

## **ST. ANDREW'S CHURCH, NOTTINGHAM**

### **SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS POLICY AND PRACTICE GUIDELINES (Updated in March 2019)**

#### ***POLICY STATEMENT***

The people of St. Andrew's Church are committed to and recognise our legal responsibility to safeguard, nurture and care for children and vulnerable adults in our church community and those we come into contact with.

This policy and practice guidance has been written to ensure that the Parochial Church Council, clergy, and those who have contact with children, young people and vulnerable adults within the church, understand their responsibilities and legal duties, and what to do if they are concerned about the welfare of a child or vulnerable adult.

It has also been written in order to meet the parish requirements outlined in the latest Church of England House of Bishops Safeguarding Policy Statement, 'Promoting a Safer Church 2017'.

In addition, St Andrews Church adopt in full, and all church officers will receive a copy of the above Church of England Policy Statement.

In order to fulfil our responsibilities, St. Andrew's P.C.C. and Vicar:

- Will provide a safe and healthy environment where children, young people and vulnerable adults can develop their relationship and awareness of God.
- Will create a culture of informed vigilance which takes children, young people and vulnerable adults seriously.
- Will identify a named person(s) for safeguarding children and adults, who will ensure that any matters relating to child or adult safety and welfare are dealt with appropriately, and in line with this policy.
- Will ensure that all staff and volunteers who work with or have contact with children, young people or vulnerable adults through church activities, are appropriately screened.
- Will ensure that all staff and volunteers have access to and are encouraged to undertake appropriate training relating to their safeguarding responsibilities.
- Will ensure that any concern about the welfare of a child or vulnerable adult is acted upon in an appropriate way and in line with this policy and the Diocesan Code of Practice.
- Will ensure appropriate Health and Safety procedures are in place.
- Will provide adequate insurance cover for all activities undertaken in the name of the Parish
- Will ensure that any other organisation using its premises for work with children, young people or vulnerable adults take their safeguarding responsibilities seriously and have their own procedures in place.

- Will ensure that there is clear publicity and information that makes it clear to members and visitors that safeguarding is taken seriously at St Andrews Church.
- Will review this policy and its' implementation, in the light of experience and changes in national or diocesan policy, on an annual basis.

## **Providing a safe and healthy environment**

### *Health & Safety*

The P.C.C. will ensure that all facilities and equipment that are used or accessed as part of its work meet appropriate health and safety standards, and that any risks associated with their use have been identified and action taken to minimise potential hazards. This will include an appropriate level of first aid provision, safe storage of furniture and equipment and fire precautions.

The P.C.C. will ensure that all activities involving children and young people are adequately supervised in line with the ratios outlined in the practice guidance, appropriate records kept relating to attendance and incidents and any concerns reported to the appropriate responsible person.

The P.C.C. will ensure that all other requirements of this policy are effectively implemented, recognising that they are also an essential element to creating a safe and healthy environment.

## **Role of named person(s) for safeguarding children and adults**

The P.C.C. will appoint a named person or named persons to undertake the following tasks on its' behalf:

- To ensure that staff and volunteers are aware of the Safeguarding Children, Young People and Adults Policy and Practice Guidelines
- To ensure all staff and volunteers are appropriately screened in line with the policy and practice guidelines
- To encourage staff and volunteers to attend appropriate training
- To provide support and advice to staff and volunteers
- To ensure that any concern about the welfare of a child or vulnerable adult, is dealt with appropriately and reported to the Diocese and Social Care if required.
- To assist the P.C.C. in reviewing the policy and its implementation in the light of experience and any changes to national or Diocesan policy.

## ***PRACTICE GUIDANCE***

### **Screening procedure**

Because St. Andrew's Church recognises it's legal and moral duty to give priority to the welfare of children and vulnerable adults, all those wishing to or invited to work with vulnerable people at St. Andrew's will be required to go through the following process.

- Provide evidence of their identity and current address
- Be checked through the Disclosure and Barring Service (DBS) in regard to their suitability to work with children and young people or vulnerable adults if contact with children or adults is a regulated activity: either weekly or if participating in an overnight activity e.g. camping. Eligibility for a DBS check will be in line with the Diocesan 'DBS Eligibility for church workers' document (Feb 2014).
- Provide two references from appropriate people in regard to their suitability for such work.

This process will be overseen by the named person(s) for safeguarding children, who will also keep appropriate records in a secure location. Forms to be used are available from the named person(s).

It is recognised that this screening process is not fool-proof and therefore all staff and volunteers are asked to be vigilant, and if concerned about the behaviour of a fellow worker should raise this with the named person(s) or vicar as a matter of priority. Advice would then be sought from the Diocesan Safeguarding Advisor, and the concern would then be investigated and appropriate action taken if required.

### **Good practice for activities with children and young people**

A child or young person is anyone up until they reach the age of 18, and includes children in the womb.

Staff and volunteers will be expected to work to the following good practice guidelines, both in order to protect the welfare of children and young people, but also to help protect them against wrongful allegations.

#### *Registration*

Any activity organised by St. Andrew's will have a register of participants and a record of appropriate personal details, in order to;

- Meet fire precaution and evacuation requirements, i.e. knowing who is on premises at any one time.
- Be able to contact a parent or guardian when necessary.
- Be aware of any particular special needs of a child or young person.

Any such details will be kept securely in keeping with the requirements of the Data Protection Act 1998. Forms are available for both weekly groups in Church.

#### *Ratios*

Any activity organised by St. Andrew's will be adequately supervised as follows:

There will be the following minimum staff / children ratios

<u>Age group</u>	<u>Staff</u>	<u>Children</u>
0-2	1 adult for every	3
2-3	1 adult for every	4
3-4	1 adult for every	6
5 yrs plus	1 adult for every	8

An adult member of staff will be aged 18+, and although volunteers may be appointed from the age of 16, they cannot be included in staff ratios. Ideally there should be 3 adults for each group, to enable any incident such as injury to be handled effectively, **but in all situations there must be a minimum of 2 staff**. Every effort should also be made to ensure there are both male and female volunteers working with a mixed gender group. Special attention should be given to moving groups between the church and church hall, with all age groups moving together under the supervision of all staff.

In no circumstances should any member of staff /volunteer be alone with a child or young person, and if comforting someone who is upset or needing support, this should be done within view of another staff /volunteer member.

### *Parental Consent*

When trips away from the church buildings, or residential visits are organised for children and young people, appropriate consent forms need to be completed. Copies are available from the named person(s).

### *Appropriate staff /volunteer behaviour*

Staff and volunteers are expected to behave in an appropriate way when working with children and young people and guidance relating to this is included in Appendix 1.

Any concerns about the behaviour of staff / volunteers should be raised with the named person(s) for safeguarding children or the Vicar.

### *Specific Safeguarding Children issues*

See Appendix 4 for details of some specific safeguarding children issues that need to be considered, as well as the main categories of abuse identified in Appendix 2.

### *When there is a concern about the welfare of a child.*

Although it is the responsibility of the P.C.C., Vicar and named person(s) to ensure that any concern about the welfare of a child is dealt with appropriately, it is the responsibility of all staff / volunteers to have some understanding of child abuse and the sort of things they might see, hear or be told that might indicate a child is being abused or there are other concerns for their welfare, and what to do if they have a concern.

Appendix 2 provides information on the definitions of child abuse and some possible indicators, and staff / volunteers should make themselves aware of these. (Attending training is the best way to achieve this).

If a member of staff / volunteer has a concern about a child informed by this information, the key actions to be taken are:

1. If a child / young person has disclosed abuse of some form, although you should make sure you are clear about what they are saying, you

should not question them any further, but make an accurate record of what they have said.

2. If the concern arises because of things you have noticed, heard or witnessed, then wherever possible, and without raising the issue of abuse, check out your concerns by asking appropriate open questions of the child /young person and /or parent or carer.
3. Make a written record of your concern and any other relevant information.
4. Raise your concern with the named person for safeguarding children or vicar, who with you will consider appropriate action, including seeking advice from the Diocesan Safeguarding Advisor.

If the child / young person has disclosed to you an accusation of abuse, this must be taken seriously and must be automatically reported to the Diocesan Safeguarding Children Officer and Children's Social Care.

If there is reasonable evidence that the child / young person is suffering significant harm, then again, this must be reported as above.

If there are concerns, but not enough to report then a record must be kept and the situation kept under review.

If a child / young person needs medical attention, seek medical help and inform health staff of any concerns.

If there is an immediate risk of danger to a child / young person, then contact Children's Social Care or the Police immediately.

All staff / volunteers that have been cleared to work with children and young people will receive a small pocketsized leaflet issued by the Diocese with the key points covering good practice, responding to a child, taking action and helpful contact details.

### **Good practice for work with vulnerable adults**

An adult is someone aged 18 or over, even if still receiving services from children's social care or with a disability.

The term "vulnerable adult" is no longer used in the relevant legislation and statutory guidance, and has been replaced with 'Adult at Risk'. Whilst there is no specific definition of an adult at risk, Adult Social Care will respond to concerns about an adult when they

- (a) Have needs for care and support (whether or not the Community is meeting any of those needs),
- (b) Are experiencing, or are at risk of, abuse or neglect, and
- (c) As a result of those needs are unable to protect themselves against the abuse or neglect or the risk of it.

Perhaps more helpfully, the Church of England policy, “Promoting a safer church” gives a working definition of a vulnerable adult, which we can also regard as an ‘adult at risk’ as “any adult aged 18 or over who, by reason of mental or any other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation”.

#### *Adult survivors of abuse*

It is recognised that adults may disclose abuse they suffered as a child. If this situation occurs in the context of church life, then the person would be offered prayer ministry and a referral to an appropriate counselling service. Any accusations of abuse against a named person would be reported to the police, preferably with the agreement of the victim, as other children could be at risk. In addition, advice would be sought from other appropriate agencies.

#### *Dealing with known offenders*

It is recognised that from time to time, known offenders / ex offenders will seek to join the church. While St. Andrews seeks to include all in its congregation, the church will at all times ensure the safety and welfare of children is put first.

Therefore, any approach to the church by or for a known / ex offender will be dealt with in accordance with Section 5.6 of the Diocesan Policy ‘Children & Young People First’ to ensure clarity about the suitability of their involvement, who needs to know what and when, the setting up of an agreement with the person about what involvement and behaviour is and is not appropriate, and the regular monitoring and review of the situation.

#### *Specific Safeguarding Adult issues*

See Appendix 4 for details of some specific safeguarding adult issues that need to be considered, as well as the main categories of abuse identified in Appendix 3.

#### *When there is a concern about the welfare of a vulnerable adult*

In line with the Human Rights Act and Mental Capacity Act 2005, it is important when dealing with concerns about vulnerable adults, to preserve the dignity and respect for adults as much as you can. An adult with mental capacity is entitled to make decisions that may be eccentric or unwise.

It is therefore always advisable to seek the person’s permission before passing on your concern, and to ascertain their wishes. This may not always be possible if the adult concerned is not able to give their consent or there is an on-going risk. In this situation, you should always pass the information on.

If a vulnerable adult needs medical attention, seek medical help and inform health staff of any concerns.

Any concern about a vulnerable adult should be raised with the named person for safeguarding adults or the vicar, who will consult the Diocesan

Safeguarding Advisor about any appropriate action, which may include a referral to Adult Social Care or the police.

As with concerns about children, a record of disclosures, concerns and action taken must be recorded, including signature and date.

### **Dealing with allegations against a church volunteer or officer**

Any concern about the behaviour of a church volunteer or officer being abusive or inappropriate towards children or adults, should be immediately raised with the names person for safeguarding or vicar. Advice would be sought from the Diocesan Safeguarding Advisor and the appropriate next steps taken as advised.

### **Training**

All staff / volunteers are strongly encouraged to attend appropriate training to ensure they have a basic awareness of safeguarding issues, including awareness of child and adult abuse, indicators and what to do if concerned about the welfare of a child or adult. This will be the appropriate level of training as identified in the Church of England Safeguarding Learning and Development Framework and delivered by the Diocese.

### **Ensuring appropriate insurance cover**

To ensure that a group is covered by the Public Liability insurance held by the church, all groups must:

- Have received the support and agreement of the P.C.C. and that this has been recorded in the minutes of a P.C.C. meeting.
- Ensure that any new or different activities that might have further insurance implications are reported to, and receive the support of the P.C.C. and are recorded in minutes.
- Be staffed by people who have gone through the screening process and are registered with the church as an approved worker.

### **Activities covered and important contact details**

Current details relating to this are provided in Appendix 4, and will be updated when required.

**Appendix 1:** Guidance on appropriate behaviour towards children.

**Appendix 2:** Information on definitions and indicators of child abuse.

**Appendix 3:** Information on definitions and indicators of adult abuse

**Appendix 4:** Some specific safeguarding issues to be aware of

**Appendix 5:** Activities covered and important contact details

**Appendix 6:** Form for recording concerns

## Appendix 1

### ***Guidance on appropriate staff / volunteer behaviour towards children***

- Treat all children / young people with warmth, respect and dignity relevant to their age.
- Be aware of your own language style, voice tone, body language and dress and how this might be perceived by a child /young person.
- Keep all physical contact, such as hugs, public.
- Touch should be related to the child's needs, not the workers.
- Touch should be age appropriate and generally initiated by the child / young person rather than the worker.
- Children have the right to decide how much physical contact they have with others, except in circumstances where they need medical attention.
- Workers are encouraged to monitor and help each other in terms of physical contact with children / young people, helping to identify actions that could be misconstrued.
- Under no circumstances should physical or 'emotional' punishment be used.
- Where a child requires the toilet, the following should apply:  
A female worker will accompany any child under the age of 7. Children over 7 should be able to use the toilet by themselves. If outside of church premises, and public toilets are being used, this should be as supervised groups whenever possible.  
Workers should never use the toilet while supervising children in the toilet.
- Always ensure that a second adult is present when the removal of a child's clothing is essential (e.g. soiling of clothes or medical emergency) Only people with permission of a parent should change the nappies of children not their own.
- No-one under the age of 16 should be left solely in charge of any children / young people of any age.
- Children / young people attending a group should not be left alone at any time.

Staff / volunteers should **NOT** engage in any of the following behaviour:

- Participate in rough 'horseplay', physical or sexually provocative games, however innocent they may appear.
- Inappropriate or intrusive touching of any form.
- Intimidating, ridiculing, belittling or apparent rejecting of a child / young person.
- Invade the privacy of children / young people either toileting, changing, washing or showering.
- Making sexually suggestive remarks to or about children / young people.
- Allow children / young people to develop excessive attention seeking behaviour, especially of a sexual or physical nature.



## Appendix 2

### Definitions and Indicators of Child Abuse

Abuse can take a number of forms, which are not mutually exclusive. For the purposes of registration on the child protection register, there are **FOUR** categories of abuse:

- Physical
- Sexual
- Neglect
- Emotional

These are defined, along with some of the main indicators, as follows:

#### **PHYSICAL**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as fabricated illness or Munchausen syndrome by proxy.

Some indicators:

- Bruising on uncommon sites
- Grasp marks on limbs
- Finger marks on face
- Bite marks
- Burns and scalds
- Scars (lots of them of different ages)
- Fractures.

#### **SEXUAL**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (eg rape or oral sex) or non-penetration such as kissing, masturbation, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet.) Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Some indicators:

- Sexually transmitted infections
- Recurrent urinary infections
- Bruising in genital region
- Inappropriately sexually explicit behaviour for age
- Lot of sexual knowledge for age
- Social withdrawal
- Sexually abusive behaviour towards other children

## **NEGLECT**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing, shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Some indicators:

- Children not receiving adequate food
- Exposed to injury through lack of supervision
- Exposed to inadequate/dirty/cold environment
- 'Home alone'
- Parents failing to get appropriate treatment for child.

## **EMOTIONAL**

Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another.

It may involve serious bullying (**including cyberbullying**), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Some indicators

- Abnormally passive, lethargic or attention seeking behaviour
- Specific habit disorders eg soiling, eating inedible substances, self-mutilation
- Seriously delayed social development
- Nervous behaviour
- Weight and height disproportionate to age.

## Appendix 3

### Definitions and indicators of Adult Abuse:

For adults, abuse is defined as a violation of an individual's human and civil rights by any other person or persons. Abuse may be intentional, or the result of neglect and causes harm to the vulnerable person, either temporarily or over a period of time.

National guidance now identifies ten types of abuse in relation to adults at risk:

(i) **Physical abuse** would include hitting, slapping pushing, kicking, misuse of medication, tying to a chair or bed or inappropriate sanctions.

(ii) **Psychological abuse** would include emotional abuse, threats of harm or abandonment, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support networks.

(iii) **Sexual abuse** including rape, sexual assault or sexual acts to which the vulnerable adult has not consented, could not consent to or was pressured into consenting to.

(iv) **Financial or Material** – including theft, fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

(v) **Neglect and acts of omission** including ignoring medical or physical care needs, failure to provide access to health, social care or educational services, withholding of necessities of life, such as medication, adequate nutrition and heating.

(vi) **Discriminatory Abuse** – Includes racist and sexist slurs, other forms of harassment, including comments relating to disability or mental health.

(vii) **Organisational Abuse:** This occurs when service users are required to 'fit in' with the routine of the service, not a homely environment, stark living areas, lack of privacy, staff not trained. This may be of relevance to churches that have visitors to people in institutional settings in their parishes.

(viii) **Domestic Violence:** including psychological, physical, sexual, financial, emotional abuse and honour based violence

(ix) **Modern Slavery:** encompasses slavery, human trafficking; forced labour and domestic servitude. Traffickers and slave masters

use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

(x) **Self--- neglect** this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding

## Appendix 4

### Specific safeguarding issues to be aware of.

**Female Genital Mutilation (FGM)** is illegal in England and Wales under the FGM Act 2003 (“the 2003 Act”). **It is a form of child abuse and violence against women.** FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

Any suspicions that a girl may be at risk of FGM or has been subject to FGM should be reported to Social Care.

**Domestic violence or abuse** is defined in UK law as;

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

As well as now a category of adult abuse, if there are children within a household where there is domestic abuse between adults, the welfare of those children should be of concern and therefore a concern raised with the named person for safeguarding children or the vicar.

**The Prevent duty**, which comes from the Counter Terrorism and Security Act 2015, identifies the radicalisation of children and adults as a safeguarding issue. This requires, that any concern about early signs that someone may be being drawn into an extremist position that could result in terrorist acts, should be raised initially with the named safeguarding person to consider what action should be taken, if any. The Prevent duty covers extreme right wing, animal rights and eco terrorism as well as religious extremism.

**Spiritual abuse**, whilst not recognised as a legal category of abuse, is recognised by the Church of England as a form of abuse that both children and adults can be subjected to. Whilst at the time of writing, guidance from the Church of England defining and describing what might amount to spiritual

abuse, the following definition quoted by CCPAS (Churches' Child Protection Advisory Service) is helpful:

*Spiritual abuse is coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include:- manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation from others, especially those external to the abusive context.*

Any concerns of this nature should be raised in the first instance with the named person for safeguarding or the vicar.

## Appendix 5

### Current activities covered by policy and practice guidance.

- Organised children's and young people's groups
- Main church services and social events
- Other occasional group meetings
- Visits to Seely Hirst Residential Home for the elderly
- Crafternoons
- Church Maintenance Days
- Dementia Training sessions
- Boys Brigade and Girls Association ( BBGA ) – the following statement is taken from the national BBGA Safeguarding Guidelines:  
“Many churches have their own procedures, which are based on denominational “Safe from Harm” policies and expect all those working with young people to follow those policies. All leaders are expected to follow the policy of the church to which the Company is attached as well as those required by The Boys' Brigade.”

#### ***Important contact details:***

Named person for safeguarding children:

*Louise Holland*

07702 013292      [rhollandmail-1@yahoo.co.uk](mailto:rhollandmail-1@yahoo.co.uk)

Named person for safeguarding adults:

*Paul Langley*

07917 367191      [paul.langley4@ntlworld.com](mailto:paul.langley4@ntlworld.com)

#### **Safeguarding Children Referrals:**

##### **Children and Families Direct (Nottingham City)**

0115 876 4800

Email: [candf.direct@nottinghamcity.gov.uk](mailto:candf.direct@nottinghamcity.gov.uk)

##### **Safeguarding Adult Referrals (Nottingham City)**

Tel: 0300 1310300

Email: [adult.contactteam@nottinghamcity.gov.uk](mailto:adult.contactteam@nottinghamcity.gov.uk)

#### ***Diocesan Safeguarding Advisor: Donna Bernard-Carlin***

01636 817200

Email: [donna.bernard-carlin@southwell.anglican.org](mailto:donna.bernard-carlin@southwell.anglican.org)

#### **Confidential 24hr help lines:**

Child Line                      0800 1111

NSPCC                              08 088 005000

Domestic violence      0808 800 0340

## Appendix 6

### Logging a Concern about a Child or Vulnerable Adult's Safety or Welfare

**Name of Child/Young Person/ Adult**

**Address (if known)**

**Date of birth or age (if known):**

#### **Account of what happened**

*(Write what happened as accurately as you can. Include who was involved, when it happened, i.e. day, month and time, where it happened, any other witnesses or behavioural signs that you observed. If your log includes an injury, describe it and say exactly where it was on the child or adult. If your log includes anything that a child or adult told you, please use their own words. Use a separate sheet if necessary.*

**Action taken:** *if any referral is made or professionals spoken to please give their name and organisation, and any actions that they agreed to take.*

**Your name and role in the church:**

**Your Signature:**

**Date (include year) and time of the incident and of this log:**