



The Parish of Havant, St Faith with St Nicholas Langstone

Safeguarding Children and Adults: Policy and Procedure

This Policy and Procedure was adopted
at a Parochial Church Council meeting held on
Monday 25th January 2016

It follows and is consistent with the
Diocesan Safeguarding Handbook 'In Safe Hands' 2016

*Each person who is responsible for, and/or works with, vulnerable groups
within the church agrees to abide by this policy.*

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

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Introduction

The Parochial Church Council (PCC) takes seriously its responsibility to protect and safeguard the welfare of children, young people and adults who may be at risk of harm.

This Policy and Procedure applies to all who have received the Bishop's Licence or Permission to work and all others who are responsible for, and/or work with vulnerable groups in our Parish.

The term 'Parish' is used to denote the PCC and Incumbent who are together responsible for ensuring that safeguarding policies and procedures are implemented and maintained.

The PCC will:

- 1 Appoint a **Designated Person** to work with the Incumbent on safeguarding all matters.
- 2 Follow the **Safeguarding of Children and Adults Policy and Procedures**.
- 3 Report any abuse or suspected abuse if discovered.
- 4 Have adequate insurance cover in place.
- 5 Ensure all those whose work brings them into regular contact with vulnerable groups are safely recruited in line with the latest Diocesan Safeguarding good practice guidance.

For advice on all safeguarding issues including allegations or suspicions of abuse contact:

Ian Munro, Safeguarding Representative Parish of Havant, St Faith, with St Nicholas, Langstone
Ian Berry, Diocesan Safeguarding Adviser (Casework)

1 Safeguarding children and adults' policy

We recognise that:

- the welfare of the child or young person is paramount
- all children and adults with vulnerabilities (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 which can occur in all families and communities
- domestic abuse if witnessed or overheard by a child, is a form of child abuse by the perpetrator of the abusive behaviour
- working in partnership with the parents or carers of children or adults with vulnerabilities, as well as other agencies is essential in promoting their welfare

We will develop a safeguarding culture in our church that:

- enables and encourage concerns to be raised and responded to openly and consistently and protects children and adults from actual or potential harm
- is child-friendly and ensures that all people feel welcomed, respected and safe from abuse
- values, listens to and respects children and adults, encouraging them to be active contributors to the church community
- encourages adults with vulnerabilities to lead as independent a life as possible

In all recruitment and selection, we will:

- ensure careful selection of ordained and lay ministers, voluntary and paid workers with children and young people and adults in line with safer recruitment principles
- provide supervision, support and training after appointment
- commit ourselves to support, resource train and regularly review those who undertake work amongst vulnerable groups
- In all these principles we will follow legislation, guidance and recognise good practice

When concerns are raised, we will:

- respond without delay to every concern raised that a child, or adult may have been harmed, or may be at risk from harm, through abuse, harassment or bullying; or about the behaviour of an adult or child
- work with the Diocese Safeguarding Advisors (DSAs) and the appropriate statutory bodies during an investigation into abuse, including when allegations are made against a member of the church community
- challenge any abuse of power especially by anyone in a position of trust
- Inform, without delay, the incumbent who is required to inform the designated Parish safeguarding representative without delay. He/she will then follow the Diocesan safeguarding procedure

If abuse has occurred, we will ensure in partnership with the DSAs and other agencies that:

- 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 our church community known to have offended against a child or adult, or who may pose a risk to them
- appropriate pastoral care is offered to any member of our church community against whom an allegation is made

In our publicity, we will:

- share information about good safeguarding practice with vulnerable groups, their parents/carers and all those working with them

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

We will endeavour to:

- Commit ourselves to support, resource train and regularly review those who undertake work amongst vulnerable groups
- Listen carefully, take the child or adult seriously
- Tell the child/adult she/he has done the right thing by telling
- Clarify if necessary
- Say if we can what we will do next
- Make an accurate record as soon as possible

We will not:

- Promise confidentiality
- Investigate
- Ask leading questions
- Repeatedly question/ask the child or adult to retell the disclosure

Imminent risk

- If we encounter a situation where the child or adult is in imminent danger, we will act immediately to secure the safety of the child or adult.
- We will seek the assistance of the police and then make a referral to Local Authority Social Care in accordance with the Child and Adult Protection Procedure below.
- If a child or adult needs emergency medical attention, we will seek this immediately and directly from the emergency services. We will keep parents, if available, fully informed, (*notwithstanding paragraph 6 on page 6 below*).

3 Child and adult protection procedure

We will follow the procedure below where there is concern that a child or adult has been harmed as a result of abuse and urgent action is needed

1. If there is concern that a child or vulnerable adult is at risk of harm, immediately inform the Parish Safeguarding Officer or Incumbent who will take advice from DSA or Local Authority Social Care. ***If the incumbent is implicated, inform the DSA.***
2. If there is concern that a child or vulnerable adult has been harmed, immediately inform the Parish Safeguarding Officer or Incumbent or DSA and agree who will make the referral to Local Authority Social Care team. If no-one is available, contact the Local Authority Social Care Team or Police directly.
3. Make an immediate telephone referral to the Local Authority Social Care. Make it clear from the first point of contact that you are making a child or adult protection referral.
4. Describe the event or disclosure and give information about the child and family or adult for example the child/adult's name, date of birth, address, telephone number and GP if known.
5. Follow up your telephone call with a completed referral form (sometimes available on the Local Authority web site) or letter. This should be acknowledged. If it is not, chase it.
6. Remember that the child and family should, wherever possible, be informed about and consent to the referral ***unless this would put the welfare of the child or vital interests of the adult who may be vulnerable, or another person at further risk.*** *If you have serious concerns, the absence of consent should not prevent a referral.* The Duty Social Worker will give you advice over this, if necessary.
7. Be prepared to have further discussions with the social work team or the police investigation team. Say if you do not want your details disclosed to the family.
8. For out of hours referrals, call the Emergency Social Work Team or where urgent, the Police.
9. Consult with the DSA at any point in this process but in any case always ensure the DSA is informed of the concern and actions taken.

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.

Most situations are not emergencies.

However: If a child or adult who may be vulnerable needs immediate medical help, call emergency services, and ensure that ambulance and hospital staff are informed of any protection concerns. If it would be dangerous for the child or adult who may be vulnerable to return home, or he or she does not want to return home and you are sufficiently concerned for their safety, contact the emergency social care service or the police. If you observe a child or adult who may be vulnerable being harmed by someone other than a family member, or you believe they are at risk of harm

from someone other than a family member, you should inform the parents or carers immediately, so that an appropriate referral to the police or social care can be made.

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

CHILDREN	Contact Number
Hampshire Children Services	0845 603 5620
Hampshire Children Services (out of hours)	0300 555 1384
ADULTS	
Hampshire Adult Services	0845 603 5630
Hampshire Adult Services (out of hours)	0845 600 4555
POLICE 24hrs	101 or in an emergency 999

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. Clergy should attend the Diocesan Safeguarding Children Basic Awareness /Refresher training once every three years.

6 Safer recruitment

- 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
- A criminal disclosure will be required in relation to all eligible roles
- All church workers with children and adults will be interviewed in relation to a role/job description or person specification
- Within 3-months of appointment each church worker with children and adults will undertake safeguarding training to the level of their responsibility

7 Register of people authorised to work with children and vulnerable Adults

We will maintain a register of those authorised to work with children and vulnerable groups. Every authorised person and volunteer will hold an appropriate current DBS certificate where appropriate.

8 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 Advisor, 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.

9 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.

10 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 designated person. They will be retained even if the information received was judged to be malicious, unsubstantiated or unfounded. During an interregnum, the designated person will be responsible for all safeguarding records which will be passed to the incoming incumbent.

11 Safer practice with children

We will ensure our work with children is carried out in a 'safe' environment in accordance with the Diocesan Safeguarding Handbook "In Safe Hands":

- The ratio of leaders to children will comply with the Children Act 1989
- 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-organized activities should have held a full driving licence for over two years which must be "clean" i.e. with no current points
- All cars that carry children should be comprehensively insured for both private and business use. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities

12 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 phone 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.

13 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.

14 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 Diocesan Guidance “Safeguarding Children and Young people who are Bell Ringers” which follows the Child Protection policy of the Central Council for Bell Ringers. 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 as set out in paragraph 6 of the Diocesan Policy. A copy of this policy document will be kept by the Tower Captain and ensure that all Ringers have access to it.

15 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 the 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 (i.e. abiding by their own safeguarding policy, if they have one, otherwise by that of the church). The person hiring a church building will be required to sign a letting agreement which confirms that they have followed safe recruitment procedures and are aware of health and safety issues in the building. This letting agreement is also to make clear that the hiring body is required to ensure that children and adults who may be vulnerable are protected at all times, by taking reasonable steps to prevent injury, illness or damage and that they carry full liability for this.

16 Social media and engaging with young people

Children and Young people’s workers should be familiar with the full policy set out in the Safe Parish Guidance

E mails on line 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 1000pm and 700am
- 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.