexual abuse often starts very subtly and builds up so slowly that the child begins to accept the abuse as something he or she has to tolerate. By the time the child wants to tell "the secret", he or she feels guilty and confused and fears no one will believe the truth. The child may have become very good at covering up the abuse and may feel he or she is betraying someone close to them and loved by them.

Some signs of **sexual abuse** might include:

- Unprompted allegation by the child or adult or hinting at a secret.
- Behavioural changes – withdrawn, self-harm,
- Eating problems, nightmares or sexual acting out.
- Fear of someone
- Possession of unexplained amounts of money or gifts
- Unusual behaviour by an adult in relation to the child.
- Urinary tract infections, vaginal, penile or anal infections
- Pregnancy in a woman unable to give consent
- Difficulty in walking or sitting with no apparent explanation
- Torn, stained or bloody underclothes or bedding
- Bleeding, bruising, torn tissue or injury to the rectal, anal and/or vaginal area
- Bruising to thighs and/or upper arms.
- Uncharacteristic sexually explicit/ seductive behaviour
- Self harm

- Loss of interest, withdrawn, anxious or depressed

- Appear to be frightened, fearful or avoiding eye contact
- Irritable, aggressive or challenging behaviour, unexplained sleep disturbance
- Poor concentration
- Obsession with washing
- Self-harm, refusing to eat, deliberate soiling

Signs of **emotional abuse or psychological abuse** might include:

- Behavioural signs e.g. Overactive, aggressive, withdrawn, compulsive stealing or scavenging
- Language or developmental delay
- Inability to play in child
- Excessive lack of confidence or need for affection and attention.
- Use of excessive punishment by parents or over reaction to mistakes by child
- Eating problems, unusual weight gain

Signs of **financial abuse of adults**

- Change in living conditions;
- Lack of heating, clothing or food;
Inability to pay bills/unexplained shortage of money;
- Unexplained withdrawals from an account;
- Unexplained loss/misplacement of financial documents;
- The recent addition of authorised signers on a client or donor's signature card; or
- Sudden or unexpected changes in a will or other financial documents.
- Power of attorney obtained or misused when the adult lacks mental capacity for finances

Signs of organisational abuse of adults

- Insufficient employee training and development
- Unacceptable practice encouraged, tolerated or left unchanged.
- Organisational standards not meeting those laid down by regulatory bodies e.g. CQC
- 'Adults at Risk' not treated with respect and dignity
- Diverse needs not recognised and valued in terms of age, gender, disability, ethnic origin, race or sexual orientation
- Services not flexible
- Organisation do not promote choice and individual focus
- Communication discouraged
- Whistle blowing policy not in place and accessible

Signs of discriminatory abuse of adults

- Lack of respect for an individuals beliefs and cultural background
- Unable to eat culturally acceptable foods
- Religious observances not encouraged or anticipated
- Isolation due to language barriers
- Signs of sub-standard service offered to minority groups or individuals
- Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice.

APPENDIX B

Application form and confidential declaration form for St Mary's Church Longfleet

This application form and Confidential Declaration Form must be completed by all those wishing to work with children and / or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and / or adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment / appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role / position. All forms will be kept securely in compliance with the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.

Application for the post of:

Full Name	Previous experience of working with children or adults experiencing, or at risk of abuse or neglect -continue overleaf if necessary
Date of birth	
Former Name	
Home address	
Postcode	Please provide two references one of which must be from current employer or previous church
Telephone Day	
Evening	
How long have you lived at the above address?	
If less than 12 months	
Previous address	
Postcode	
How long there?	Name
Church attended	Address
Name of Minister	Postcode
Relevant Qualifications/Training	Tel:
	Signed
	Print name
	Date

Confidential declaration section

1. Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules¹? (Include both 'spent'² and 'unspent' convictions) YES / NO
2. Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules³? YES / NO
3. Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence / misconduct? YES / NO
4. Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults? YES / NO
5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and / or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and / or Vulnerable Adult was at risk of significant harm from you⁴? YES / NO
6. Has your conduct ever caused or been likely to cause significant harm to a child and / or vulnerable adult, and / or put a child or vulnerable Adult at Risk of significant harm? YES / NO
7. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? YES / NO
8. Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult's Social Care)? YES/NO

If you reply yes to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.
9. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Plan, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation? YES / NO
10. If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any

¹ You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered.** Further guidance is provided by the DBS and can be found at www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance

² Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

³ You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered**

⁴ 'Significant harm' involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual

criminal offence not subject to DBS filtering rules⁵; or is that person at present the subject of a criminal investigation/pending prosecution? YES/NO/Not Applicable

Declaration

I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.

After I have been appointed I agree to inform my Team Leader if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult's Social Care) investigation.

Signed.....

Full Name.....Date of Birth.....

Address.....

.....

Date.....

Please return the completed form to

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect. Checks may be made with other agencies to confirm information provided above. You will be advised if that is happening and your consent sought.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.

I declare that I have read the SML Safeguarding policy

Signed

Date

relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.

APPENDIX C

SML

Volunteer Worker (Children and /or adults experiencing, or at risk of abuse or neglect)

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately report it.

Principles

Workers with children and/or adults experiencing, or at risk of abuse or neglect must have a commitment to:

- Treat individuals with respect;
- Recognise and respect their abilities and potential for development;
- Promote their rights to make their own decisions and choices, unless it is unsafe;
- Ensure their welfare and safety;
- The promotion of social justice, social responsibility and respect for others; and
- Confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern must **always** be reported to the Police or Social Care Services and Diocesan Safeguarding Adviser and Parish Safeguarding Representatives.

Responsible to (named contact for support and resolution of any difficulties):

The Vicar (or his / her named representative) and through them to the PCC.

Key responsibilities and accountabilities:

- To work with vulnerable people (children and adults experiencing, or at risk of abuse or neglect) in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral concern.
- To represent the needs and views of vulnerable people to the PCC or, where appropriate, enable them to do this for themselves.
- To maintain a link with parents and carers.
- To work in accordance with the church's policy on safeguarding.
- To undertake any other work that has been agreed and is seen to be appropriate.

As a volunteer you can expect that we will do our best to ensure that:

- We provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with training.

Person specification

1. Able to demonstrate an ability to work with people who are /may be vulnerable; and
2. A willingness to develop their skills and training

As a volunteer working regularly with people who are/may be vulnerable, this post may be eligible for a criminal record check which will be renewed at least every five years.

This letter is binding in honour only; it is not intended to create a legally binding contract between us and it may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

This can be supplemented by reference to specific roles e.g. Crèche Assistant (supervising babies and toddlers in a separate room during Sunday services), Sunday School Teacher (teaching children away from the main service), Pastoral Assistant (who visits people with special needs who cannot get to church.) Children or Youth Worker (running activities on church premises). Outreach Worker (working with vulnerable people away from the church setting).

APPENDIX D

Reference form

SML

Name and address of referee:	Name and address of Vicar or their nominee requesting a reference:
Date	

Dear

REQUEST FOR REFERENCE FOR A VOLUNTARY WORKER WITH CHILDREN / ADULTS EXPERIENCING, OR AT RISK OF ABUSE OR NEGLECT

RE: Mr, Mrs, Miss, Ms,
Address:

Post applicant applying for:

The above has given your name as someone who may be contacted in relation to his / her* application to work with children / adults experiencing, or at risk of abuse or neglect. Guidelines suggest that all voluntary organisations including Churches must take steps to safeguard the children/adults experiencing, or at risk of abuse or neglect entrusted to their care. I would be grateful if you could comment on the following factors as they may apply to the applicant:-

- Previous experience of working with children or adults experiencing, or at risk of abuse or neglect.
- His / her* ability to provide kind and consistent care.
- Evidence of his / her* willingness to respect the background and culture of children and adults experiencing, or at risk of abuse or neglect in his / her* care.
- His / her* commitment to treat all children and adults experiencing, or at risk of abuse or neglect as individuals and with equal concern.
- Any evidence or concern that he / she* would not be suitable to work with children and adults experiencing, or at risk of abuse or neglect.

You are welcome to use the reverse of this letter for your reply. Thank you for your assistance.

Yours sincerely

Vicar or Nominee

How long have you known the applicant?years

His / her* previous experience of working with children / adults experiencing, or at risk of abuse or neglect:

His / her* ability to provide kind, consistent and safe care:

Evidence of his / her* willingness to respect the background and culture of children/adults experiencing, or at risk of abuse or neglect in his / her* care:

His/ her* commitment to treat all children / adults experiencing, or at risk of abuse or neglect as individuals and with equal concern:

Any evidence or concern that he / she* would not be suitable to work with children / adults experiencing, or at risk of abuse or neglect?

Telephone contact point for clarification:

**Please delete as appropriate*

Body Map

