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**Policy and Procedures for the Safeguarding**

**of Vulnerable Adults in our Churches**

**The Parishes of**

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

**Mission:**

‘The Gospel speaks of welcome for all, especially the most vulnerable, into a Church which affirms the value and dignity of every human and those in positions of responsibility and authority are totally trustworthy.

Being faithful to this therefore compels us to take with utmost seriousness the challenge of preventing abuse from happening and responding well where it has’

\*A vulnerable adult is any adult aged 18 or over whom, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation.

*From Promoting a Safer Church, the House of Bishops Safeguarding Policy Statement.*

For further information and guidance please visit:

[www.churchofengland.org/safeguarding](http://www.churchofengland.org/safeguarding)

**The following policy was agreed at the Parochial Church Council (PCC) meeting held on……………………**

**In accordance with the Church of England Safeguarding Policy our churches are committed to:**

* Promoting a safer environment and culture.
* Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults (adults experiencing or at risk of abuse or neglect) within the church.
* Responding promptly to every safeguarding concern or allegation.
* Caring pastorally for victims/survivors of abuse and other affected persons.
* Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
* Responding to those that may pose a present risk to others.

The Parish will:

* Create a safe and caring place for all.
* Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
* Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
* Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
* Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
* Listen to and take seriously all those who disclose abuse.
* Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
* Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
* Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
* Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
* Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

The Four Saints Benefice appoints **David McAughey** as the Parish Safeguarding Officer

**David**  can be contacted on telephone: 07980 586577

E-Mail: Davidmcaughey@aol.com

St Andrew Church PCC appoints **Jacqui McAughey** as the Independent Person

Jacqui McAughey can be contacted on telephone: 07985 322 362

E-Mail: jacquimcaughey@aol.com

St Bartholomew’s PCC appoints **Ros Dudley as** the Independent person

Home Address: 37 Cosby Road, Countesthorpe LE8 5PD

Tel: 01162771856

All Saints church PCC appoints **Margaret Issitt** as the independent person

Home Address: Peony Cottage, Main Street, Peatling Magna, LE8 5UQ

Tel: 01162478569

St Marys PCC appoints **Val Connelly** as the independent person

Home Address: 2 Church Farm Lane, Willoughby Waterleys, LE8 6UD

Tel: 0116 2478497

**If you have concerns**

**Children and Young People and adults**

If you have a concern about an individual physical, sexual or emotional wellbeing, it is **your** responsibility to seek advice and support from your Parish Safeguarding Officer (PS0/Diocese Safeguarding Advisor (DSA).

**Clergy, churchwardens, volunteers or other church officers**

Any safeguarding concerns or allegations about anyone in a parish role must be immediately reported to the DSA.

If you or someone close to you (e.g., a partner or someone you live with) becomes involved in any police or social service investigation, you must notify the DSA immediately.

**A member of the congregation**

Any safeguarding concerns or allegations must be immediately reported to the PSO /DSA.

Please be assured that all matters will be dealt with confidentially by the Church and reported to the Police and/or Social Services as required to protect those who are vulnerable from harm.

**REMEMBER………**

**DO**

* Remain calm, approachable and receptive
* Take it seriously
* Listen carefully without interrupting
* Acknowledge you understand howe difficult this may be.
* Offer reassurance – it is the right thing to tell someone.
* Tell them what will happen next
* Report

**DON’T**

* Promise complete confidentiality
* Ask leading questions
* Investigate
* Discuss with people who do not need to know.
* Delay in reporting disclosure to PSO/DSA

**Reporting Concerns**

Is there an emergency?

Is there an immediate harm ?

**YES**  **NO**

Contact the police and Contact the Parish Safeguarding

And social services Officer (PSO) and Diocese Safeguarding Advisor (DSA)

**THEN** **THEN**

Complete a written record and email to the DSA

**THEN**

The DSA will manage the response, report to statutory agencies

and support the Parish

*Sourced: The Church of England. Safeguarding: A pocket guide*

**Important Contact numbers**

**Parish Safeguarding Officer (PSO)**

David McAughey 07980586577

**Rector**

Richard Reakes 07850 489 975

**Diocesan Safeguarding Advisor**

Rachel Spiers07930 819 279

Peter Holloway 07930 887 984

**Diocesan Out of Hours (after 5pm and weekends)**

0303 003 111 (option 2)

**Local Authority (children)**

0116 305 0005

**Local Authority (Adults)**

0116 305 0004

**In an emergency call 999**

**Prevention**

**Safeguarding awareness**

The Church is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis through either the Leicester Diocese or through Thirty-One Eight.

The Church will also ensure that adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

In addition, the nominated safeguarding coordinators attend designated person training delivered by both Thirty One Eight and the Leicester Diocese including the annual Coordinators conference.

**Safer recruitment**

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 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 vulnerable adults, the PCC will follow the guidelines set out in Safeguarding Guidelines relating to Safer Recruitment. This means:

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

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.

Detailed Safeguarding Guidelines relating to Safer Recruitment can be downloaded from: http://www.churchofengland.org/media/1161891/safeguarding4.pdf

**Management of Workers – Codes of Conduct**

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.

The PCC commits to the following Code of Behaviour which those who work with vulnerable adults are expected to follow:

You should:

All those who work with vulnerable adults will follow the general principles of love, care and respect as outlined in the Bible

* Treat all adults with respect and dignity including speaking in an encouraging edifying way valuing what they say
* Provide an example of good conduct that you wish others to follow
* Respect personal privacy and boundaries of the role you hold
* Take time to listen to any vulnerable adults
* Be aware that physical contact with a vulnerable adult 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 vulnerable adults
* Operate within the organisation’s principles and guidance
* Use of social media in relation to church activities should only be undertaken through the church Facebook page and should not occur outside of this space
* Raising concerns is encouraged as a positive action – if a volunteer witnesses a vulnerable adult 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 vulnerable adult
* Play rough, physical or sexually provocative games
* Touch inappropriately
* Show favouritism to any one vulnerable adult or group
* Give lifts to vulnerable adults on their own or on your own. If it is unavoidable ask the vulnerable adult to sit in the back of the vehicle and inform another adult where possible
* Permit abusive peer activities e.g. bullying
* Allow unknown adults access to accompany you in your role with a vulnerable adult
* Invite a vulnerable adult to the leader/worker’s home alone unless responding to an emergency situation, in which case the relevant people should be contacted

**Pastoral Care (**Supporting those affected by abuse)

The Church is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship.

Working with offenders

When someone attending the place of worship is known to have abused children or is known to be a risk to vulnerable adults, the Church will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

**Working in partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear guidelines with regard to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets Thirty-One Eight’s safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting

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)