



ST JAMES'S CHURCH

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ST JAMES'S CHURCH, PICCADILLY

SAFEGUARDING POLICY AND PROCEDURES HANDBOOK

Updated May 2018

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POLICY AND PROCEDURES

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INTRODUCTION

Safeguarding children, young people and vulnerable adults is the responsibility of everyone and is integral to our mission and ministry and all Church and community activities.

This document demonstrates and guides all those in the Church on the part that they need to play in order to ensure that the Church is a safe environment for everyone. The following policy, principles, procedures and guidelines are as per the 'Policy for Safeguarding in the Diocese of London 2012, revised February 2015' document and eligibility for Disclosure and Barring Service (DBS) checks (CCPAS setting standards in safeguarding) document.

1 Parish Church Council (PCC) Safeguarding Policy Statement

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

- 1.1 We accept and endorse the principles set out in 'Safeguarding in the Diocese of London'.
- 1.2 We commit ourselves to nurture, protect, and safeguard all our members, particularly children, young people and vulnerable adults.
- 1.3 We recognise that safeguarding is the responsibility of the whole church community.
- 1.4 We undertake to exercise proper care in the selection, appointment, training and support of those working in both paid and voluntary positions with children or vulnerable adults, including the use of Disclosure and Barring Service (DBS) disclosures and making appropriate referrals to the Disclosure and Barring Service.
- 1.5 We will respond without delay to concerns or allegations that a child or vulnerable adult may have been harmed, cooperating with the police and social care services in any investigation.
- 1.6 We will challenge any abuse of power by anyone in a position of trust.
- 1.7 We will seek to offer pastoral care and support to anyone who has suffered abuse, developing with them appropriate pastoral support.
- 1.8 We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

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Refer Section 5 concerning PCC's responsibilities in respect of the above policy.

2 Guiding Principles

The principles below will guide all elements of safeguarding activity delivered by those in all areas in the Church:

- 2.1 pastoral care which is respectful and informed;
- 2.2 timely safeguarding action – advice to be sort / action to be taken within 24 hours;
- 2.3 the involvement of others on a need to know basis only;
- 2.4 the early identification and management of actual or potential risks;
- 2.5 the discharging of duties to the highest level of Christian behaviour;
- 2.6 the active commitment of all in promoting and keeping our community safe.

3 Code of Safe Working Practice

This code is for all those working and volunteering with children, young people and vulnerable adults. The code represents the behaviours which constitute safe practice. As such it will assist those working with children and vulnerable adults to do so safely and responsibly enabling each to monitor their own standards of integrity and good practice.

You should:

- 3.1 treat all children, young people and adults with respect and dignity, keeping your own language, attitude and body language respectful;
- 3.2 actively communicate with children, young people and vulnerable adults and involve them in planning and running activities where possible;
- 3.3 avoid being alone with a child, there should always be two properly recruited adults with each group of children;
- 3.4 develop a culture where workers, children and vulnerable adults feel comfortable to point out inappropriate attitudes and behaviour in each other;
- 3.5 make it plain who someone can speak to regarding a personal concern, and be proactive in addressing concerns and allegations;
- 3.6 never use illicit drugs, abuse prescription medication, or use alcohol when responsible for a child or vulnerable adult;

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- 3.7 keep physical contact specific to the needs of the activity and always seek permission from the person first;
- 3.8 obtain consent for any photographs/videos to be taken, shown or displayed;
- 3.9 never use rough play, sexually provocative words and games or any forms of physical punishment;
- 3.10 never scapegoat, ridicule or reject a child, group or adult or allow others to do so;
- 3.11 avoid showing favouritism to any one child, adult or group or doing anything to reinforce their possible infatuations towards you;
- 3.12 never give lifts to children or young people on their own or on your own or allow unknown adults to access children;
- 3.13 never share sleeping accommodation with children or invite them to your home alone;
- 3.14 always operate within the Diocesan's principles, procedures and guidelines, clarifying these when unsure.

The above expectations of behaviour and codes of practice serve to reduce the possibilities of positions of trust being abused or misused, or false accusations being made.

More detailed guidance on safe working practices such as to gain consent, working with and transporting children can be found in the guidelines available through the London Diocesan Safeguarding Toolkit www.london.anglican.org/support/safeguarding/

4 Safeguarding Procedures

Concerns about children, young people and vulnerable adults will be diligently and promptly responded to as per procedures detailed, recognising the sensitivity it may hold for those involved.

Where there is a concern, this should be reported to the appropriate person - refer Diocese of London Flow chart (appendix 1) that sets out the process you should follow and who you can seek assistance from.

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5 Parochial Church Council (PCC) Safeguarding Responsibilities

The PCC has a key role as their influence and good management of safeguarding is fundamental in keeping all within the Church safe.

- 5.1 Formally adopt and implement the Diocesan policy for safeguarding children, young people and vulnerable adults - 'PCC Safeguarding Policy' (refer section 1) - and the associated procedures and guidance provided by the Diocese ('Policy for Safeguarding in the Diocese of London 2012, revised February 2015' document).
- 5.2 The implementation of the PCC Safeguarding Policy and procedures should be discussed and reviewed by the PCC regularly (at least twice year).
- 5.3 At the first PCC meeting after the Annual Parochial Meeting (APCM), the Church Safeguarding Officer should present a report for discussion and the PCC Safeguarding Policy should be signed. (One copy of this policy statement should be filed with PCC minutes, another copy sent to the Diocesan Safeguarding Team (DST) and copies displayed prominently in the church wherever work with vulnerable groups take place. (It is recommended by DST that the Safeguarding poster provided to Church Safeguarding Officer is also displayed.)
- 5.4 At least once a year the 'Safeguarding (Child and Adult Protection) – Parish Safeguarding Self Audit' should be completed and discussed by the PCC. At this meeting the PCC needs to agree the Safeguarding Action Plan for the following year identifying who will take responsibility and with target dates. (Once completed and discussed with PCC, a copy of the audit along with the action plan should be sent to DST.)
- 5.5 Appoint at least one Church Safeguarding Officer (should not be a member of the clergy) to work with the clergy and the PCC in order to implement the policy and procedures. The Church Safeguarding Officer should attend PCC at least twice a year (refer 5.2 above). (Job description available from London Diocesan website.)
- 5.6 Appoint a person, who should be different from the Church Safeguarding Officer, to be a Children's Champion. This should be someone children know they could talk to about any problems, if they wish to. (Job description available from London Diocesan website.)
- 5.7 Display in the church premises where children's activities take place, the contact details of the Church Safeguarding Officer and the Children's Champion along with the contact numbers for: 'Childline' (0800 1111), 'Family Lives' (was 'Parentline Plus' - 0808 800 222), CCPAS Helpline (0845 120 4550) and the Diocesan Safeguarding Advisor (020 7932 1224). (Safeguarding poster available from London Diocesan website.)
- 5.8 Ensure that all those authorised to work with children (paid and voluntary) are

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appropriately recruited according to safer recruitment practice and are trained and supported.

5.9 Ensure that there is appropriate insurance cover for all activities which involve children undertaken in the name of PCC and that risk assessments are completed for all activities.

5.10 Ensure that all those hiring church premises undertake to fulfil their safeguarding responsibilities towards children and young people and vulnerable adults.

6 Hire of Church Premises

6.1 Where external organisations / individuals are using church premises, hire arrangements must make it clear that the organisations / individuals are to abide by PCC Safeguarding Policy.

6.2 A copy of the PCC Safeguarding Policy forms part of the hire agreement and hirers should be asked to sign a copy of this (even when an organisation have their own) to acknowledge that this has been seen and will be adhered to and that all concerns about children, young people and vulnerable adults will be reported to the relevant statutory authority. (If an organisation has their own policy, a copy of this to be requested and filed with hire agreement.)

7 Roles in Safeguarding Children, Young People and Vulnerable Adults

7.1 Diocesan Safeguarding Advisor: a member of the DST. Their role is to coordinate all the mechanisms for safeguarding practice across the Diocese through the provision of specialist advice, support, training and monitoring.

7.2 Church Safeguarding Officer: responsible for ensuring the coordination of any concerns about a child, young person or vulnerable adult, or the behaviour of an adult working with vulnerable groups. Their role is to ensure these are appropriately reported both to the statutory agencies and the DST. They should attend PCC at least twice a year (refer clause 5.5) and work with them to ensure the proper implementation of the PCC Safeguarding Policy.

7.3 Where the Church Safeguarding Officer becomes aware of a suspicion or concern about possible abuse the following steps should be implemented (refer section 8 for allegations against Church Officers):

7.3.1 if the child/adult is in immediate need of medical treatment or protection, contact the ambulance service or the police (very few situations will fall into this category, it is only when injuries have been received needing urgent medical intervention or you believe that their safety and welfare will be endangered if they return home / living arrangements that this would need to be done);

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- 7.3.2 inform the rector/vicar/priest-in-charge (unless there is a valid reason not to, i.e. the concern is related to them);
- 7.3.3 inform the DST within 24 hours. This allows concerns to be discussed with someone experienced, and seek advice and guidance to agree the most appropriate action to take in the best interests of the child, young person or vulnerable adult, in line with policies and procedures. The Local Children's / Adults Social Care Department and CCPAS are also available for consultation on concerns.

8 Allegations Against Church Officers

- 8.1 The guidance below relates to circumstances where it is alleged that a church officer (for example: clergy, church warden, children / youth / vulnerable adult leader, choir leader) has:
 - 8.1.1 behaved in a way that has harmed, or may have harmed a child / vulnerable adult
 - 8.1.2 possibly committed a criminal offence against or related to, a child / vulnerable adult
 - 8.1.3 behaved in a way that indicates that he or she is unsuitable to work with children / vulnerable adults
- 8.2 Where there are concerns for the behaviour of, or allegations against a church officer these should be directed immediately to the Church Safeguarding Officer and / or Rector who will confirm the appropriate next action.
 - 8.2.1 These concerns must be reported to the Diocesan Safeguarding Advisor within 24 hours and will be addressed drawing on the relevant policy procedures.
 - 8.2.2 Any allegation against those working with children must be reported to the Local Authority Designated Officer (LADO) where any of the three circumstances detailed under clause 8.1 exist. This is a useful means of consultation as the LADO will advise if the situation meets the criteria and contains sufficient information to proceed and will provide support through the process.

Further guidance on reporting concerns and record keeping can be found in 'Guidance on Managing Concerns, Reporting and Recording' in the Safeguarding Toolkit – refer Diocesan website www.london.anglican.org/kb/managing-concerns-responding-and-reporting/

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11 Disclosure and Barring Checks (DBS) and Safeguarding Training

11.1 DBS checks to be completed for:

- Clergy holding the Bishop's license
- Safeguarding Officer
- Children's Champion
- Pastoral Assistant
- Pastoral Visitors
- Befrienders
- All those working or volunteering with children, young people and / or vulnerable adults more than 3 times in a 30 day period on a rota system e.g. WS and IG
- PCC members

Note: Diocese of London advice is that Vergers do not need to complete DBS check however do need to complete Confidential Declaration form.

11.2 As a matter of good practice, DBS checks to be implemented for:

- WS and IG Co-ordinator; Team Leaders for IG

11.3 Those expected to complete the safeguarding training are:

- Clergy holding the Bishop's license (currently a day's face to face group training session delivered by the Diocese of London. Note: online training to completed before attending the day session.)

For the following those expected to complete the on line safeguarding training and thereafter face to face vulnerable adult safeguarding training delivered by CCPAS (course approved by Diocese of London):

- Safeguarding Officer
- Children's Champion (including face to face children's safeguarding training)
- Vergers
- Pastoral Assistant
- Pastoral Visitors
- Church Wardens
- PCC members
- Befrienders

For the following those expected to complete the on line training as a minimum requirement and thereafter face to face vulnerable adult safeguarding training delivered by CCPAS (course approved by Diocese of London):

- WS and IG Co-ordinators; Team Leaders for IG

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- All those working or volunteering with children, young people and / or vulnerable adults more than 3 times in a 30 day period on a rota system e.g. Winter Shelter (WS) and International Group (IG)

Details for DBS checks refer 'Eligibility for DBS checks (CCPAS setting standards in safeguarding) www.london.anglican.org/download/eligibility-dbs-

Details of training required and the dates are on the safeguarding page of the London Diocese: www.london.anglican/support/safeguarding/ For on line training: www.london.cofelearning.org

10 Safeguarding Contact List for the Church

Church Safeguarding Officer: Jane Preest – 07790036786

Children's Champion: Chloe Bentley - 07530890414

Annette Gordon, Diocesan Safeguarding Adviser: 020 7932 1224

CCPAS Helpline: 0845 120 4550 (Churches Child Protection Advisory Service)

Family Lives: 0808 800 222 (previously Parentline)

Childline: 0800 1111

11 Refer 'Policy for Safeguarding in the Diocese of London 2012, revised February 2015' for the following:

11.1 Selecting, recruiting and supporting those that work and volunteer in parishes

11.2 Disclosure and Barring Service (DBS)

11.3 Safeguarding Children and Young People

- Child protection and child abuse (pages 17 – 19)
- Categories, definitions and signs of abuse (pages 20 – 24)
- Procedures to follow if there is a concern about a child (page 24)
- Other considerations (page 25)

11.4 Safeguarding Vulnerable Adults

- Safeguarding vulnerable adults (pages 27 - 29)
- Categories of abuse (pages 30 - 35)
- Procedures following disclosure or concern (pages 36 - 37)

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Government guidance describes a vulnerable adult as any person over the age of 18 years 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm'. **Within faith settings it is also recognised as a person who has recently suffered personal adversity making them in particular need of pastoral support.**

12 Guidance for roles that are in place at the Church

The Diocese strongly recommends that the whole of the 'Policy for Safeguarding in the Diocese of London 2012, revised February 2015' ('policy document') should be read however the following sections will guide those in specific roles:

12.1 Clergy, Church Wardens, PCC members, Church Safeguarding Officer – whole policy document

12.2 Pastoral teams (adults) and Vulnerable adult 'workers' – policy document: Section 3, Code of Conduct: page 7, safeguarding training page 14

12.3 Children's Champion and Children's workers – policy document: Section 2, Code of Conduct: page 7, safeguarding training page 14

Appendix 1 overleaf – Diocese of London Flowchart: Safeguarding concerns (St James's Safeguarding Officer - Jane Preest: 07790036786)

Diocese of London Flowchart: Safeguarding concerns

A safeguarding concern is reported to, or identified by, someone within the parish – please remember that concern for the safety and wellbeing of the child/adult should remain uppermost at all times.

YES ← Is the child/adult at immediate risk? → NO

If the person is at immediate risk of harm or needs medical attention, dial 999 to contact the emergency services and follow any advice given. As soon as possible, but within 24 hours, follow the recording and reporting steps on the right.

Inform the parish priest (unless the complaint is about them) and Church Safeguarding Officer who will then seek advice from the Safeguarding Team as necessary.

Report to Diocesan Safeguarding Team Tel: 020 7932 1224 email: safeguarding@london.anglican.org

The appropriate member of the team will be able to deal with your concern. If the matter is urgent and members of the DST are not available, please call the CCPAS helpline: 0845 1204550, mentioning you are from the Diocese of London.

Record the concern within 24 hours (who, what, when, where, why, how?) and file securely in the parish. Send a copy of the report to the safeguarding team.

Bishops and Archdeacons play a vital part in ensuring safeguarding throughout the Diocese. Any concerns can be discussed with them but advice should always be sought from the Diocesan Safeguarding Team on **020 7932 1224**.

All concerns reported to the DST are shared with the relevant Bishop and Archdeacon and any concerns that Bishops and Archdeacons are made aware of are reported immediately to the DST.

Whereas we respect confidentiality, when a child or adult who may be at risk or being harmed, we have a duty to refer to statutory authorities.

If an urgent / serious safeguarding concern arises out of office hours and you are unable to speak to anyone from the safeguarding team, please contact the CCPAS helpline on 0845 1204550