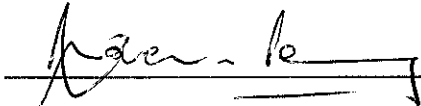


# SAFEGUARDING POLICY

*Keeping children, young people and adults safe  
at St Mary's Longfleet, Poole*

Signed on behalf of the PCC  Date 1 November 2024  
Name Revd Canon Andrew Kelly Appointment VICAR

This policy and the accompanying procedures draw on the Diocese of Salisbury's Safeguarding guidelines and policies found at [www.salisbury.anglican.org/resources-library/parishes/safeguarding1/latest-updates](http://www.salisbury.anglican.org/resources-library/parishes/safeguarding1/latest-updates). This policy also draws on the following policies from the House of Bishops; Promoting a Safe Church 2006, Protecting all God's Children 2010, Promoting a Safer Church 2017.

This St Mary's Longfleet (SML) Safeguarding Policy reflects the contents of these documents and additional guidance from Thirtyone:Eight (formerly The Churches Child Protection Advisory Service). This revised policy is submitted to the PCC in November 2024 for approval.

### Glossary of terms

<i>DBS</i>	Disclosure and Barring Service
<i>Child</i>	Anyone below the age of 18 and those in school year 13
<i>PCC</i>	Parochial Church Council
<i>Adult at Risk</i> <i>(also known</i> <i>as Vulnerable Adult)</i>	Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation, is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation.

### Useful Telephone Numbers

SML Parish Safeguarding Officer for Adults (Jackie Morgan)	01202 338733 safeguardingadults@smlpoole.org.uk
SML Parish Safeguarding Officer for Children (Nick & Clare Taylor)	01202 338733 safeguardingchildren@smlpoole.org.uk
SML Safeguarding Advisor (Angie Jukes)	01202 682331
SML Verifier (Gillian Rutherford)	01202 253527
SML Verifiers (Claire Inkpen/Kym Powell)	01202 338733
The Diocesan Safeguarding Advisers (Jem Carter/Suzy Fatcher)	07469857888/07500664800
Thirtyone:Eight (formerly CCP Advisory Service)	0303 0031111
NSPCC Help Line	0800 800 500
Poole Children's Services MASH/First Response	01202 123334
BCP (Council) Poole Adult Social Care Help Desk	01202 123654
Out of Hours Social Work (Adult) Service	0300 1239895
Out of Hours Social Work (Children) Service	01202 738256
National Domestic Violence Helpline	0808 200 0247
If immediate risk of serious harm contact the Emergency services	999

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## INTRODUCTION

### *What is Safeguarding?*

'Safeguarding' means the action the Church takes to create a safer culture by promoting the welfare of children and adults. It is about working to prevent abuse from occurring, seeking to protect those that are at risk of being abused, and responding well to those who have been abused. Safeguarding children, young people and adults is a collective responsibility.

### *The Gospel*

The Church is called to share the Good News of God's salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The Good News speaks of a welcome for all, with particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are entirely trustworthy. Therefore, being faithful to our call to share the gospel compels us to take, with the utmost seriousness, the challenge of preventing abuse and responding well when it has taken place.

The Church recognises the personal dignity and rights of all children and vulnerable adults, as enshrined in the Human Rights Act 1998 and the 1989 United Nations Convention on the rights of the Child. Safeguarding work is undertaken within a legislative framework supported by Government guidance which sets out a range of safeguarding duties, responsibilities and best practice.

### *Our Commitment*

SML is committed to, and will champion, the protection of children and vulnerable adults both in its own community and in society as a whole. The Church fully endorses and will implement the principles that the welfare of the child, and the wellbeing of vulnerable adults are paramount. We will foster and encourage best practice within the Church community by setting high safeguarding standards, and we will work with statutory bodies, voluntary agencies and other faith communities to promote the safety and wellbeing of children and vulnerable adults. We are committed to acting promptly whenever a safeguarding concern is raised, and will work with the appropriate statutory bodies when an investigation into child protection or safeguarding adults is necessary, in line with the direction presented throughout this policy.

Safeguarding is about promoting welfare for all. It is limiting to think of safeguarding purely as a 'procedure' or 'policy': while it is important that procedures and policies are in place to ensure everyone knows their responsibilities, the actual act of safeguarding and providing a safe environment for all is by maintaining a culture of safeguarding vigilance and awareness at SML.

In summary, we agree with the Church of England's policy statement commitments as follows. We will:-

1. Promote a safer environment and culture
2. Safely recruit and support all those with any responsibility related to children and vulnerable adults within the Church
3. Respond promptly to every safeguarding concern or allegation
4. Care pastorally for victims and survivors of abuse and other affected persons
5. Care pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
6. Respond to those that may pose a present risk to others

## ***Why do we need a policy on keeping children and vulnerable adults safe?***

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

Most children will come from caring families and meet no harm at home or in any other setting. Many vulnerable adults 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 need to safeguard children and vulnerable adults from harm from within the Church both by preventing abuse by adults and minimising risks within activities. It is the commitment of the SML PCC to provide a safe and supportive environment for all children and vulnerable adults and to ensure the level of risk of abuse is minimal. This will enable children and vulnerable adults to thrive spiritually, socially, and physically within the context of the Church.

It is the responsibility of all who worship at SML, all leaders of groups and organisations within the Church, and volunteers, to be aware of the policy and work within its guidelines. The policy applies to all staff and volunteers acting on behalf of, or representing SML in any context, environment or on any premises.

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 vulnerable adults, addressing their needs fully. All Church members are responsible for speaking out about any concerns: this is sometimes referred to as 'whistle blowing'.

This policy will be reviewed annually and it is the responsibility of the Parochial Church Council (PCC) to ensure such a review takes place. Each review should include the safeguarding training needs of all relevant volunteers. It is a national Anglican requirement that all volunteers attend Basic and Foundation (formerly called C1) safeguarding training 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(s) of staff will be appointed to administer and verify DBS checks by the PCC. This appointment will be reviewed annually. The Parish Safeguarding Officers for Children and Adults 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. Safeguarding within SML, and therefore the direction within this safeguarding policy document, directly supports the SML Vision to *Grow Adventurous Disciples...* by enabling children and vulnerable adults to grow spiritually, socially, and physically within the context of the Church, including its many activities and ministries.

## ***Safeguarding Complaints Procedure***

A complaint regarding anything to do with the Safeguarding process should be made to the Parish Safeguarding Officer, or the Vicar, directly (note this is not reporting a safeguarding concern – for this refer to flowchart on page 13). If a complaint is made to another person, it should be passed on to the Parish Safeguarding Officer 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.

For any complaints not concerning Safeguarding, please refer to our SML Complaints and Grievance Policy. A copy of this can be obtained from the office on request.

# SAFEGUARDING CHILDREN

## *What is Safeguarding Children?*

Safeguarding and promoting the welfare of children is now defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing the impairment of children's mental and physical health or development
- Making sure that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Different types of abuse in children include:-

### 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 (Refer to Appendix 8 for signs of abuse and neglect). Recording information can do no harm and could provide vital information for the future protection of a child (Refer to body chart in Appendix 11).

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 a child in order to get medical attention. Female genital mutilation (FGM) is where external genitalia of girls are cut as a cultural practice and is illegal. Honour based violence comes under physical abuse, where a family injures or kills a child or adult who is deemed to have brought them into disrespect. Such threats need serious attention.

### Neglect

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, and shelter including exclusion from the 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 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 with the intention of abuse (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 about 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 someone who is loved by them. Sexual exploitation is a form of sexual abuse where there is some

financial transaction made in exchange for sex with an unequal partner. The victim often does not view themselves as a victim and may see the activity positively.

There is now a strong emphasis on child on child abuse (previously known as peer abuse). Evidence has shown that children can be subject to sexual harassment and abuse from other children. This can start at a young age and take the form of banter initially. There must be no tolerance of such behaviour in our church groups.

### **Emotional abuse**

Emotional abuse is the persistent emotional ill-treatment of a child, causing severe, persistent adverse effects on the child's emotional development. This may involve conveying to a child he or she is worthless, unloved, inadequate, or valued only in relation to the abuser's needs. It may include not giving the child opportunities to express their views, deliberately silencing him/her or making fun of how he or she communicates. 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 individual, for example witnessing domestic abuse. It may involve serious bullying (including cyber bullying) causing a child to be frequently frightened. Serious bullying can also put a child in danger of exploitation or corruption. Emotional abuse is sometimes present in any other form of abuse, but it can also be very damaging when a child experiences emotional abuse as the primary source of abuse.

### **Specific issues for children**

There are some specific issues for children of which we should be aware. Internet related abuse/risks can be sexual or emotional abuse. Serious bullying comes under physical abuse and children can be at risk from bullying including gang activity or deliberate self-harm. Sexual exploitation is now seen in the context of wider criminal exploitation. This can include children being trafficked and also 'County Lines'. 'County Lines' is the moving of illegal drugs from metropolitan centres to rural areas using children as the transporters. Contextual safeguarding is a new area of emphasis. This involves talking about risks to children from other young people, and particularly emphasises peer sexual harassment. The needs of some parents can increase risks to children where they lack appropriate support – mental health, substance misuse, domestic abuse and learning disabilities.

Spiritual abuse is a form of emotional and psychological abuse characterised by a systematic pattern of coercive and controlling behaviour in a religious context. It can take the form of pressure, imposing inappropriate religious beliefs, not allowing children to have a choice about activities such as prayer ministry, etc. All intervention with under 18's needs to be carefully considered in relation to the level of freedom a child has been given to accept or decline.

Safeguarding includes preventing harm through radicalisation and if there are concerns about this, the PSO should be asked for advice

### ***Adults who disclose abuse from their childhood***

Non recent abuse (historic abuse) is an allegation of neglect, physical, sexual or emotional abuse made by, or on behalf of, someone who is now 18 or over, relating to an incident which took place when the alleged victim was under 18. If there is no current risk to the victim from the alleged perpetrator, this constitutes a non-recent disclosure.

There are many reasons for an allegation not being made at the time: these include fear of reprisals, the degree of control exercised by the abuser, and shame or fear that the allegation may not be believed. If the person is becoming aware that the abuser is being investigated for a similar matter, or suspects that the abuse is continuing

against other children, this may trigger the allegation.

Reports of non-recent concerns or allegations of abuse may be complex, as the alleged victims may no longer be living in the same situation as when the abuse occurred and/or the whereabouts of the alleged respondent may be unknown.

However, such cases should be responded to as carefully as any other safeguarding concern or allegation. That is because:-

- There is a likelihood that a person who abused a child/children in the past will have continued and may still be doing so;
- Criminal prosecutions can still take place, despite the fact that the allegations are non-recent in nature and may have taken place many years ago.

The need to share this information should be explained to the alleged victim and they should be encouraged to talk to the Police with support. If they are not willing to do so but have shared the name of the alleged perpetrator, SML will seek Diocese Safeguarding Advisors' advice about referring the matter to the Police without the consent of the victim.



## **SAFEGUARDING VULNERABLE ADULTS**

### *What is Safeguarding Vulnerable Adults?*

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 'vulnerable adults' (also known in legislation as 'Adults at Risk'). 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 are experiencing, or are at risk of experiencing, abuse or neglect and as a result of those needs are unable to protect themselves. This may also 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 at risk 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 abuse** – 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.

## *Domestic Abuse*

The Church is committed to a caring and safe response to situations of domestic abuse. Concerns regarding possible domestic abuse may arise in ministries such as preaching, teaching, and marriage preparation. 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". SML shows no tolerance of domestic abuse. Where such an incident affects children or adults who fit the vulnerable adult/adults at risk definition above the normal Safeguarding procedures should be followed (see flowchart on page 13).

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

- Accept what the victim is telling you, without asking for proof
- Reassure the victim that confidentiality will be maintained but there are boundaries
- Check whether any children or vulnerable adults 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 Officer

In addition to the above, the Diocese of Salisbury's Domestic Abuse Policy has been adopted by the PCC and can be found in appendix 6.

## REPORTING SAFEGUARDING CONCERNS

### *How to know if a child or vulnerable adult 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. Further guidance on how to recognise possible abuse in children and vulnerable adults can be found in Appendix 8.

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 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 an adult in relation to the child or vulnerable adult: 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 a vulnerable adult 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 vulnerable adult.

Signs must be recorded carefully and referred to the Parish Safeguarding Officer. 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 Parish Safeguarding Officer. 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.

### *Responding to abuse or neglect concerns*

Action must be taken where there are direct concerns about the abuse, or neglect, of a child or a vulnerable adult. It is not the Church's job to investigate abuse – it is the role of the statutory agencies - Police and Social Care who work jointly in many situations. Social Care and the Police will be working to the definition of an "adult at risk" (see Pages 8-9) in considering how to respond.

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

It is very important where there are suspicions of abuse or neglect that the vulnerable adult or child is not questioned about this. Instead, record all concerns and seek advice and use the body map (see Appendix 9) if there are physical signs. The Parish Safeguarding Officer will discuss the matter with whoever raises the concern, with the Diocesan Advisor and with the Police and Social Care if there are concerns about significant harm to the child or adult. If a concern remains about a child or vulnerable adult after such a discussion, or if no one is available, anyone can ring Social Care directly. It will be helpful for future concerns to inform the Parish Safeguarding Officer 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 vulnerable adults, 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 a concern that their loved one is being abused, this must be passed on to the Parish Safeguarding Officer and Social Care even if the parent/carers cannot be persuaded of the need to do this themselves. This is essential in order to safeguard the child or vulnerable adult and other potential victims.

Concerns about abuse by another child or by a vulnerable adult also need to be discussed with the Parish Safeguarding Officer. 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 a learning disability or mental disorder, from someone misusing a position of trust, e.g. a Church volunteer.

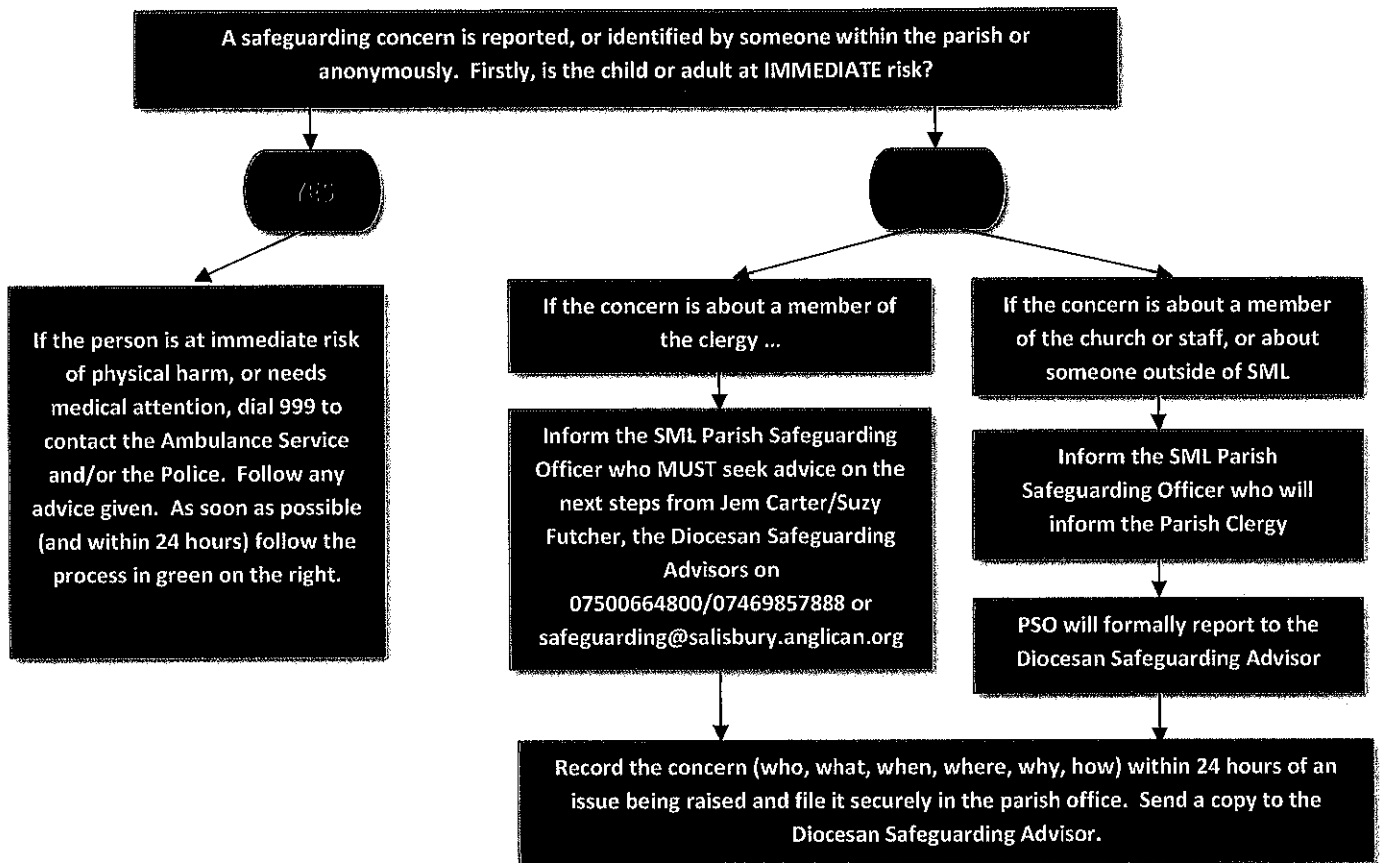
All allegations against a member of the clergy, paid staff, Church officer or volunteer will be reported to the Local Authority Designated Officer within BCP Council, the Diocesan Safeguarding Adviser as well as to Social Care.

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

Telephone referral to Social Care should be followed up by a written confirmation from you within 24 hours. Social Care 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 vulnerable adults, the Local Authority leads the enquiry and the adult's own views, where they have mental capacity, will be significant in guiding decision making.

## Flowchart of steps in reporting safeguarding concerns

All concerns about abuse or neglect of children or vulnerable adults should immediately be discussed with the Parish Safeguarding Officer. If a volunteer is unhappy about the response, they can seek advice from the Diocesan Safeguarding Advisors, Jem Carter and Suzy Fatcher. The DSAs should also be informed by the Parish Safeguarding Officer about all such concerns.



## What do you do if a child or a vulnerable adult 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 vulnerable adult's own words if possible. In the first instance refer to the relevant Parish Safeguarding Officer. The PSO will advise the Vicar and Social Care before discussing with the parents or carer or anyone else. SML will advise the Diocesan Safeguarding Advisor of any referrals.

## *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 vulnerable adult makes an allegation, it is unacceptable not to pass this on as this will allow the abuse to continue. This is a legal requirement. The child should not be given responsibility for this decision, but advised of the need to refer this on. A vulnerable adult will be consulted early, concerning the outcome they would want, but a referral should be made to Adult Social Care and advice sought, even if they say they want no action.

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

If there are any concerns, advice should be sought as soon as possible from the Parish Safeguarding Officers, the Diocesan Safeguarding Advisor or the relevant BCP Social Care Team (or the Social Care Department for the home address of the person).

If there is an allegation against a volunteer or staff member, this must be referred to the Parish Safeguarding Officer who will always involve the Local authority Designated Officer (LADO) and the Diocesan Safeguarding Advisors.

## **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 which 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 vulnerable adults, there will be restrictions placed on their involvement in church life which will be agreed with the Diocese and their Probation Officer, where appropriate. They will not be able to do any voluntary or paid work involving contact with children or vulnerable adults and may have limitations placed on attending mixed age Church activities. Where they are known abusers, boundaries will be agreed with them to keep children and vulnerable adults in the fellowship safe: Any offenders will be carefully managed and monitored in line with the House of Bishops recommendations. Such situations will be handled sensitively and confidentially under a written covenant of care.

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 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.

## SAFER WORKING PRACTICES

### *Practical guidelines for Safer Working Practice with Children*

- **All leaders of groups will ensure that the venue is suitable and safe.** If there are any concerns about this, these concerns 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, fire extinguishers and exits should be known by leaders and volunteers. 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 will be sought in advance, except in the case of a medical emergency. PCC approval can be granted by two delegated people from the following list: clergy, Church Wardens and Director of Operations. Drivers should have a full and clean driving licence for two years.
- **All adults working with children will ensure they do not work alone with a child unobserved.** This means there must always be two adults present during activities or doors open between two groups. This will apply wherever the adult is with a child including Church members' homes or cars.
- **Ratios:** Two leaders are sufficient for 20 children over 8 years old, with one additional leader per 12 additional children. A balance of gender should be maintained where possible. The legal minimum for children under 2 years old is one leader per three children, from 2-3 years old one per four children and 4-8 year olds one per eight children. For the purposes of ratios, a married couple helping together in a group will count as one adult, unless another adult is present when they may count as two adults.

SML requires 2+ adults to be present with children at all times. Only leaders over 18 count as adults for supervisory purposes. A minimum age gap of 5 years between leaders/volunteers and the U18s in their group is highly advisable, and should be implemented where this is possible.

- Failure to comply should be noted in the group's register or log book or on Church Suite.
- All activities will always have two adults present. If the youth pastor, children's pastor or any other adult need to meet with young people (under 18 or 18 and at school) to discuss pastoral issues (or for any other reason), there will always be a second adult present. Such meetings must take place in the church centre or church, never in the child's home or on a walk. There must be a second DBS'd adult in the room who accepts and acknowledges their role as chaperone. This adult will continuously and actively be aware of what is going on during the meeting. Consideration must be given to parental permission and if a decision is taken not to inform the parents of the meeting, then the reasons for this decision must be recorded. In extreme emergencies, if a one to one ratio is unavoidable, this needs to be recorded on ChurchSuite as soon as possible after the event and the recording immediately shared with the Associate Vicar (or vicar in his absence) and the Parish Safeguarding Rep for children.
- 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. The leader should inform the other leaders of the situation arising.
- Care will be taken about the use of **photos or video** images of children. Occasionally photos of Church events will include group pictures of unnamed 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, Church social media, or on the SML website. Only a designated person

should take the photographs and this should be done on the Church camera/ipad. No photos should be taken on personal devices.

- Use of **texting and messaging on social media** by leaders and volunteers needs to be done with great care. Leaders and volunteers should only send group texts and emails with practical arrangements, and should not enter into personal sharing. When using social media profiles, volunteers must not 'follow' children. Leaders and volunteers should not allow access of children in their groups to their own personal social media profile and should not have them as "friends" or enter into social media 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 Parish Safeguarding Officers are. They will receive regular support in the form of meetings and training events.
- **Leaders and helpers need to ensure they behave in a way which could not be misconstrued.**
- Leaders' relationships with children should offer the children a role model as Christians.
- Levels of personal care, e.g. toileting, should be appropriate and related to the age and stage of development of the child. There should always be two people present if a child is taken to the toilet or personal care needed.
- **Touching** of children 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 Parish 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 Parish Safeguarding Officer.
- Leaders and helpers in children's/young people's groups need to be alert to any concerns about child on child abuse, whether verbal or physical. Such concerns should be recorded in the log book/on Church Suite. Behaviour needs to be challenged at the time, and the parents of those involved and the Parish Safeguarding Officer informed where it continues or is serious.
- **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 record should be kept for each group either in a log book or on Church Suite.** 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 Youth Minister or the Children's Pastor.
- **Protecting children within the Church does not just stop at the children'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 (if children are present). Groups who make regular bookings are required to have a Child Protection Procedure in place which will be disclosed to, but not approved by, the PCC.
- **Social interactions.** Within a church community there will be social occasions where children will be present. If such occasions are purely social and not related to church responsibilities or events, they constitute informal social meetings. In these situations, paid staff and volunteers need to be particularly aware of the potential risk of allegations, and should ensure they maintain good boundaries.

### *Practical guidelines for safer working practice with vulnerable adults*

**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 volunteers. 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 as to **how many people** should undertake an activity with vulnerable adults. There will be situations where it would be appropriate to always have two people helping a vulnerable adult. For example, where someone will be very distressed or where the adult may lack mental capacity. Guidance can be sought from the Parish Safeguarding Officer 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 vulnerable adult, the volunteer should always clarify the way in which 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 to be recorded.

**Handling money and valuables** needs to be done very cautiously for vulnerable adults. If the adult appears to lack capacity to understand their finances, then advice should be sought about how appropriate it is to handle money for them. Where a volunteer is getting shopping or unavoidably handling money, 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 vulnerable adults. Many such adults are deprived of touch and will particularly welcome affection expressed in hugs etc. However, personal choice of the vulnerable adult must be respected and touch always offered sensitively and carefully.

### *Preventing abuse within the Church*

Within SML, we often know each other well and there are excellent relationships across generations which benefit us all. While keeping children 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 vulnerable adults. 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 vulnerable adults 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 vulnerable adults and for children, Safer Recruitment practices are adopted. All volunteers and staff, both new and existing, will be required to complete SML's safeguarding requirements and also have a DBS check, depending on their role (see *SML Safeguarding Requirements* overleaf). The PCC is responsible for all appointments paid and unpaid. For volunteers with children or vulnerable adults, this responsibility will be delegated to paid members of staff appointed by the Vicar.

Where the role requires it, 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, volunteers, members, and those with whom it comes into contact, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background. As part of our Safer Working Practices, SML are committed to ensuring we have in place:-

- Senior management commitment to safeguarding
- A Safeguarding Policy ratified by the PCC which is communicated and implemented
- Clear lines of safeguarding accountability
- Clear roles for safeguarding staff
- Provide safeguard training to staff
- Clear arrangements for supervision (between volunteers/staff and their manager/leader)
- Information sharing on safeguarding
- Clear record-keeping
- Appointment of a safeguarding team to work with the Vicar with a PCC member representing the team
- Advertise contact information clearly on noticeboards, etc.

### *SML Safeguarding Requirements*

All volunteers at SML whose role involves working with children or vulnerable adults and all staff are required to undertake some or all (dependant on their role) of the following safeguarding steps before they can commence volunteering/working:

- (a) Read and understood the SML Safeguarding Policy
- (b) Completed and signed a Declaration Form
- (c) Completed and signed an Application Form
- (d) SML have received two satisfactory references
- (e) Have completed Foundation (formerly known as C1) safeguarding training, either online or by attending a course (or refresher training)
- (f) Have a satisfactory DBS check where required

Roles defined as involving children or vulnerable adults will require a satisfactory DBS check. The level of safeguarding training required for each role is defined by the diocese. Staff and volunteers will be informed of the requirements for their specific role, and SML verifiers will assist the applicant through the steps above. If appointed, the volunteer will be provided with a SML Safeguarding Pack which includes:-

- An appointment letter
- A Volunteer Agreement (a volunteer will only need to have a Volunteer Agreement should their role require them to have a DBS check or they are a volunteer leader)
- Safeguarding Guidance Notes (this is a one page summary of the safeguarding key points – there is Guidance Note provided for Pastoral, Children, Youth, Safer Recruitment and a generic Volunteer).
- A safeguarding contact sheet
- PCC Safeguarding Policy Statement
- Procedure for when a concern is reported, suspected, discovered or disclosed
- Church of England Safeguarding pocket guide
- A photo of the team leader to be included

### *Safer Recruitment of staff and volunteers*

The appointment of future paid staff will follow the guidelines issued by Salisbury Diocese (Practice Guidance: safer recruitment July 2016). In addition, guidance provided in this document will be discussed in detail with the prospective member of staff. Appointment of volunteers whose role involves working with children or vulnerable adults, to be leaders or volunteers, will follow the procedures outlined below.

1. An interview should be undertaken with the prospective candidate, ideally by two members of staff wherever practicable. In this meeting, searching questions will be asked about the potential volunteer's response to safeguarding concerns and preventing abuse in the Church. This discussion will be between 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 Parish Safeguarding Officer.
2. Should the interviewer know the candidate on a personal level, then another member of staff should be asked to join the meeting for transparency.
3. The individual must complete all, or some, of the required 'Safeguarding Requirements' mentioned above (depending on their role) before they can commence.
4. Any person whose involvement with children or adults fits the definition of regulated activity will be asked to complete a DBS check. This includes most direct work with children and Vulnerable Adults, and SML follows the Diocese guidelines on this. Following a DBS check, these volunteers will be asked to register on the live update service on the DBS to make future checks easier. <https://www.gov.uk/db-update-service>

5. A refusal to complete the 'SML Safeguarding Requirements' overleaf will automatically exclude the person from working in any role that allows contact with children or vulnerable adults.
6. All new volunteers (excluding volunteers for roles which are considered to be a very low risk safeguarding concern e.g. Refresh and Welcome teams) will be asked to provide two satisfactory references, one of which will comment on previous work they have done with either children or vulnerable adults (as appropriate to the role).
7. Key volunteers (those requiring a DBS and volunteer leaders) will receive a Volunteer Agreement.
8. If there are any doubts about a person's suitability to work with children or vulnerable adults, he or she will not be allowed to do so. No one has a right to work with children or vulnerable adults, but these individuals have the right to the highest standard of care.
9. It is important to realise that just because someone receives good references and a clear DBS check this does not necessarily mean they pose no risk.
10. All new volunteers and staff will undertake a six month probationary period at the end of which their suitability will be re-discussed with the Team Leader.
11. Anyone whose behaviour in any way causes safeguarding concerns 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.
12. 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 formalise 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. Some examples of this are Café, Lunch Clubs, Communion at Home, Prayer Ministry, or Pastoral Visiting.
13. SML is committed to supporting, resourcing, training and regularly reviewing those who work and volunteer amongst children and vulnerable adults. This includes pastoral support if allegations are made against volunteers.

## ***SML Safeguarding Training Policy***

### **Volunteers**

All volunteers at SML whose role involves working with children or vulnerable adults will initially attend Safeguarding Foundation training within St Mary's Longfleet (SML). This training will be delivered by a Diocese approved trainer and will incorporate the required learning for the Diocese Basic and Foundation level training and is provided in person (where possible). It has been agreed with the Diocese that this is an acceptable method of training the large number of volunteers within SML, and the Diocese have also agreed to our refresher training plan. If volunteers are unable to attend Safeguarding Training at SML, they can book on to the Foundation course delivered by the Diocese. Volunteers can also access e learning but it is our clear preference for volunteers to have in person training where possible.

Volunteers will be required to attend a short refresher course every 3 years delivered by Diocese approved trainer. JW has agreed that SML can deliver a refresher course written and organised by a Diocese approved trainer. If volunteers are unable to attend this, they could attend the Diocese Foundation course to act as their Refresher Course.

Where relevant, volunteers can attend any of the specialist modules run by the Diocese.

## **Team leaders and staff**

In addition to all the above, Team Leaders are required to attend Safer Recruitment training and, depending on their role with SML, the Diocese Leadership training.

It is recommended that the Youth Pastor, Children's Pastor and Pastoral Care Coordinator undertake the Multi Agency Level 3 Safeguarding Children's Training run by the Local Authority. This will give them a far greater depth of knowledge about responding to concerns and the outcome of referrals.

## **APPENDICES**

All original forms included in the appendix section are available on request from the Church Office

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## SML SAFEGUARDING FORMS

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 on the Declaration Form, please give details, overleaf or on a separate sheet if necessary, giving the number of the question which you are answering.

### 1. Application Form

Application for the post of \_\_\_\_\_

Full Name \_\_\_\_\_ Former name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Daytime telephone \_\_\_\_\_ Evening telephone \_\_\_\_\_

Home address \_\_\_\_\_ Post code \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_ If less than 12 months, please give previous address:

Previous address \_\_\_\_\_ Post code \_\_\_\_\_

How long did you live at this previous address? \_\_\_\_\_

Church attended at previous address \_\_\_\_\_ Name of Minister \_\_\_\_\_

Relevant qualifications/training

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous experience of working with children or adults experiencing, or at risk of, abuse or neglect (continue overleaf if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide two references, one of which must be from a current employer or previous church

#### Reference 1

Mr/Mrs/Miss/Ms/Dr (please delete as appropriate) Name \_\_\_\_\_

Address \_\_\_\_\_ Post code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

#### Reference 2

Mr/Mrs/Miss/Ms/Dr (please delete as appropriate) Name \_\_\_\_\_

Address \_\_\_\_\_ Post code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

SIGNED \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

One reference must be from either a current employer, or (for established SML people) a person in a leadership role within SML, or (for those new to SML) a person in a leadership role from a previous church.

Reference 1

Mr/Mrs/Miss/Ms/Dr (please delete as appropriate)

Name \_\_\_\_\_

Address \_\_\_\_\_ Post code \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Reference 2

Mr/Mrs/Miss/Ms/Dr (please delete as appropriate)

Name \_\_\_\_\_

Address \_\_\_\_\_ Post code \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

SIGNED \_\_\_\_\_ PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_



Sml

**2. Confidential Declaration Form**

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 rules<sup>1</sup>? (Include both 'spent' 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 rules<sup>2</sup>? 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
  3. 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 you<sup>3</sup>? 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 overleaf, 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 criminal offence not subject to DBS filtering rules<sup>2</sup>, or is that person at present the subject of a criminal investigation/pending prosecution? YES/NO  
Not applicable

**Declarations**

I declare the above information (and that overleaf or 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 \_\_\_\_\_ Today's date \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ Post code \_\_\_\_\_

I declare that I have read and understood the SML Safeguarding Policy.

Signed \_\_\_\_\_ Full Name \_\_\_\_\_ Today's date \_\_\_\_\_

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.


<sup>1</sup> 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 (in addition to (a)); and (d) it does not appear on the DBS's list of specified offences relevant to safeguarding (usually 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/the-dbs-rules-for-criminal-record-checks-2012/rules](http://www.gov.uk/government/publications/the-dbs-rules-for-criminal-record-checks-2012/rules) and [www.gov.uk/government/publications/the-filtering-guidance](http://www.gov.uk/government/publications/the-filtering-guidance)

<sup>2</sup> Please note that the 'rehabilitated periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have recently been extended by the Legal Aid, Sentencing and Punishment of Offences Act 2012. Since 10 March 2014, custodial sentences greater than 1 year are never 'spent'. For further guidance in relation to the 'rehabilitated periods', please see <http://findaconviction.gov.uk/learn/whatsnew/spent-now-to-14-guide-14march-2014>

<sup>3</sup> 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.

<sup>4</sup> 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 relationship with a young person or child for whom an individual had parental responsibility or was in a position of respect, responsibility or authority, where they were treated by others. It also includes domestic abuse.

Appendix 3 | Volunteer Agreement (included in Volunteer Safeguarding pack)

<b>VOLUNTEER AGREEMENT FORM</b> <i>For all volunteers (those requiring DBS or who are vulnerable)</i>	
Name of volunteer _____	
Welcome to your role as _____	
Your supervisor/team leader, who is your primary point of contact, is _____	
Volunteers are an important and valued part of life at SML. We hope that you will enjoy volunteering with us and feel a full part of our team. Volunteering at SML is governed by our Volunteer Management Policy; the purpose of this agreement is to summarise what you can expect from us, and what we hope from you.	
We, SML, will do our best to:-	
<ul style="list-style-type: none"><li>• Introduce you to how the church works and your role within it</li><li>• Provide any guidance, training and equipment you need to carry out your volunteering role</li><li>• Provide regular meetings with your team leader so that you can tell us if you are happy with the way your tasks are organised and get feedback from us</li><li>• Respect your skills, dignity and individual wishes and do our best to meet them</li><li>• Reimburse any expenses incurred, with prior authorisation</li><li>• Consult with you and keep you informed of possible changes affecting your role</li><li>• Insure you against injury you might suffer, or cause, due to negligence</li><li>• Provide a safe volunteering environment</li><li>• Treat you fairly and with respect</li><li>• Listen to any issues and suggestions you may have about the role.</li></ul>	
I, the Volunteer, agree to do my best to:-	
<ul style="list-style-type: none"><li>• Meet the commitment detailed in my role description overleaf</li><li>• "Work" reliably and conscientiously</li><li>• Give fair warning whenever I cannot "work" when expected to</li><li>• Follow the guidance of my team leader</li><li>• Follow relevant SML procedures, including health and safety, safeguarding, and data protection. Copies of all SML policies are either available through your team leader or the SML office on request</li><li>• Maintain appropriate confidentiality</li></ul>	
<u>Safeguarding.</u> We take the safety of everyone in the Church very seriously and everyone must work within our safeguarding policies for children and adults. We require those working directly with children and/or vulnerable adults to undertake safeguarding training. In addition, SML expects anyone who becomes aware of a safeguarding risk or of actual abuse, to report it immediately to one of our safeguarding officers.	
<u>Non-Contractual.</u> This agreement is not intended to create a legally binding contract between us and either of us may cancel it at any time. Neither of us intend any employment relationship to be created now or at any time in the future.	
Thank you so much for volunteering to serve at SML and we hope you find it a rewarding and fulfilling experience.	
Signed by supervisor/team leader _____ <i>(On behalf of the Parochial Church Council)</i>	Date _____
I understand the nature of the role as described overleaf.	
Signed by volunteer _____	Date _____

**VOLUNTEER AGREEMENT FORM**  
(For Day with a Daycare license requiring DBS or who are a teacher)

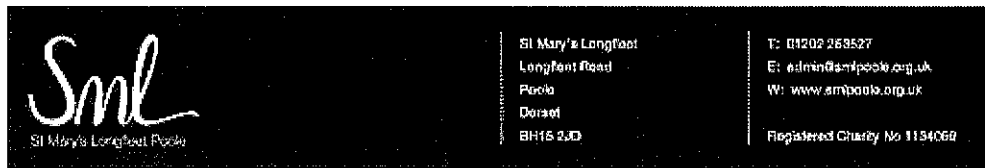
*Sml*

**ROLE DESCRIPTION**

Brief description of role/objectives:-

Approximate volunteer hours per month \_\_\_\_\_

Appendix 4 | Appointment Letter (included in Volunteering Safeguarding Pack)



Date \_\_\_\_\_

Dear \_\_\_\_\_

**APPOINTMENT TO THE POST OF \_\_\_\_\_**

Thank you so much for agreeing to volunteer with us. Volunteers are an essential part of our church life here at SML, and we really value all who serve for the Kingdom. We do hope that you enjoy volunteering with us and feel part of the team.

We are providing you with this Volunteer Pack, which we trust you will find helpful. It includes:-

- A Volunteer Agreement x 2 (this is only for volunteers who require a DBS check because of their role or who are volunteer leaders). If an Agreement is enclosed, could you please sign one copy and return to me. Thanks.
- Safeguarding Guidance Notes
- A SML Safeguarding Contact Sheet
- Our PCC Safeguarding Policy Statement
- Church of England Safeguarding pocket guide

If there is anything further I can help you with at this stage, please do let me know.

On behalf of the PCC, I look forward to welcoming you to our team.

Yours sincerely,

Team Leader

## PCC SAFEGUARDING POLICY STATEMENT



Every person has a value and dignity which comes directly from the creation of male and female; in God's own image and likeness. Christians see this potential having been fulfilled by God's re-creation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Therefore, at SML we are committed to:-

- The care, nurture of, and respectful pastoral ministry with, all children and vulnerable adults
- The safeguarding and protection of all children and all adults when they are vulnerable
- The establishment of safe, caring communities which provide a loving environment in which there is a culture of 'informed vigilance' regarding the dangers of abuse

To this end we will:-

- ✓ Fully adopt the House of Bishops' *Promoting a Safer Church; Safeguarding Policy Statement*, and work in partnership with the Diocese of Salisbury to ensure that we work in accordance with best practice at all times.
- ✓ Carefully select, support and train all those with any responsibility within SML, in line with the principles of Safer Recruitment, including the use of the Disclosure and Barring Service.
- ✓ Respond without delay to all complaints made where there is a suggestion that an adult or child may have been harmed. In addition, we will co-operate with the police and local authority in any investigation if required to.
- ✓ Seek to offer informed pastoral care and support to anyone who has suffered abuse; develop with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused. This would include their feelings of alienation and/or isolation.
- ✓ Seek to protect survivors of abuse from the possibility of further harm and abuse.
- ✓ Seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child or vulnerable adult. We will oversee and put into place rigorous boundaries for offenders known to us and who wish to be part of SML.
- ✓ Seek to challenge any abuse of power, especially by those who are in a position where they have a level of responsibility which assumes that they will be respected and trusted by others.

In all these principles we will follow legislation, guidance and recognised good practice. This Statement was approved and adopted by the PCC on 15 July 2019.

One of our Parish Safeguarding Officers is the first person you should speak to if you have any concerns regarding the welfare of a child or vulnerable adult – Nick and Clare Taylor (children) and Jackie Morgan (adults) – 01202 338733. If you would prefer to speak to someone outside of the church you should speak to the Diocesan Safeguarding Advisors, Jem Carter and Suzy Fatcher on 07469857888 or 07500664800.

Appendix 6 | Reference Form (also sent in electronic format/email)



Date XXXXX

**REQUEST FOR REFERENCE**

**Applicant name: xxxxx Volunteer role applied for: xxx**

The above named person has applied to be a volunteer within our church. They have provided your name as someone who would be happy to provide a reference.

Therefore, please could you complete the questionnaire below and return it to xxxxxxxxxxxxxx at xxxxx.smppoola.org.uk. Alternatively you could send it in the post using the enclosed SAE.

Many thanks for your assistance. Should you have any questions please do not hesitate to contact me on 01202 253527

Kind regards,

xxxxxxxxxxxx

---

**REFERENCE FOR XXXXXXXXXXXXXXXXXXXX**

How long have you known this person? .....

In what capacity do you know this person? .....

In your opinion are they suitable to work with children and/or vulnerable adults? .....

If not, why not? .....

.....

.....

.....

In your opinion is this person honest and trustworthy? .....

Can this person be trusted to be confidential should the need arise? .....

Would you recommend this person to be a volunteer at our church? .....

Signed \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

## RESPONDING TO DOMESTIC ABUSE

**All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:**

- Ensure that all people feel welcomed, respected and safe from abuse.
- Protect those vulnerable to domestic abuse from actual or potential harm;
- Recognise equality amongst people and within relationships.
- Enable and encourage concerns to be raised and responded to appropriately and consistently.

**We recognise that:**

- All forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship.
- All survivors (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;
- Domestic abuse can occur in all communities;
- Domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency.
- Domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour.
- Working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

**We will endeavour to respond to domestic abuse by: In all our activities –**

- Valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

**In our publicity –**

- Raising awareness about other agencies, support services, resources, and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

**When concerns are raised –**

- Ensuring that those who have experienced abuse can find safety and informed help.
- Working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

**In our care –**

- Ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse.
- Identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

**If you have any concerns or need to talk to anyone, please contact our Parish Safeguarding Officer for Vulnerable Adults, Jackie Morgan on 01202 338733 or our Parish Safeguarding Officers for Children, Nick and Clare Taylor on 01202 338733.**



## *Appendix 8 | How to Recognise Possible Abuse in Children and Vulnerable Adults*

### *Possible signs of physical abuse*

- 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, e.g. object or finger shaped bruises, bite marks, burns or scalds, injuries to the face, head or genital area.

### *Possible signs of neglect*

- It has come to your attention they have been left alone without appropriate proper supervision
- It has come to your attention they have been exposed to dangers that they are unable to deal with
- Inadequate clothing
- It comes to your attention that there is insufficient lighting, food or heating at their place of residence
- Being unkempt or dirty
- It has come to your attention that there was a failure to seek or follow medical advice for the individual.
- 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
- It has come to your attention there has been a failure to ensure the appropriate privacy and dignity of the individual

### *Possible signs of sexual abuse*

- 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

### ***Possible signs of emotional abuse or psychological abuse***

- Behavioural signs, e.g. overactive, aggressive, withdrawn, compulsive stealing or scavenging
- Language or developmental delay
- Child has inability to play
- 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

### ***Possible 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
- 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

### ***Possible 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
- Vulnerable Adults 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 does not promote choice and individual focus
- Communication discouraged
- Whistle blowing policy not in place and accessible

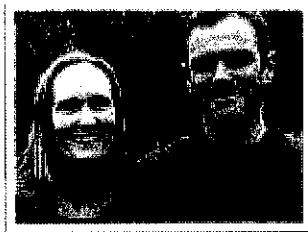
### ***Possible signs of discriminatory abuse***

- Lack of respect for an individual's 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 9 | Contact Sheet (on notice boards and included in Volunteering Safeguarding Packs)

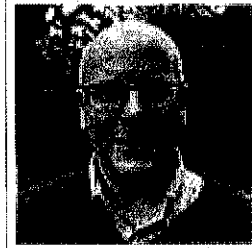
PARISH SAFEGUARDING CONTACT SHEET

Sml



**Parish Safeguarding Officers for Children**  
 Nick and Clare Taylor  
 01202 338733  
 safeguardingchildren@smlpoole.org.uk

**Parish Safeguarding Officer for Vulnerable Adults**  
 Jackie Morgan  
 01202 338733  
 safeguardingadults@smlpoole.org.uk



**SML Pastoral Safeguarding Support**  
 Angie Jukes  
 01202 682331

**Diocesan Safeguarding Advisors**  
 Jem Carter                      Suzy Fletcher  
 07469857888                      07500664800  
 0303 0031111 at weekends  
 safeguarding@salisbury.anglican.org

**OTHER HELPLINES**

NSPCC Help Line .....	0800 800 500
Childline .....	0800 1111
Stop It Now .....	0808 1000 900
NAPAC .....	0808 801 0331
Samaritans .....	116 123
Family Lives .....	0808 800 222
National Domestic Violence .....	0808 200 0247
Action on Elder Abuse .....	0808 808 8141

**If there is an immediate risk of serious harm, contact the Emergency Services on 999**

## Appendix 10 | Procedure for when a concern is reported (included in Volunteering Safeguarding Packs)

PROCESSED UNDER THE DATA PROTECTION ACT 2018

Sml

### Procedures for when a concern is reported, suspected, discovered or disclosed

When these situations occur it is never easy for anyone to deal with, but using the following format to report concerns will help you to feel more confident:

If you have concerns about possible abuse (including allegations):-

1. If there is immediate risk of serious harm contact the Emergency Services on 999.
2. Contact the relevant Parish Safeguarding Officer (details on Safeguarding Contact Sheet) immediately and follow this up in writing the same day.
3. If the concern is regarding clergy, contact Jem Carter or Suzy Fletcher, Diocesan Safeguarding Advisors on 07469857888 or 07500664800. At weekends call 0303 0031111.

If a child or adult wishes to disclose a safeguarding incident to you:-

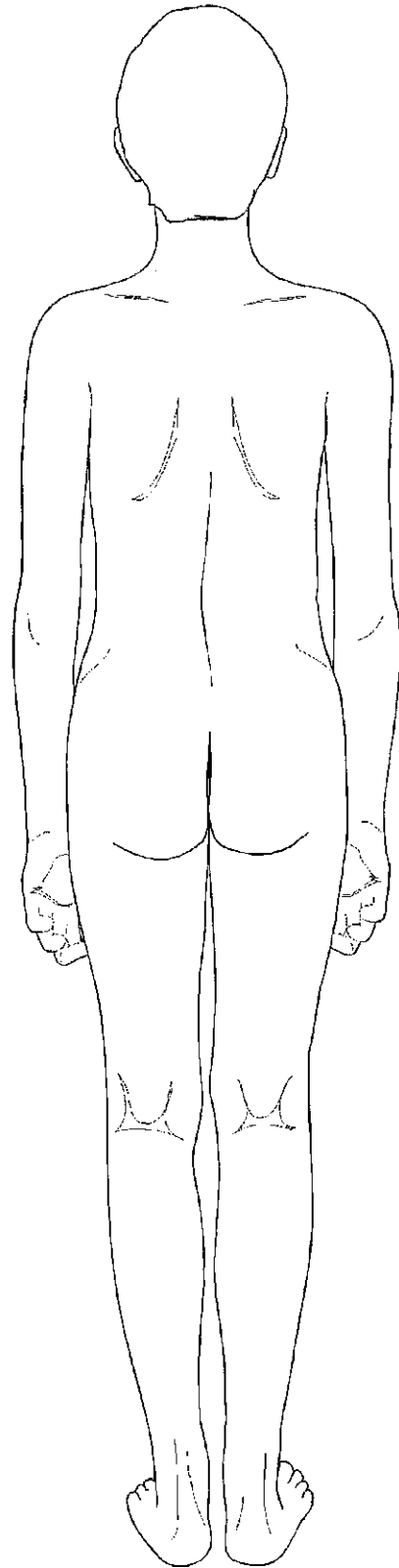
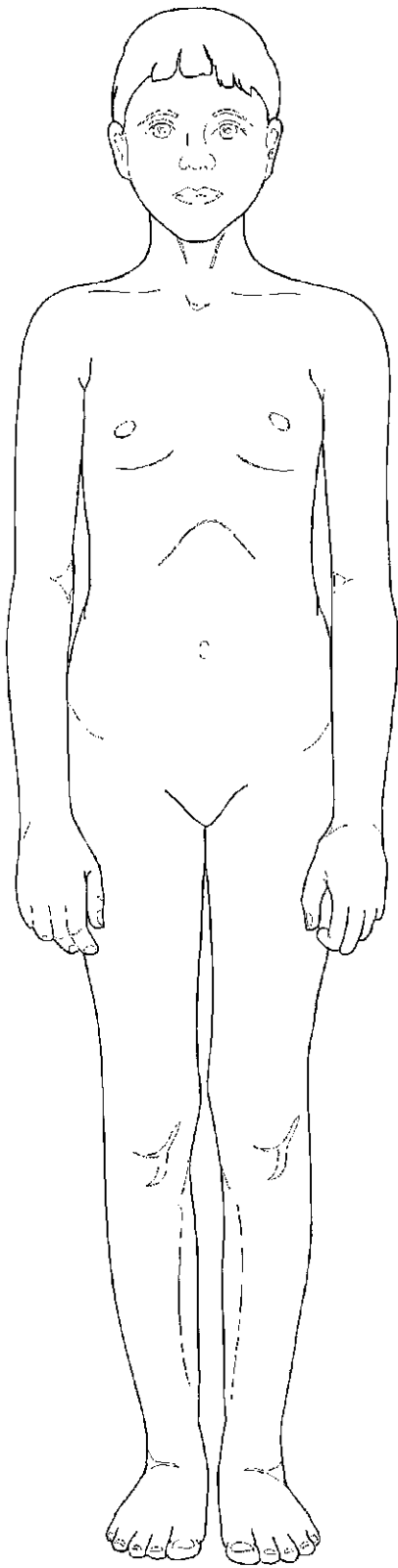
1. Stay calm, maintain eye contact, and take the disclosure seriously.
2. Listen. Keep listening. Do not question or investigate.
3. Assure them they are not to blame and they have done the right thing telling someone.
4. Do not promise confidentiality; tell them we need to share this in order to keep them safe.
5. Tell them what you are going to do and that they will be told what happens.
6. Make careful notes of what is said, record dates, times, and events (see below) and then personally hand these notes to the Parish Safeguarding Officer in a confidential addressed sealed envelope
7. Only tell those who need to know.
8. Avoid asking 'what', 'when', 'why', 'where', 'how' - it is not your role to investigate.
9. Avoid judging the alleged abuser.
10. Avoid assuming you know how the child/person feels.

#### Notes on record keeping

- Record the incident/concern on paper as soon as possible on the same day. Be accurate, clear and descriptive. Avoid making assumptions or giving opinions.
- Quote the words used by the person where possible and date and sign the document.
- Use the body map included in the SML Safeguarding Policy appendix if needed (copy found on SML website).

It is quite normal to feel unsure and be left questioning yourself when you have dealt with a disclosure. As the incident will be confidential you will be unable to discuss this with family and or friends. If you feel you need pastoral support regarding this please speak to Angie Jukes (see contact sheet).

*Appendix 11| Child body image for assistance in reporting concerns*



*Appendix 12 | Report of Safeguarding Concern Form*

**Report of Safeguarding Concern**

Parish: St Mary's Loogfest			
PSO .....	Tel .....	E mail .....	
Incumbent Revd. Andrew Perry	Tel.....	E mail:.....	

<b>Subject</b>	Name and Address	Tel/Mob/Email	
Alleged Victim: <input type="checkbox"/>			
Alleged Abuser: <input type="checkbox"/>			
DOB: <input style="width: 100px;" type="text"/>			
<b>Subject</b>	Name and Address	Tel/Mob/Email	
Alleged Victim: <input type="checkbox"/>			
Alleged Abuser: <input type="checkbox"/>			
DOB: <input style="width: 100px;" type="text"/>			
<b>Contact Person (Referrer)</b>	<b>Position</b>	<b>Church/Agency</b>	<b>Tel/Mob/Email</b>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Date(s) referred	Date opened	Date(s) closed	
Children <input type="checkbox"/>	Adults <input type="checkbox"/>	Allegation (Concerning church officer) <input type="checkbox"/>	
Physical <input type="checkbox"/>	Domestic Abuse <input type="checkbox"/>		
Neglect <input type="checkbox"/>	Financial <input type="checkbox"/>		
Psych/emotional <input type="checkbox"/>	Discriminatory <input type="checkbox"/>		
Sexual abuse <input type="checkbox"/>	Organisational <input type="checkbox"/>		
Sexual abuse non-current <input type="checkbox"/>	Spiritual <input type="checkbox"/>		
Child Sexual Exploitation <input type="checkbox"/>	Online <input type="checkbox"/>	Modern Slavery <input type="checkbox"/>	
School/Nursery (if applicable)	<input style="width: 100%; height: 20px;" type="text"/>		
GP (if known)	<input style="width: 100%; height: 20px;" type="text"/>		
Groups attended	<input style="width: 100%; height: 20px;" type="text"/>		

Name:

Case No:

Notes

**Initial information as reported**

**Signed**

**Date**

**Name:**

**Case No:**

