



**St James's
Church
Piccadilly**

Safeguarding Policy & Procedures Handbook

October 2019

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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. This document is complementary to 'The Church of England House of Bishops Parish Safeguarding Handbook' (published 2018) (House of Bishops handbook) – refer www.sjp.org.uk/safeguarding for copy of the document or email hr@sjp.org.uk for a hard copy to be forwarded. The following sections include guidance from the House of Bishops handbook as well as from the Diocese of London safeguarding guidelines <https://www.london.anglican.org/support/safeguarding/>

Key messages:

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

The Diocesan safeguarding Adviser (DSA) must be consulted whenever a safeguarding concern of any kind arises in your parish.

Safeguarding is part of our core faith and an integral feature of Christian life in our parish churches.

1 Parish Church Council (PCC) Safeguarding Policy Statement – Promoting a Safer Church

The following policy was agreed at the PCC meeting held on 20th May 2019. In accordance with the Church of England Safeguarding Policy our church is committed to:

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

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The parish will:

- 1.7 Create a safe and caring place for all.
- 1.8 Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- 1.9 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.
- 1.10 Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- 1.11 Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- 1.12 Listen to and take seriously all those who disclose abuse.
- 1.13 Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance (refer introduction above), including notifying the Diocesan Safeguarding Officer (DSA) (refer section 8) and statutory agencies immediately.
- 1.14 Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- 1.15 Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and safety of all parties.
- 1.16 Ensure health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- 1.17 Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

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

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2 Code of Safer Working Practice

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

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

In addition, for children and young people must:

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

All those working on behalf of the parish with children, young people and adults must not:

- 2.11 Invade an individual's privacy whilst washing and toileting.
- 2.12 Use any form of physical punishment.
- 2.13 Be sexually suggestive about or to an individual.
- 2.14 Scapegoat, ridicule or reject an individual or group.
- 2.15 Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- 2.16 Show favouritism to any one individual or group.

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- 2.17 Allow an individual to involve you in excessive attention seeking.
- 2.18 Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person.
- 2.19 Allow strangers to give lifts to children, young people and adults who may be vulnerable in the group.
- 2.20 Befriend on social media children, young people and adults who may be vulnerable.
- 2.21 Take photographs on personal phones or cameras as this means that images are stored on personal devices.

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

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

3 Acceptable Touch

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

- 3.1 **Always** ask permission.
- 3.2 Be mindful of your body position.
- 3.3 Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- 3.4 Touch should be in response to a child's needs and not related to the worker's needs. It should be age related, welcome and generally initiated by the child, not the church officer (staff /volunteer).
- 3.5 Avoid any physical contact that is or could be construed as sexual and/or

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abusive/offensive.

3.6 Allow the child to determine the degree of physical contact with others except in exceptional circumstances (e.g. when they need medical attention).

In addition:

✓ You can allow people you support to give you brief hugs if you feel comfortable with this.

✓ You can allow people you support to hold hands or link arms with you to help with travel and stability.

✓ You should discourage people you support from touching your face. You can offer your hand instead.

✓ You should discourage people you support from sitting on your lap. You can offer to sit alongside.

✓ You should avoid using touch if the person you support is very distressed and is unlikely to tolerate it.

Ensure the church officers (staff and volunteers) at all levels must take responsibility for monitoring one another in the area of physical contact. They should be encouraged to challenge one another if necessary. Concerns about possible abuse or inappropriate behaviour should always be reported. actively communicate with children, young people and vulnerable adults and involve them in planning and running activities where possible;

Refer House of Bishops handbook section 11.3 for adult:children ratios.

4 Visiting Adults

Visiting vulnerable adults in their homes is an essential element of many church officers' roles (staff/volunteers). Many parishioners will be well known to the church officer (staff/volunteer) and where there have been no previous concerns, the level of risk to the church officer (staff/volunteer) and where there have been no previous concerns, the level of risk to the church officer (staff/volunteer) or parishioner during visits will usually be low. However unexpected circumstances can be encountered, some of which may place a church officer (staff/volunteer) at risk. For example, the unexpected presence in the home of a relative or friend with a history or threatening behaviour. Unfortunately, case histories also show that a parishioner may be at risk from a church officer (staff/volunteer). For these reasons it is very important for parishes to ensure their church officers (staff/volunteers) and parishioners are as safe as they can be, and that there is accountability and transparency in the manner in which church officers (staff/volunteers) engage in lone working or visits to homes.

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

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

5 Safeguarding Procedures

- 5.1 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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5.2 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 church. (Refer section 7.7 of House of Bishops handbook for further details including record retention, security, data protection and sharing.)

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 Disclosure and Barring Checks (DBS) and Safeguarding Training

7.1 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. Winter Shelter (WS) and International Group (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.

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

- WS and IG Co-ordinators and IG Team Leaders

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

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7.3 Those expected to complete the Diocese safeguarding training are:

- Clergy holding the Bishop's license – online training and thereafter a day's face to face group training session for clergy delivered by the Diocese of London
- Parish Safe Guarding Officer (PSO) – online training and thereafter a day's face to face group training session for PSO delivered by the Diocese of London

For the following roles the requirement is to complete the on line safeguarding training and thereafter face to face vulnerable adult safeguarding training delivered by Thirty-one-Eight (previously CCPAS) – this is organised by HR Advisor:

- Children's Champion (including face to face children's safeguarding training)
- Vergers
- Pastoral Assistant
- Pastoral Visitors
- Church Wardens
- PCC members
- Befrienders
- WS and IG Co-ordinators and IG Team Leaders
- 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
- Director of Finance & Operations
- Concerts & Events Manager
- Market Manager

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

8 Safeguarding Contact List for the Church

Church Safeguarding Officer: Jane Preest – 07790036786

Children's Champion: Elena Verigo – 07804002559

Annette Gordon, Diocesan Safeguarding Adviser: 020 7932 1224

Thirty-One-Eight (previously CCPAS) 24 hour helpline: 0845 1204550

For situations of immediate risk contact the police 999

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We are located in the area covered by Westminster City Council, see contact details below:

Concerning children:

- Duty Child Protection Advisor: 020 7641 7668
- AccesstoChildrensServices@westminster.gov.uk or LADO@westminster.gov.uk
- <https://www.rbkc.gov.uk/lscb/information-professionals-and-volunteers/contacts-safeguarding-westminster>

Concerning adults:

- Outside normal office hours this team deals with statutory Mental Health Assessments, other emergencies concerning vulnerable adults and elderly residents, child protection emergencies and other children and family issues: 020 7641 6000
- Adult Social Care Team (supporting adults under the age of 65 with physical disabilities, older people with physical disabilities, or mental health problems, and their carers): 020 7641 1444 or 020 7641 1175; text messages: 07944 521615

Other Westminster Council contact details:

<https://www.peoplefirstinfo.org.uk/westminster-contact-details/>

9 Refer House of Bishops handbook for details concerning the following:

9.1 Safer recruitment (section 5)

9.2 Responding promptly to Every Safeguarding Concern or Allegation (section 7)

9.3 Caring Pastorally for Victims/Survivors of Abuse and Affected Others (section 8)

9.4 Responding to Those Who May Present a Known Risk to Children, Young People or Vulnerable Adults within a Christian Congregation (section 10)

9.5 Use of Social Media (section 12)

For copy of House of Bishops handbook:

www.sjp.org.uk/safeguarding or email hr@sjp.org.uk for a hard copy to be forwarded.

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