

Policy Date: December 2018
Version Number: 3
Due for review: December 2019

Diocese of Bristol

Bybrook Benefice

Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure

Diocese of Bristol - Bybrook Benefice

Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure

“Every person has a value and dignity which comes directly from the creation of male and female in God’s own image and likeness. Christians see this potential as fulfilled by God’s re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm”
Diocese of Bristol 2014

Contents

1. Policy Context	3
Church of England:	3
Diocese of Bristol:.....	3
Statutory Guidance:	3
2. Policy Statement	4
3. Who is a child, young person, adult who may be vulnerable?	5
4. What is abuse and neglect?	6
5. What to do if you are concerned that abuse or neglect may be happening	6
6. Confidentiality and consent	9
7. Record Keeping.....	10
8. Safer Recruitment and ongoing support and supervision.....	10
9. Roles and Responsibilities	11
10. Additional Related Policies	12
Photographs and videos	12
Communications and Social Media.....	12
Hire of Church Premises for none Church events and activities.....	13
11. Policy implementation and Review	14
Appendix 1: Useful Contact numbers	14
Appendix 2: Categories of Abuse and additional information	16
Appendix 3: Safer Recruitment Guidelines.....	23
Appendix 4: Fair Recruitment of Ex-Offenders.....	32
Appendix 5: Handling of Disclosure Information.....	34
Appendix 6: Domestic Abuse Policy.....	36

Policy Date: December 2018
Version Number: 3
Due for review: December 2019

Policy Context:

In developing this policy the Bybrook Benefice commits to following the safeguarding policies of the Church of England, safeguarding policy and guidance as issued by the Diocese of Bristol and commits to working within legislation and statutory guidance as related to the Safeguarding of Children, Young People and Adults.

The main relevant policies and guidance documents are:

Church of England:

Protecting all God's Children, 2010
Promoting a Safe Church, 2006
Promoting a Safer Church – Policy Statement, 2017
Practice Guidance: Safer Recruitment, 2016
Responding Well to Domestic Abuse 2017
Responding Well to those who have been Sexually Abused, 2011
Risk Assessment for Individuals who may Pose Risk to Children or Adults, 2015
Safeguarding Records Joint Practice Guidance, 2015
Safeguarding Records Retention Tool Kit, 2015
General Statement on Safeguarding Children in Towers, 2015

These documents can be found on the Diocese of Bristol Website here:

<https://www.bristol.anglican.org/safeguarding-resources/> look under National policies and procedures.

Diocese of Bristol:

Safeguarding Policy, 2016
Allegations Management Procedure, 2016
Ministering to those who may present a risk, 2016
Safer Recruitment Guidance and Toolkit, 2017

These documents can all be found on the Diocese of Bristol website:

<https://www.bristol.anglican.org/safeguarding-resources/> and descriptions are given where these policies are referenced in this policy document.

Statutory Guidance:

Working Together 2015: This guidance from the Department for Education describes safeguarding processes and the safeguards that every organisation must have in place, including faith organisations, when safeguarding children. See the guidance at <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Or online:

www.workingtogetheronline.co.uk

Care and Support Statutory Guidance 2016: This is guidance from the Department of Health which describes safeguarding processes for adults and the responsibilities of different organisations:

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>

2. Policy Statement

It is the responsibility of all members of the Bybrook Benefice to give paramount importance to the nurture and care of children, young people and vulnerable adults in a safe and secure environment. It is about preventing harm to children and adults wherever possible.

We recognise that:

- The welfare of the child, young person or vulnerable adult is paramount.
- Everyone has different levels of vulnerability and each of us may be regarded as vulnerable at some time in our lives
- All children, young people and adults who may be vulnerable (regardless of age, disability, gender, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation) have the right to equal protection from all types of harm or abuse which can occur in all families and communities.
- Working in partnership with children, young people, vulnerable adults and their parents, carers and other agencies is essential in promoting their welfare.

We will develop a culture in our church that:

- Enables a safe and caring community to provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- Enables and encourages concerns to be raised and responded to openly and consistently and protects children, young people and adults who may be vulnerable from actual or potential harm.
- Ensures all people feel welcomed, respected and safe from abuse.
- Values, listens to and respects children, young people and adults who may be vulnerable, encouraging them to be active contributors to the church community.
- Encourages adults who may be vulnerable to lead as independent a life as possible.

When concerns are raised we will:

- Respond without delay to every concern raised that a child, young person or vulnerable adult may have been harmed, or may be at risk of harm, through abuse or neglect.
- Work with police, local authority and other partners in any investigation, including where allegations are made against a member of the Church community.

- Challenge any abuse of power, especially by anyone in a position of trust.

If abuse has occurred we will ensure:

- Informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, including support to make a complaint if so desired.
- Supervision is provided for any member of the Church Community known to pose a risk of harm to others.
- Appropriate pastoral care is provided to any member of our church against whom an allegation is made.

In all recruitment we will:

- Carefully select those with any responsibility within the Church (including voluntary workers) in line with the Church of England Safer Recruitment Practice Guidance, 2016¹ (See Safer Recruitment Guidelines at Appendix 3) and provide ongoing supervision, support and training.

In our publicity we will:

- Share information about good safeguarding practice with children, young people and vulnerable adults, their parents, carers and all those working and worshipping with them.

3. Who is a child, young person, adult who may be vulnerable?

Children and young people: for the purposes of this policy means anyone under the age of 18 years. Children and young people may be abused by an adult or child, male or female. It is far more common for a child or young person to be abused by a person known to them than by a stranger. This could be a parent, family member, friend, teacher, minister or anyone else. Children may be abused in person or via electronic media, they may experience harm as a result of seeing or hearing the abuse of others.

Where conflicts of interest arise between the welfare of the child and that of adults, the child's wellbeing must always be of paramount importance and priority.

Adults who may be vulnerable: The Care Act 2014 defines an adult to whom statutory safeguarding duties apply as an adult who:

- *has needs for care and support (whether or not the Local Authority is meeting any of these needs);*
- *is experiencing, or at risk of abuse or neglect; and*

¹ <https://www.bristol.anglican.org/documents/c-e-safer-recruitment-2016/>

- *as a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.*

The definition may apply to anyone 18 years old and over who may not be able to protect themselves from abuse, harm or exploitation, which may be by reason of illness, physical, sensory or learning disability or impairment, mental illness, use of drugs or alcohol. Increased vulnerability may be temporary or permanent and may be visible or invisible.

An adult may be abused or neglected by family (including spouses, parents and children), friends, carers (paid and unpaid), strangers and professionals and members of the community. Those at risk may live alone or may live with family or in a care setting e.g. residential home.

4. What is abuse and neglect?

Please see the table attached as **Appendix 2** This outlines the forms of abuse noted in legislation related to safeguarding children, young people and adults alongside some examples and potential indicators that abuse or neglect may be occurring.

5. What to do if you are concerned that abuse or neglect may be happening

You may see or hear something of concern or someone may tell you something of concern (a disclosure). If a child, young person or adult tells you that they have experienced abuse, are experiencing abuse or are concerned that they may be at risk:

Do	Don't
Listen. Try to move to a quiet space if possible	Tell them to speak to someone else
Let the person talk at their own pace and say what they want to say. If you need to clarify points ask open questions like: Tell me.. what happened, Explain ... about the incident Describe ...where it was , what happened	Investigate. Ask leading questions e.g. why did they do that, was it 'name', did it hurt you?
Take it seriously	Try not to react as though unbelieving or shocked
Reassure. Confirm they are doing the right thing by telling you.	Tell them not to tell stories

Do	Don't
Tell them you need to share the concern with the right people e.g. Team Safeguarding Officer, police, social care	Promise to keep a secret or tell people who don't need to know.
Record what was said and the facts as accurately as possible as soon as possible	Try to just remember it
	Contact the person the allegation is about

Whether a child, young person or adult has shared a concern with you or you have seen or heard something of concern...

If the situation is urgent i.e. there is an imminent risk of harm: contact the police on 101 or 999 as appropriate or contact the Local Authority Children or Adults safeguarding Teams:

Your Local Authority name: Multi-Agency Safeguarding Hub

Telephone number - Monday to Friday – 0300 456 0108

Telephone number - Out of hours/Weekends – 0300 456 0100

Your Local Authority name: Wiltshire Social Care Team

Telephone Number - Monday to Friday – 0330 456 0111

Telephone number - Out of hours/Weekends – 0845 607 0888

Once you have sought advice from police or the Local Authority and the situation is made safe, inform the Team Safeguarding Officer as soon as possible of the concern and actions taken; provide a written record of this. If the concern is about the Team Safeguarding Officer contact the Incumbent or Diocesan Safeguarding Adviser.

If the situation is of concern but is not urgent: Contact the Team Safeguarding Officer to report the concern and provide a written record (if the concern is about the Team Safeguarding Officer contact the Incumbent or Diocesan Safeguarding Adviser). They will decide with you whether to discuss with the child, their parents or carers or the adult and any carers and whether a referral to the Local Authority Children or Adults Safeguarding Team is needed or any other action.

Note: Anyone can report a concern directly to police or the Local Authority at anytime.

The Bybrook Benefice hopes that all will follow this policy but where there is any concern that an issue has not been reported and should be, or any reluctance to inform the church of an incident, the Bybrook Benefice wishes to make clear that the most important point is that those concerns are reported to the appropriate authority so that they can be acted upon where needed.

If there is an allegation that a person in a position of trust (minister, PCC member, staff member or volunteer) has abused or neglected a child or adult or that such a person may present a risk to a child or adult: The Diocese of Bristol 'Allegations Management Procedure'² will be followed (copies of this procedure can be found on the Diocesan website and copies are held by the Team Safeguarding Officers, Clergy and in the Parish Office). In brief this procedure requires that:

- The concern should be reported as above; report should reach police and Local Authority within 1 working day.
- The concern should not be made known to the person against whom the allegation is raised without agreement with police and or the Local Authority.
- Next steps will be decided in conjunction with police, Local Authority representatives (including Local Authority Designated Officer where there is a concern for the welfare of a child), the Diocesan Safeguarding Adviser and parish representatives (usually PSO, Incumbent and Churchwardens).

If a person is identified who has a caution or conviction for abuse of children and or adults who may pose a risk to others: (usually those with convictions for sexual or violent offences) the Diocese of Bristol guidance 'Ministering to those who may pose a risk'³ will be followed (copies of this guidance can be found on the Diocesan website and copies are held by the Team Safeguarding Officers, Clergy and in the Parish Office). In brief this guidance advises that that Team Safeguarding Officer and Diocesan Safeguarding Adviser are made aware and that the individual is informed that:

- To support their being part of the congregation as safely as possible, contact will be made with police, probation and other agencies connected with their case.
- The Diocesan Safeguarding Adviser and Church leaders will need to know of their circumstances.
- That a risk assessment will need to be completed
- And that a written agreement will be needed between the individual and the Church which agrees when the individual will or will not be involved in church services and activities, boundaries of behaviour and support offered.

² <https://www.bristol.anglican.org/documents/allegations-management-procedure/>

³ <https://www.bristol.anglican.org/documents/ministering-those-may-present-risk/>

6. Confidentiality and consent

Confidentiality: The Bybrook Benefice accepts the principle that only those with a need to know should be made aware of safeguarding concerns or other confidential information. All staff, ministers and volunteers are expected to share confidential information appropriately and to ensure that written records and verbal information is shared responsibly and stored securely.

Consent: The Bybrook Benefice accepts that all people have a right to make their own views and wishes known and that these wishes should be followed wherever possible.

Children: Where there is a concern that a child is experiencing or at risk of abuse or neglect they may ask those that know not to tell anyone. The Bybrook Benefice accepts that we can not do this; these concerns must be reported to the appropriate authorities to enable the child or young person to receive appropriate help and support. The Bybrook Benefice asks all staff, ministers and volunteers to explain this to children in their care when appropriate. Where there is concern that a child is experiencing or is at risk of abuse or neglect. The Bybrook Benefice expects that parents and carers will be communicated with and will have their consent sought for information to be shared with the Local Authority or other agencies. This should happen except where there is concern that to do so would place a child at increased risk or where a parent or carer may be involved in the sexual abuse of the child. In those circumstances advice of the Local Authority or police should be sought before informing the parents or carers of the concern. Where the allegation is against an individual who may have access to other children or vulnerable adults the referral should be made without seeking consent from parents or carers - how they are made aware of the concerns will be decided alongside statutory agencies.

Adults: Adults have the right to make their own decisions about their lives. Consent should be sought from an adult before information is shared about them. However, where an adult withholds consent for a safeguarding concern to be shared with statutory authorities (police and local authority), this should be accepted except where there may be others at risk (e.g. is the abuse or neglect is happening in a care home or hospital or the abuser has access to other vulnerable adults or children) or where there is reason to doubt that the individual has capacity to make that decision or where there is imminent risk of serious harm. Advice should be sought from statutory services (adult social care or police) or the Diocesan Safeguarding Adviser where there is any doubt as to whether a concern should be referred.

7. Record Keeping

Records of all safeguarding concerns will be kept by the Team Safeguarding Officers. They will keep a record of the initial concern and all actions taken. The records will be securely held at the Benefice office. All those involved with any safeguarding concern must ensure that they provide to the Safeguarding Officer any records related to that case for secure storage.

Records will be retained as per Church of England guidance 'Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church' 2015⁴ (available on the Diocese of Bristol website).

The Bybrook Benefice does not have access to secure email systems. Therefore, great care should be taken where email is used to ensure that confidential information is not open to being accessed by unauthorised individuals. Individual's confidential information should not be communicated via email (e.g. any information should not make the individual identifiable by name, address etc.).

Records must be maintained of staff and volunteer training and DBS checks. These will be maintained by the Team Safeguarding Officer.

8. Safer Recruitment and ongoing support and supervision

All recruitment of staff and volunteers will be undertaken in line with Church of England policy 'Safer Recruitment, 2016'⁵. See The Safer Recruitment Guidance at Appendix 3 for further information.

Recruitment of staff and volunteers will only be undertaken by those delegated such responsibility from PCC.

Recruitment of staff and volunteers will only be undertaken according to agreed process.

All recruited staff and volunteers will be made known to PCC.

No one who has not been safely recruited will be permitted to work unsupervised with children, young people or adults who may be vulnerable.

In brief: All staff and volunteers will:

- have all recruitment checks completed and approved prior to starting in role;
- all eligible staff and volunteers will have a repeat DBS disclosure every 5 years. Any lapsed DBS check will require the post holder to stand down until the check has been completed;

⁴ <https://www.bristol.anglican.org/documents/safeguarding-records-practice-guidance/>

⁵ <https://www.bristol.anglican.org/documents/c-e-safer-recruitment-2016/>

- attend safeguarding training as required by the Church of England;
- attend any other training as decided by the PCC; and
- have a named supervisor.

9. Roles and Responsibilities

Name	Responsibilities
Parochial Church Council	<ul style="list-style-type: none"> • Agree, implement, monitor and review annually this safeguarding policy and all associated policies • Ensure all staff and volunteers are recruited safely • Agree and implement supporting good practice guidance and processes • Ensure adequate insurance for all activities • Recruit and support adequate Team Safeguarding Officers • Ensure all staff and volunteers are adequately trained and supervised
Team Safeguarding Officer (PSO)	<ul style="list-style-type: none"> • Respond to all safeguarding allegations and concerns according to policy and guidance • Monitor and report to PCC regarding adherence to policy and practice • Arrange safeguarding training and maintain records • Process DBS disclosures for the church and maintain records
Incumbent	<ul style="list-style-type: none"> • Act as a point of contact should there be any safeguarding allegation or concern regarding a PSO
Church Wardens	<ul style="list-style-type: none"> • Take part in the allegations management procedure when required • Take part in an 'agreement' as per 'ministering to those that may present a risk' when required
Activity Leaders	<ul style="list-style-type: none"> • Follow the Safeguarding Policy and associated good practice guidance • Ensure that activities are run according to good practice guidance • Report any safeguarding concerns as per policy • Ensure all volunteers are safely recruited • Ensure all volunteers have in date training and DBS check as required

Name	Responsibilities
	<ul style="list-style-type: none"> • Ensure all new volunteers receive agreed induction • Supervise agreed volunteers
Staff and Volunteers	<ul style="list-style-type: none"> • Follow the safeguarding policy and associated good practice guidance • Report any safeguarding concern as per policy
Church members	<ul style="list-style-type: none"> • Be aware of the safeguarding and associated policies • Report any concerns as per policy

10. Additional Related Policies

Photographs and videos

It is the policy of the Bybrook Benefice that no one should take photographs of children or young people without the consent of that child's parent or carer and the consent of that child where they are old enough to give consent.

Where photographs are to be taken, consent will be gained from parents and carers in advance, using the agreed form. This will stipulate: who will take photos, for what purpose they may be used, how they will be stored and after what period they will be destroyed.

All photos and videos taken for the Bybrook Benefice should be stored securely on devices belonging to the relevant PCC. No photo or video should be left stored on personal photography or videography equipment.

No photo will be taken, shared or used for any purpose which shows a child in any state of undress.

Children will not be named in publicity related to photographs or video.

Where an event may be photographed and is open to the public; signs will be displayed noting that photographs and or video may be taken and inviting anyone not wishing to be in any photos or video used to make this known to a named person. The photographer/ videographer will be named on these signs and will wear ID. Only those delegated with that responsibility by the relevant PCC may ask for parental consent and arrange the taking of any photo or video.

Communications and Social Media

It is the policy of the Bybrook Benefice that no one employed on a paid or voluntary basis, serving as a PCC member or as a licenced minister will contact children or

Policy Date: December 2018
Version Number: 3
Due for review: December 2019

young people directly via social media, email, phone or text without the knowledge and consent of that child or young persons parent or carer.

Where such contact needs to be made (for example a text to advise of a change of time for an activity) the child's parent or carer will be asked for consent in advance and the parent or carer will be copied in to that communication.

Very rarely contact may be made with a child or young person without the knowledge of the child's parents or carers (for example where there are serious safeguarding concerns for a child and it would increase the risk to the child to contact the parent). In this case the person making contact with the child must agree in advance with the Team Safeguarding Officer that this is appropriate, a second adult should be copied into all communications e.g. Team Safeguarding Officer or Incumbent and must keep a record of all communications and provide these to the Team Safeguarding Officer for the case record.

Where a group wishes to have a social media account to publicise or communicate regarding their group or activity the following will apply:

- The account shall not be a personal account belonging to any group member or leader; it will be a separate group account.
- More than one adult will be administrator for the account so that all content and messages can be seen by more than one adult.
- All users will be made aware that bullying, harassment or other anti social behaviour will not be tolerated. Information will be available to all users about how to raise a concern about the conduct of others and who with.
- Steps must be taken to prevent people outside the group having access to the names or personal details of anyone who is part of the group e.g. if a group Facebook page is used, the account settings should prevent group members being identified and any message sent to anyone other than the administrator.
- All those in a leadership role will ensure that their language is professional and appropriate e.g. not adding 'xx' to messages, not using nicknames that are not what the leader is called by everyone else, avoiding addressing others by endearments which would be ambiguous, such as "love".
- Further advice and information regarding online safety is available from the Diocese Safeguarding Team.

Hire of Church Premises for non-Church events and activities (whether a fee is chargeable or not)

Organisations and individual users meeting at premises owned by the Bybrook Benefice will be expected to adhere to this safeguarding policy or where they work regularly with children, young people or adults who may be vulnerable, to have their own safeguarding policy.

Policy Date: December 2018
Version Number: 3
Due for review: December 2019

PCCs within the Bybrook Benefice are responsible for overseeing users and ensuring that agreed hire process and forms are in use. This will include obtaining a copy of the hirer's safeguarding policy where relevant and providing a copy of this policy to the hirer.

II. Policy implementation and Review

This policy is agreed by the Parochial Church Councils of each of the following Parishes:

St. Nicholas, Biddestone
St. Michael and All Angels, Kingston St. Michael
St. Andrew, Castle Combe
St. Mary the Virgin, Grittleton
All Saints, Littleton Drew
St. Mary the Virgin, Nettleton & Burton
St James the Great, North Wraxall
St. Nicholas, Slaughterford
St. Mary the Virgin, West Kington
St Margaret, Yatton Keynell

Each of these Parishes is within the By Brook Benefice (the "Benefice") which is part of the Chippenham Deanery in the Diocese of Bristol.

All staff, volunteers and ministers are required to abide by this policy and associated good practice guidance.

This policy will be made available on the Benefice website.

This policy will be monitored via annual audit and annual report to the Team Council and each PCC.

This policy is to be reviewed annually.

Appendix I: Useful Contact numbers

- Our Team Safeguarding Officer is: Mary In der Rieden, Contact Number: 01249 715 269/ 07712 085 295
- Our Diocesan Safeguarding Adviser can be contacted on 0117 906 0100.
- If advice is needed on a safeguarding issue and the PSO or DSA are not available, the Churches Child Protection Advisory Service (CCPAS) provide a helpline that can be contacted on 0845 120 4550. Please state that you are calling from a Diocese of Bristol church and contact your PSO as soon as possible to report that you sought advice from CCPAS and action taken.
- Your Local Authority name: Children: Multi-Agency Safeguarding Hub
Telephone number - Monday to Friday – 0300 456 0108
Telephone number - Out of hours/Weekends – 0300 456 0100
- Your Local Authority name: Adults: Wiltshire Social Care Team
Telephone Number - Monday to Friday – 0330 456 0111
Telephone number - Out of hours/Weekends – 0845 607 0888
- Police: 999 (emergency) or 101 (non-emergency)

Appendix 2: Categories of Abuse and additional information
Categories, Definitions and Indicators of Harm (Last Updated April 2017 v4)

Type Of Harm	Definition	Examples	Indicators
<p>Physical</p> <p>Adults and Children</p>	<p>Non-accidental harm to the body. From careless rough handling to direct physical violence.</p> <p>Unlawful or inappropriate use of restraint or physical interventions.</p>	<p>Hitting, slapping, pinching, shaking, pushing, scalding, burning, dragging, kicking, physical restraint, locking an individual in a room or a car.</p>	<p>History of unexplained falls or minor injuries, bruising which is characteristic of non-accidental injury – hand slap marks, pinch marks, grip marks, bite marks, scalds, flinching, reluctant to undress.</p>
<p>Sexual</p> <p>Adults and Children</p>	<p>Direct or indirect involvement in sexual activity without capacity and/or consent. Individual did not fully understand or was pressured into consenting.</p> <p>Note: A child under 16 years old can never consent to any sexual act</p>	<p>Coercion to be involved in the making or watching of pornographic material. Coercion to touch e.g. of breasts, genitals, anus, mouth, masturbation of either self or others, penetration or attempted penetration of vagina, anus, mouth with or by penis, fingers and or other objects</p>	<p>Pregnancy in a women unable to give consent, difficulty in walking or sitting with no apparent explanation, torn, stained or bloody underclothes or bedding, Bleeding, bruising to the rectal and/or vaginal area, bruising. Behavioural changes, sexually explicit behaviour, explicit language, self harm, obsession with washing, fear of pregnancy may be exaggerated</p>
<p>Emotional</p> <p>Adults and Children</p>	<p>Behaviour which has a harmful effect on an individual’s emotional well being or development, causing mental distress undermining their self-esteem and affecting individual’s quality of life.</p>	<p>Shouting, coercion, bullying, blaming, insulting, ignoring, threats of harm or abandonment, intimidation, harassment, humiliation, depriving an individual of the right to choice</p>	<p>Loss of interest, withdrawn, anxious or depressed, frightened, avoiding eye contact, irritable, aggressive or challenging behaviour, unexplained sleep disturbance, self harm, refusing to</p>

Type Of Harm	Definition	Examples	Indicators
	Wilful infliction of mental suffering by a person in a position of trust and power.	and their privacy, dignity, self - expression, deprivation of contact, undermining self-esteem, isolation and over-dependence. Failure to provide a loving environment for a child.	eat, deliberate soiling, unusual weight gain or loss
Neglect Adults and Children	Failure of any person who has responsibility for the charge, care or custody of an adult at risk or child to provide the amount and type of care or treatment that a responsible person could be expected to provide.	Fail to meet basic needs including food, environment, access to health care and education, failure to provide for social needs.	Unwashed/ dirty appearance, clothes too small/big, untreated sores or infections, isolation.
Financial Adults	The unauthorised taking (theft), deprivation or misuse of any money, income, assets, funds, personal belongings or property or any resources of an adult at risk without their informed consent or authorisation.	Misuse of power of attorney or appointeeship. Money and possessions stolen, misuse or misappropriating money, valuables or property, possessions or benefits, undue pressure in connection with wills, property, inheritance or financial transactions, denying the adult at risk the right to access funds, unauthorised disposal of property or possessions, being asked to part with money on false pretences,	Unexplained or sudden inability to pay bills, Power of Attorney obtained and misused when a person lacks or does not lack mental capacity to understand, unexplained withdrawal of money with no benefits, person lacking goods or services that they can afford, extortionate demands for payments for services

Type Of Harm	Definition	Examples	Indicators
Organisational Adults	<p>Involves the collective failure of an organisation to provide safe, appropriate and acceptable standards of service to adults at risk.</p> <p>Mainly relates to health and social care provision but aspects may be relevant to Church settings</p>	Lack of individualised care, inappropriate confinement or restriction, sensory deprivation, inappropriate use of rules, custom and practice	<p>Whistle blowing policy not in place and accessible, insufficient employees training and development.</p> <p>Organisational standards not meeting those laid down by regulatory bodies, service users not treated with dignity and respect, diverse needs not recognized and valued in terms of age, gender, disability, ethnic origin, race or sexual orientation, services not flexible</p>
Discriminatory Adults	<p>Exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals.</p>	<p>Verbal abuse, harassment or similar treatment, unequal treatment, deliberate exclusion from services such as education, health, justice and access to services and protection, harmful or derisive attitudes, inappropriate use of language</p>	<p>Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice</p>
Modern Slavery	<p>Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.</p>	<p>Adult or Child trafficked into UK or between places in UK for purpose of sexual abuse or labour.</p> <p>Adult or Child forced to work as domestic servant.</p> <p>Adult or child forced to work as sex worker, farm labourer, car cleaner.</p>	<p>Individual may not have their passport or Identity documents. They may not have access to or contact with friends and family.</p> <p>May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds.</p>

Type Of Harm	Definition	Examples	Indicators
			May not know where they are or who they are with.
Self Neglect	A wide range of behaviour involving neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.	May not react to or appropriately fulfil needs for health care, food, warmth. May live in an environment that is an environmental or fire risk and not take any measure to reduce risk or inadequate measures.	Environment which is poorly maintained, dirty, animal infested, cramped to the degree that it places the individual's wellbeing at risk. May have untreated or inadequately treated physical health issues.
Domestic Violence	Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Age range 16+	Includes: psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence; Female Genital Mutilation; forced marriage.	Appears to be afraid of partner / of making own choices, behaves as though she/he deserves to be hurt or mistreated, low self-esteem or appear to be withdrawn, appears unable or unwilling to leave perpetrator, makes excuses for or condones the behaviour of the person alleged to have caused harm, blames abuse on themselves
Spiritual Abuse ⁶⁷ (not defined in Statutory Guidance)	Inappropriate use of religious belief or practice	The misuse of the authority of leadership or penitential discipline, oppressive teaching or intrusive healing or deliverance ministries which may result in various types of harm.	Could be any of the above.

⁶ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/175437/Action_Plan_-_Abuse_linked_to_Faith_or_Belief.pdf

⁷ [http://files.ccpas.co.uk/documents/Help-SpiritualAbuse%20\(2015\).pdf](http://files.ccpas.co.uk/documents/Help-SpiritualAbuse%20(2015).pdf)

Policy Date: December 2018
Version Number: 3
Due for review: December 2019

Some Additional Information:

Child Sexual Exploitation: All children and young people can be at risk of sexual exportation. This includes boys and girls of any age. This is a form of sexual abuse. Whilst young people can give consent to sexual acts from the age of 16 (so long as they have the capacity to do so) they continue to be a risk of sexual exploitation beyond their 16th birthday. **Any concern that a child or young person may be at risk of or experiencing sexual exploitation must be reported immediately to Children's Social Care or the police.** Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Female Genital Mutilation: Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. It has been estimated that over 20,000 girls under the age of 15 are at risk of female genital mutilation (FGM) in the UK each year, and that 66,000 women in the UK are living with the consequences of FGM. However, the true extent is unknown, due to the "hidden" nature of the crime. The girls may be taken to their countries of origin so that FGM can be carried out during the summer holidays, allowing them time to "heal" before they return to school. There are also worries that some girls may have FGM performed in the UK. Any concern that a child of adult who may be vulnerable may be at risk of FGM must be reported immediately to the relevant Local Authority or directly to police.

Policy Date: December 2018
Version Number: 3
Due for review: December 2019

Terrorism and Extremism: Any person may become drawn into extremism or sympathy with such views and into terrorism. This will often happen through contacts made via the internet but a culture that supports this can develop in any community, group, school or faith organisation. The Counter-Terrorism and Security Act 2015 places duties on certain bodies, not including Faith Organisations (excepting where such an organisation runs a school or other relevant premises) to have due regard to the need to prevent people from being drawn into terrorism. Everybody should be alert to any indication that a person or group may be developing or has developed an interest or ideology that may include harm to others. **Any concern related to this whether for a child or adult must be reported to the police without delay.**

Appendix 3

Safer Recruitment Guidelines

POLICY STATEMENT

We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of Disclosure and Barring Service disclosures.

The Parish is committed to implementing safer recruitment practice in the recruitment of all volunteers and employees. The relevant vetting scheme is that of the Disclosure and Barring Service. The suitability of an applicant to work with children or adults at risk is never solely dependent on the outcome of a DBS check and the full safer recruitment process will be used to determine suitability of the candidate for the role.

Those who work with children and/ or vulnerable adults, and those who supervise those workers, who are eligible for a DBS check will be required to undertake that check prior to starting in any role, whether employed or voluntary, within the Parish as part of a safer recruitment process.

Those who are not eligible for a DBS check will be recruited in line with safer recruitment practice including the use of applications forms, references and interview where applicable.

Suitable induction, training and supervision will be provided to all those working with children and vulnerable adults.

Policy Date: December 2018
Version Number: 3
Due for review: December 2019

WHAT IS SAFER RECRUITMENT?

The practice of ensuring that all paid and volunteer staff are recruited in a way that ensures those individuals have the values and skills to do the work we ask of them and that people who present a risk to vulnerable groups e.g. children or vulnerable adults, do not work with them.

One of the strengths of church is the coming together of people of all ages and backgrounds. However, where someone wants to cause harm this is also one of churches weaknesses. By recruiting safely we meet our responsibilities to those we support to do all we can to ensure that those that lead, guide and work with the most vulnerable people are there to do good rather than to cause harm.

WHO RECRUITS WHO?

It is important to make sure that anyone having substantial contact with children and vulnerable adults within the church is safely recruited.

The process of recruiting all Parish staff and volunteers is the responsibility of the Vicar and the PCC. The process may be delegated to those responsible for specific areas of work and supported by the Team Safeguarding Officer.

The PCC must keep a record of who has been recruited. DBS checks for those going into eligible roles are to be undertaken within the Parish and records maintained there. The Parish must repeat DBS checks every 5 years for those in eligible roles.

Policy Date: December 2018
Version Number: 3
Due for review: December 2019

WHERE TO START?

The Church of England “Safer Recruitment policy June 2013 for the Church of England and the Methodist Church of Britain” is the current Church of England policy and must be complied with in full. The policy explains how to recruit paid and volunteer staff safely.

Everyone within the Parish must follow this policy when recruiting any paid or volunteer staff.

Further information about who requires a DBS disclosure and the process can be obtained from the CCPAS Recruiters Guide- E Bulk System.

Template forms and letters can be found in the members area of the CCPAS website.

To summarise the process:

When recruiting staff or volunteers within the Parish, the following process is to be followed.

Who is recruiting?: Who is responsible for recruitment and who will be involved in the process needs to be clear from the outset. Individuals who do not have the authority or skill to recruit, should not do so.

Start with the role: What do you need someone to do? Write down in a role description; what the person will do, where, when, and a person specification: what skills are needed?

Use the role description to decide: What recruitment process is required: application, interview, references. Is the role DBS check eligible? Ensure that the process is clear to applicants. Further information on how to decide on the process can be found in the Church of England Safer Recruitment policy June 2013.

Policy Date: December 2018
Version Number: 3
Due for review: December 2019

Advertise the role: Make it clear what the role is, what the application process is and whether the role is eligible for a DBS disclosure. This is your first chance to publicly state your commitment to safeguarding and safer recruitment. We know that those unsuitable to work with vulnerable people are far less likely to apply if they know from the outset that a DBS disclosure will be required and/or that references will be taken.

Application form: The aim is to find out why the person wants the role and what skills and experience they bring to it. What questions are asked on the form will depend on what the role is but where a role involves contact with vulnerable people it should always include:

- name, address and telephone number;
- qualifications and experience;
- employment history with an explanation for any gaps and reason for leaving;
- contact details of named referees;
- information (based on the job description and person specification) in support of the application for the role;
- a declaration that all the information contained in it is true and that the applicant agrees to a Disclosure check being carried out where eligible should the organisation wish to appoint them.; and
- Date and signature box for applicant.

Interview: Depending on the role this could be informal or formal. The aim is to explore further the information on the application form. How can the person demonstrate their skills and experience, what support or training might they need? Check out any gaps in employment history.

Offer the role to successful person: Use an offer letter, which also explains the next steps (they must not start the role at this point!).

References: Take up references. What is required will depend on the role. Where the role is paid and/or involves substantial contact with children and/or vulnerable adults ensure that at least one referee is a person from outside of the church.

Policy Date: December 2018
Version Number: 3
Due for review: December 2019

Obtaining references is an essential part of gathering information about the applicant. Ideally at least one reference should be from the current employer or a previous employer if they are not currently working/volunteering. The reference request should include requests for the following information:

- Comments about the applicants' ability to perform the duties of the role (the job description and person specification / volunteer role profile should accompany the reference request);
- Comments about the applicants' attitude towards children / vulnerable adults and towards safeguarding generally; and
- Any further information that might give rise to concern, either about the applicants' attitudes, values or known practices.

Information given by the referee can then be compared with information provided by the applicant.

References can be followed up with a telephone call in order to verify their identity and it provides an opportunity to clarify any queries you may have. It also provides an opportunity to thank the referee for their time in completing the reference.

At least two references should be obtained. It is good practice to inform those applying to work for you that you reserve the right to telephone referees and to make contact with any previous employer if necessary, so that they are aware, and the rationale for this.

Decisions on appointment should be made using the details given in the written reference, having sought any clarification you may therefore require a revised written reference.

Where a reference is sought from an employer, this should be completed by a manager or personnel officer rather than a colleague and sent on headed paper. Open references (such as those headed 'to whom it may concern') should not be

Policy Date: December 2018
Version Number: 3
Due for review: December 2019

accepted as these could be out of date and may give rise to questions about authenticity. It is typical for such references to be written as part of ‘compromise agreements’ following difficulties in the workplace.

It is always important to reserve the right to make any further character enquiries you consider necessary. For example, you might want to seek a reference from a previous place of worship even though details are not supplied by the applicant. In such cases, the applicant should be consulted.

Confidential Self Declaration: Where the role involves substantial work with children and /or vulnerable adults ask the person to complete a “Confidential Self Declaration”. This can be requested at the application stage and placed by the applicant into a sealed envelope but should not be opened until the post has been offered subject to referencing and a DBS check if eligible.

Note: Where a post involves substantial contact with children and/or vulnerable adults, it is exempt from the Rehabilitation of Offenders Act 1974 and other similar legislation. This means special conditions apply. You are only allowed to ask questions about spent convictions and cautions where the role has substantial contact with children or vulnerable adults (Group 1 and 2 roles according to the Church of England Safer Recruitment policy).

A self-declaration can only be used for roles that do not have substantial contact with children and/or vulnerable adults where the questions are amended to ask for information about unspent cautions and convictions only. A question can be asked on the application form about any unspent cautions or convictions that an individual has if relevant.

The form should be returned to the person responsible for obtaining DBS disclosures in a sealed envelope. Any information on the form should be kept confidential and be discussed with the applicant. The applicant’s consent should be sought before any information provided on the self-declaration is shared with others. If consent is not given this may mean that the individual is not able to be recruited. The application process can be stopped at this point if the information disclosed means that the role is not suitable for the individual.

Policy Date: December 2018
Version Number: 3
Due for review: December 2019

DBS Disclosure Application: For those applying for an eligible role: ask them to apply for a DBS disclosure. Follow the CCPAS Guidance for Recruiters.

The Team Safeguarding Officer or delegated other person must record the outcome of the DBS disclosure including: Applicant name, date of birth, disclosure number and disclosure date. If any information is disclosed on the Disclosure certificate the Diocesan Safeguarding Adviser must be contacted with the applicant's consent. If consent is not given the individual cannot proceed into the role.

Confirm in Role: The person must only be confirmed in role and start once the whole process is complete. This includes satisfactory references and DBS disclosure certificate having been seen and any risk assessment required having been completed.

The PCC must then be informed that the person has been recruited and this information must be recorded in the PCC minutes.

Decision not to appoint: Where a person is deemed not to be suitable for a role following references and a DBS disclosure having been obtained, the person must be informed in writing by the recruiter of the decision and the reasons for this.

After recruitment:

The process does not stop there!

DBS Renewal:

All staff and volunteers in eligible roles must apply for a new DBS Disclosure within 5 years of the last certificate.

A DBS certificate is not a clearance to work. It is closest in kind to an MOT certificate. All it says is what relevant information the police had on the day the certificate was issued. It is possible that an individual may receive a caution, conviction or other information may be held by police following a DBS certificate being issued. We may not find out about

Policy Date: December 2018
Version Number: 3
Due for review: December 2019

this unless either the individual tells us or we check again. By being clear that we do re-check every 5 years we encourage individuals to tell us about any convictions or cautions they obtain.

Probation and Review:

It is important that once a new staff member, including volunteers, is in post that they are supervised to ensure that they are coping with their new role.

Each individual should start on a probationary period. This is a period in which the individual can try out their role and the employer can ensure that the person they have recruited is working in the way expected. This is usually 3-6 months.

A review should happen at intervals e.g. 3 and 6 months and then annually.

Suitable induction, training and support should be offered during and after the probationary period. Any individual working with children and/or vulnerable adults must have basic safeguarding training during induction and attend a refresher course at least every 3 years.

Some roles will require additional or more advanced training. The provision of this induction and training is the responsibility of the employer.

Where an individual is not meeting the requirements of the role, this should be identified during the probationary period and a plan agreed with them to resolve the issues. This could be additional training, support or a change in tasks. Where the plan fails to resolve the issues an individual may fail to pass their probationary period and therefore be advised in writing that their employment (paid or voluntary) is terminated.

Policy Date: December 2018
Version Number: 3
Due for review: December 2019

STAFF AND HELPERS UNDER 18 YEARS OF AGE:

Age of staff and volunteers: The minimum age for a worker is 16. It is essential that the level of maturity and experience of a person of 16 plus is assessed during the recruitment process. It would be usual to expect any person aged 16-18 to require supervision to work well and safely whilst they build their knowledge and experience (the same could be said of those 18+ entering a new role).

Where people under 16 assist in activities as helpers they should be supervised by another named worker and never be in a position where they are providing unsupervised care of children. They must not be included in staff/child ratios.

Appendix 4

Fair Recruitment of Ex-Offenders Policy

As an organisation using the Disclosure and Barring Service (DBS) Disclosure Service to assess applicants' suitability for positions of trust, each of the Parishes within the By Brook Benefice undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.

We make every subject of a DBS Disclosure aware of the existence of the Code of Practice and make a copy available on request.

Having a criminal record will not necessarily bar you from working with us. It will depend on the nature of the position and the circumstances and background of your offences.

A Disclosure is only requested after a thorough assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.

Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any unspent criminal record at an early stage in the application process.

Unless the nature of the position allows the Parish to ask questions about your entire criminal record, we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

Policy Date: December 2018
Version Number: 3
Due for review: December 2019

Where the nature of a position does allow us to ask questions about your entire criminal record excepting any “protected” information we will ask you to complete a “Self Disclosure Form” before asking you to apply for a DBS disclosure. (Further information about what information should be disclosed is available from DBS in their ‘DBS Filtering Guide’). This enables us to discuss with you at an early stage any information which may cause you to be unable to progress to confirmation in role. We request that this information is sent under separate, confidential cover to the person within the organisation who is responsible for processing your DBS disclosure application and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.

Where a caution, conviction or additional information is disclosed by you or on a DBS disclosure your consent will be sought to forward a copy of the document to the Diocesan Safeguarding Adviser (DSA).

The DSA will make contact with you to discuss the information and the circumstances in which the caution, conviction or concern arose. The DSA may need to speak to statutory bodies or individuals and will seek your consent to do so. The DSA will provide a written risk assessment to the recruiter which includes a recommendation of safe to proceed, proceed with amendments to role or not safe to proceed. You will be provided with a copy of that assessment.

The recruiter will then communicate to you a decision regarding whether they are able to continue with the appointment process.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work. Failure to consent to risk assessment will result in any offer of employment or voluntary work being withdrawn.

Appendix 5

Handling of Disclosure Information

Storage and Access: DBS Disclosure Certificates must never be kept on an applicant's personal file. They must be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling: In accordance with Section 124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage: Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

A disclosure certificate must be for the correct workforce only and at the correct level. i.e. a person recruiting for a role in the child workforce at enhanced level should not ask to see a certificate for child and adult workforce at enhanced plus level as the certificate may include information that the recruiter is not entitled to see.

Retention: Once a recruitment (or other relevant) decision has been made, a disclosure certificate should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with the umbrella body CCPAS. Advice can then be given regarding the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

Policy Date: December 2018
Version Number: 3
Due for review: December 2019

Disposal: Once the retention period has lapsed, Disclosure certificates must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure certificates must not be kept in any insecure receptacle (eg waste bin or confidential waste sack). No copies of the Disclosure certificate may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

Appendix 6

Policy for Responding to Domestic Abuse

All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse;
- protect those vulnerable to domestic abuse from actual or potential harm;
- recognise equality amongst people and within relationships;
- enable and encourage concerns to be raised and responded to appropriately and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

Policy Date: December 2018
Version Number: 3
Due for review: December 2019

We will endeavour to respond to domestic abuse by:

In all our activities –

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

In our publicity –

- raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

When concerns are raised –

- ensuring that those who have experienced abuse can find safety and informed help;
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

In our care –

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

If you have any concerns or need to talk to any one please contact your Team Safeguarding Officer or Incumbent.