

Policy and Procedures for the Safeguarding
of Children and Young
People in our Churches

The Parishes of

St Andrew Countesthorpe, St Bartholomew Foston, All Saints Peatling Magna and St Mary Willoughby Waterleys

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Policy for Safeguarding Children and Young People Statement

****The following policy was agreed at the Parochial Church Council (PCC) meeting held on 11th June 2019****

****The PCC affirms the principles of the House of Bishops’ Policy for Safeguarding Children (contained in Promoting a Safer Church) and is committed to the nurturing, protection and safekeeping of the children and young people in its care. The PCC will:****

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| **▶ Appoint a Child Safeguarding Coordinator (who may also act as Safeguarding Adults Coordinator) to work with the incumbent and the PCC to implement policy and procedures. The coordinator will ensure that any concerns about a child or the behaviour of an adult are appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Adviser. The coordinator, if not a member of the PCC, will have the right to attend its meetings and will report to it at least annually on the implementation of this policy using the Diocese of Leicester annual report template.****▶ Ensure that a person is nominated to act as somebody to whom children may talk to about any problems (to be known as the Independent Person), in the event that this cannot be done by the Coordinator or through other arrangements.****▶ Display in church premises where children’s activities take place the contact details of the Coordinator and Independent Person, along with the Childline and Parentline telephone numbers and web addresses. A copy of this statement of policy will also be displayed in such places as well as in the church and church hall.****▶ Ensure that all those authorised to work with children or who are in a position of authority are appropriately recruited according to safer recruitment practice in line with Church of England national policy, and are trained, resourced and supported. This will include ensuring they have access to all relevant polices and Practice Guidance produced by the Church of England or the Diocese of Leicester.****▶ Ensure that only authorized people work with children and that all work with children is carried out within appropriate accountability structures.****▶ Ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of the parish.****▶ Review the implementation of the child safeguarding policy, procedures and practices at least annually.****▶ Work to create a culture of informed vigilance which takes children seriously.****▶ Pay particular attention to children with special needs and those from ethnic minorities to ensure their full integration and protection within the church community.****▶ Ensure that those who may pose a threat to children and young people are effectively managed and monitored.****▶ Ensure that a health and safety policy and the appropriate procedures and risk assessments in respect of premises and activities are in place and that these are reviewed periodically.****▶ Act without delay on allegations or suspicions of abuse using the procedure laid down by the Diocese of Leicester.****▶ Respond without delay to any complaints received regarding children’s work or the safeguarding of children.****▶ Ensure that all new PCC members have access to this policy and the Diocese of Leicester Safeguarding Handbook so that they are aware of their responsibilities.****▶ Cooperate fully with investigations by statutory agencies and not conduct its own investigations except with the prior approval of statutory agencies.****▶ Seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.****▶ Care for and supervise any member of the church community known to have offended against a child while maintaining appropriate confidentiality.****▶ Ensure that those hiring PCC premises for activities involving children or young people agree to commit to good safeguarding practice.** |

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| This statement was adopted by St. Andrews, Countesthorpe at a Parochial Church Council meeting held on xxxxxx and by the other churches in the benefice on the dates stated on page 13.This policy statement will be reviewed annually and progress in carrying it out will be monitored by the Safeguarding Coordinator who is David McAugheyDavid may be contacted at: 103 Winchester roadCountesthorpe Leicester LE85PPTelephone: 07980 586577Email: davidmcaughey@aol.comProcedure for regular reporting to the PCCThe Safeguarding Coordinator will report annually to the PCC on child protection matters or after any incident with child protection implications (taking care to preserve confidentiality as necessary). The PCC will be kept informed on at least an annual basis of all regular and one-off activities for children and young people as this is necessary for them to fulfil their duties as charity trustees and also for insurance purposes. |

A copy of these procedures will be given to all clergy, staff (whether employed directly by the PCC or another body), volunteers and lay workers who have the responsibility for children or young people. They should sign a declaration afterwards saying that they have read and understood them. This Safeguarding Policy should be read in conjunction with ‘Promoting a Safer Church”, which can be downloaded online via:

<https://www.leicester.anglican.org/wp-content/uploads/2014/05/cofe-policy-statement.pdf>

Or a paper copy can be requested by telephoning the Leicester Diocese Office on: 0116 2615200

Contents

Child Safeguarding Policy Statement 2

1. Contacts 5
2. Contact details for group leaders 5
3. The recommended minimum staffing levels set out in Protecting All God’s 6

Children will be maintained.

1. Safe Recruiting 6
2. Code of Behaviour 7
3. Procedure to be followed in the case of an allegation or disclosure of abuse 8
4. Procedure to be followed where there are concerns that someone may be 9

committing abuse

1. Procedure to be followed where people with convictions for offences against 9

children or people under investigation are attending church

1. Allegations or concerns about senior clergy 10
2. Registration 10
3. Activities away from the church premises 10
4. Support, supervision and training 11
5. Health & Safety and First Aid 11
6. Use of social media, email and texting 12
7. Identity Checking for DBS (criminal record) checks 12
8. Implementation of the Policy 12
9. Procedure for regular reporting to the PCC 13

Appendices

1. Leadership Safeguarding Statement 14
2. Helpful definitions 15
3. Contacts for reporting concerns 16

Procedures for Implementing the Child Safeguarding Policy

1.Contacts

Our Safeguarding Coordinator is: David Mcaughey

he usually attends the Sunday service at St Andrew’s Countesthorpe at 9 am and he can be contacted at the following address:

Address:

103 Winchester road

Countesthorpe LE85PP

Davidmcaughey@aol.com

The Children’s & Youthwork Co-ordinator for St. Andrews is: currently vacant, but the PCC holds responsibility for these roles in the interim.

Independent Person to whom children or adults can talk to about worries and concerns about possible child abuse is:

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| --- | --- | --- | --- |
| St Andrews, Countesthorpe | St Bartholomew’s, Foston | All Saints, Peatling Magna | St Mary’s Church, Willoughby Waterleys |
| Jacqui McAughey103 Winchester roadCountesthorpeLE85PPJacquimcaughey@aol.com | Ros Dudley 37 Cosby Road, Countesthorpe.LE8 5PDTel: 01162771856  | Margaret Issitt. Peony Cottage, Main Street, Peatling Magna, LE8 5UQTel: 01162478569 | Val Connelly2 Church Farm Lane, Willoughby Waterleys, LE8 6UDTel: 0116 2478497 |

2. Contact details for group leaders – St Andrew’s Church

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| 2. Contact details for the main leader of each children’s/youth group |
| Name of Group | Leader’s Name | Address & Email | Tel no. |
| Little friends | Gill Gillespie | Gill.i.gillespie@btinternet.com | n/a |
| Bell Ringers | John Cook | john@cooksonline.net  | 0116 2477935 |
| Messy Church | Helen Stokes |  Helen.stokes85@btinternet.com |  n/s |

3. The recommended minimum staffing levels set out in Protecting All God’s Children will be maintained.

These are as follows:

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| Age  |   | Number of Leaders |
| 0 to 2 years  |   | 1 leader to every 3 children |
| 2 to 3 years  |   | 1 leader to every 4 children |
| 3 to 8 years  |   | 1 leader to every 8 children |
| 8 +  |   | 1 leader for the first 8 children followed by 1 to 12 |

Notwithstanding these minimum levels, each group is to have at least 2 adult workers present and a gender balance should be maintained wherever possible, particularly in mixed gender groups. More help may be required if children are being taken off site, are undertaking physical activities or if necessitated by other circumstances. This will be assessed by the leaders of these activities.

Adults who assist very occasionally or as a one-off must be responsible to an appointed leader. The same applies to young people under the age of 18. Adults who assist more regularly will be appointed formally using the safer recruitment procedures.

4. Safe Recruiting

The church will ensure that all workers are

* Committed Christians attending St Andrew's or another church
* Known to the church for a period of six months before working with children, young people or vulnerable adults
* Where necessary references will be sought
* Aware of their roles and responsibilities
* Subject to an enhanced DBS check completed (complying with the CODE of Practice requirements concerning the fair treatment of applicants and the handling of information)
* Provided with a copy of the organisation's safeguarding policy and knows how to report concerns
* Able to undertake the required training as appropriate

When appointing/recruiting leaders and helpers for work with children and young people, the PCC will follow the guidelines set out in the Safer Recruitment Practice Guidance (July 2016 or subsequent update).

Templates for role descriptions, application forms and reference requests can be found in the appendices of the Practice Guidance.

The Safer Recruitment Practice Guidance can be downloaded from:

<https://www.leicester.anglican.org/about/safeguarding/>

The principles of this are:

1. Providing a job/role description
2. Ensuring the potential volunteer completes an application form
3. Conducting an informal interview
4. Taking up references from two referees one of whom should be current employer, previous church, or organisation at which the potential volunteer currently volunteers or has recently been a volunteer. At least one referee should be from outside the church.
5. Obtaining a DBS (criminal record) disclosure, unless the nature of the role is such that there is no entitlement to a DBS check
6. Offering the post subject to a probationary period
7. Confirming the appointment in writing

5. Code of Behaviour

As a Church, we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs:

*You should:*

* Treat all children with respect and dignity.
* Provide a Christian example you wish others to follow.
* Provide an example of good conduct that you wish others to follow.
* Ensure that there are at least two adults present during activities with children and young people, or at least that you are within sight or hearing of others.
* Respect personal privacy.
* Ensure that another adult is informed if a worker needs to take a child to the toilet.
* Take time to listen to any children and young people
* Be aware that physical contact with a child or young person may be misinterpreted.
* Challenge unacceptable behaviour in a responsible way
* Report all allegations/suspicions of abuse.
* Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people.
* Operate within the organisation’s principles and guidance.
* Only use social media and email in accordance with paragraph 14 below.
* All those who work with children and young people will follow the general principles of love, care and respect as outlined in the Bible
* Raising concerns is encouraged as a positive action – if a volunteer witnesses a child or young person being inappropriately treated this should be raised immediately with the Safeguarding Coordinator.
* Read and understand the safeguarding policies and good working practices St Andrew's has put in place.

*You should not:*

* Ever hit a child or young person
* Play rough, physical or sexually provocative games
* Touch inappropriately
* Show favouritism to any one child, young person group
* Give lifts to children or young people on their own or on your own. If it is unavoidable ask the child or young person to sit in the back of the vehicle and inform another adult where possible
* Invite a child or young person to the youth leader/worker’s home alone unless responding to an emergency situation, in which case the relevant people should be contacted.
* Permit abusive peer activities e.g., bullying
* Allow unknown adults access to accompany you in your role with a child or young person. A known person should always accompany visitors.

6. Procedure to be followed in the case of an allegation or disclosure of abuse

People within the church will

* If the abuse is going on at that moment **STEP IN AND STOP** it without causing harm to themselves
* Get help fromother volunteers or members of the congregation
* Not promise the person that they will keep what they are told confidential or “secret”:
* Explain that they need to tell another person, but they will only tell people who need to know so that they can help
* Document in the incident

Doing NOTHING is not an OPTION

If there is an allegation or disclosure of abuse by a child, young person or by an adult who is disclosing or alleging historic child abuse:

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| ▶ Listen. Keep listening.▶ Do not question or investigate – this is the job of the authorities. In particular do not speak to the subject of the allegation.▶ Do not promise confidentiality; tell them that the information they disclose needs to be shared.▶ Assure them they are not to blame.▶ Tell them what you are going to do. Reassure them that the matter will be reported to the investigating authorities. If the person needs reassurance that the alleged perpetrator will be punished, do not make any promises. There can be no guarantee as to what happens as that will be dependent upon the outcome of the investigation.▶ As soon as possible after the conversation, make careful notes of what was said, record dates, times, events and when you were told.▶ If there is immediate danger to a child or young person, contact the Social Services or the Police.▶ Report the incident to your priest or Child Safeguarding Coordinator immediately.▶ Do not contact the priest or Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser (DSA) directly if necessary.▶ Do not discuss the incident with anybody else.▶ The priest or Child Safeguarding Coordinator must then report the allegation or disclosure to the DSA by the end of the next working day. The DSA will advise on what needs to be done in line with Practice Guidance.▶ In the absence of the DSA , the appropriate Archdeacon should be contacted. |

* The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **David McAughey** (the "Safeguarding Coordinator") whose contact details can be found on page 3 of this policy, who is nominated by the Church to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities
	+ If the suspicions implicate the Safeguarding Coordinator, then the report should be made in the first instance to the Churches' **Thirty-One Eight**, (formally, Child Protection Advisory Service - CCPAS) **PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 11 11**. <https://thirtyoneeight.org/>
	+ Alternatively contact Social Services or the police.
	+ Or **Rachael Spiers, Diocesan Safeguarding Adviser – 0116 261 5341** rachael.spiers@leccofe.org
* Where the concern is regarding a child in need of protection, contact Childrens Social Services or take advice from THIRTY-ONE EIGHT as above.
* The local **Childrens Social Services office telephone: 0116 305 1005**
* The **Police Protection Team** telephone number is **101**

Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

The role of the Safeguarding Coordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Do not contact anybody who is implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure.

Do not talk to the media under any circumstances. The Diocesan Communications Director will handle any media statements.

If a child or young person makes a disclosure by email or other electronic means the same procedure should be followed, with the person receiving the disclosure making careful and confidential use of email or other electronic means to continue to ‘listen’ and then passing on the disclosure via the appropriate channels.

The procedure is the same for abuse which happened in the past, possibly many years ago.

7. Procedure to be followed where there are concerns that someone may be committing abuse

If you are concerned, or it comes to your notice that someone may be committing abuse:

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| ▶ Make notes of your concerns and discuss them with your priest or Child Safeguarding Coordinator.▶ The priest or Child Safeguarding Coordinator must then report the concerns to the Diocesan Safeguarding Adviser by the end of the next working day.▶ Do not contact the priest or Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser directly if necessary.▶ Dates and times should be recorded of any observations which have been made and of the referral to the DSA.▶ The DSA will act in line with Practice Guidance and will decide whether toReport the concerns to Social Services and/or the Police, who will then investigate while the DSA liaises with the parish; orContinue to observe closely – the process will be repeated in the event of any more concerns.▶ There should be close communication between the priest/coordinator, the DSA and the appropriate Archdeacon until the situation is resolved.▶ In the absence of the DSA, the appropriate Archdeacon should be contacted. |

8. Procedure to be followed where people with convictions for offences against children or people under investigation are attending church

Where someone attending the church has been convicted of offences against children (or they have received formal police caution) an agreement will need to be drawn up to minimize any risk to the safety of children within the church. If a person who attends the church is subject to investigation for alleged child abuse, thought will need to be given to drawing up a temporary agreement until the outcome of the investigation is known.

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| ▶ The priest or, in the absence of the priest, the Child Safeguarding Coordinator, must inform the DSA of the situation.▶ The DSA will act in line with Practice Guidance and will decide whether an agreement needs to be in place. A risk assessment may be necessary.▶ The DSA will be responsible for producing any risk assessment and/or agreement.▶ If the person is a convicted offender, there will need to be liaison with the person’s Supervising officer (police or probation) who should be consulted about the agreement and, ideally, be a signatory to it.▶ The offender or person under investigation will be asked to sign the agreement, which will then be reviewed annually. |

Any blemished DBS check must be referred to the DSA who will follow up in line with Practice Guidance. The extent of the DSA’s involvement will vary according to the nature of the information on the DBS check.

9. Allegations or concerns about senior clergy

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| ▶ If an allegation involves a priest, it should be reported to the Diocesan Safeguarding Adviser▶ If an allegation involves an archdeacon or dean, it should be reported to the Bishop of Leicester.▶ If an allegation involves a bishop, it should be reported to the Archbishop of Canterbury. |

10. Registration

A registration form will be completed for every child or young person who attends groups or activities. This does not include activities such as church services, which would take place regardless of whether or not children are present. Neither does it include activities which are family focused but which children attend with their parents (e.g. Messy Church). The form will be updated annually and include the following:

▶ Name and address

▶ Date of birth

▶ Emergency contact details

▶ Medical information

▶ Any special needs including activities that the child or young person is unable to take part in

▶ Consent for emergency medical treatment

▶ Consent for photographs and videos if relevant

All personal details and registration forms will be stored securely, not used for any other purpose, and shredded or disposed of securely when out of date or no longer in use.

Separate procedures apply to youth drop-in centres. In the event that a drop-in centre is being planned, the Youth Ministry Officer will be contacted for guidance.

11. Activities away from the church premises

Adequate arrangements will be made for children’s and young people’s activities which take place away from church premises as follows:

▶ No child can be taken off-site for activities without the consent of their parent/guardian/ carer.

▶ Details of the event must be given in advance and consent forms received in advance of the event taking place.

▶ Details of the arrangements will be given to the Safeguarding Coordinator.

▶ A risk assessment will be undertaken, and confirmation obtained that the event is covered by PCC\* insurance.

▶ A detailed programme and list of contacts should be left with someone in the parish

▶ A leader will be designated to take responsibility for First Aid.

See Section D of the Child Protection Handbook for a model form.

12. Support, supervision and training

All those involved in working with children and young people will ensure that there is always more than one responsible adult available so that there is mutual supervision. Should one of the adults become ill or get called away, the other adult will call for additional help. In emergency situations where an individual cannot avoid working with children on his/her own because an unforeseen situation has arisen, he/she will inform another leader (or the Safeguarding Coordinator or priest) of the situation, if at all possible, at the time it arises, and the Safeguarding Coordinator will keep a note.

Those who work with children and young people will be given the opportunity to review their work with the leader of their group/Safeguarding Coordinator/priest/member of the PCC. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.

From time to time the church may hold training events on Child Protection. There will also be other training events organised by the Diocese of Leicester which church staff, youth workers, volunteers and Safeguarding Coordinators may attend.

Every person who works with children will be given a copy of the Pocket Guide to Safeguarding Children and this policy. They will also be given information about how to access on the internet the Diocese of Leicester Child Protection Handbook and other national Church of England documents including Promoting a Safer Church. Paper copies of these documents will be provided to those workers who request them.

13. Health & Safety and First Aid

Health and Safety will be managed as part of all activities. All buildings where activities with children and young people take place will be inspected by an appropriate person at least annually and the results will be noted and reported in writing to the PCC or other appropriate church organisation. Health and Safety issues observed by those working with children and young people should be reported to the Safeguarding Coordinator or the person with responsibility for Health and Safety within the church.

A First Aid kit will be available on site and will be checked monthly and updated as necessary. An accident book is maintained at all places where activities with children and young people take place.

If there is an emergency involving injury to a child or young person:

▶ Stay calm

▶ Provide immediate first aid when needed

▶ Alert others to the need for help

▶ Ensure that somebody is supervising the other children or young people

▶ Call an ambulance if needed

▶ Contact the parents/guardians of the child or young person

▶ Provide an appropriate handover and information about the situation to the parents/guardians

▶ Complete the accident book

▶ Consider whether there are implications for the Health & Safety policy and/or practices and report these to the Safeguarding Coordinator.

14. Use of social media, email and texting

All those involved in working with children and young people will exercise care in the use of social media and respect the principles set out below. Communication by electronic means or by texting will not be used with children under the age of 11. All communication in these forms will be via their parents. The rest of the principles relate to communication with children and young people aged 11 and over. The key point is that communication should be in a context of transparency and accountability.

▶ Electronic communication and texting should only be used for reasons relating to work and not for general socialising purposes.

▶ Other leaders should be aware of the situations in which these means of communication are being used.

▶ Leaders, workers and volunteers should not invite children or young people from church activities to their personal social networking page but may respond to requests where appropriate, as long as the child or young person is 13 or over.

▶ Where possible, group pages should be used on social media for communicating.

▶ Care should be exercised in posting to Facebook, twitter etc as comments made on the spur of the moment may not always come out as intended and can be passed on extremely quickly around a large audience.

▶ Communication by electronic means or texting with children or young people should never take place during school hours and should be kept within the hours of 9am – 9pm.

▶ Where possible, email and messaging should take place to and within groups rather than individuals.

▶ Leaders, workers and volunteers should give very careful consideration as to whether it is necessary to give personal mobile phone numbers to children and young people.

▶ Webcams will not be used where internet chat or Skype is used for one-to-one conversations.

▶ Records of communications will be kept just as they would be for written communication. If a worker’s mobile phone does not allow text messages to be saved then a written record should be kept.

▶ The principles for the use of social media will be communicated to children and young people.

The church does not have a dedicated mobile phone number for children’s / youth work.

15. Identity Checking for DBS (criminal record) checks

The role of identity checker is an important one because the identity checker verifies the identity of the person applying for the DBS check. The identity checker will always be a person who has undergone a DBS check. Identity checking will be carried out in accordance with DBS and Diocese of Leicester guidelines.

16. Implementation of the Policy

The Safeguarding Coordinator will monitor the policy to see that it is being put into practice. He/she will be supported by the PCC members, who have the ultimate responsibility for safeguarding.

17. Procedure for regular reporting to the PCC

The Safeguarding Coordinator will report annually to the PCC on child protection matters or after any incident with child protection implications (taking care to preserve confidentiality as necessary). This report can be in person or through written report. The PCC will be kept informed on at least an annual basis of all regular and one-off children’s activities as this is necessary for them to fulfil their duties as charity trustees and also for insurance purposes.

The procedures and guidelines were last reviewed and agreed

St Andrew’s Church, Countesthorpe

Date: …………………………………………………

Signed: ……………………………………………….… Rector

Signed: …………………………………………………………… (Churchwarden of St Andrew’s)

St Bartholomew’s Church, Foston

Date: …………………………………………………

Signed: ……………………………………………….… Rector

Signed: …………………………………………………………… (Churchwarden of St Bartholomew’s)

All Saints Church, Peatling Magna

Date: …………………………………………………

Signed: ……………………………………………….… Rector

Signed: …………………………………………………………… (Churchwarden of All Saints')

St Mary’s Church, Willoughby Waterleys

Date: …………………………………………………

Signed: ……………………………………………….… Rector

Signed: …………………………………………………………… (Churchwarden of St Mary’s)

Appendix 1

**Leadership Safeguarding Statement**

This policy will be reviewed each year to monitor the progress which has been achieved.

* We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of children and young people and to report any such abuse that we discover or suspect
* We recognise the personal dignity and rights of children and young people who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this
* We believe all children and young people should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve
* We undertake to exercise proper care in the appointment and selection of all those who will work with children and young people with care and support needs.
* We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.

*We are committed to:*

* Following the requirements for UK legislation in relation to safeguarding children and young people and good practice recommendations
* Implementing the requirements of legislation with regard to people with disabilities
* Ensuring that workers adhere to the agreed procedures of our safeguarding policy
* Keeping up to date with national and local developments relating to safeguarding
* Following any denominational or organisational guidelines in relation to safeguarding children and young people in need of protection
* Supporting the safeguarding coordinators/s in their work and in any action they may need to take in order to protect children and young people
* Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship
* Respectful pastoral care for all children and young people to whom we minister
* Ensuring the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church
* Promoting the inclusion and empowerment of people who may be vulnerable
* Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work
* Supporting all in the place of worship/organisation affected by abuse
* Adopting and following
	+ The ‘Safe and Secure’ safeguarding standards developed by the Churches’ Child Protection Advisory Service
	+ The parish adopts the guidelines of the Church of England and the Diocese

*We recognise:*

* Children’s Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child with care and support needs
* Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency
* Safeguarding is everyone’s responsibility.

Appendix 2

Helpful Definitions

*The following definitions are taken from Protecting All God’s Children.*

Child

A child is defined as anyone who has not yet reached their eighteenth birthday.

Harm and significant harm

Significant harm is any physical, sexual or emotional abuse, neglect , accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development. This definition was clarified in section 120 of the Adoption and Children Act 2002 (implemented on 31 January 2005) so that it may include, “for example, impairment suffered from seeing or hearing the ill treatment of another.”

Forms of Harm

* Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child.
* Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
* Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

▶ provide adequate food, clothing and shelter (including exclusion from home or abandonment);

▶ protect a child from physical and emotional harm or danger;

▶ ensure adequate supervision (including the use of inadequate care-givers);

▶ ensure access to appropriate medical care or treatment.

▶ it may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

* Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or “making fun of” what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve: seeing or hearing the ill-treatment of another; serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child though it may occur alone.

Appendix 3

**Contacts for reporting concerns**

**If you have concerns about the immediate safety** of a child or vulnerable adult, you should report the matter immediately to either of the following:

1. The Police – 999
2. Social Services:
	1. Leicester City (incl. out of hours) – 0116 454 1004
	2. Leicestershire (incl. out of hours) – 0116 305 0005
	3. Rutland Children’s Services (daytime) – 01572 722 577 ext 8407
	4. Rutland Adult Services (daytime) – 01572 722 577
	5. Rutland Children’s Services (out of hours) – 0116 305 0005
	6. Rutland Adult Services (out of hours) – 0116 255 1606

**If you have concerns but the child or vulnerable adult is not in immediate danger**, you should talk to your priest or Safeguarding Coordinator as soon as possible.  If neither is available, please contact Rachael Spiers, **Diocesan Safeguarding Adviser – 0116 261 5341.**

**If you are an adult who has been the victim of abuse in the past** and wish to discuss this with someone, you can contact any of the following:

1. The Police – 101
2. Social Services (as above)
3. Diocesan Safeguarding Adviser – 0116 261 5341

**For general enquiries about safeguarding and DBS checks** please contact:

**Andy Brockbank, Assistant Diocesan Secretary – 0116 261 5312** andrew.brockbank@leccofe.org

<http://www.leicester.anglican.org/diocese-office/children-young-people/dbs-checks/>