



**BENEFICE OF ELLOUGHTON AND BROUGH  
WITH BRANTINGHAM**

**SAFEGUARDING CHILDREN, YOUNG PEOPLE  
AND ADULTS AT RISK**

**POLICY 2015/16**

## **Key Referral Telephone Numbers and Contact Details**

<b>Benefice Safeguarding Representative</b> <b>Email : ogden@hobson341.karoo.co.uk</b>	<b>07745817563</b>
<b>Vicar</b> <b>Email : mickfryer55@gmail.com</b>	<b>01482 667431</b>
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<b>Parish Administrator</b> <b>Email : parish.ebbc@gmail.com</b>	<b>01482 665020</b>
<b>East Riding Safeguarding Children Board Golden Number</b>	<b>01482 395500</b>
<b>Children's Social Care Emergency Duty Team</b>	<b>01377 241273</b>
<b>ERSCB Local Authority Designated Officer</b>	<b>01482 396559</b>
<b>Humberside Police Non Emergency Number</b>	<b>101</b>
<b>Humberside Police Emergency Call</b>	<b>999</b>
<b>East Riding Safeguarding Adult Team</b>	<b>01482 396940</b>
<b>Emergency Duty Team - Adults</b>	<b>01377 241273</b>
<b>Archbishop of York's Advisor for Safeguarding</b>	<b>07551 124951</b>
<b>Archbishop of York's Chaplain</b>	<b>01904 707021</b>

# **Benefice of Elloughton and Brough with Brantingham**

## **Safeguarding Policy 2015 / 16**

### **1 Purpose**

This document outlines the Safeguarding Children, Young People and Adults at Risk Policy for the Benefice of Elloughton, Brough and Brantingham which is served by the two Parochial Church Councils. It reflects the annual review of the safeguarding policy and procedures completed each year following the Annual Parish Church Meetings.

### **2 Church of England Statement of Safeguarding Principles**

The Church of England has agreed the following Statement of Safeguarding principles.

- We will carefully select, support and train all those with any responsibility within the church, in line with Safer Recruitment principles, including the use of criminal record disclosures and registration / membership of the relevant vetting and barring schemes.
- We will respond without delay to every complaint made that any adult child or young person may have been harmed, cooperating with the police and local authority in any investigation
- We will seek to offer pastoral care to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and / or isolation.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust.
- We will seek to offer pastoral care and support, including supervision and referral to the appropriate authorities, to any member of our church community known or alleged to have offended against a child, young person or vulnerable adult.
- In all these principles we will follow legislation, guidance and recognised good practice.

### **3 Diocese of York Safeguarding Statement**

The Diocese of York takes its role in increasing awareness of child protection, safeguarding issues and supporting all parishes to access appropriate safeguarding training very seriously in accordance with the following statement :

- We have a responsibility to care for one another and to keep people safe from harm and it is especially important that children, young people and vulnerable adults are protected.
- We recognise that children, (anyone under the age of 18 years) and vulnerable adults are equal partners in the life and ministry of the church.
- We will encourage them to explore, discover and live out the Christian Gospel but above all to be safe within the church.

The statement reflects the findings of the Independent Inquiry conducted by Her Honour Judge Sally Cahill QC commissioned by the Archbishop of York covering Safeguarding Children.

### **4 Benefice of Elloughton, Brough and Brantingham Statement.**

Both Parochial Church Councils are committed to working with partners in the wider community of the Benefice to safeguard children, young people and adults at risk in whatever setting they are in. This includes a far wider view of safeguarding to include all children, young people or adults at risk in the community whether members of the church or not when there are concerns about their well-being or safety. The Safeguarding Policy will take account of:

- a) The Church of England and Diocese of York Safeguarding Policy and Guidance.
- b) The statutory requirements of the Children Act 2004.
- c) The national 'Working Together to Safeguard Children' guidance and procedures 2015.
- d) Advice from the Church Child Protection Advisory Service of which the Benefice is a member.
- e) Developments nationally, locally and within the church following serious case reviews.
- f) Publications from the Child Exploitation and Online Protection Centre.
- g) The requirements of the East Riding Safeguarding Children Board regarding training and referral of concerns.
- h) The policy and referral guidance of the East Riding Safeguarding Adults Board.

## **5 Parochial Church Council Statement**

The Parochial Church Councils of Elloughton / Brough and Brantingham will within the ministry and provision of the churches:

- a) Accept responsibility for the activities of children and youth groups operating under their auspices.
- b) Actively seek to protect and safeguard the physical, emotional and spiritual welfare of children, young people and adults at risk while in the care of the church.
- c) Will have clear procedures for responding to concerns or allegations of abuse and procedures for working with known offenders within the church.
- d) Will ensure that both employed and volunteer children and youth workers are properly and appropriately selected and appointed.
- e) Will ensure that children / youth workers and volunteers are given adequate support, training and supervision.
- f) Will annually appoint a Parish / Benefice Safeguarding Children Representative.
- g) Will annually review the Safeguarding Policy.
- h) Will refer to the policy as required at every PCC meeting.
- i) Will work together with other churches and community partners for the benefit of all young people and adults at risk within the Benefice and surrounding area.
- j) Will maintain appropriate Third Party Liability insurance for the churches work with children and young people.

## **6 Commitment to Children, Young People and Adults at Risk**

In accepting the Church Policy Statement, the Parochial Church Councils as agents of the whole church family in the Benefice within the Diocese of York and nationally are also committed :

### **A: to the children, young people and adults at risk by:**

- Listening to and valuing them.
- Relating to them effectively and appropriately.
- Ensuring their protection and minimising the risk of harm by their involvement in any church related activities.
- Encouraging and supporting children, young people and adults at risk, parents and carers.
- Providing safe, relevant, balanced and engaging children and youth work of a high quality with adequate resources.

### **B: to staff and volunteers :**

- Providing appropriate support and training.
- Providing clear referral systems for dealing with concerns about the well-being of a child, young person or adult at risk.
- Apply safe recruiting systems for staff and volunteers.

- Maintaining strong links through the Safeguarding Representative with East Riding of Yorkshire Council Children's Social Care and Adult Services, East Riding Safeguarding Children Board, Safeguarding Adult Board, Humberside Police and the Diocese of York.

## 7 Key Definitions

With the development of safeguarding policies over recent years a lack of clarity has emerged despite training about the definitions of child protection, safeguarding and forms of abuse. To help staff, volunteers and practitioners understand these key definitions are listed below.

**Child Protection** : the process of protecting individual children identified as either suffering or likely to suffer significant harm as a result of neglect or abuse. It involves measures and structures designed to prevent and respond to abuse and neglect.

**Safeguarding** : the process of protecting children's health, well-being and human rights enabling them to live free from harm, abuse and neglect. It is a measure taken to protect a child from harm and is a concept beyond child protection. Safeguarding incorporates the additional aims of preventing harm of a child's health and development ensuring that they grow up in circumstances of consistent and effective care.

### **Physical Abuse :**

- Physically hurting or injuring a child, young person or adult at risk.
- Administering alcohol, drugs or other harmful substances.
- Suffocation or drowning.
- Inappropriate use or lack of medication.
- Inappropriate physical restraint.
- In sport or play situations where the nature and intensity of activity exceeds the capacity of the child's body or the child is forced to take part in activity against their will.

### **Emotional Abuse :**

- Lack of love and affection.
- Constant over protection.
- Constantly shouted at, taunted or threatened.
- Bullying.
- Racial Abuse.
- In sport or play where a child is subjected to unrealistic pressure.
- Where self-esteem is undermined.
- Where privacy is ignored.
- Denial of access to facilities.

**Neglect :**

- Where a child's basic needs are not met.
- Where a child is left alone and unsupervised.
- Being deprived of love, affection and attention.
- Where personal needs are ignored.
- Left alone in dangerous situations.
- Where basic needs are withdrawn as a punishment.

**Sexual Abuse :**

- Where a child is used by others to meet their own sexual needs including full sexual intercourse, masturbation, oral sex, anal sex and assault accompanied by circumstances of indecency.
- Showing pornographic material, books, dvd's, or taking photographs for pornographic purposes.
- Viewing indecent images of children.

**Bullying including Cyber Bullying :**

- Hurtful behaviour repeated over time.
- Physical - hitting, kicking, theft.
- Verbal - name calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures.
- Emotional - ridiculing and tormenting, humiliating and ignoring.
- Sexual - unwanted physical contact or comments.

**Spiritual Abuse :** Spiritual abuse is a form of emotional abuse that is found in faith communities. It occurs when a child, young person or adult at risk is intimidated by teachings that emphasise fear rather than the love of God. Such teachings can affect the well being of vulnerable individuals by causing anxiety or by restricting their understanding of God.

Spiritual abuse is also linked to current issues of radicalisation by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that (a) undermine the status quo or (b) reject and / or undermine contemporary ideas and expressions of freedom of choice. It can also be :

- Abuse of power in the name of God or religion which involves manipulating or coercing a child, young person or adult at risk into thinking, saying or doing things without respecting the right to choose for themselves.
- A leader who is intimidating and imposes his / her will, threatening dire consequences or the wrath of God if disobeyed.
- The suggestion that God revealed certain things to them and they know what is right.

## 8 Safe Recruitment

Care must be exercised in the appointment of staff and volunteers for the work of the church with children, young people and adults at risk. Where that work is regular, expected and significant, the Diocesan Policy and procedures will be adhered to. The PCC's have fully adopted this policy using the Disclosure and Barring Service.

Anyone regularly involved in the work of the church with children, young people and adults at risk within the Benefice must:

- a) Provide proof of identity.
- b) Be interviewed by the Vicar and Safeguarding Representative.
- c) Been members of the church congregation for at least 6 months.
- d) Obtain through the Safeguarding Representative and Diocese a current and satisfactory 'Enhanced Disclosure' certificate from the Disclosure and Barring Service.

New members to the church engaging in such work will be asked to provide 2 referees. References will be taken up.

**The DBS is only one measure to monitor the suitability of staff and volunteers. It will only identify former offenders who have been prosecuted or cautioned or on whom there is active intelligence about suspecting offending.**

**Those who abuse children are careful and manipulative, often 'grooming' potential victims and avoiding detection. Vigilance is required at all times to ensure that operating standards are adhered to. Regular supervision must be provided by other leaders within the church.**

## 9 Safeguarding Children and Young People - Procedure for Referrals

Local Safeguarding Children Boards (LSCB's) were established in accordance with the Children Act 2004 following the findings of a public enquiry into the death of Victoria Climbié, aged 8 years in the year 2000.

Boards are independent but exist in each local authority area. The area of the Benefice is covered by the East Riding Safeguarding Children Board. Members include senior personnel from all relevant statutory and non statutory organisations. The Benefice Safeguarding Representative is currently a member of the Board linked to other responsibilities in the region.

The Board is served by an Early Help and Strategic Hub (EHaSH) from which the police, Children's Social Care and NHS staff work from and is the centre of all activity in the East Riding of Yorkshire to safeguard and protect children. There is a single telephone number to report concerns. The telephone number in the East Riding is referred to as **The Golden Number 01482 395500**.

The Benefice Safeguarding Representative works with, as required, the staff in that 'strategic hub'. It is the responsibility of every organisation working with children and young people to know who their key contact is and how to report concerns.



Church members who have concerns about inappropriate conduct within a church setting or about the safety and welfare of a child, young person or adult at risk at home or within the community should follow the procedure set out below:

- Do not investigate other than to establish the basic facts to consider a referral.
- Allow a child, young person or vulnerable adult to speak but do not prompt to receive a specific answer.
- Reassure them but carefully explain that you will be speaking to others who will help them.
- Confidentiality does not apply when a child or a young person is at risk.
- Accept what you hear without judgement.
- Make notes as soon as possible and include dates and times of the incident, keeping them safely.
- Share your concerns at once with the Safeguarding Representative on **07745817563** or if not available the Vicar, Curate, Church Warden or Archbishop of York's Advisor for Safeguarding.
- If the concerns or allegations involve any of those post holders, ensure they are not involved in the discussions.
- If the Safeguarding Representative or other senior church member considers that a referral is necessary the Early Help and Strategic Hub through the Golden Number **01482 395500** will be contacted.
- If the concerns relate to any of those people ensure that they are not involved.
- If the Safeguarding Representative considers that a referral is necessary the local Safeguarding Children Board will be informed via the Golden Number above or if out of normal hours through the emergency duty team on **01377 241273**.
- If there is concern that a child, young person or adult at risk is in immediate danger, is suffering or likely to suffer significant harm then telephone Humberside Police using the emergency number **999**.
- Inform the Archbishop of York's Advisor for Safeguarding that a referral has been made.
- If the concern relates to the church environment, inform the church insurers, Ecclesiastical Insurance.

## **10 Local Authority Designated Officer - LADO**

The Local Authority Designated Officer is a member of the ERSCB Unit and will work as required with the Safeguarding Representative and churches. The primary role of the LADO is to gather information about professionals and volunteers who work with children when there are allegations or concerns about their behaviour towards children and young people. The LADO will:

- Be involved in the management and oversight of individual cases.
- Provide advice and guidance to employers and voluntary organisations.
- Liaise with the police and other partners.
- Monitor the progress of cases to ensure that they are dealt with quickly, consistent with a thorough and fair process.

In the absence of the Safeguarding Representative the LADO can be contacted direct on **01482 396559**.

## **11 Signs of Abuse**

There are several possible indicators to suggest that a child, young person or adult at risk is being abused. There may be other explanations so it is crucial not to jump to conclusions but seek immediate advice through the Safeguarding Representative or other key people mentioned. The signs may relate to all definitions of abuse and will be covered in continual training events within the Benefice and through the ERSCB.

## **12 Sex Offenders and Others Causing a Risk to Children**

The Child Sex Offender Disclosure Scheme allows parents, carers and guardians to formally ask the police if a person has a criminal record for child sex offences or if there is intelligence that he / she could harm children.

An essential area in keeping children safe is how the church leadership responds when someone who has committed offences against children attends church. The first concern must be a commitment to the safety of all children and young people. Sex offending is often addictive and under no circumstances must former offenders be allowed to work with children or be alone with them.

Whilst extending appropriate pastoral care to the individual should they wish to attend church, the Vicar and Safeguarding Representative will meet with them and agree boundaries which they will be expected to keep. A written agreement will be drafted and signed by the individual, Vicar and Safeguarding Representative with the Church Wardens informed of the agreement.

## **13 Minimum Operating Standards**

It is important to minimise the situations where the safety and health of a child, young person or adult is placed at risk. Separate guidance exists referring to the keeping of attendance registers, ratio of adults to children supervision and parental approval for attendance and visits etc but the following important issues are highlighted.

- Leaders will be vigilant and support each other.
- Written records will be maintained of incident and accidents.
- Leaders will have good knowledge of current safeguarding policies and will have received training.
- When activity is away from the normal venue it will be risk assessed and carefully planned.
- It must have appropriate levels of leadership.
- The written consent of the parent / guardian will be obtained.
- Leaders will not spend excessive time with the child or young person alone.
- Leaders will not engage in social networking activity with a child or young person.
- A child or young person will not be contacted using mobile phones via text or speech unless there is an emergency.

- Photographs of children or young people will only be taken under strict conditions and with parental permission.
- Images will not be passed to others.
- Children and young people will not be alone in a car no matter how short the journey unless there is an emergency.
- Children and young people must not visit the home of a leader alone (unless as an immediate place of safety).
- Leaders must not share a residential room or tent with a child or young person.
- Leaders will not allow any kind of prejudice or inappropriate language to remain unchallenged from whatever source relating to gender, race, sex, orientation, disability or impairment
- Leaders will always act on disclosure from a child, young person at adult at risk.

## **14 Safeguarding Adults at Risk**

In each local authority area there is a similar process to protecting children for protecting adults at risk through the work of a multi-agency Adults Safeguarding Board. This sets the strategy for the area. Within the area of the Benefice this is the East Riding Safeguarding Adults Board.

The definition of an adult at risk will be taken in its widest sense. It includes any adult who is over 18 years and in need of community care services because of :

- physical disability
- mental health
- physical health
- age
- not able to protect themselves against serious harm
- learning disability and vulnerable to bullying and abuse
- isolated people who do not get on with their carers
- those with memory or communication problems
- those who are addicted to alcohol or drugs
- people whose carer depends upon them for a home or financial and emotional support
- people suffering from depression or confusion linked to life events including bereavement

The East Riding Safeguarding Adult Board endorses a broader safeguarding agenda that goes further from just protecting adults which must apply to the church by the very nature of its Christian responsibility. The care of our adults within the church, at home and in the community must encompass that the most vulnerable are treated with dignity and respect. They must be afforded opportunities to live as independently as possible, whilst taking reasonable measures to ensure that risks of harm are minimised and managed. This may at times mean challenging poor care and making a referral with the thresholds of concern.

## 15 Adults at Risk Abuse Defined

Abuse occurs in many different ways including:

- **Emotional Abuse** - name calling, blaming, ignoring, laughing at, treating like a child.
- **Physical Abuse** - all kinds of assault, giving the wrong medication or withholding medication.
- **Sexual Abuse** - as in Safeguarding Children.
- **Financial Abuse** - Theft, taking control of money without a formal power of attorney, making a person pay for others.
- **Neglect** - being hungry and thirsty, not kept safe, poor or non existent medical help, personal hygiene support, not having clean clothes.
- **Discrimination** - Treated as different because of race, religious belief, disability, sexual orientation, language, family background.
- **Institutional Abuse** - When staff in a hospital or care home do not care for a person properly or respect rights including, not enough staff on duty, untrained staff, rules and routines or personal property misused.

## 16 Abuse Offenders

Most people will not abuse adults but abuse can and does include:

- family members
- paid staff and professionals
- neighbours
- strangers
- friends
- volunteers

## 17 Locations of Abuse

- house or home
- hospital
- day centre
- work
- street
- church
- community

## **18 Safeguarding Adults at Risk Referral**

Anyone can witness or become aware of information suggesting that abuse is occurring. It is crucial that everyone understands what to do, and where to get help and advice. It is vital that everyone remains vigilant on behalf of those unable to protect themselves. This will include.

- understanding the different types of abuse and neglect together with their signs.
- supporting adults to keep safe.
- knowing who to inform about suspected abuse and neglect.

There are a number of steps to be taken by professionals but for the purposes of this policy and for clarity the following action must be taken;

- Inform the Benefice Safeguarding Representative on 07745 817563, Vicar or Curate.
- If they are not available contact the East Riding Safeguarding Adults Team on 01482 396940 during office hours or the Emergency Duty Team on 01377 241273 at other times.
- If there is immediate risk of harm, telephone Humberside Police on the emergency line 999.

## **19 Benefice Safeguarding Representative**

The Parochial Church Council's will appoint a Safeguarding Representative annually immediately following the APCM. He / she will be chosen for their standing in the church and community, integrity, common sense, experience and above all independence. The position should not be filled by somebody who is actively involved in children, youth or adult at risk work within the Benefice. He / she does not have to be professionally experienced in such work but it would be advantageous.

The purpose of appointing a safeguarding representative is to have a person to who concerns can be reported without a conflict of interest.

The Benefice Safeguarding Representative has the following responsibilities:

- On behalf of the PCC's, draft, amend as required and update the Safeguarding Policy for approval.
- Ensure that it is adhered to.
- Raise concerns with the Vicar, Curate, Churchwardens and Archbishop's Advisor when necessary about adherence to the policy.
- Receive concerns as to the safety or well-being of children, young people or adults at risk raised by church or community members.
- Respond to those concerns in accordance with the policy but referring them to other partners as appropriate.
- Will not investigate the concern other than to establish the facts.
- Keep accurate contemporaneous notes and record of any concerns including the response to them.

- Maintain contact with the Archbishop's Advisor, Local Safeguarding Children Board, Safeguarding Adults Board and Church Child Protection Advisory Service, keeping informed about national and local policy, legislation and the findings of serious case reviews.
- Ensure that there are effective means of contacting him / her by any person or group with the church or community.
- Verify evidence of identity for DBS Enhanced Disclosure documentation and see all volunteers before they are appointed.

## **20 Training**

All personnel involved with work with children, young people or adults at risk will agree to attend various training courses or programmes within the Benefice, Diocese or East Riding of Yorkshire to maintain their required knowledge to work in this area.

## **21 Policy Compliance, Church Groups and Users of Church Premises**

This policy will apply and be adhered to by relevant church groups listed in the Benefice Profile and new groups as they are formed.

Other formal groups that use St Mary's Hall or any of the churches not directly involved with the church must have their own policy which should be seen by representatives of the PCC's.

Informal groups using St Mary's Hall or the churches will be made aware of the Benefice Safeguarding Policy to ensure compliance with it.

## **22 Policy Monitoring**

Safeguarding Children, Young People and Adults at Risk will be an agenda item at each PCC meeting. The Safeguarding Representative will inform the PCC's if there are any matters he / she require them to consider but members should raise issues themselves if they have concerns.

## **23 Conclusion**

Safeguarding is everyone's responsibility. This not just includes professionals charged with caring for, teaching, protecting children, young people and adults at risk but the wider community. It is the church's Christian duty to lead by example in caring for the most vulnerable in our society wherever they may be.

Geoff Ogden, MBE  
Benefice Safeguarding Representative  
2015/16