



**BENEFICE OF ELLOUGHTON & BROUGH WITH  
BRANTINGHAM**

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

**POLICY 2018/19**

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<b>East Riding Safeguarding Children Board Golden Number</b> <b>Single Referral Point 24 Hours</b>	<b>01482 395500</b>
<b>East Riding Child and Adolescent Mental Health Service</b>	<b>01482 303810</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</b>	<b>999</b>
<b>East Riding Safeguarding Adult Team</b>	<b>01482 396940</b>
<b>Child Exploitation Online Protection Service</b>	<b><a href="http://www.thinkyouknow.co.uk">www.thinkyouknow.co.uk</a></b>
<b>NSPCC Safe Network</b>	<b>0808 800 5000</b>
<b>Childline</b>	<b>08001111</b>

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

## **Safeguarding Policy 2018/19**

### **1 Purpose**

**1.1** This document outlines the Safeguarding Children, Young People and Adults at Risk Policy for the Benefice of Elloughton & Brough with Brantingham in the Diocese of York which is served by the two Parochial Church Councils.

**1.2** The policy complies with and should be read with the Church of England Parish Safeguarding Handbook in October 2018 (<https://churchofengland.org>) It reflects the profile of the three churches within the Benefice and all related activity of those churches within the community.

**1.3** The policy has six main aims, namely to;

- Promote a safe environment and culture
- Safely recruit and support all those with responsibility related to children, young people and vulnerable adults within the church.
- Respond promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a risk to others.

### **2 Scope, Circulation and Display**

**2.1** The policy reflects the changing landscape of 'safeguarding' regarding the reality of abuse within the church and wider community. It includes the House of Bishop's Advice in 2018 and new legal expectations.

**2.2** It applies to all ministry and worship in the three churches as well as the wider community where safeguarding children, young people and vulnerable adults is everyone's responsibility. It particularly applies to all work with children and adults in the Benefice as specified below.

- Chair Exercises - All Saints' Church Brantingham, St Mary's Hall.
- Sunday School and Junior Church, All Saints' Church, Brough.
- Tiny Footsteps Toddler Group, St Mary's Hall
- Hunsley Christian Youth Trust
- Connections (Children's Group) St Mary's Hall, Elloughton
- Brownies, Guides and Rangers
- Benefice Pastoral Visiting Team
- Holiday Club and other holiday Activities, St Mary's Church, Elloughton, St Mary's Hall Elloughton and All Saints' Church, Brough.
- Residential Home Visits.
- St Mary's Church Bell Ringers.

**2.3** The Safeguarding Policy will be displayed at every location where activities with children or vulnerable adults takes place, on all church and hall notice boards and the

Benefice Website. It will be consulted every time a new activity with children or vulnerable adults is planned.

**2.4** Copies will be circulated to all volunteers within the three churches involved with children, young people or adult work.

**2.5** The policy will also be considered alongside Church Health and Safety policies regarding wider aspects of safety in church buildings relating to accident prevention and fire safety.

### **3 Church of England Safeguarding Policy Statement**

**3.1** 'The Church of England is called to share the good news of God's salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are the most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of authority are truly trustworthy. Being faithful to our call to share the gospel compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well when it has'.

**3.2** The statement and policy applies to all Church Bodies and Church Officers. Full understanding of and adherence to them will lead to a deepening in understanding of and respect for, the rights of children, young people and vulnerable adults as people of faith in the life of the Church.

### **4 Human Rights Act 1998 and Working Together to Safeguard Children Guide to Inter-Agency Working July 2018**

**4.1** The Church recognises the personal dignity and rights of all children, young people and adults, as enshrined in the Human Rights Act 1998 and the United Nations Convention on the Rights of the Child. Safeguarding work is undertaken within a legislative framework namely the Children Act 1989 supported by government guidance (Working Together to Safeguard Children Guide July 2018) which sets out a range of safeguarding duties, responsibilities and best practice. These are incorporated in both policy and practice.

### **5 Safeguarding Practice**

**5.1** The following key features will help church bodies promote and maintain a safer culture that protects and promotes the welfare of children, young people and vulnerable adults.

- A leadership commitment, at all levels, to the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults.
- A safeguarding policy available to Church Officers;
- A clear line of accountability within the church for work on safeguarding;
- Clear reporting procedures to deal with safeguarding concerns and allegations;
- Clear roles for Church Officers;
- Practice and services informed by on-going learning, review and by the views of children, young people, families and vulnerable adults;
- Safer recruitment procedures in place;
- Clear arrangements for support and/or supervision;
- Safeguarding training for all Church Officers working with or in contact with children, young people and vulnerable adults;
- Effective working with statutory and voluntary partners;

- Publicly advertised arrangements for children, young people and vulnerable adults to be able to speak to an independent person, as required;
- Complaints and whistle blowing procedures that are well publicised;
- Effective information sharing;
- Good record keeping.

## **6 Parochial Church Councils Duty of 'Due Regard'.**

**6.1** Parochial Church Council members are under a collective duty to 'have due regard' to House of Bishops' guidance on safeguarding children and vulnerable adults. It is not sufficient for individual members of the PCC to rely on the parish/benefice Safeguarding Officer or the incumbent to take responsibility for safeguarding matters. Every PCC member, whether clergy or lay, is personally responsible for ensuring that the parish follows safeguarding guidance.

**6.2** With effect from the 2017/18 Annual Parish Report, PCC's are required to include a statement in the annual report as to whether the parish has complied with the duty to have 'due regard' to the House of Bishops' guidance on safeguarding children and vulnerable adults. This means that the PCC as a whole has had due regard to the guidance. It must identify any concerns about particular aspects of safeguarding, including concerns about individual PCC members, clergy or lay, who have not complied with their duty to have due regard to the guidance or have failed to undertake required training applicable to them.

## **7 Parochial Church Council Responsibilities.**

**7.1** The Parochial Church Councils' of Elloughton/Brough and Brantingham are charities and members are therefore trustees. It is a requirement of the Charity Commission that when charities are involved in supporting work with children, young people or vulnerable adults trustees (PCC Members) must apply for enhanced Disclosure and Barring Service Clearance. This is also Church of England policy For both PCC's that clearance must be for work with both children and adults because of the wide range of activities undertaken.

**7.2** The Parochial Church Councils will also;

- Accept responsibility for the activities of children, youth groups or vulnerable adults operating under their auspices;
- 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;
- Will have clear procedures for responding to concerns or allegations of abuse and procedures for working with known offenders within the church;
- Will ensure that both employed and volunteer children, youth or vulnerable workers are properly and appropriately selected and appointed in accordance with the Church of England Safe Recruiting Policy;
- Will ensure that children / youth workers and volunteers are given adequate support, training and supervision;
- Will annually appoint parish safeguarding officers;
- Will annually review the Safeguarding Policy;
- Will refer to the policy as required at every PCC meeting;
- Include the 'Due Regard' reference to safeguarding comprehensively in the Parish Annual Report;
- 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;

- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance including notifying the Diocesan Safeguarding Advisor and statutory agencies immediately.
- Will maintain appropriate Third Party Liability insurance for the churches work with children and young people.

## **8 Safeguarding Definition**

**8.1** Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. It is fundamental to flourishing Christian communities and is evidenced in good pastoral care.

## **9 Child or Young Person**

**9.1** The term 'child' is used to include all children and young people who have not reached their 18th birthday.

## **10 Vulnerable Adult**

**10.1** A vulnerable adult is a person aged 18 years or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress or otherwise: and for that purpose the reference to being impaired can be temporary or indefinitely impaired. This can include people who are emotionally fragile through bereavement, relationship difficulties or because they are dealing with a difficult personal situation.

**10.2** Some adults may not consider themselves vulnerable but may be vulnerable to being abused by individuals in positions of leadership and responsibility. There are a number of factors that increase vulnerability and these are listed in section 8 of the Parish Safeguarding Handbook

## **11 Church Officer**

**11.1** The term 'church officer' refers to anyone appointed/elected by or on behalf of the Church to an office, post or role, whether they are ordained or lay, paid or unpaid.

## **12 Forms of Abuse and Harm - Children and Young People**

### **a) Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, misuse of medication, inappropriate sanctions or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **b) Emotional and Psychological Abuse**

The persistent emotional maltreatment of a child such as to cause adverse effects on his/her emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued insofar as they may meet the needs of another person. Abuse may include not giving a 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 a child's developmental capability as well as over protection and limitation of exploration and learning in normal social interaction. It may involve seeing or hearing the ill-treatment of another often displayed in domestic violence. Abuse can also involve serious bullying (including cyber bullying) causing children to feel frightened or in danger, or the exploitation or corruption of children. Emotional abuse is involved in all other types of maltreatment of a child, though it may occur alone.

### **c) Neglect**

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 physical health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to;

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including inadequate care-givers); or
- Ensure appropriate access to medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **d) Sexual Abuse**

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 a child is aware of what is happening. The activities may involve physical contact, including assault by penetration or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as looking at, or in the production of, sexual images, watching sexual activities, encouraging a child 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.

### **e) Child Sexual Exploitation**

Child sexual exploitation is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 years into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. Child sexual exploitation does not always involve physical contact. It can occur through the use of technology.

### **f) Spiritual Abuse**

Spiritual abuse is not a category of abuse recognised in statutory guidance but is of concern within and outside faith communities including the church. The lack of clarity may be a significant barrier to responding appropriately to its victims within the church. It is a form of coercion and control of one individual by another in a spiritual context. Such abuse may include:

- The misuse of Scripture, the authority of leadership or penitential discipline, with a requirement to be obedient to the abuser;

- Enforced accountability and pressure to conform;
- Requirements of secrecy and silence, with isolation from others external to the abuse context;
- Oppressive teaching;
- Censorship of decision making;
- Intrusive forced healing and deliverance ministries or rituals;
- The denial of right to faith or the opportunity to grow in the knowledge and love of God;
- Links to current issues of radicalisation by which an individual or group comes to adopt increasingly extreme political, social or religious fundamental ideals and aspirations that undermine the status quo or reject and undermine contemporary ideas and expressions of freedom of choice.

#### **g) Online Abuse**

Online abuse is any type of abuse that happens on the web, through social networks, playing games or using mobile phones or other devices. Children and young people may experience cyber bullying, grooming, sexual abuse, sexual exploitation or emotional abuse. Children can be at risk from online abuse from people that they know as well as strangers. They can feel no escape as abusers can contact them at any time of the day or night and into otherwise safe places such as their bedrooms. Images of them can be stored and shared with others on the internet.

#### **h) Domestic Abuse**

Domestic abuse is any incident or pattern of controlling, coercive, threatening behaviour, violence between those aged 16 years or over who are family members regardless of gender or sexuality. Children are at risk of physical harm during incidents of domestic abuse either by accident or because they have intervened. Prolonged and/or regular exposure to domestic abuse has a serious damaging impact on children's physical safety and emotional well-being constituting emotional abuse.

#### **i) Criminal; Exploitation - 'County Lines'**

Criminal exploitation of children and vulnerable adults is a geographically widespread form of harm that is typical of what has become known as 'county line' activity, increasingly common in rural towns and areas. County Lines is a term used to describe gangs and criminal networks involved in exporting drugs into one or more targeted areas within the UK, using mobile phone lines or other forms of "deal line". They are likely to exploit children and vulnerable adults to move and store drugs and money. Gang members use coercion, intimidation, violence (including sexual violence) and weapons.

### **13 Vulnerable Adult Forms of Abuse**

#### **a) Physical Abuse**

The non-accidental infliction of physical force, which results in injury or impairment. This include, hitting, slapping, pushing, pinching, kicking, hair-pulling, punching, forcing (including force feeding), inappropriate application of techniques (e.g. control and restraint), the use of incorrect moving and handling techniques which are potentially dangerous and cause distress, isolation or confinement, the impairment of, or avoidable deterioration in, health, misuse of prescribed medication; overdose or under dosing.



## **b) Psychological Abuse**

Emotional or psychological abuse is behaviour that has a harmful effect on an adult's emotional health and development. All abuse of vulnerable people has an emotional impact. It may include threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal of services or supportive networks.

## **c) Sexual Abuse**

Sexual abuse in adults is the involvement of any adult in sexual activities or relationships, without informed or valid consent. Examples include, offensive or inappropriate language, sexual innuendos and sexual teasing, inappropriate looking, inflicting pornography on an individual, inappropriate touching, masturbation, indecent exposure, coercion into an activity, rape or sexual assault, photography of a sexual nature.

## **d) Financial or Material Abuse**

Financial or material abuse is the denial of access of the individual to money, property, possessions, valuables or inheritance, or improper unauthorised use of funds via omission, exploitation or extortion through threats. Examples can be misuse, embezzlement or theft of a person's money, property or possessions, refusing access to their own money, pressure in connection with wills, testaments, property, inheritance etc, extortion through theft, failing to account for the use of a person's money or fraudulent use, misappropriation of property, loans made under duress, threat or dishonestly extracted.

## **e) Discriminatory Abuse**

Discriminatory abuse, including racist and sexist abuse, exists when values, beliefs or culture result in the misuse of power that denies opportunities to some individuals or groups. It can include unequal treatment, inappropriate language, racist or sexist remarks, humiliating behaviour, lack of respect for a person's culture or religion, comments about disability, bullying, deprivation of normal social contact and cultural identity.

## **f) Organisational Abuse**

Organisational abuse occurs when an organisation's priorities, policies and practices are more important than individuals' needs and wishes. It includes a failure to ensure that the necessary standards are in place to protect and maintain good standards of care according to individual choice. Examples can be authoritarian or rigid management, lack of leadership or supervision of staff and volunteers, poor care standards, lack of positive response to complex needs, rigid routines, inadequate staffing, insufficient knowledge base within the service, disrespectful attitudes amongst staff, inappropriate use of physical interventions (control and restraint) by poorly trained staff, poor practice in the provision of intimate care, not taking account of individual's needs, culture, religion or ethnicity.

## **g) Spiritual Abuse**

As outlined in Paragraph 10 (e) for children and young people.

## **h) Domestic Abuse**

Domestic abuse includes a systematic, repeated and often escalating pattern of behaviour by which an abuser seeks to control, limit and humiliate, often behind closed doors. It can include both physical and emotional abuse.

**i) Online Abuse**

As outlined in Paragraph 12 (g) for children and young people

**j) Modern Slavery and Human Trafficking**

Modern slavery is an international crime, affecting 29.8 million slaves around the world. It is a global and local problem that transcends age, gender and ethnicities including the United Kingdom and the area of the Benefice. It can involve people from overseas and vulnerable people in the U.K being forced to work illegally, work against their will in many different sectors, including the commercial sex trade, agriculture, nail bars, cannabis farms, laying drives and domestic servitude.

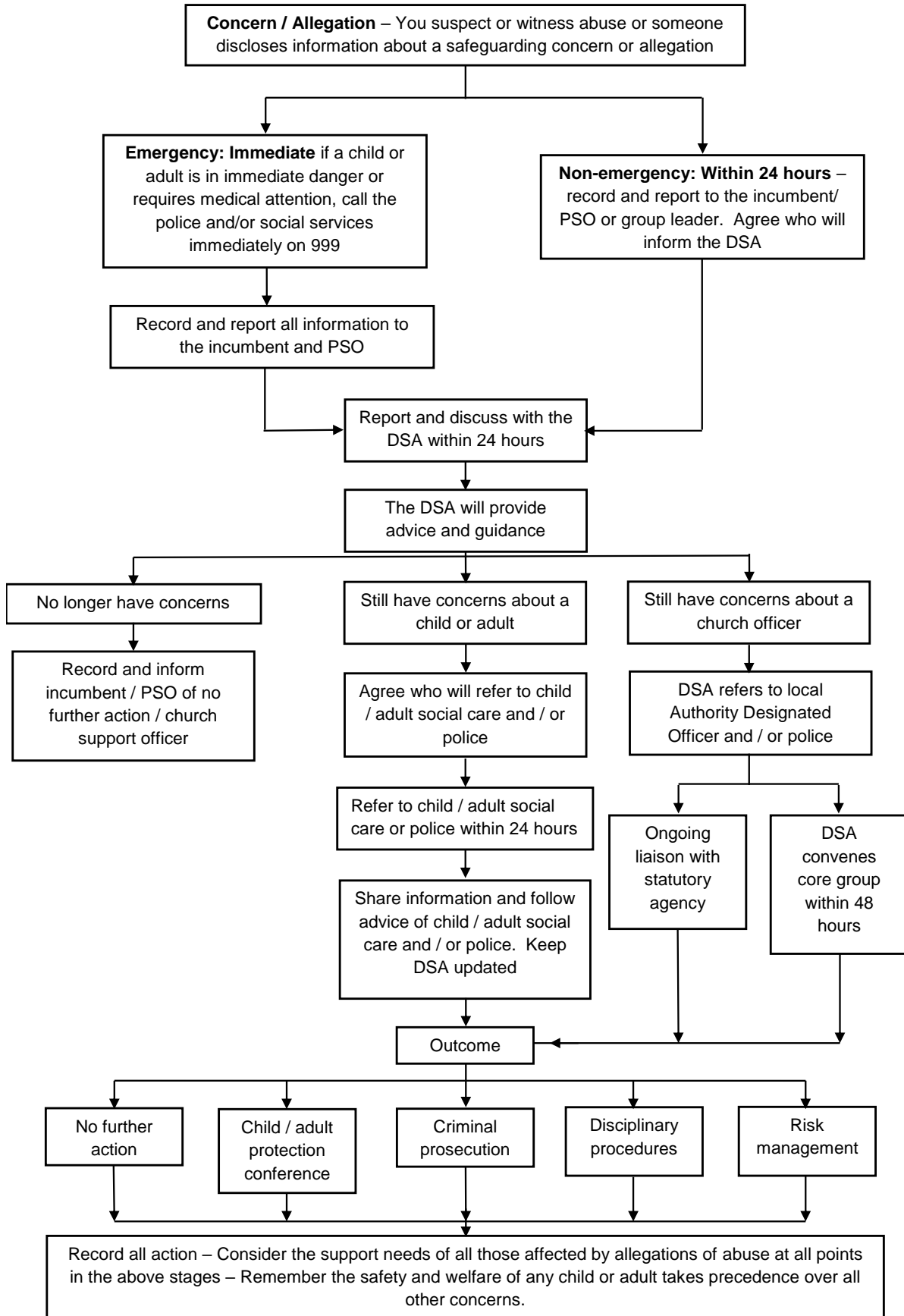
**14 Indicators of Abuse, Children, Young People and Adults.**

**14.1** There are many indicators or early warnings of abuse for each form of abuse. These will be covered in detail during the various modules of training covered in paragraph 19 below. Additionally the Parish Safeguarding Officers or the Diocesan Safeguarding Advisor can be contacted at any time for further advice.

**15 Responding Promptly to Safeguarding Situations and Referral**

**15.1** The following flow chart published in the Parish Safeguarding Handbook should be used for all aspects of safeguarding children, young people and vulnerable adults when a referral is necessary or when staff and volunteers have concerns regarding the safety of individuals in the church or wider community.

## 15.2 Quick Guide



## **16 Safer Recruitment, Disclosure and Barring Service, Confidential Declarations.**

**16.1** This guidance within the policy sets out the safer recruitment practices for all Church Officers' working or volunteering in a Church of England setting with children, young people and adults. It must be followed for the appointment of all Church Officers, for example members of the clergy authorised to officiate, church wardens, licensed readers, lay workers, youth and children workers and Parochial Church Council members. The Church of England Policy for Recruiting Safely is referred to section 6 of the Parish Safeguarding Handbook.

**16.2** The guidance addresses two main areas, namely the recruitment process and criminal record checks. It must be remembered that only a very small percentage of people who abuse children, young people or vulnerable adults get caught and still fewer are convicted, cautioned or dealt with by other means. The Church must not rely solely on Criminal Record checks through the Disclosure and Barring Service. The selection and recruitment process therefore along with effective supervision, vigilance and 'whistle blowing' is crucial.

**16.3** Finding and recruiting the right people to work with children and adults can be difficult. Whilst there may be variations, responsibility for appointing clergy and licensed or approved lay ministers rests with the Archbishop. Responsibility for salaried positions in the diocesan office is the responsibility of the Diocesan Secretary. In the Benefice and parishes of Elloughton & Brough with Brantingham appointments and the recruitment of all volunteers is the responsibility of the relevant Parochial Church Council.

**16.4** The PCC's have adopted fully the House of Bishops' Safer Recruitment Practice Guidance.

**16.5** Anyone regularly involved with children, young people or vulnerable adults must;

- ❖ Have been members of the church congregation for at least six months unless there are special circumstances where this would not be possible having regard to the staff or voluntary role to be undertaken.
- ❖ Applicants should complete an application form or provide a CV.
- ❖ They should provide details of two referees'
- ❖ Complete the Diocese of York Confidential Declaration Form.
- ❖ Be interviewed by the Vicar and Parish Safeguarding Officer working to a written job description for the post whether it be a voluntary position or paid
- ❖ Shortlists of applicants should be prepared by examination of the application forms. Explanations should be sought about gaps in personal history.
- ❖ Face to face interviews should be conducted with the decision to appoint made by the incumbent and assisting interviewer. The volunteer or worker will not commence in the role until satisfactory references have been received, a confidential declaration form completed and the appropriate Disclosure and Barring Service process completed. Any blemished DBS check will be risk assessed by the DSA with the incumbent and PSO.
- ❖ Following appointment post holders will have a six month period of probation or settling in period for volunteers.

- ❖ The applicant must agree to undertake the appropriate module of safeguarding training for the role.

## **17 Disclosure and Barring Service Applications Process**

**17.1** The Diocese of York has introduced an online DBS application system through the Church Child Protection Advisory Service. (CCPAS) to help manage the significantly increased number of applications needed under the updated Safer Recruitment Policy.

**17.2** The Benefice has formally registered with the Diocese and CCPAS to operate the online system across both parishes.

**17.3** The former Benefice Safeguarding officer was appointed as the 'Lead Recruiter' with the CCPAS to manage the system supported by the Parish Administrator 'Additional Recruiter'. He will continue this role over an interim period

### **17.4**

Lead recruiters see all applications and certificate results online relating to their parish/s.

**17.5** The DBS Administrator will provide all applicants with the log in details for the CCPAS system. This can be done from any device and is very straightforward. If an applicant does not have access to a computer they can use the system at the Parish Office supported by the administrator.

**17.6** When they have completed the application online they will be required to take their three specified identification documents to the Benefice Office where the administrator will verify them online, continuing the application process.

**17.7** The DBS Administrator will then complete the application process by confirming the level of check required for the post, approving it and submitting it to the CCPAS online for process.

**17.8** Whilst there are four levels of DBS checks only two apply to the Benefice. They are 'enhanced' which is for all workers with children or adults along with PCC members and 'enhanced with barring' which will apply to group leaders who have a supervisory role. The judgement on this will be with the DBS Administrator.

**17.9** The DBS Administrator as the 'Lead Recruiter' for the system will receive all details of certificates through the secure online system. In the event of a 'blemished certificate' the 'Lead Recruiter' will be notified but not the details of the blemish. The Parish Safeguarding Officer will then see the applicant and the actual certificate which will contain more information of the disclosure. A risk assessment will then be undertaken with the Diocesan DBS Administrator and Safeguarding Advisor.

## **18 Caring Pastorally for Victims/Survivors of Abuse and Affected Others**

**18.1** Section 8 of the Parish Safeguarding Handbook provides guidance on how to support victims.

## **19 Offenders and Others/Risk to Children and Adults**

**19.1** Section 9 and 10 of the Parish Safeguarding Handbook provides guidance on supporting church officers who are the subject of concern and they will be offered a link person. This will also apply to others who attend church who may pose a present risk in congregations.

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

**19.2** The Church, based on the message of the Gospel, opens its doors to all. It will therefore endeavour to offer pastoral care and support to any member of the church community who may present a known risk.

**19.3** Whilst extending appropriate pastoral care to the individual should they wish to attend church, the incumbent and parish safeguarding officer 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 Officer in discussion also with the Diocesan Safeguarding Officer. Church wardens will be informed of the agreement.

## **20 Safeguarding Training**

**20.1** All staff and volunteers involved in work with children, young people or vulnerable adults including PCC members who act as trustees will be required to undergo appropriate levels of Church of England Safeguarding training pertinent to the position they hold. The modules of training are as follows;

- **CO - Awareness** - Recommended for anyone who needs a basic level of awareness of safeguarding. This may include but is not limited to: vergers, sidespersons, refreshment helpers PCC members, church wardens, bell ringers, choir or music group members etc. It takes about 2 hours online.
- **C1 - Foundation** -Required for anyone who has safeguarding responsibilities or who has contact with children/young people and/or adults who may be vulnerable. This includes but is not limited to safeguarding officers and the safeguarding lead for PCC, church wardens, readers, ordinands prior to placement, pastoral visitors, helpers at activities and administration staff. Also 2 hours online.
- **C2 - Leadership** - Required for anyone who has safeguarding leadership responsibility for leading activities involving children, young people, and or adults that may be vulnerable. This includes Safeguarding lead for the PCC, church wardens, youth and pastoral visitors, directors of music, bell tower captains, home visitors and Sunday school leaders.
- **C3 - Foundation/Leadership for licensed Ordained Ministers** - Required for those holding a licence, commission, authorisation, permission to officiate from a Bishop - Ordained and Lay and the Parish Safeguarding Officer.
- **C4 - Foundation/Leadership Bishops, Deans, Principals and Senior Staff** - Required for senior staff who have key roles in safeguarding, policy, strategy and practice.

- **C5 - Refresher Course** - Required for anyone who has completed C1, C2 or C3 after 3 years.

**20.2** As staff and volunteers progress through the training programme depending upon their role modules must be completed in order: C0 then C1, then C2. However, as C3 incorporates C1 and C2, C3 can be completed after C0.

**20.3** The training will be arranged through the Diocesan Safeguarding Advisor, Parish Safeguarding Officer and Training Coordinator.

## **21 Minimum Operating Standards**

**21.1** Section 12 of the Parish Safeguarding Handbook contains the Code of Safer Working Practice with Children.

**22.1** 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 incidents and accidents.
- Leaders will have good knowledge of current safeguarding policies and will have received training in accordance with their responsibilities.
- 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 on a one to one basis 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 or a message for the whole group.
- 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.

## **23 Parish Safeguarding Officer**

**23.1** The Parochial Church Council's will appoint a Parish Safeguarding Officer annually and 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 is advantageous.

**24.2** The purpose of appointing a Parish Safeguarding Officer is to have a person to who concerns can be reported without a conflict of interest.

**24.3** The Parish Safeguarding Officer has the following responsibilities:

- On behalf of the PCC's, draft, amend as required and update the Safeguarding Policy for approval.
- Liaise with the Diocesan Safeguarding Advisor.
- Ensure that the Safeguarding Policy is adhered to.
- Raise concerns with the Parish Safeguarding Officer, Incumbent, Archdeacon and Diocesan Safeguarding Advisor. It may also be a group/activity leader if the concern arose within an activity.
- 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.
- Work with the Vicar, other officers and leaders in the appointment of volunteers working with children, young people or vulnerable adults.
- Manage the Disclosure and Barring Service applications along with the Benefice DBS Administrator.
- Work closely with the Benefice Administrator who acts as the 'Additional Recruiter for the system in verifying identifications of applicants.
- Liaise as required with the Diocesan DBS Administrator.
- 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.

## **24 Conclusion**

**24.1** So often policy is not converted into action and not implemented because of naivety, lack of understanding, poor training, other pressing issues or a view that 'this cannot apply to me'. The result has been that victims of abuse over many years within the church and other institutions have been let down resulting often in further abuse.

**24.2** The church has a Christian Duty to apply it at every level. It will be a working document hence its wide circulation.

**Geoff Ogden MBE  
Benefice Safeguarding Officer 2017/18  
November 2018.**



**Rev. Mick Fryer  
Vicar  
November 2018**