

Safeguarding Policy and Procedure

Policy Owner	The Incumbent and PCC
Policy Author	Safeguarding Group

Type of Document	Policy and Procedure
Target Audience	All employees of All Saints' Church, including permanent, temporary, agency, and seconded staff. All Volunteers of All Saints' Church. The wider Church Family and members of All Saints' Congregation.
Document Purpose	The policy outlines All Saints' commitment to safeguarding all Children, Young People and Adults. It sets out the roles and responsibilities of all employees, volunteers and the wider congregation involved in All Saints' to safeguard everyone. It also outlines how All Saints' employees, volunteers and wider congregation need to respond to situations of suspected or actual abuse or harm to anyone.

Links with Other Policies / Documents - please read in conjunction with the following:

The Church of England Parish Safeguarding Handbook, Promoting a safer church (2018)
All Saints' Equal Opportunities Statement
All Saints' Health and Safety Policy
All Saints' Prayer Ministry Handbook

Contents

Introduction.....	2
Safeguarding Policy	3
Roles and Responsibilities	4
Responding Promptly to Every Safeguarding Concern or Allegation	7
Useful Contacts.....	13
Statement on Domestic Abuse	14
Policy Statement regarding the Recruitment of Ex-offenders	15
Appendix 1 - Definitions	17
Appendix 2 - Abuse and Neglect.....	18
Appendix 3 – Safer Recruitment.....	21
Appendix 4 – A Safe Environment and Activities	23
Appendix 5 – Use of Social Media	27
Appendix 6 - Safeguarding Training.....	29
Appendix 7 - What can a Parish Expect from a Diocese?	30
Appendix 7 - Caring Pastorally for Victims/Survivors of Abuse and Affected Others	31
Appendix 8 - Caring Pastorally for Church Officers who are the Subject of Concerns or Allegations of Abuse and Affected Others	32
Appendix 9 - Responding to those that may present a known risk to children, young people or vulnerable adults within a Christian congregation.....	33
Appendix 12 - Links to other information	35

Introduction

The welfare of the child, young person and vulnerable adult is at all times paramount and takes precedence over all other considerations.

Safeguarding is part of our core faith and an integral feature of Christian life and consequently the care and protection of children, young people and adults involved in church activities is the responsibility of everyone who participates in the life of All Saints' Church.

'The Church of England 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 welcome for all, with a 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 truly trustworthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has'.

(From 'Promoting a Safer Church', The Church of England's Safeguarding Policy statement).

Safeguarding Policy

In accordance with the Church of England Safeguarding Policy, All Saints' Church is committed to:

- Promoting a safer environment and culture;
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church;
- Responding promptly to every safeguarding concern or allegation;
- Caring pastorally for victims/survivors of abuse and other affected persons;
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons;
- Responding to those that may pose a present risk to others.

To achieve the above All Saints' will:

- Create a safe and caring place for all;
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures;
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse;
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of All Saints';
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs;
- Listen to and take seriously all those who disclose abuse;
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately;
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred;
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties;
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually;
- Review the implementation of the Safeguarding Protection Policy, Procedures and Practices at least annually.

Each person who works within the All Saints' community will agree to abide by this policy and the guidelines established by All Saints.

Roles and Responsibilities

3.1 The PCC and Incumbent will:

Adopt and Implement

- The House of Bishops' 'Promoting a Safer Church' safeguarding policy.

Appoint

- Appoint an appropriately experienced, named Parish Safeguarding Officer to work with the incumbent and Parochial Church Council.

Safer Recruitment, Support and Training

- Have a policy statement on the recruitment of ex-offenders and ensure all those responsible for working with children, young people and vulnerable adults on behalf of the church are safely recruited;
- Ensure all church officers are aware of the safeguarding policy/guidance and are trained appropriately for their roles;
- Provide appropriate insurance to cover for all activities undertaken in the name of the Parochial Church Council which involve children, young people and adults.

Display

- A formal statement of adoption of the House of Bishops' 'Promoting a Safer Church; Safeguarding Policy Statement', signed on behalf of the PCC.
- Ensure information is displayed about how to contact the DSA, Parish Safeguarding Officer and how to get help outside the church with child and adult safeguarding issues;
- Ensure that Safeguarding arrangements are clearly visible on the front page of the Parish website.

Respond

- Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse;
- Report all safeguarding concerns or allegations including those against church officers to the PSO/incumbent and the DSA;
- Ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the DSA;
- Comply with all data protection legislation especially in regard to using (eg storing) information about any church officers and any safeguarding records;
- Ensure an 'activity risk assessment' is completed and reviewed regularly for each activity which is associated with either children or vulnerable adults and run in the name of the church.

Review and Report Progress

- Ensure the PSO regularly reports on safeguarding in the parish. Safeguarding will be a standing agenda item at each PCC meeting. At the APCM the PCC will provide an annual report in relation to safeguarding. In the PCC's annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have "due regard" to the House of Bishops' Safeguarding Policy and Practice Guidance.

Hire out church premises

- Ensure an addendum to a hire agreement is always used when any person/body hires church premises for activity that involves children, young people or vulnerable adults (this does not include hiring by private individuals for private events).

During a clergy vacancy

- The PCC with the church wardens, will ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent will give the safeguarding information to the Parish Safeguarding Officer who can pass the information on to the new incumbent when he/she takes up his/her new role.

3.2 The Safeguarding Officer

The Parish Safeguarding Officer is the key link between the diocese and the parish, concerning safeguarding matters. She/he will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of safeguarding policy.

The key tasks of the parish safeguarding officer are to:

1. Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities.
2. Be familiar with diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance.
3. Liaise with the incumbent over safeguarding issues.
4. Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters.
5. Liaise as necessary with the Diocesan Safeguarding Advisers. Report all concerns or allegations against church officers to the DSA.
6. Attend diocesan safeguarding training offered for PSOs.
7. Assist with safeguarding training in the parish as appropriate.
8. Attend a meeting of the church leadership (PCC) at least annually to ensure safeguarding issues are discussed and that the church leadership adopt the annual Church Safeguarding Policy.
9. Ensure that the Church Safeguarding Policy and contact details are displayed in all Church premises.
10. Keep good records of any safeguarding concerns that may arise and ensure that others do the same.
11. Promote inclusiveness in places of worship and within church activities.
12. Keep the church leadership informed of good safeguarding practice.
13. Undertake a regular parish safeguarding self-assessment in the format offered by the Diocese.

3.3 Church officers of All Saints' will

- Comply with the requirements of the safer recruitment process;
- Co-operate with the requirement to undertake a Disclosure and Barring Service check and repeat this as necessary;
- Disclose to the Safeguarding Officer/Vicar any information that may affect their ability to work with children or adults at risk;
- Comply with the Safeguarding Policy and Procedure (and sign to say a copy of this policy has been received, read and understood);
- Attend safeguarding training within one year of their appointment and at least every three years thereafter, as directed by the Safeguarding Officer;
- Actively report any safeguarding concerns in accordance with this policy;
- Act in a responsible manner at all times;
- Actively promote a safe environment for children and adults at risk;

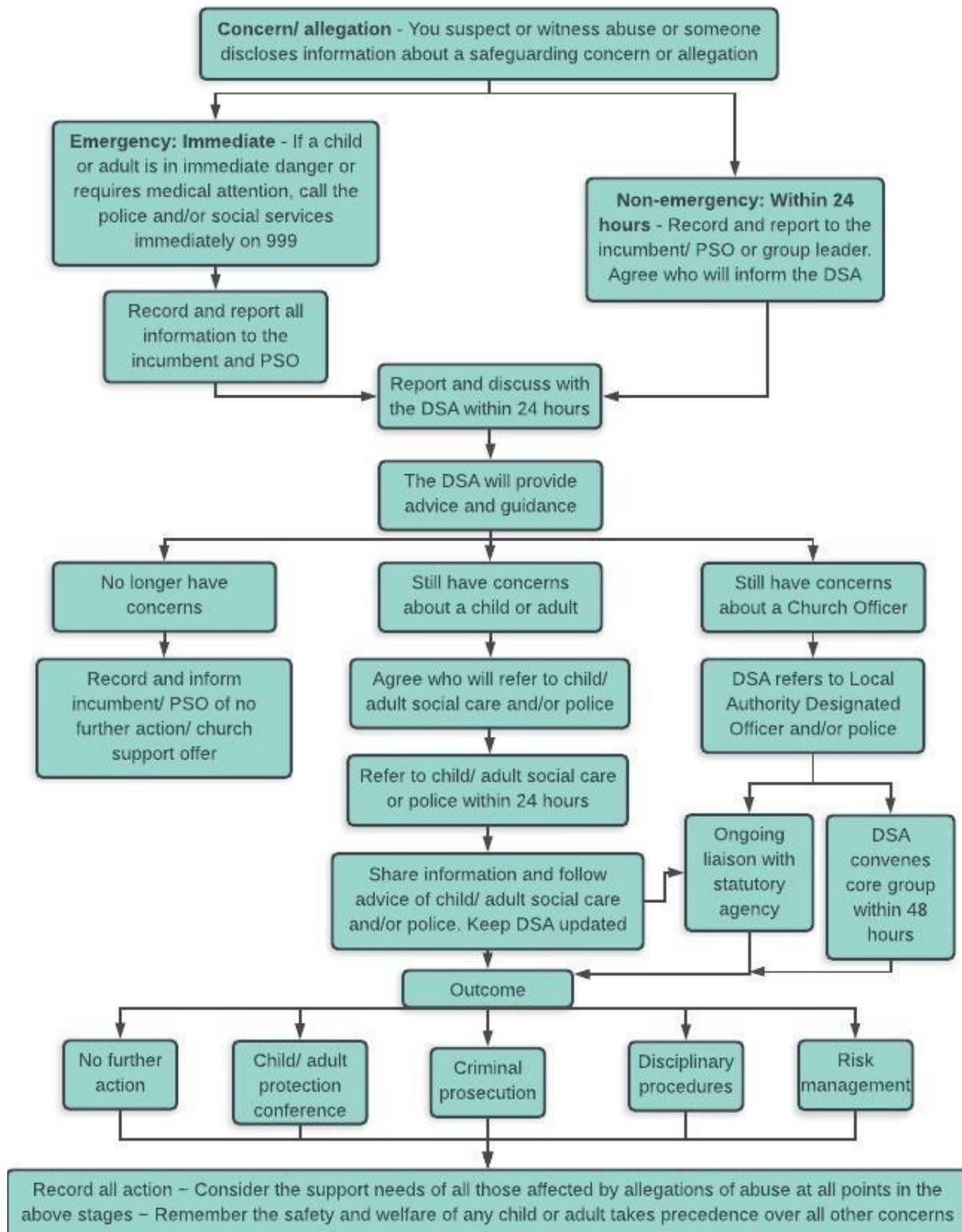
- Have an informed vigilance with regard to safeguarding.

3.4 All Saints' Congregation should

- Have an awareness of the All Saints' safeguarding policy;
- Know who the Safeguarding Officer is and how they can be contacted;
- Have an informed vigilance with regard safeguarding.
- Report any safeguarding concerns in accordance with this policy.

Responding Promptly to Every Safeguarding Concern or Allegation

4.1 Quick guide



4.2 What to do if you are concerned about a child or adult or you are concerned that a church officer may be abusing a child or adult:

If there is a concern that a child or adult is or may be being abused, or that a church officer is or may be abusing a child or adult (see appendix 2 for information on types of abuse):

- i Respond well to the victim/survivor, if it is a direct disclosure, to ensure they feel listened to and taken seriously. Explain what will happen next and check out support requirements. They should be informed that their identity and the identity of the respondent maybe shared with the statutory agencies, if there is any current risk to children. The concern or allegation should not be shared with anyone other than those who need to know (e.g. the statutory agencies and people occupying appropriate church roles).
- ii **EMERGENCY:** If you believe a child or adult is in immediate danger of significant or serious harm, contact the emergency services on 999.
- iii **NON- EMERGENCY:** Contact the Parish Safeguarding Officer or Incumbent, in the first instance. They **must** then contact the DSA. If neither of the two are available, contact the DSA directly. If the concern arises in an activity, discuss with the group/activity leader, who will contact the Parish Safeguarding Officer or incumbent.
- iv Any safeguarding concerns **must** be reported to the DSA **within 24 hours**.
- v If the PSO/incumbent or the DSA are not available within 24 hours, don't delay. Contact Cheshire West and Chester Children's Services or Adult Services and/or police directly. Contact the Local Authority Designated Officer (LADO) and/or police if the concern is that a church officer may be abusing a child or adult.
Advise the Parish Safeguarding Officer or Incumbent as soon as possible that you have made a referral, they will advise the DSA.

If in doubt don't delay, seek advice from statutory agencies

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

If the concern is about a child or adult:

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

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

If the concern is about a Church Officer:

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

The procedure is the same for non-recent abuse.

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

4.3 Guidelines for Responding to a Person Disclosing Abuse

Respond

Do

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

Do Not

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

Record

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Do not destroy your original notes in case they are required by the DSA or the statutory authorities.
- Record the date, time, place, words used and how they appeared to you. Record the actual words used, including any swear words or slang.

- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

Report

- If there is immediate danger to a child/adult contact the police.
- Otherwise report to your activity leader/ Parish Safeguarding Officer/incumbent immediately.
- Within 24 hours the PSO/incumbent reports the concerns to the DSA.
- The DSA will advise re reporting to statutory agencies within 24 hours.
- If there is any doubt seek advice from social services or the police.

4.4 Non-Recent Abuse

Safeguarding concerns or allegations may be about something that is going on now and/or something that may happen in the future (recent) or something that happened in the past (nonrecent). Non-recent allegations must be treated as seriously as recent allegations. Research evidences that it may take up to 25 years for an adult to disclose sexual abuse that happened to them either as a child or younger adult. A victim/survivor needs to be aware that if the alleged abuser is known to be still working with children in either a paid or voluntary capacity a referral to the statutory services must be made. The DSA will make this referral.

4.5 Domestic Abuse

The House of Bishops' policy states that *'The Church is committed to those who have been victims and survivors of domestic abuse. Domestic abuse in all its forms is contrary to the will of God and an affront to human dignity. All need to play their part in preventing or halting it'*. The welfare of the adult victim of domestic abuse is important, but where there are children in the family it must be understood that they too are victims of domestic abuse. Consideration of the child's welfare always comes first. In all circumstances, contact the DSA who will help clarify the issues and steps needed, which may involve contacting Children's Social Care. There may be a need for a risk assessment and for a Safeguarding Agreement to be put in place. The DSA will undertake this work in conjunction with All Saints' church and any statutory agencies.

What All Saints' will do

- The PCC will agree a parish domestic abuse statement including who to contact if there are concerns
- Appoint a named individual who is a point of contact for any advice and support. This may be the Parish Safeguarding Officer (PSO).
- Follow the process on how to respond to safeguarding concerns or allegation concerns.
- Support those in leadership positions, pastoral and safeguarding roles to engage in diocesan domestic abuse training.
- Consider the best place to display the domestic abuse statement including information about helplines and local services.
- Discuss domestic abuse in appropriate contexts such as marriage preparation.
- Challenge inappropriate comments and behaviour by church members.

Recommended good practice:

- Encourage leaders and those who preach to speak against domestic abuse in teaching, sermons, prayers and parish magazines - remember that many of the congregation may have a personal experience.
- Offer some awareness raising activities e.g. invite speakers from local domestic abuse agencies.

- Consider including activities around healthy relationships within activities for children and young people.
- Develop links with local domestic abuse organisations.
- Organise courses in parenting and confidence-building.

All Saints' Statement on Domestic Abuse is in the Policy section above.

4.6 Ministry of Deliverance

Concerns may be expressed that a child, young person or adult is troubled by or possessed by evil spirits or demons and that this may account for behavioural issues in the individual or be considered to justify harsh treatment by the family, guardians, friends or carers.

If a church officer, including a member of clergy, becomes aware of the above situation and/or a request is made for deliverance ministry, the parish **must** contact the **DSA** who will contact the appropriate person.

4.7 Recording, Data Protection and Information Sharing

Opening a Church Safeguarding Case File

Good record keeping is an important part of the safeguarding task. A record, called a case file, should be opened whenever a safeguarding concern or allegation occurs in a church. The record should include key contact details, dates of when the information became known and the nature of the concerns. The record should include ongoing actions with dates, other key documents on the case file (e.g. observation notes, reports, consent forms etc.) and the case closure date. Records should use straightforward language, be concise, and accurate so that they can be understood by anyone not familiar with the case.

Record Retention and Security

The safeguarding case files, whether electronic or paper, must be stored securely by the incumbent and the PSO. This should include identifying who should have access to them. Records in relation to safeguarding issues, even if they have not been proven, should be maintained in accordance with the Church's retention guidance. If the incumbent moves from the church, the records should be passed to the new incumbent.

Data Protection and information sharing

The General Data Protection Regulation (GDPR) contains the principles governing the use of personal data. The GDPR and the Data Protection Act 2018 place great significance on organisations being accountable and transparent in relation to their use of personal data. Parishes handling personal data need to have the proper arrangements for collecting, storing and sharing information.

Personal information in relation to safeguarding will often be sensitive and is likely to be classed as what is called "special categories of personal data" under the GDPR, which means extra care will need to be taken when handling such data. Nevertheless, it is important to be aware that the Data Protection Act 2018 includes specific reference to processing data in relation to the "safeguarding of children and individuals at risk" and allows individuals to share, in certain situations, personal data without consent:

"The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe" and this can equally be said to apply to vulnerable adults.

Reporting Concerns about Adults

Referrals of suspected abuse are made to Adult Social Services and the police. Where possible, for a person over 18, this should be done with their written consent.

The starting point is the presumption that an adult can give consent and has the mental capacity to do so. The provisions of the Mental Capacity Act 2005 are complex and questions and concerns about consent and mental capacity should always be discussed with the DSA.

Sharing without consent

Information can be shared legally without consent, if a person is unable to or cannot reasonably be expected to gain consent from the individual concerned; or if to gain consent could place somebody at risk. Relevant personal data can be shared lawfully without consent if it is to keep a child or vulnerable adult safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental or emotional well-being.

Never make these decisions on your own. If you are going to share personal data, this should always be discussed with the DSA. Of course, you may be able to share data, at least initially, without identifying the individual concerned both within the church and with the statutory services.

Ultimately, the most important consideration is whether the sharing of information is likely to support the safeguarding of a child, young person or vulnerable adult.

4.8 Safeguarding referrals

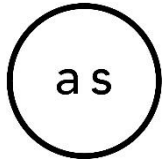
Once a disclosure has been reported to the responsible person (i.e. Group Leader, PSO or Vicar) within All Saints', the Church of England guidance will be followed.

In the interests of maintaining confidentiality, the PSO / Vicar will only be permitted to discuss the detail of the allegations / potential investigation with the DSA. Therefore, as the 'reporter' you are not permitted to receive feedback on the progress of the case, and you continue to be bound by the need for confidentiality. However, if you require support in this matter, please approach the PSO or Vicar who will be able to offer advice and reassurance.

If you, as the 'reporter', are concerned that the matter is not being addressed in a timely or an appropriate manner by those responsible within All Saints', please raise your concern with the PSO / Vicar in the first instance. If you remain dissatisfied, please contact the DSA by telephone: 01928 718834 ext. 221 or 07703 800031 for further assistance.

Useful Contacts

Name	Role	Contact
Jeff Turnbull	Parish Safeguarding Officer	safeguarding@allsaints.church
Val Ornsby	Deputy Parish Safeguarding Officer	safeguarding@allsaints.church
Rev Craig Gaudion	Vicar	01244 322056
Church Office		01244 322056
Pauline Butterfield	Diocese of Chester Safeguarding Officer	01928 718834 ext 221 or 07703 800031 Out of hours 0303 003 1111
Cheshire West and Chester Children's Services		0300 123 7047 Out of Hours 01244 977 277
Cheshire West and Chester Adult Services		0300 123 8123 Out of Hours 01244 977 277
thirtyone:eight	The Churches' Safeguarding Advisory Service	0303 003 1111
CEOP	Child Exploitation and Online Protection	0870 000 3344
NSPCC	For adults concerned about a child	0808 800 5000
ChildLine	For children and young people	0800 1111
Kidscape	Charity committed to keeping children safe from harm or abuse	0207 730 3300
Action on Elder Abuse	Charity addressing elder abuse within people's own homes (whether by family, friends or paid staff), within sheltered housing, and within care homes and hospitals.	0808 808 8141
National Domestic Violence	Helpline	0808 2000 247
Mankind	For male victims of domestic abuse and domestic violence across the UK	01823 334244
Women's Aid	Free phone 24-hour National Domestic Abuse Helpline	0808 2000 247
NAPAC	Support and advice to adult survivors of childhood abuse	0808 801 0331
Stop It Now	Help for anyone who wants to prevent abuse-including if you are worried about your own actions	0808 100 0900
Cruse	Bereavement Helpline	0808 808 1677
Family Lives	Support and advice on family issues	0808 800 222
MACSAS	For people who have been abused by church officers	0808 801 0340
Samaritans	For people struggling to cope and needing someone to talk to	116 123



Statement on Domestic Abuse

Policy for 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 the Parish Safeguarding Officer.

Policy Statement regarding the Recruitment of Ex-offenders

We will:

1. Comply with the Disclosure and Barring Service (DBS) code of practice and undertake to treat all applicants for positions fairly;
2. Only ask an individual about convictions and cautions that are not protected;
3. Fairly treat all staff, potential staff or users of our services, regardless of race, gender, religion (see below for exemptions), sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background;
4. Promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records;
5. Select all candidates for interview based on their skills, qualifications and experience;
6. Only submit an application for a criminal record check to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position;
7. Ensure all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences whenever ex-offenders apply for posts. Appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders will be provided;
8. Ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position at interview, or in a separate discussion. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment;
9. Make every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and make a copy available on request;
10. Undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Responding to DBS Disclosures & Information

When there are disclosures of cautions, convictions, reprimands or police intelligence we will inform the Diocesan Safeguarding Adviser in order to ensure that the relevance of the offences and associated risk are assessed.

Religion and Genuine Occupational Requirements

Under the Equality Act 2010 there are some exemptions which allow employers to require employees to have (or not to have) certain protected characteristics. These are called Occupational Requirements (OR). The employer must demonstrate that there is an occupational requirement attached to a particular job role.

The protected characteristics are sex, race, disability, age, religion and belief, marriage and civil partnership, gender reassignment and sexual orientation.

Notwithstanding our commitment to equality of opportunity, All Saints reserves the right to emphasise its charitable status as a Church of England body. Where there is a genuine occupational reason for a specific post it may require the postholder to be:

- A communicant member of the Church of England,
- A priest, deacon or other member of the Church of England holding the Bishop's Licence
- A practising Christian of a recognised denomination.

All staff must understand and express sympathy with the Christian ethos of All Saints and do nothing that would be seen to undermine it.

Appendix 1 - Definitions

A1.1 Definition of a 'child'

The term 'child' is used to include all children and young people who have not yet reached their 18th birthday.

The term 'children' therefore means 'children and young people' throughout this document.

A1.2 Definition of 'vulnerable adult'

The term 'vulnerable adult' refers to a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability, illness, old age, emotional fragility, distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired.

(Section 6 of the Safeguarding and Clergy Discipline Measure 2016)

Some adults may not consider themselves vulnerable but may be vulnerable to being abused by individuals in positions of leadership and responsibility. As adults are not inherently vulnerable and in need of protection it is important to recognise that the factors described below do not, of themselves, mean that a person is vulnerable. It is a combination of one or more of these factors and the circumstances that a person finds themselves in that can make an individual vulnerable to abuse or neglect.

Some factors that increase vulnerability include:

- A mental illness, chronic or acute
- A sensory or physical disability or impairment
- A learning disability
- A physical illness
- Dementia
- An addiction to alcohol or drugs
- Failing faculties of old age
- Those who are homeless
- Refugee families or individuals (including those seeking asylum)
- Victims/survivors of domestic abuse – direct violence and/or significant emotional coercion
- Those who have suffered historic abuse in childhood
- A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events – for example bereavement or abuse or trauma

These factors may not exist in isolation; for example, someone with a drink problem masking underlying dementia; or a frail housebound elderly person with underlying depression.

A1.3 Definition of 'church officer'

The term '**church officer**' refers to anyone appointed/elected by or on behalf of the Church to an office, post or role, whether they are ordained or lay, paid or unpaid.

A1.4 Definition of abuse

Please refer to [Appendix 2](#) for definitions of abuse and possible indicators.

Appendix 2 - Abuse and Neglect

A2:1. Abuse and Neglect of Children

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

Statutory Definitions

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

- **Physical abuse** including hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
- **Emotional abuse** including conveying to a child that they are inadequate, humiliation, blaming, controlling, intimidation, verbal abuse, isolation, seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying).
- **Sexual abuse** including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. It may include involving children in looking at, or in the production of, sexual images, watching sexual activities, or grooming a child in preparation for abuse.
- **Neglect** including failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm or danger, to provide adequate supervision and/or access to appropriate medical care or treatment. It may occur during pregnancy as a result of maternal substance abuse.

Domestic Abuse

Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

Sexual Exploitation

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

Bullying and Cyberbullying

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

Online Abuse

With the ever-growing use of the internet, mobile telephones and online gaming (e.g. Xbox/ PlayStation), there has been a corresponding rise in the use of the internet and other electronic communication to target, groom and abuse children. Adults may target chat rooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages when online and who try to obtain images or engineer meetings.

Electronic Images

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

A2.2. Abuse and Neglect of Adults

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

Definitions of Adult Abuse

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

- **Physical abuse** including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- **Sexual abuse** including rape and sexual assault or sexual acts to which the vulnerable adult has not consented or could not consent or was pressurised into consenting.
- **Psychological abuse** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Financial or material abuse** including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect or acts of omission** including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Discriminatory abuse** including racist, sexist, that is based on a person's disability, and other forms of harassment, slurs or similar treatment.
- **Domestic abuse** that is usually a systematic, repeated and often escalating pattern of behaviour by which the abuser seeks to control, limit and humiliate, often behind closed doors.
- **Organisational abuse** including neglect and poor care practice within an institution or specific care setting such as a hospital or care home. This may range from one off incidents to 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.
- **Modern Slavery** including human trafficking; forced labour and domestic servitude; traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Who Abuses Adults?

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

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

Relatives who are Main Carers

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

Institutions

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

Appendix 3 – Safer Recruitment

A key way of protecting children and adults from harm is to ensure the careful recruitment of those working with them. The House of Bishops Safeguarding Policy states *‘The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church’*.

The PCC is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid. This responsibility is currently delegated to an individual. At least two individuals (who will include the incumbent) must be responsible for recruitment. All those involved in recruitment must be capable and competent, trained in safer recruitment and able to keep personal matters confidential.

1. Job/role description

A clear and accurate job description and person specification will be constructed, or for an unpaid role, a role outline, which set out what tasks and responsibilities the applicant will undertake, and the skills and experience required. This will include what level of DBS check is required.

2. Advertise

Unpaid roles will be advertised within parish notices and paid roles more widely.

3. Application form

All applicants will be asked to complete an application form for all paid roles (a Curriculum Vitae may be used for voluntary roles, but an application form is good practice and is recommended). Two references will always be asked for, taken up and checked.

4. Confidential Declaration Form

All applicants will be asked to complete a thirtyone:eight Confidential Declaration Form.

5. Shortlist (paid posts)

A Shortlist will be produced after carefully examining the application forms.

Any gaps in employment/personal history will be identified and it will be ensured that those shortlisted meet the requirements of the person specification.

Shortlist (unpaid posts)

Any interest from volunteers will be reviewed and suitability assessed against requirements.

6. Interview

A face-to-face interview (or informal discussion if unpaid) with pre-planned and clear questions to assess applicants' suitability for the role will be held. Explanations for gaps in employment/personal history will be sought. It may also be appropriate to ask the individual to complete a test or presentation if applicable. Identification and the Confidential Declaration Form (CDF) will be checked.

7. Offer the role

The decision on whom to offer the role to. will be made by the interviewing panel. This will be subject to completion of all checks to the satisfaction of the PCC. No role can commence until satisfactory checks have been completed.

8. Checks

Once the applicant has been offered the role, subject to satisfactory checks, the applicant will be asked to complete an enhanced Disclosure and Barring Service (DBS) check application (online). Any blemished DBS checks or information of concern on the CDF must be risk assessed by the DSA. The applicants' two references will always be checked.

If someone has either never lived in the UK or spent a period of time overseas (i.e. lived abroad), the person making the appointment will request an additional check and ask the applicant to obtain criminality information from the country where he/she was resident.

It is recommended to undertake an occupational health check for paid roles where possible.

9. Appoint

Once all checks are satisfactory and support the interview decision, the person will be formally appointed. It is recommended to add an end date to unpaid roles. This can always be extended but helps set expectations for both parties.

10. Probation period

A period of probation will be stated for any paid role (or a settling-in period for unpaid) and reviews will occur throughout, as well as at the end of this period.

11. Induct, train and support

New unpaid and paid workers will be inducted. This will include expectations in relation to behaviour (a Code of Conduct). Supervision/support will be put in place and Church of England safeguarding training arranged.

All workers will:

- Receive All Saints' Safeguarding Policy and Procedures and All Saints' Equal Opportunities Statement.
- Undertake repeat Disclosure and Barring Service checks as required.

Safeguarding training must be undertaken within one year of being appointed, and every three years thereafter.

All information received will be stored in a secure place.

Appendix 4 – A Safe Environment and Activities

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

Code of Safer Working Practice

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

Must:

- Treat all individuals with respect and dignity.
- Ensure that their own language, tone of voice, and body language is respectful.
- Ensure that children, young people and adults know who they can talk to about a personal concern.
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or Parish Safeguarding Officer. Sign and date the record.
- Obtain written consent for any photographs/videos to be taken, shown, displayed or stored (Model Consent Form to be linked shortly).
- Administer any First Aid with others around.

In addition, for children and young people must:

- Always aim to work with or within sight of another adult.
- Ensure another adult is informed if a child needs to be taken to the toilet. Toilet breaks should be organised for young children.
- Respond warmly to a child who needs comforting but make sure there are other adults around.
- Ensure that the child and parents are aware of any activity that requires physical contact and its nature before the activity takes place.

Must not:

- Invade an individual's privacy whilst washing and toileting.
- Use any form of physical punishment.
- Be sexually suggestive about or to an individual.
- Scapegoat, ridicule or reject an individual or group.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Show favouritism to any one individual or group.
- Allow an individual to involve you in excessive attention seeking.
- Allow unknown adults access to children, young people and adults that may be vulnerable. Visitors should always be accompanied by an approved person.
- Allow strangers to give children, young people and adults who may be vulnerable in the group, lifts.
- Befriend children, young people and adults who may be vulnerable on social media.
- Take photographs on personal phones or cameras as this means that images are stored on personal devices.

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

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

Acceptable Touch

Sympathetic attention, humour, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, is wholly appropriate. The following guidelines regarding touching are suggested:

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

In addition:

- You can allow people you support to give you brief hugs if you feel comfortable with this.
- You can allow people you support to hold hands or link arms with you to help with travel and stability.
- You should discourage people you support from touching your face. You can offer your hand instead.
- You should discourage people you support from sitting on your lap. You can offer to sit side by side.
- You should avoid using touch if the person you support is very distressed and is unlikely to tolerate it.
- Ensure that church officers at all levels must take responsibility for monitoring one another in the area of physical contact. They should be encouraged to challenge one another if necessary.
- Concerns about possible abuse or inappropriate behaviour should always be reported.

Children's Activities

Church groups that involve children need to ensure good practice standards across a wide range of areas including: recruitment of group leaders; DBS checking; staffing ratios; suitability of premises; health and safety arrangements; and facilities for children with special needs.

The minimum staffing levels for groups should be as follows:

0 – 2 years	1 adult to 3 children	1:3
2 – 3 years	1 adult to 4 children	1:4
4 – 8 years	1 adult to 6 children	1:6
9 – 12 years	1 adult to 8 children	1:8
13 – 18 years	1 adult to 10 children	1:10

Each group should have at least two workers, even for smaller groups, and if possible one male and one female. Staff ratios for all groups should always be based on a risk assessment. For example, staffing numbers would need to be increased for outdoor activities and more so if that activity is considered higher risk, potentially dangerous or when children with disabilities or special needs are involved.

For all groups and activities:

- Undertake a health and safety risk assessment.
- A registration form must be completed for every child or young person who attends groups or activities which should include up to date information on parents' contact numbers, medical information (e.g. allergies) and any special needs.
- An attendance register must be kept and be available at all group meetings.
- A First Aid kit must be available on any premises that are used by children.
- An accident and incident logbook must be available, and all accidents recorded. The logbook should be stored in a secure place. Any significant incidents must be recorded (e.g. a fight between children).
- There should be access to a telephone, if possible.
- In premises where children's groups meet, the Childline and Family Lives telephone numbers should be displayed.
- Parents must sign a consent form before children are transported in a private car, and before any photography or images are taken.

In addition, when taking children offsite:

- The church leadership must be informed and agree to the activity.
- Details of the activity and any itinerary must be given in advance to parent/s and consent forms received in advance of the activity taking place.
- Details of the activity and a list of contacts must be left with someone in the church.
- Details of the activity and arrangements must be given to the incumbent and/or PSO.
- A risk assessment must be undertaken, and confirmation obtained that the activity is covered by PCC insurance.
- A leader must be designated to take responsibility for First Aid.

Many of these items are equally applicable to groups involving vulnerable adults.

Visiting Adults

Visiting vulnerable adults in their homes is an essential element of many church officers' roles. Many parishioners will be well known to the church officer and where there have been no previous concerns the level of risk to the church officer or parishioner during visits will usually be low. However, unexpected circumstances can be encountered, some of which may place a church officer at risk. For example, the unexpected presence in the home of a relative or friend with a history of violence or threatening behaviour.

Unfortunately, case histories also show that a parishioner may be at risk from a church officer. For these reasons it is very important for parishes to ensure their church officers and parishioners are as safe as they can be, and that there is accountability and transparency in the manner in which church officers engage in lone working or visits to homes.

To assure the person you are visiting of their safety, and for your own as a church officer:

- If possible undertake a risk assessment before an initial visit, especially if you do not know the person. If there are any concerns or risks known before a visit is made, you are advised always to undertake a risk assessment. In these circumstances, consider whether the visit is necessary, or whether you should be accompanied by another church officer. In addition, visiting in pairs may be advisable, especially if the adult is perceived to be vulnerable.
- Do not call unannounced; call by appointment, if appropriate telephoning the person just before visiting.
- Be clear about what support you can offer and the purpose and limitations of any pastoral care/support that is available.
- Do not make referrals to any agency that could provide help without the adult's permission, and ideally encourage them to set up the contact, unless there are safeguarding concerns.
- Never offer "over the counter" remedies to people on visits or administer prescribed medicines, even if asked to do so.
- Do not accept any gifts from adults other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. If someone wants to make a donation to the church, put it in an envelope, mark it on the outside as a donation and obtain a receipt from the Treasurer.
- Make a note of the date when you visit people, report back about the visit to the agreed named person and say what is concerning or going well. They will report safeguarding concerns to the Parish Safeguarding Officer and/or incumbent or directly to the DSA if they are not available.

Appendix 5 – Use of Social Media

Social media sites enable users to create and share content and keep in touch with other users. They include maintaining a profile page on a networking site such as Facebook, Twitter, Instagram, Snapchat; writing or commenting on a blog, whether it is your own or the blog of another person; taking part in discussions on web forums or message boards. For many, especially young people, using social media is an extension of physical face to face relationships. It is therefore important that churches also engage with their community and worshippers through these platforms. However, this must be done safely to avoid the risk of:

- Forming inappropriate relationships.
- Saying things you should not, such as offensive, sexual or suggestive comments.
- Blurring the boundaries between public work/ministry and your private life.
- Grooming and impersonation.
- Bullying and harassment.

The Role of the PCC

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

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

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

Guidance for Church Officers

DO

- Have your eyes open and be vigilant.
- Maintain the upmost integrity – honesty, transparency, consistency and accountability are key. Treat online communication with children, young people and adults as you would communication that is face to face. Always maintain the same level of confidentiality.
- Report any safeguarding concerns that arise on social media to the PSO and the DSA.
- Always assume that everything you write is permanent and may be viewed by anyone at any time; that everything can be traced back to you personally as well as to your colleagues or the church. Always think before you post.
- Draw clear boundaries around your social media usage associated with your private life and your use of different social media for public ministry. Keep church account/s and profiles separate from your personal social media account/s e.g. only use a Facebook page, Twitter or blogs for public ministry, while keeping a separate Facebook profile for private life.
- Always ask parents/carers for written consent to:
- Use and store photographs of children/young people from activities or events in official church publications, or on the church's social media, website and displays.
- Use telephone, text message, email and other messaging services to communicate with young people.
- Young people connecting to the church's social media pages.

- Only use an approved church/ministry account to communicate with children, young people and/or vulnerable adults. The named person should be able to access this and review conversations, and the account should be visible to young people and their parents. Young people must be made aware that any communication will be viewed by all users. Save any messages and threads through social networking sites, so that you can provide evidence to the named person of your exchange when required.
- Avoid one-to-one communication with a child or young person.
- Use clear and unambiguous language in all communications and avoid abbreviations that could be misinterpreted.
- Save and download to hard copy any inappropriate material received through social networking sites or other electronic means and show immediately to the named person, PSO, incumbent or, if appropriate, Diocesan Safeguarding Adviser.
- Use passwords and log off promptly after use to ensure that nobody else can use social media pretending to be you.

DO NOT

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

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

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

Mobile Phones

Wherever possible, church officers should be supplied with a mobile phone dedicated for work purposes. This allows for the phone to be switched off outside working hours, and for usage to be accountable. This means that the work phone number is the only number that young people or adults are given, and the church officer's personal number can remain private. Texts or conversations that raise concerns should be saved and passed on to the named person or the PSO/incumbent (or if unavailable the DSA).

Appendix 6 - Safeguarding Training

Safeguarding Training is provided by the diocese and national church.

The Training and Development Framework outlines the core safeguarding training that is available from the diocese.

Basic Awareness (online)	Recommended for anyone who needs a basic level of awareness of safeguarding issues.
Foundation (online)	Required for those who hold positions of responsibility for the safeguarding of others within Church settings or have contact in their Church role with children, young people and/or vulnerable adults.
Leadership (currently via zoom sessions)	The Leadership Pathway is about leadership and cultural change. Required for anyone who plays a lead role in shaping the culture of the Church body. This includes: Anyone holding the Bishop's licence, commission, authorisation, or permission; Safeguarding Officers.

Who gets what training in the parish?

Basic Awareness and Foundation			
The Basic Awareness and Foundation courses can be completed by any member of the congregation, to support awareness raising and a culture of support and vigilance in the Church. They can be undertaken online at https://safeguardingtraining.cofeportal.org/login/index.php . However, it is recommended that those in the following roles are encouraged to complete them: Vergers, Servers, Welcomers, Caretakers, Refreshment Helpers, Shop Staff, Sidespersons, Flower Arrangers, Administrative Staff, Bellringers, Choir Members/Music Group Members (including Sound/AV Technicians).			
Additional Core Training Requirements			
Role	Basic Awareness	Foundation	Leadership
Incumbents and clergy, including those that hold Permission to Officiate (PTO)	✓	✓	✓
Licensed Lay Ministers, e.g. Readers	✓	✓	✓
Parish workers with children/vulnerable adults (paid or volunteer)	✓	✓	✗
Leaders/Supervisors of work with children/vulnerable adults (paid or volunteer)	✓	✓	✓
Parish Safeguarding Officers	✓	✓	✓
Church Operations Managers	✓	✓	✗
Churchwardens	✓	✓	✓
PCC Members	✓	✗	✗
PCC Safeguarding Leads	✓	✓	✓
Youth and Children's Pastors	✓	✓	✓
Music Group Leaders/Choir Leaders	✓	✓	✓
Bell Tower Captains	✓	✓	✓

Appendix 7 - What can a Parish Expect from a Diocese?

Safeguarding Policy and Practice Guidance

The diocese is responsible for supporting parishes in implementing the House of Bishops' Safeguarding Policy and Practice Guidance. This includes arrangements to monitor the quality of safeguarding arrangements in parishes.

Safeguarding Advice and Support

The diocese has DSA/s who are experienced safeguarding professionals who offer safeguarding advice and support to parishes. The parish must report any safeguarding concerns or allegations to the DSA within 24 hours of a concern arising. DSAs will advise on how to respond well. They will manage all concerns or allegations against church officers. The diocese offers an out of hours service for any safeguarding concerns or allegations that arise outside normal office hours.

Safeguarding Training

The diocese is responsible for the provision of safeguarding training.

Safer Recruitment Support

The diocese is available for advice on all aspects of safer recruitment, including applications for a DBS check, mostly via a commissioned DBS provider. The DSA is also the person who risk assesses any blemished DBS checks.

External Scrutiny of Safeguarding

The diocese has a group of senior clergy, church officers and external safeguarding professionals, independently chaired by an external safeguarding expert. The group is responsible for overseeing the implementation of policy, training and the effectiveness and quality of safeguarding arrangements.

Complaints Procedure

The diocese has a complaints procedure for those wishing to complain about the handling of safeguarding issues.

Whistleblowing

The diocese is available for advice and support on whistleblowing. This is when a paid church officer decides to pass on information concerning wrongdoing, that they consider is in the public interest. This means it must affect others, e.g. the general public. This includes failure to adhere to health and safety requirements that place others in danger, a 'cover up' by someone and/or a criminal offence. It does not cover personal grievance or complaints.

Appendix 7 - Caring Pastorally for Victims/Survivors of Abuse and Affected Others

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

Most parishes are likely to have amongst their congregation children and young people who have been abused and/or adults who have experienced abuse, either as adults or when they themselves were children. Some may have been abused in the Church (see below).

Responding well to a disclosure of abuse is essential to being able to build trust and support. For some, just being able to talk to a trusted person about their experiences can be a powerful, healing event. Some may be seeking pastoral support from the Church. Some may need advice about how best to seek professional help. This may involve support to access local specialist services. Victims/survivors who are children or young people will require specialist support. If you need any advice about how best to support a victim/survivor of abuse, please contact the DSA.

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

Support following alleged abuse by a church officer

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

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

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

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

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

Appendix 8 - Caring Pastorally for Church Officers who are the Subject of Concerns or Allegations of Abuse and Affected Others

Support for the respondent

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

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

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

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

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

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

Support to parishes and others affected by safeguarding concerns or allegations

When a member of clergy leaves a parish in which they have lived and worked for some time, there is usually a period of notice during which they can take their leave and parishioners can say their goodbyes. The pastoral relationship between the respondent and parishioners can be very close, so when it is ending it is to be expected that there will be some sense of loss and sadness; but there is also an opportunity to mark their departure.

When someone in a position of office or ministry must step aside at short notice or is suspended because of a safeguarding concern or allegation, a crisis arises for them, but also for the parishioners who have had no warning. The feelings that can arise for parishioners in these circumstances can be very varied and can include disbelief about the allegation, defensiveness about the respondent, shock, disappointment, anger and confusion. People can feel abandoned, especially if they had been working closely with that person in some element of parish life.

The core group will advise the DSA, in close liaison with the archdeacon, who should support the affected parish.

During the period of investigation, which may last for many months, the information that can be shared with the parish and its congregation will be limited. Advice and support is available from the DSA, the archdeacon and the Diocesan Communications Officer.

Appendix 9 - Responding to those that may present a known risk to children, young people or vulnerable adults within a Christian congregation

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

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

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

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

Take action

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

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

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

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

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

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

This will involve the respondent and usually the incumbent, church warden, Parish Safeguarding Officer

and, if involved, statutory agencies e.g. police, National Probation Service and Children's Social Care. Who is involved will depend on the case.

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

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

The Safeguarding Agreement may include the following elements:

- Attend designated services or meetings only.
- Sit apart from children.
- Stay away from areas of the building where children or vulnerable adults meet.
- Attend a house group where there are no children or vulnerable adults.
- Decline hospitality where there are children or vulnerable adults.
- Never be alone with children or vulnerable adults.
- Never work or be part of a mixed group with children or vulnerable adults.
- Take no role or office in the church which gives him or her status or authority as others may deem that person to be trustworthy.

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

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

Should the respondent refuse to sign the agreement the DSA will advise the parish and liaise with the police and other relevant agencies, as required, to seek a resolution. Any breach should be shared with the DSA immediately, who will liaise with the statutory agencies, as required. It should be remembered that it is not possible to prevent a parishioner from attending divine service, unless this is a condition included in a court order or in his/her licence conditions upon release from prison (although, of course, he/she could voluntarily agree not to attend certain services). If a respondent parishioner wishes to attend any service, as part of the safeguarding arrangement (and this could be contained in his/her ongoing Safeguarding Agreement), it is possible for the church wardens to direct a person where to sit, put measures in place to closely supervise them (e.g. accompany the individual) and remove that person if they cause a disturbance. It is also possible to refuse access to other church activities (e.g. social activities such as tea/coffee after the service and choir and bell ringing activities).

Appendix 12 - Links to other information

Church of England Safeguarding Policy and Practice Guidance:

Church of England's safeguarding policy and practice guidance – Templates and resources

<https://www.churchofengland.org/safeguarding/policy-and-practice-guidance/templates-and-resources>

- Parish resources
- Types of Abuse
- Safer Recruitment
- Key roles and responsibilities of church office holders and bodies
- Responding to, assessing and managing concerns or allegations against church officers
- Independent Risk Assessments
- Templates
- Responding well to domestic abuse
- Theological texts

Church of England's safeguarding policy and practice guidance – Documents

<https://www.churchofengland.org/safeguarding/policy-and-practice-guidance>

- Practice Guidance
- Past Cases Review 2 (PCR2)
- Responding Well
- Safer Recruitment
- Training
- Serious Incident Reporting
- Regulations
- Other Key Guidance
- Joint Practice Guidance with The Methodist Church
- Policy Statements

Other Useful Documents:

Government information on whistleblowing

<https://www.gov.uk/whistleblowing/who-to-tell-what-to-expect>

The Protection of Children Act 1978

<https://www.legislation.gov.uk/ukpga/1978/37>

Data Protection Act 2018

<http://www.legislation.gov.uk/ukpga/2018/12/contents>

Mental Health Capacity Act 2005

<http://www.legislation.gov.uk/ukpga/2005/9/contents>

The Care Quality Commission

<https://www.cqc.org.uk/>

Carers Trust

<https://carers.org/>

The Parliamentary and Health Service Ombudsman

<https://www.ombudsman.org.uk/>

The Local Government and Social Care Ombudsman

<https://www.lgo.org.uk/>

The Prison and Probation Ombudsman

<https://www.ppo.gov.uk/>

The Clewer Initiative (Modern Slavery)

<https://www.theclewerinitiative.org/>

Unseen (Modern Slavery)

<https://www.unseenuk.org/>

Data Protection: Parishes and the GDPR

<https://www.parishresources.org.uk/gdpr/>

Working Together to Safeguard Children

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

NSPCC – Keeping Children Safe

<https://www.nspcc.org.uk/keeping-children-safe/>

Care and Support Statutory Guidance

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

DBS Code of Practice

<https://www.gov.uk/government/publications/dbs-code-of-practice>