



All Saints' Church, Cottenham with Rampton

Promoting a Safer Church

Safeguarding Children and Vulnerable Adults: Policy and Procedure

This Safeguarding Policy and Procedure was adopted at a Parochial Church Council meeting held on 12th November 2019. It follows and is consistent with the Church of England House of Bishops' Safeguarding Policy and Practice Guidance as set out in the Parish Safeguarding Handbook 2018.

These procedures must be read alongside the Parish Safeguarding Handbook 2018, which contains advice and guidance in greater detail and covers aspects of abuse not covered here, such as domestic abuse.

Each person who works with children and vulnerable adults will agree to abide by this policy.

It will be reviewed annually, accepted and written in the minutes of the PCC.

Contents

	Page
1. Safeguarding Children and Adults Policy	3
2. Responding to a child or adult who may be disclosing abuse	4
3. Child and Adult Protection Procedure	5
4. Who to contact if you are worried about abuse	6
Flowchart	7
5. Safeguarding children and adults training	8
6. Safer recruitment	8
7. Those who pose a risk to children	8
8. Care of survivors of abuse and their families	8
9. Record keeping and storage	8
10. Safe practice with children	8
11. Unaccompanied children	9
12. Visiting adults who may be vulnerable in their own homes	9
13. Bell ringing	10
14. Organisations hiring church buildings or premises	10
15. Social media and engaging with young people	10

1. Safeguarding Children and Vulnerable Adults Policy

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding 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 present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- 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.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- 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 Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- 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.

This church appoints Margaret Edwards as the Parish Safeguarding Officer

Incumbent: Revd Lynda Davies

Churchwardens: Graham Appleby and Esther Hunt

2. Responding to a child or adult who may be disclosing abuse

Do

- Listen.
- Take what is said seriously.
- Only use open questions (open questions begin with words like: who, what, when, where and how. Open questions cannot be answered with a 'yes' or 'no').
- Remain calm.
- Take into account the person's age and level of understanding.
- Check, if face to face, whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can check with them that you have understood everything correctly.
- Offer reassurance that disclosing is the right thing to do.
- Establish only as much information as is needed to be able to tell your activity leader/ Parish Safeguarding Officer/ DSA and statutory authorities what is believed to have happened, when and where.
- Check out what the person hopes to result from the disclosure.
- Tell the child or adult what you are going to do next.

Do Not

- Make promises that cannot be kept (e.g. that you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate.
- Contact the person about whom allegations have been made.
- Do a physical or medical examination.

Record

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Do not destroy your original notes in case they are required by the DSA or the statutory authorities.
- Record the date, time, place, words used and how they appeared to you. Record the actual words used, including any swear words or slang.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

Report

- If there is immediate danger to a child or adult contact the police.
- Otherwise report to your activity leader/Parish Safeguarding Officer/incumbent immediately.
- Within 24 hours the PSO/incumbent reports the concerns to the Diocesan Safeguarding Adviser (DSA).
- The DSA will advise regarding reporting to statutory agencies within 24 hours.
- If there is any doubt seek advice from social services or the police.

3. Child and Adult Protection Procedure (see flowchart on page 7)

If you have a concern that a child or adult is or may be being abused, or that a church officer is or may be abusing a child or adult:

1. Respond well to the victim/survivor, if it is a direct disclosure, to ensure they feel listened to and taken seriously. Explain what will happen next and check out support requirements. They should be informed that their identity and the identity of the respondent will be shared with key church officers, and may be shared with the statutory agencies, if there is any current risk to children or adults. The concern or allegation should not be shared with anyone other than those who need to know (e.g. the statutory agencies and appropriate church officers).

2. **EMERGENCY:** If you believe a child or adult is in immediate danger of significant or serious harm, contact the emergency services on 999.

3. **NON- EMERGENCY:** Contact the Parish Safeguarding Officer or incumbent, in the first instance. They **must** then contact the DSA by telephoning the Safeguarding Duty Phone. If neither the PSO nor incumbent are available, contact the DSA directly. If the concern arises in an activity, discuss with the group/activity leader, who will contact the Parish Safeguarding Officer or incumbent.

4. Any safeguarding concerns **must** be reported to the DSA **within 24 hours**.

5. If the PSO/incumbent or the DSA are not available within 24 hours, contact Children's Social Care or Adult Social Care and/or the police directly, if the concern is that a child or adult is being abused (see section 4 for contact details). Contact the Local Authority Designated Officer (LADO) and/or police if the concern is that a church officer may be abusing a child or adult. Advise the Parish Safeguarding Officer or incumbent as soon as possible that you have made a referral, they will advise the DSA.

6. Follow up your telephone call with a completed referral form - for children this is to referralcentre.children@cambridgeshire.gov.uk ; for adults, this is referral.centre-adults@cambridgeshire.gov.uk Alternatively, follow the link on Cambridgeshire County Council's website. All online referrals should be acknowledged. If it is not, chase it.

If in doubt don't delay, seek advice from statutory agencies.

7. Do not contact the respondent or anyone who may be implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure, until advice has been sought from the DSA or statutory agencies.

8. Record the details of the concern or allegation. Where it is not appropriate to take notes at the time (usually it will not be), make a written record as soon as possible afterwards or before the end of the day. Record the time, date, location, persons present and how the concern or allegation was received, e.g. by telephone, face to face conversation, letter, etc. The record should include details of information provided to that person as well as the information received. Always sign and date the record. Keep it factual. Pass on a copy to the DSA (and/or the PSO/incumbent). The records should be kept secure and confidential.

If the concern is about a child or adult:

9. The DSA will act in line with the House of Bishops' guidance. They will offer advice, support and guidance and help to make the required referrals. If there is a risk of harm, the concerns must be reported to the statutory agencies within 24 hours of the DSA receiving the concerns.

This would be Children's or Adult Social Care and/or the police.

There should be close communication between the DSA, PSO/incumbent until the situation is resolved. The archdeacon should also be informed.

If the concern is about a Church Officer:

10. The DSA will act in line with the House of Bishops' guidance. They will offer advice, support and guidance and refer the concerns to the Local Authority Designated Officer (LADO) and/or police within 24 hours. The DSA will now take over the management of the safeguarding concern in conjunction with the core group (which will be convened within 48 hours) and statutory agencies. There may also be a requirement for parish representatives to attend a subsequent core group(s). If there are doubts about the whether or not to make a referral and under what route, the DSA will seek advice from the LADO.

Please note that the procedure is the same for non-recent abuse.

Do not delay your referral. Clergy and Diocesan Officers are NOT authorised to investigate any allegations and must never attempt to do so. Only the Police and the Local Authorities are granted such powers in law.

A proper balance must be struck between protecting children and adults and respecting the rights of the person against whom an allegation is made. In such circumstances the welfare of the child, young person or adult must come first. The rights of the person against whom the allegation is made are important and must be given due weight, once the immediate safety and protection of the child, young person or adult has been assured.

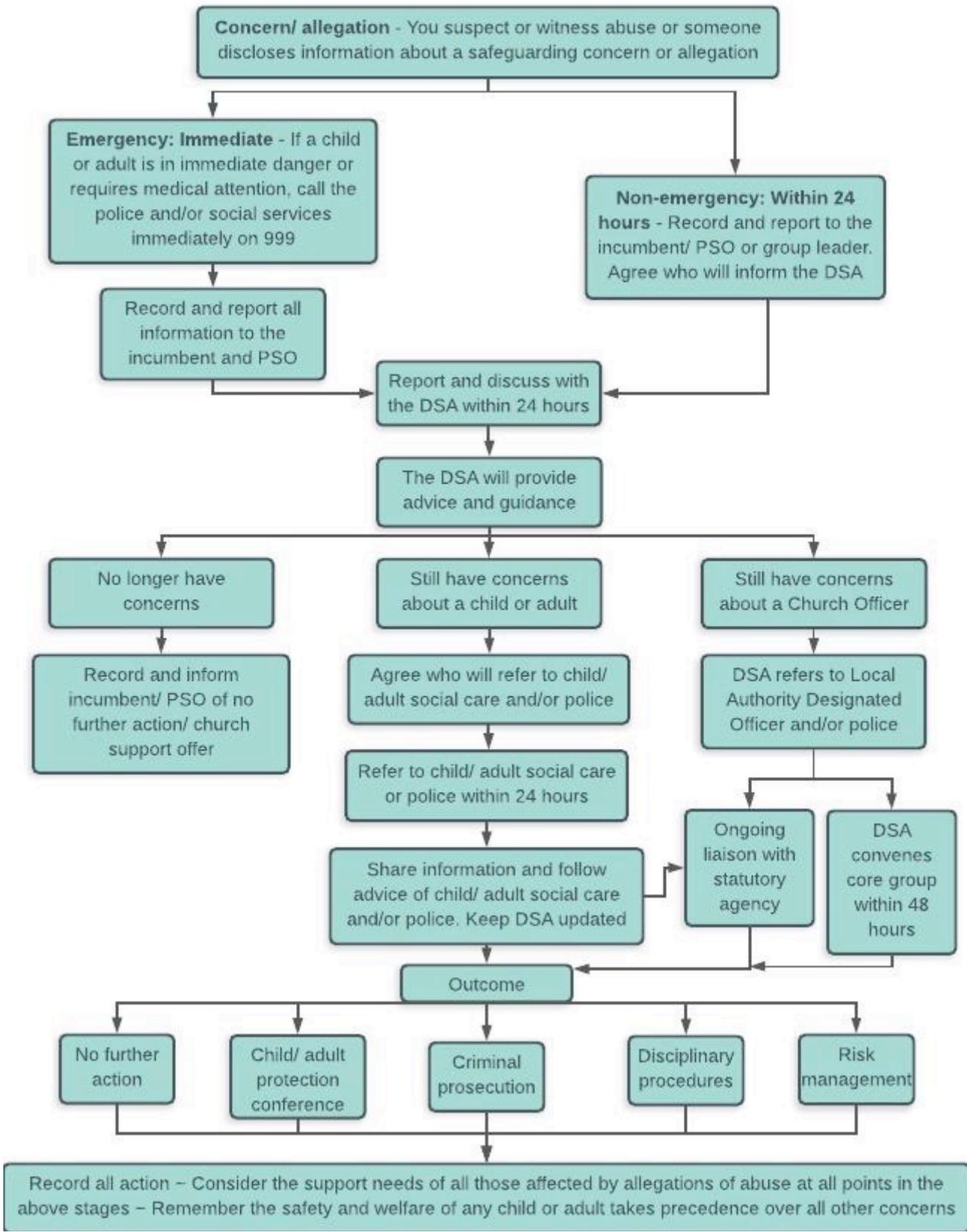
4. Who to contact where there is worry about a child or adult

DIOCESAN SAFEGUARDING ADVISOR (DSA) – Rebecca Boswell – 07904 487912

Safeguarding Duty Phone: 01353 652747

CHILDREN	Contact Number
Referral Centre (8-6pm Monday to Friday)	0345 045 5203
Referral Centre (out of hours)	01733 234724
ADULTS	
Referral Centre (8-6pm Monday to Friday; 9-1pm Saturday)	0345 045 5202
Out of hours	01733 234724
POLICE 24hrs	101
Local Authority Designated Officer (LADO)	01223 727967

Childline	0800 1111
NSPCC Freephone National Helpline	0808 800 5000



5 Safeguarding children and adults training

The Parish will make every effort to ensure that clergy, licensed workers and lay ministers, volunteers and employees working with children and vulnerable adults regularly seek and obtain safeguarding training to the level of their responsibility. Training must be refreshed every three years.

6 Safer recruitment (see Safer Recruitment Policy and Procedure)

- All church workers with children and adults will complete and sign an application form and confidential declaration
- Written references and identification will be required and will be carefully checked. This will be administered through the Parish Safeguarding Officer
- A DBS check will be required in relation to all eligible roles – contact the ‘DBS Administrator’ who is also the Parish Administrator
- All church workers with children and adults will be interviewed in relation to a role/job description or person specification
- After appointment support and training will be offered.

7 Those who pose a risk to children

When it is known that a member of the congregation, or someone wishing to join the congregation, has sexually abused a child or young person, or is not a sexual offender against children but nevertheless may pose a risk, we will consult with the Diocesan Safeguarding Adviser, so that a safe course of action in accordance with recommended Church of England procedure can be pursued in conjunction with the relevant statutory agencies.

8 Care of survivors of abuse and their families

We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

9 Record keeping and storage

Notes will be made of all safeguarding incidents involving children or adults. They will be treated confidentially and will be securely stored by the incumbent or Parish Safeguarding Officer. During an interregnum, the Parish Safeguarding Officer will be responsible for all safeguarding records which will be passed to the incoming incumbent.

10 Safer Practice with children

The House of Bishops’ Safeguarding Policy Statement states that ‘*The Church will strive to create and maintain environments that are safer for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and vulnerable adults... The Church will strive to support all church officers to adhere to safer working good practice and to challenge the abuse of power*’.

We will ensure our work with children is carried out in a 'safe' environment in accordance with the Parish Safeguarding Handbook:

- The ratio of leaders to children will comply with NSPCC guidance:
0-2 1 adult to 3 children
2-3 1 adult to 4 children
4-8 1 adult to 6 children
9-12 1 adult to 8 children
13-18 1 adult to 10 children
- Each group will have a minimum of two adults and a gender balance will be maintained if possible.
- Adults will not work alone with children
- We will seek to ensure meeting places are safe, secure and suitable for purpose
- We will be clear about boundaries with regard to touching always related to the child's needs and normally initiated by the child.
- We will obtain parental/guardian permission for attendance at groups, trips, use of images and transporting children in private cars
- All those who drive children on church-organised activities should have held a full driving licence for over two years
- All cars that carry children should be comprehensively insured for both private and business use and have a current MOT certificate. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.

11 Unaccompanied Children

If children attend our church services without their parents' or carers' knowledge we will welcome the child(ren) and try to establish whether their parents are aware of where they are. We will make sure an adult recruited for work with children takes care of the child and try to discover when they are due home and encourage them to keep to that arrangement. Depending on the age and competence of the child, we will ring the parents or ask the young person to ring to gain the parents' consent to the child remaining. If the child comes regularly, we will endeavour to establish regular contact with the parents or carers.

12 Visiting adults who may be vulnerable, in their homes (Including residential homes)

Church workers will always complete an assessment of risk before visiting someone in their own home. They will always carry a mobile phone on a home visit, and ensure that someone knows where they are and when they are expected to return. They will always call by appointment and carry identification. Where our workers need to refer the person to another agency we will talk this through with the vulnerable adult, seeking his/her permission before passing on personal information. Our workers will always endeavour to be clear about what behaviour from the vulnerable adults is acceptable and what is not.

13 Bell ringing

The PCC will appoint the tower captain and others who are likely to be in charge of ringing at any time. All Tower Captains and ringers are expected to abide by the Ely Diocesan Association of Church Bell Ringers Guidance on their website and to abide by the PCC's Safeguarding Policy and Procedures and the Parish Safeguarding Handbook. In particular, no adults will work alone with children and young people, at least one adult should be in calling distance at all times and instruction should be given with minimum physical contact.

14 Organisations hiring church building or premises

In relation to all activities and events which are not run directly by the church but which take place in church buildings or grounds, the responsibility for implementing safeguarding policies rests with the hiring organisation and not with the PCC. However, the PCC needs to take reasonable steps to ensure that safeguarding policies and procedures are being practised by the hiring organisation. The PCC will require visiting groups to ensure that children and vulnerable adults are protected at all times, follow safe recruitment procedures, and are aware of health and safety issues in the building. Visiting groups will be required to sign a hire agreement and abide by the Parish Safeguarding Policy.

15 Social media and engaging with young people

Children and young people's workers should be familiar with the full policy set out in the Parish Safeguarding Handbook:

Emails, online chat and texting

- Parental agreement should be obtained before communicating with young people
- Language should be clear and unambiguous
- All conversations must be made available for viewing by a worker's supervisor
- Workers may provide advice and support, but avoid counselling.

Mobile Phones

- Workers will be allocated a dedicated work phone
- They should use group texts wherever possible
- There should be an agreed length of time for conversations and a curfew e.g. no communication between 10.00pm and 7.00am
- Conversations causing concern should be saved and passed to supervisor
- Photos should only be taken in accordance with safeguarding guidance
- Images should only be downloaded to a church computer.

All of the above should be shared with young people.