

## 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:

Parish Safeguarding Handbook, Promoting a safer church (2019) – Church of England – <a href="#">CLICK HERE</a>
Safer Environment and Activities – Church of England – <a href="#">CLICK HERE</a>
The Code of Safer Working Practice – Church of England – <a href="#">CLICK HERE</a>
All Saints Recruitment of Ex-Offenders Policy
All Saints' Health and Safety Policy
All Saints' Prayer Ministry Handbook

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# 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 and practice guidance.

### 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;
- 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;
- Follow safer recruitment guidance as set out by the Church of England;
- Follow Safer Environment and Activities guidance as set out by the Church of England.

### 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**

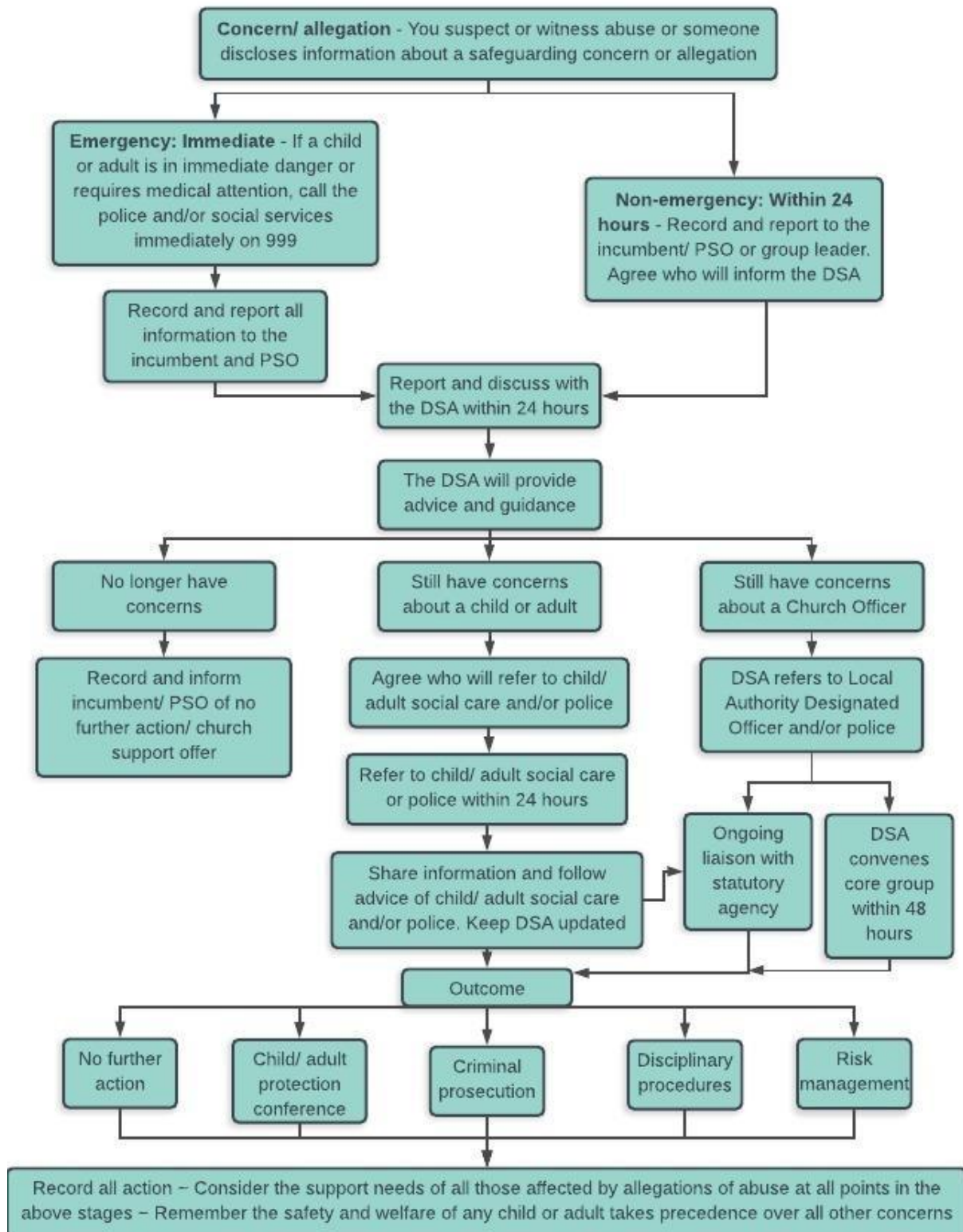
- Comply with the requirements of the safer recruitment process;
- Co-operate with the requirement to undertake a Disclosure and Barring Service check and repeat this as necessary;
- Disclose to the Safeguarding Officer/Vicar any information that may affect their ability to work with children or adults 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 in accordance with Church of England requirements. It is expected that people work to achieve the required level of learning as soon as is practicably possible upon starting a new role. The required core safeguarding learning pathways should be a priority with Basic Awareness and Foundation being completed as part of an induction process (recommended within 2 months) and the remaining pathways being completed within six months of an individual taking up post. Training must be repeated every three years thereafter, or 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 (including social media) and in accordance with Church of England Guidance;
- 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 will be shared with key church officers, and may be 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 also involves 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. 259.

# Useful Contacts

Name	Role	Contact
Val Ornsby	Parish Safeguarding Officer	safeguarding@allsaints.church
Ros Flanders	Deputy Parish Safeguarding Officer	safeguarding@allsaints.church
Rev Craig Gaudion	Vicar	01244 322056
Church Office		01244 322056
Diocese of Chester Safeguarding	Safeguarding Team	safeguarding@chester.anglican.org 01928 718834 ext 259 Out of hours 0303 003 1111
Cheshire West and Chester Children's Services	Integrated Access and Referral Team/ Emergency Duty Team OOH	0300 123 7047 Out of Hours 01244 977 277
Cheshire West and Chester Adult Services		0300 123 7034 Out of Hours 01244 977 277
thirtyone:eight	The Churches' Safeguarding Advisory Service	0303 003 1111
NSPCC	For adults concerned about a child	0808 800 5000
ChildLine	For children and young people	0800 1111
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 2222
Samaritans	For people struggling to cope and needing someone to talk to	116 123
Respect Phonenumber		0808 801 0327
National Careline		0800 069 9784
MACSAS	For people who have been abused by church officers	0808 801 0340

## 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.

# 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 - 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 <a href="https://safeguardingtraining.cofeportal.org/login/index.php">https://safeguardingtraining.cofeportal.org/login/index.php</a> . 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 Training Requirements				
Role	Basic Awareness	Foundation	Leadership	Domestic Abuse
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	✓	✓	x	✓
PCC Members	✓	✓	✗	✓
PCC Safeguarding Leads	✓	✓	✓	✓
Youth and Children's Pastors	✓	✓	✓	✓
Music Group Leaders/Choir Leaders	✓	✓	✓	✓
Bell Tower Captains	✓	✓	✓	✓
Staff Members	✓	✓	✗	✓

## Appendix 4 - Links to other information

### Church Of England Safeguarding e-manual

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual>

This e-manual contains the recently revised House of Bishops' Safeguarding Guidance and Safeguarding Code of Practice.

House of Bishops' Safeguarding Guidance

With chapters on-

- Declaration of Conflict of Interest
- Responding Well to Victims and Survivors of Abuse
- Safeguarding Children, Young People and Vulnerable Adults
- Safeguarding Learning and Development Framework
- Safeguarding in Religious Communities
- Safer Recruitment and People Management

### National Safeguarding Standards

<https://www.churchofengland.org/safeguarding/national-safeguarding-standards>

Work towards these standards with the diocesan team and introduction of safeguarding dashboards.

### Church Of England Safeguarding Handbook

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

This document includes guidance on:-

- Safer Recruitment
- A Safe Environment and Activities
- Use of Social media
- What a Parish can expect from the Diocese
- Caring Pastorally for Victims / Survivors of Abuse and Affected Others
- Caring Pastorally for Church Officers who are subject to Concerns or Allegations of Abuse and Affected Others
- Responding to those that may present a known risk to children, young people or vulnerable adults within a Christian congregation

### Church of England Safeguarding resources and templates:

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

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

### Church Of England Reporting Abuse and Finding Support

<https://www.churchofengland.org/safeguarding/reporting-abuse>

Reporting abuse and finding support

### House of Bishops' safeguarding policy and guidance

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

## 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/>

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>

Safeline

<https://safeline.org.uk/>

SupportLine

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

Victim Support

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