

SAFEGUARDING POLICY

All Saints' Church, Hockerill
Stansted Road, Bishop's Stortford, Hertfordshire, CM23 2DY. Tel: 01279 506542

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This policy follows The Promoting a Safer Church 2017 Safeguarding Policy Statement of the Church of England (House of Bishops); Responding Well to Domestic Abuse 2017 Practice Guidance of the Church of England.

This policy also uses Restored's Ending Domestic Abuse: A Pack for Churches 2016; The Church of England's Practice Guidance: Safer Recruitment 2016; The Diocese of St Albans Model Policy for Safeguarding Children 2014; CCPAS Guidance 2013

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1. Promoting a safer environment and culture

All church workers will respect all children, young people and vulnerable adults and promote their well-being.

All Saints' will strive to create and maintain environments that are safer for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions within All Saints' for children, young people and vulnerable adults. It will work to continue to strengthen and review these environments. This will be done by training, support, communication, learning, governance and quality assurance processes.

All Saints' will strive to support all church workers to adhere to safer working good practice and to challenge the abuse of power. It will ensure that processes are in place that listen to and advocate on behalf of children, young people and vulnerable adults within the knowledge that they will be cared for.

See Appendix A: Safer Environment and Culture; Appendix B: Prevention Procedures

2. Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults within the church

All Saints' will select and vet all those with any responsibility related to children, young people and vulnerable adults within the church, in accordance with the House of Bishops safeguarding policy and practice guidance.

All Saints' is committed to on-going safeguarding training and development opportunities for workers, developing a culture of awareness of safeguarding issues to help protect everyone. This will include ensuring that workers have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse.

See Appendix B.2 Safe Recruitment; Appendix J: Safe Recruitment: Volunteer Role Agreement; Confidential Declaration

3. Responding promptly to every safeguarding concern or allegation

Anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or non-current abuse to the notice of All Saints' will be responded to respectfully and in a timely manner, in line with statutory child and adult safeguarding procedures and the House of Bishops safeguarding policy and practice guidance.

All safeguarding work will be recorded in line with the House of Bishops safeguarding practice guidance.

All suspicions, concerns, knowledge or allegations, that reach the threshold for reporting to the statutory authorities, will be reported via the diocesan safeguarding adviser or designated safeguarding adviser/officer in another church body to the appropriate statutory authorities. This will be done irrespective of the status of the person.

All church workers will cooperate with the statutory authorities in all cases.

In responding to concerns or allegations of abuse relating to clergy, All Saints' will act in accordance with the requirements of criminal, civil and ecclesiastical law, and so will respect the rights and uphold the safeguards afforded in these, both to the victim/survivor and the subject of concerns or allegations.

See Appendix C: Definitions of Abuse; Appendix D: Signs and Symptoms of Abuse; Appendix E: How to Respond to a Child Wishing to Disclose Abuse; Appendix F: Responding to Allegations of Abuse; Appendix G: Responding to domestic abuse; Appendix H: Detailed procedures where there is a concern about a child; Appendix I: Detailed procedures where there is a concern than an adult is in need of protection.

4. Caring pastorally for victims/survivors of abuse and other affected persons

All Saints' will endeavour to offer care and support to all those that have been abused, regardless of the type of abuse, when or where it occurred.

All Saints' is committed to continuing to learn how to respond in a supportive and healing way to the needs of those who have suffered abuse.

Those who have suffered abuse within All Saints' will receive a compassionate response, be listened to and be taken seriously. All Saints' will respond to any disclosure of abuse in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law. They will be offered appropriate pastoral care, counselling and support according to the agreed need.

An appropriate pastoral response to the family, parish or congregation will be considered, with due regard to the right of privacy of those directly involved, and to the administration of justice.

5. Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons

All Saints' in its responsibilities to suspicions, concerns, knowledge or allegations of abuse will endeavour to respect the rights under criminal, civil and ecclesiastical law of an accused church worker including the clergy. A legal presumption of innocence will be maintained during the statutory and Church inquiry processes. As the process progresses additional assessment, therapy and support services may be offered.

All Saints' will take responsibility for ensuring that steps are taken to protect others when any church worker is considered a risk to children, young people and vulnerable adults. This will be done by working to mitigate any identified risks according to a safeguarding agreement.

Church workers who are the subject of concerns or allegations of abuse belong to families, congregations and church communities. All Saints' will be mindful of the need to provide support to members of families, parishes and congregations affected by the church workers changed situation.

6. Responding to those that may pose a present risk to others

All Saints', based on the message of the gospel, opens its doors to all. It will therefore endeavour to offer pastoral care and support to any member of the church community whom may present a known risk.

All Saints' will ensure that any risk has been assessed and is being managed in a safeguarding agreement in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law.

7. The role of the Safeguarding Officer

The PCC will appoint a Safeguarding Officer. The role of the Safeguarding Officer will include:

- Managing appointment procedures.
- Any paid employee who will be working with or supervising children or young people (e.g. organist in charge of choir) must be interviewed and 2 references must be taken up.
- Volunteers from within the congregation must be acceptable to the clergy and the PCC and must be a well-established member of the congregation.
- Volunteer workers from outside the congregation must undergo the full appointment procedure as for paid employees.
- Any adult, clergy or lay, who is to work with children or young people must have a current Disclosure and Barring Service (DBS) check at the appropriate level.
- The preparation and implementation of a safeguarding policy and annual review.
- Ensuring safeguarding policies and procedures are followed.
- Acting as an advocate on behalf of children and adults in need of protection.
- Arranging and making sure workers and leaders attend relevant training.
- Keeping accurate records relating to safeguarding concerns.
- Regularly informing the PCC on good practice issues.
- Working in partnership with statutory and other agencies.
- Ensuring the incumbent fulfils the confidential aspects of the appointment procedures.

The PCC will also appoint a Deputy Officer to cover in the absence of the Safeguarding Officer and to act as an alternative should ever an accusation be made against the Officer or someone close to them, making it inappropriate for them to deal with the issue.

Appendix A

Safer Environment and Culture

All Saints' recognises the need to provide a safe and secure environment for children, young people and vulnerable adults.

We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse and neglect.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights which states that everyone is entitled to 'all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status'.

We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from 'all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parents, legal guardians, or any other person who has care of the child.'

All Saints' undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Ensure on-going safeguarding training for all its workers and will regularly review the operational guidelines.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Officer in their work and in any action they may need to take in order to protect children and vulnerable adults
- File a copy of the policy and practice guidelines with CCPAS and Hertfordshire Safeguarding Children Board (HSCB) and any amendments subsequently published. The PCC agrees not to allow the document to be copied by other organisations.

Appendix B

Prevention Procedures

1. Positions of trust

All those who work with children or who have significant contact with them and their families on behalf of the church are in positions of trust.

- they will be seen as role models by the children with whom they are in contact at all times, including when they are off duty.
- all church workers should, therefore, conduct themselves in accordance with the reasonable expectations of someone who represents the church.
- they should take care to observe appropriate boundaries between their work and their personal life. For example, they should ensure that all communications they may have with or about children are appropriate in their tone.
- they should seek advice immediately if they come across a child who may have been harmed (including self-harm) or a colleague whose conduct appears inappropriate.
- they should not expose themselves or others to material which is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, politically inflammatory, defamatory, or in violation of any British, European or international law.
- It is contrary to the policy of the Church of England for those in a position of trust, including priests and youth workers among others, to have sexual or inappropriate personal relationships with those aged 16 or 17 for whom they are responsible. A breach of this is likely to be considered as a disciplinary offence.

2. Safe recruitment

The PCC will ensure all employees will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description for the post
- Those applying have completed an application form and a self-declaration form
- The applicant will be asked if there is any reason why they should not be working with children and adults experiencing, or at risk of abuse or neglect.
- Those short listed have been interviewed
- Safeguarding has been discussed at the interview
- Written references have been obtained and followed up where appropriate
- A DBS check has been completed
- Qualifications where relevant have been verified
- A suitable training programme is provided to the successful applicant
- The applicant has been given a copy of All Saints' safeguarding policy and knows how to report concerns

Volunteers should also be recruited according to safer recruitment principles. Church of England roles where the activity is eligible for a criminal record check are:

- Those working with children. Most will require an enhanced criminal record check with barring information unless they are supervised or do not fulfill the frequency criteria (i.e. on a rota)
- Those working with adults experiencing, or at risk of abuse or neglect. Most will require an enhanced criminal record check without barring information, provided they satisfy the frequency criteria. Some may require an enhanced criminal record check

with barring information if, for example, they provide, personal care, assistance with cash, bills or shopping, conveying someone to or from healthcare, personal care or social care (but not to Church activities).

Good safeguarding practice requires those who work closely with children and / or adults experiencing, or at risk of abuse or neglect to have an enhanced criminal record check. Our diocese subscribes to an electronic service provider which allow applicants to apply on-line and for the church to receive the results back electronically. It electronically informs the Safeguarding Officer if the disclosure is clear or if the certificate needs to be seen. If a criminal record disclosure is not clear, the applicant will be asked to present the original disclosure to the person responsible for the appointment. (A copy may also be requested but please note a copy must not be requested in substitute for the original, the original disclosure must always be seen.) The disclosure must be cross-referenced with the Confidential Declaration to see if there are any discrepancies. The disclosure will be passed to the Diocesan Safeguarding Adviser for a risk assessment.

For more details and guidance of recruitment procedures see The Church of England's Practice Guidance: Safer Recruitment 2016

For templates for use in the safe recruitment of employees and volunteers, see Appendix J.

3. Supervision of activities - Registration details

Any child or young person who joins an All Saint's Church group must provide the following information which will be held by a group leader:

First name, surname, address, postcode, mobile number and email address (if applicable), home telephone number, parent's mobile number, parent's email, emergency contact number, date of birth, school attended, any known allergies, any dietary requirements, any medical condition.

A separate copy of this information will be held by the Safeguarding Officer for use in case of an emergency.

No medication should be given to a child without written permission from a parent or guardian.

The registration details, which must be signed by a parent/carer, include consent regarding the use of photographs in publications.

4. Supervision of activities - Staffing

Unless there is some other church activity in the building, there should always be at least 1 adult for every group of 8 children. For children under 4 years old, the ratio should not be less than 1 adult to 3 children.

No child or group of children should be left unattended at any time.

Ideally, with a mixed group of young people there should be at least 1 female and 1 male adult.

The SCO or Clergy must be informed on those occasions when only 1 adult will be present. When the adult concerned is the SCO, the clergy must be informed.

5. Supervision of activities - Home visits

Children must not attend any activities held in a volunteer's own home without the express permission of their parent/carer.

6. Supervision of activities - Recording of an accident

Accidents involving children should be recorded in the standard way in the church accident/report book which is kept in the kitchen together with the First Aid box.

- An accident form must be completed immediately.
- This must be signed by a parent to record that he/she has been informed.
- The parent must be given a copy.
- The SCO must be given a copy to be stored securely.
- A risk assessment must be carried out if necessary.
- The position of the first aid box must be publicised in the church, and the contents checked every month

7. Supervision of activities - Recording of an incident

An incident form must be completed immediately to record any activities e.g. scuffles, arguments etc., which the leader believes should be reported to the child's parent/carer

- This must be signed by a parent to record that he/she has been informed.
- The parent must be given a copy.
- The SCO must be given a copy to be stored securely.
- A risk assessment must be carried out if necessary.

8. Trips

Leaders of trips

- Leaders of trips must have a current DBS check.
- They must have experience of trips
- They must submit plans of their trip including a risk assessment to the SCO before the event.

General safety

- First aid must be available at all times.
- There should be at least one adult who holds a recognised and valid first aid certificate.
- A charged mobile must be available at all times.

Permission slips

- The parents of unaccompanied children must sign a permission form before the trip commences or before accepting local travel in a car.

Travelling by car

- All cars carrying children must be comprehensively insured.
- There must never be more than 1 child per seat.
- Children must be seated in car seats appropriate for the child's age and size.

- A second adult must be present if there are more than 2 children travelling in 1 car.

Travelling by coach

- Only reputable coach firms must be used.
- When transporting children in a minibus, the vehicle must be fitted with seat belts on every seat.
- The driver must hold the appropriate licence to drive a coach/minibus.

Overnight trips

- Inform parents what the sleeping arrangements will be. They must sign a consent form agreeing
- Sleeping arrangements must be by age appropriate and provide security for the children. They must also be considered safe for children and adults.
- It is inappropriate for one adult to share sleeping accommodation with 1 or 2 children.

9. Registration and consent forms

Registration and consent forms are not required for attendance at worship, although if young children regularly attend without their parents, contact should normally be made with a parent. Contact details and special requirements should be noted for all who regularly attend other church activities, such as Sunday schools, youth groups and mixed age activities such as choirs, and registers taken. Consent should be obtained for all activities and should include, as appropriate, consent for making and using appropriate images of children.

10. Health and safety

Health and safety should be managed as part of all activities. A First Aid box should be obtained and maintained on site. An accident book should be maintained at all places where children's activities take place. Buildings should be checked for health and safety regularly, at least once a year, and the results noted and reported in writing to the PCC or other appropriate church organization.

11. Risk assessments

Risk assessments of new and existing activities should be made, in order to identify hazards and take action to minimize risk. The same approach should be taken if buildings are hired or let for church activities involving children.

Risk assessments should be made covering outside activities including travel arrangements. If specialized activities are to be undertaken, appropriate instructors should be engaged and their credentials confirmed. However, even when specialized instructors are involved, the parish or other church body retains the duty to supervise the children.

12. Mixed-age activities

Care should be taken to ensure that children in mixed-age activities such as choirs, bell ringing and serving are appropriately supervised. It is not possible to request CRB checks or ISA registration for adults in those groups unless they have specific responsibilities for children. In such groups, at least one person as well as the person leading the activity needs to be recruited safely, including a CRB check and ISA registration, and to be designated to supervise the welfare of children involved. It may be more convenient to have a team of such people taking responsibility on a rota.

Appendix C

Definitions of Abuse & Special Topics

1. Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

2. Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

3. Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

4. Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration 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 causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

5. Special topics

- **Internet-related abuse.** Adults may target chat rooms, social networking sites, messaging services, digital cameras, mobile phones and the internet generally in order to groom and abuse children. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages in social networking sites and who try to obtain images or engineer meetings. Children themselves can also misuse these facilities, sometimes inadvertently and sometimes with malicious intent. The downloading, keeping or distributing of indecent images of children are all offences which are widely committed by adults, including by church members.

- **Bullying** (abuse by other children) There is no clear boundary between bullying and abuse, and a significant number of sex offenders are themselves minors. Young perpetrators of abuse are still children and are entitled to have their needs considered though steps may need to be taken to protect other children. Such cases should always be referred to the local authority children's social care service.
- **Domestic violence or abuse.** The terms 'violence' or 'abuse' are used interchangeably and carry the same meaning. Domestic violence is the abuse of adults within a household. It need not involve physical assault to count as violence, and the adults concerned need not be married or of opposite sexes. If there are children in the household they are witnesses to the abuse and are considered to be emotionally abused at least, whether or not they are in the same room. They may also be directly affected by abuse.
- **Parents who are themselves vulnerable adults.** It is not uncommon for the parents of children who are abused or neglected to be themselves vulnerable adults. Particularly common are problems of mental ill-health, domestic abuse and substance abuse (i.e. drugs and alcohol), often in combination. Where someone with such a difficulty is known to be a parent with a child living with them, a referral to the local authority children's social care service may be required.
- **Sexual exploitation.** Children can be exploited by being given rewards in return for sexual activities. Internet and other media technology may be used in the abuse. Violence, coercion and intimidation are common. Regardless of the challenging behaviours they may display, exploited children should be viewed as victims of child sexual abuse, not as criminals.
- **Spiritual abuse.** Within faith communities, harm can also be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries. Any of these could result in children experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful, it should be referred for investigation in co-operation with the appropriate statutory agencies. Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children should help to prevent harm occurring in this way. Other forms of spiritual harm include the denial to children of the right to faith or the opportunity to grow in the knowledge and love of God.

Appendix D

Signs and Symptoms of Abuse

When considering whether there is evidence to suggest a child or young person has been abused there are a number of possible indicators (listed below). However, there may be other explanations, so it is important not to jump to conclusions but rather seek advice from Children's Services, the Police Child Abuse Investigation Unit or CCPAS. There may also be no signs or symptoms; this does not mean that a report of abuse is false.

1. Signs Suggesting Physical Abuse

Any injuries not consistent with the explanation given for them

Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc. Injuries that have not received medical attention. Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc. Reluctance to change for, or participate in, games or swimming. Repeated urinary infections or unexplained tummy pains.

Bruises, bites, burns, fractures etc. that do not have an accidental explanation.

Cuts/scratches/substance abuse. (These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning.)

2. Signs Suggesting Emotional Abuse

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy. Also depression/aggression, extreme anxiety. Nervousness, frozen watchfulness Obsessions or phobias. Sudden under-achievement or lack of concentration. Inappropriate relationships with peers and/or adults. Attention-seeking behaviour. Persistent tiredness. Running away/stealing/lying.

3. Indicators of Possible Sexual Abuse

Any allegations made by a child concerning sexual abuse. Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play. Sexual activity through words, play or drawing. Child who is sexually provocative or seductive with adults. Inappropriate bed-sharing arrangements at home. Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations. Eating disorders - anorexia, bulimia. Bed wetting and soiling

Appendix E

How to respond to a child or adult wishing to disclose abuse

- Don't ask questions.
- Don't make promises you may not be able to keep e.g. not telling anyone else.
- Accept what you hear without passing judgement.
- Tell the child/adult what you are going to do.
- Make careful notes (the circumstances, what the child/adult said, what you said etc.) as soon as possible, preferably within an hour. Include dates and times of incident/recording and keep the notes safely.
- Contact the Safeguarding Officer or their Deputy. Do not question or investigate. The Safeguarding Officer/Deputy will contact Children's Services or the Police.

Appendix F

Responding to allegations of abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The following procedure must be followed

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Safeguarding Officer who is nominated by the PCC to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Officer or, if the suspicions in any way involve the Safeguarding Officer, then the report should be made to the Deputy Safeguarding Officer. If the suspicions implicate both the Safeguarding Officer and the Deputy, then the report should be made in the first instance to CCPAS, PO Box 133, Swanley, Kent, BR8 7UQ. Tel: 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Officer should contact Children's Social Services. Where the concern is regarding an adult in need of protection Adult Social Services will be contacted.
- The local Children's Social Services office telephone number is 0300 123 4043 (24 hours a day)
- The local Adult Social Services office telephone number is 0300 123 4042 (24 hours a day)
- The Police Child Abuse Investigation Unit can be contacted by phoning 101

Where required the Safeguarding Officer will immediately inform the insurance company and the Diocese. All Saints' is insured by Ecclesiastical, policy number 04/XPG/9076035.

Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns will be made in accordance with these procedures and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the safeguarding Officer or Deputy their absence should not delay referral to Social Services, the police or taking advice from CCPAS.

The PCC will support the Safeguarding Officer and Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is the right of any individual to make a direct referral to the safeguarding agencies although the PCC anticipate that members of All Saints' will use this procedure. We hope by making this statement that All Saints' Church demonstrates its commitment to effective safeguarding and the protection of those who are vulnerable. The role of the safeguarding Officer and Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies which have a legal duty to investigate.

Appendix G

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.

2.3 The '4 Rs' of responding to domestic abuse

Recognise	Respond	Refer	Record
<ul style="list-style-type: none"> That abuse does happen in Christian relationships The signs of power and control in a relationship 	<ul style="list-style-type: none"> 'I believe you' is a helpful first response Within your limitations and the safeguarding framework (especially if children are involved) 	<ul style="list-style-type: none"> To the National DV Helpline - 0808 2000 247 To local professionals - go with her if you can 	<ul style="list-style-type: none"> Dates/times and quotes of what has been said Your actions and any concerns you may have and keep the notes in a secure place

Domestic abuse is everyone's business

Ring 101 or 999 in the UK if children are present or if you witness any incidents or hear of anything that concerns you, even if you are in doubt.

If you are based internationally, check out www.hotpeachpages.net for your local domestic violence service provider.

2.5 DO'S AND DON'TS IN RESPONDING TO VICTIMS

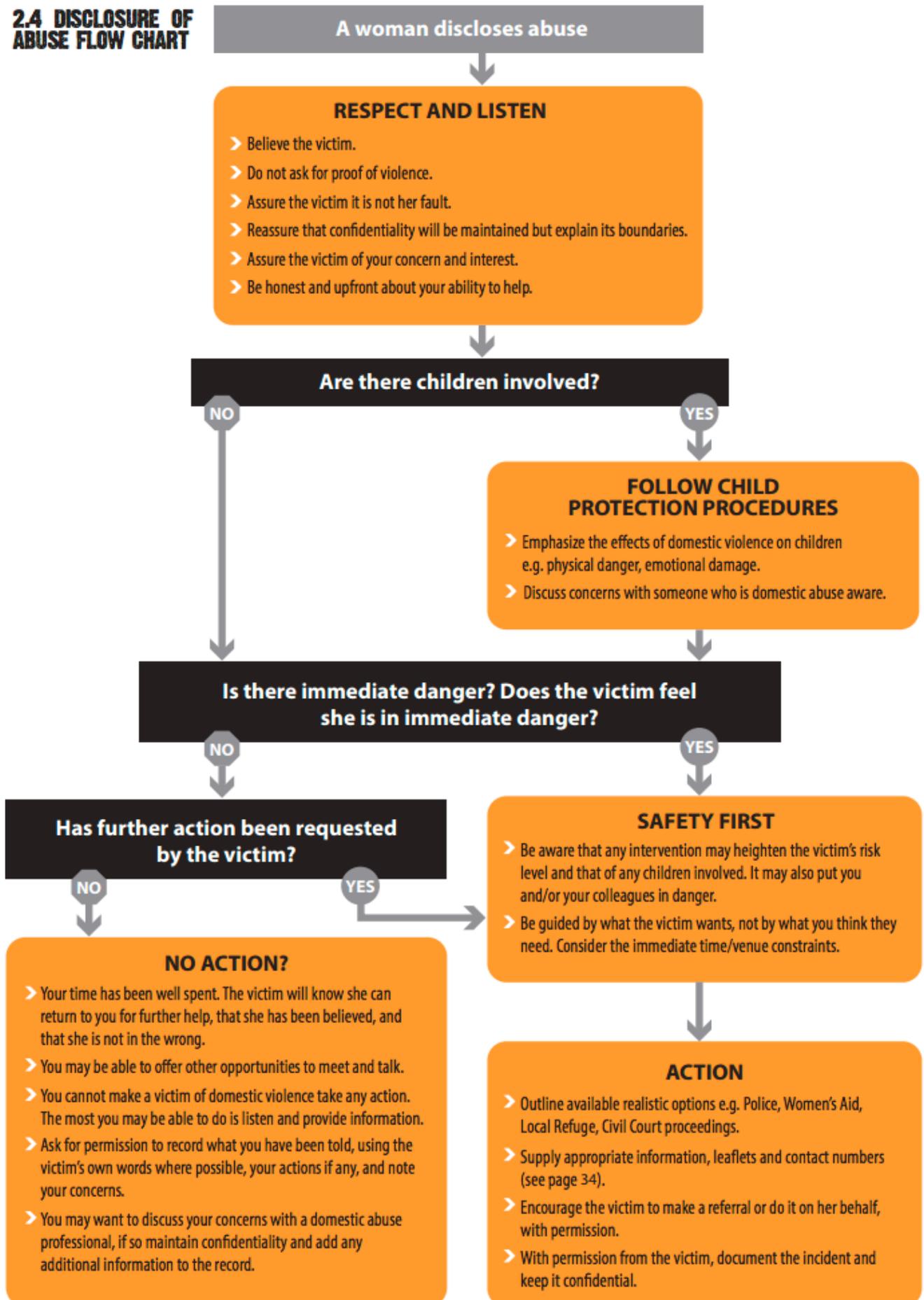
DO'S IN RESPONDING TO VICTIMS

1. Find a safe place to talk.
2. Have someone else present – if this is acceptable to the woman.
3. Allow time for the person to talk.
4. Listen to what she has to say – and take it seriously.
5. Believe her; her description of the abuse is probably only the 'tip of the iceberg'.
6. Give priority to her immediate safety (and that of any children involved).
7. Empower her to make her own decisions.
8. Support and respect her choices. Even if she chooses initially to return to the abuser, it is her choice. She has the most information about how to survive. If there are children involved, however, their safety must come first and this choice is often overruled.
9. Give her information about relevant support agencies and, if appropriate, offer to contact an agency on her behalf and do so in her presence, or offer a safe and private place from which she can contact the relevant agency.
10. Use the expertise of those who are properly trained.
11. Reassure her that it is not her fault, she doesn't deserve this treatment, and it is not God's will for her.
12. Let her know that what the abuser has done is wrong and completely unacceptable.
13. Be patient with her.
14. Protect her confidentiality. Keep any information in a secure place and consider coding the information.

DON'TS IN RESPONDING TO VICTIMS

1. Don't judge her or what she tells you.
2. Refrain from making unrealistic promises.
3. Don't suggest that she should 'try again'; evidence shows that victims experience a number of violent incidents before seeking help.
4. Never minimise the severity of her experience or the danger she is in.
5. Don't react with disbelief, disgust or anger at what she tells you or react passively.
6. Don't ask her why she did not act in a certain way.
7. Never blame her for his violence.
8. Never act on the person's behalf without her consent and/or knowledge (unless children are involved).
9. Don't expect her to make decisions quickly.
10. Never make decisions for her or tell her what to do.
11. Don't recommend couple counselling/ family mediation/marriage courses/healthy relationships courses. These will not help in domestic abuse situations.
12. Don't encourage her to forgive him and take him back.
13. Don't send her home with a prayer/directive to submit to her husband/bring him to church/be a better Christian wife.
14. Refrain from contacting the person at home, unless she has agreed to this.
15. Don't approach her partner for his side of the story, as this will endanger her.
16. Don't give information about her or her whereabouts to the abuser or to others who might pass information on to the abuser.
17. Don't discuss the situation with church leaders who might inadvertently/unintentionally pass information to the abuser.
18. Don't encourage her dependence on you or become emotionally involved with her; this can be problematic and make you seem to be the answer to her problems.

2.4 DISCLOSURE OF ABUSE FLOW CHART



Appendix H

Detailed procedures where there is a concern about a child

1. Allegations of physical injury, neglect or emotional abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Officer/Deputy will:

- Contact Children's Social Services for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home
- Not tell the parents or carers unless advised to do so by Children's Social Services
- Seek medical help if needed urgently, informing the doctor of any suspicions
- For lesser concerns (e.g. poor parenting) encourage the parent/carer to seek help, but not if this places the child at risk of significant harm
- Where the parent/carer is unwilling to seek help offer to accompany them. In cases of real concern if they still fail to act, contact Children's Social Services direct for advice
- If unsure whether or not to refer a case to Children's Social Services, seek and follow advice given by CCPAS
- The diocesan safeguarding children adviser should always be informed when a referral is made to children's social care.
- Records should be made and retained confidentially, even when a concern turned out to be unfounded.

2. Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse the Safeguarding Officer/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker or Police tem direct. They will not speak to the parent/carer or anyone else
- Seek and follow the advice given by CCPAS if they are unsure whether or not to contact Children's Social Services/Police
- The diocesan safeguarding children adviser should always be informed when a referral is made to children's social care.
- Records should be made and retained confidentially, even when a concern turned out to be unfounded.

Appendix I

Detailed procedures where there is a concern that an adult is in need of protection

If a vulnerable adult has a physical injury or symptoms of sexual abuse the Safeguarding Officer/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services informing them of any suspicions
- For advice contact the Adult Social Care team tel: 0300 123 4042 which has responsibility to investigate allegations of abuse. Alternatively CCPAS can give advice
- Allegations of abuse against a person who works with children
- If an accusation is made against a worker (whether a volunteer or paid member of staff) the Safeguarding Officer will liaise with Children's Social Services in regards to the suspension of the worker. A referral to the Local Authority Designated Officer (LADO) will also be made. Tel: 01992 556986.
- The diocesan safeguarding children adviser should always be informed when a referral is made to children's social care.
- Records should be made and retained confidentially, even when a concern turned out to be unfounded.

Appendix J: Safer Recruitment Templates

i: Volunteer Role Agreement

ALL SAINTS' CHURCH, HOCKERILL

Volunteer Role Agreement

(children and adults experiencing, or at risk of abuse or neglect)

All Saints' 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;
- 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.

Responsible to: The Vicar and through them to the PCC.

Key responsibilities and accountabilities:

- To work with children and/or adults who are/may be vulnerable, experiencing, or at risk of abuse or neglect, in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral care.
- To represent the needs and views of vulnerable people to the Vicar/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.

As a volunteer you can expect that we will:

- 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;
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.

ii: Confidential Declaration

The 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. Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

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? (Include both 'spent' and 'unspent' convictions, and those abroad as well as in the UK) YES / NO

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.

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? YES / NO

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.

Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s). Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare all convictions and / or cautions etc., even if they are 'spent' provided they have not been filtered by the DBS filtering rules. If your position / role does not involve substantial contact with children and / or adults experiencing, or at risk of abuse or neglect you should only declare 'unspent' and 'unfiltered' convictions / cautions etc. Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK

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 you? YES / NO

'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 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

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.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children's Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.

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 Register or been the subject of child protection planning, 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; or is that person at present the subject of a criminal investigation/pending prosecution? YES / NO / Not Applicable

If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s)

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 line manager or supervisor 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:

Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service. 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. 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.

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.

Appendix K: Confirmation of Compliance

Confirmation of Compliance

I hereby confirm that I have read, understood and agree to comply with the church's safeguarding policy.

Name:

Role:

Signed:

Dated: