

The Policy for the Safeguarding of Children and Young People

**Issued by
The PCC of All Saints',
Milford on Sea
with
St. Mary's,
Everton**

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| <u>Table of Contents</u> | <u>Page</u> |
|---------------------------------------|--------------------|
| CONTEXT | 3 |
| PURPOSE | 3 |
| CHURCH SAFEGUARDING MISSION STATEMENT | 4 |
| AIMS | 4 |
| STATEMENT OF INTENT | 5 |
| APPLICABILITY | 6 |
| RESPONSIBILITIES | 6-7 |
| DEFINITIONS OF ABUSE | 8-9 |
| RECOGNISING ABUSE | 10 |
| RESPONDING TO ALLEGATIONS OF ABUSE | 10-12 |
| WHISTLE BLOWING | 13-14 |
| DBS CHECKS | 15 |
| RISK ANALYSIS | 15 |
| APPENDIX 1 | |
| CONTACT DETAILS | 16 |
| APPENDIX 2 | |
| SAFEGUARDING PROCEDURES CHART | 17 |
| APPENDIX 3 | |
| BODY MAP FORM | 18 |
| APPENDIX 4 | |
| REPORTING SUSPECTED ABUSE FORM | 19-20 |

CONTEXT

The PCC recognises that children and young people (defined as persons under the age of 18 years) have a right to feel secure and safe. All people, whatever their age, culture, disability, gender, language racial origin, religious belief and sexual identity have the right to protection from abuse. Parents, carers and other people can harm children and vulnerable adults either by direct acts or by failure to provide proper care, or both. This policy is put in place to reduce the likelihood of abuse occurring within this parish.

Whilst the church will work openly with parents as far as possible, the church reserves the right to contact the Diocesan Safeguarding Officer, the Police, or Children's Social Care without notifying the parents if this is considered to be in the child's best interests.

Sadly, it is recognized that those seeking to abuse children and young people target churches as places where adults and children are regularly in contact with each other where there is a high level of trust.

PURPOSE

A child protection policy will help to :-

- Protect Children and Young People

A child protection policy helps to create a safe and positive environment for children/young people and, although no procedures or processes can offer complete protection for children, following these procedures and implementing a policy minimises the risk to children from abuse and exploitation.

- Protect Workers

A child protection policy clarifies what The Church requires in relation to the protection of children and young people. It sets out standards of behaviour for staff and volunteers when they are working with children and what to do if they notice, or are told about, inappropriate behaviour in others.

- Protect the Church

A child protection policy is a statement of intent that demonstrates the Church's commitment to safeguard children and young people from harm. Child Protection Policies will help move the Church towards best practice in this area and deter those who would wish to abuse children and young people from seeking to work with them on behalf of the Church.

CHURCH SAFEGUARDING MISSION STATEMENT

The PCC recognises the importance of its ministry with children and young people. As part of its mission, the Church is committed to:

- The safeguarding, care and nurture of children and young people in our community who participate in any church activity.
- Safe recruitment, supervision and training for all the children's/youth workers and volunteers within the church.
- Responding without delay to every report or cause for concern
- Full co-operation with statutory agencies during any investigation into allegations concerning abuse of a child or young person.
- Providing care and support to any child or young person.
- The management and supervision of any member of the church community known or thought to pose a threat to children or to young people.

The church aims to create a culture which helps children and young people to feel safe and able to talk freely about their concerns, believing that they will be listened to and valued.

AIMS

These procedures apply to all workers and volunteers. The aim of our procedures is to prevent children and young people from being abused, and to safeguard and promote the welfare of children in the following ways:

- Raise awareness of child protection and safeguarding roles and responsibilities with staff and volunteers.
- Develop, implement and review procedures that enable staff and volunteers to identify and report cases, or suspected cases of abuse.
- Ensure the practice of safe recruitment in checking and recording the suitability of staff and volunteers to work with children and young people.
- Ensure that allegations or concerns are dealt with in accordance with this policy supported by diocesan guidelines.

It is the responsibility of each individual to ensure that children know there are adults whom they can approach if they are worried about any problems and to treat all disclosures with the strictest confidence.

STATEMENT OF INTENT

The Parochial Church Council of All Saints' Milford-on-Sea and St Mary's Everton (hereafter referred to as 'the PCC') takes seriously its responsibility towards all children, young people and vulnerable adults entrusted to the Church's care. In issuing this policy the PCC seeks to:

- **Protect children and young people.**

Whilst no procedures or processes can offer complete protection for children and young people, this policy, and the organisation and procedures it establishes, will help to create a safe and positive environment for them and protect them from the risk of abuse and exploitation. In particular, employees and volunteers will be provided with the training and guidance they need in order to keep children and vulnerable adults safe whilst in the Church's care.

- **Protect employees and volunteers.**

Those working with children and young people are potentially at risk from false accusations and even litigation. By establishing and policing best practices, the PCC seeks to reduce the likelihood of this occurring. This policy clarifies what the PCC requires in relation to the protection of children and young people. It sets out standards of behaviour for paid staff and volunteers and defines what to do if they notice, or are told about, inappropriate behaviour in others

- **Protect the Church.**

This policy demonstrates the PCC's commitment to put in place organisational structure, procedures and best practices in order to protect the Church's reputation.

- **Assure relatives, guardians and carers.**

The PCC intends that relatives, guardians and carers should have confidence in the care that is taken to safeguard those entrusted to the Church's responsibility. This will be achieved by implementing a thorough and transparent system and also by encouraging parents, guardians and carers to share information, experience and concerns with us. They will be informed clearly how they may interact with this system.

- **Deter those who may intend harm.**

Malevolent persons will seek to exploit those in the Church's care but the PCC will counter that threat by implementing a system which is rigorous and open and which engenders an ethos of responsibility and mutual trust.

APPLICABILITY

This policy applies to:

- All employees and volunteers who work with children and young people under the auspices and authority of the PCC. The methods and practices set up by this policy are also commended to those church members who work independently (not under the auspices of the PCC) with any vulnerable person within the parish.
- All young people (defined as persons under the age of 18 years) entrusted to the care of the church for activities approved by the PCC.

RESPONSIBILITIES

The following responsibilities are established within this policy.

- The vicar (or in the absence of the vicar, the senior church warden) retains overall responsibility for safeguarding of children and young people within this parish.
- The PCC is responsible for the establishment, maintenance and publicity of a policy and procedures which will seek to protect children and young people within the parish. In carrying out this duty it is to take due cognisance of the guidance and instructions issued by the Diocese. It will also be responsible for appointing and supporting a Safeguarding Officer with specific responsibilities under this policy. It remains the responsibility of the PCC as a whole to ensure compliance with the children and young persons protection procedures; this responsibility cannot be delegated.
- The PCC will support the Safeguarding Officer in their role, and respect that any information that the Safeguarding officer may have in their possession will be shared in a strictly limited way on a 'need to know' basis.
- The Safeguarding Officer is responsible to the PCC for all issues specifically related to the protection of young people and vulnerable adults within the parish. Their responsibilities include :-
 - Ensuring that the PCC is aware of the requirements of procedures.
 - Assisting the PCC with the implementation of the Safeguarding of Children and Young People Policy.
 - Ensuring that DBS and volunteer registration forms are completed and up to date.
 - Scheduling the Policy for annual review by the PCC.

- Ensure that paid staff and volunteers in the parish are appropriately trained.
- Ensure there is a robust system in place for obtaining DBS checks for all those who work unsupervised with young people or vulnerable adults.
- Ensuring people are checked every five years.
- Agreeing a confidential/secure process with the vicar for all paperwork.
- Whilst they are the first point of contact for anyone who has any concerns or issues, they will not be involved in investigating any reports or suggestions of abuse.
- Maintaining independence and impartiality in activities involving young people and vulnerable adults.
- Liaising with employees (Administrators, Family Worker and Youth Minister) so as to adapt the policy and practices as and when needed.

DEFINITIONS OF ABUSE

There are four identified categories of abuse described in *Working Together To Safeguard Children March 2013*, from which the following definitions are taken.

Physical:

A form of abuse which 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.

Emotional:

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 a child that they are worthless or unloved, inadequate, or valued only insofar 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 a 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 involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the 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.

Neglect:

The persistent failure to meet a child's basic physical and/or psychological needs, is 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:

- Protect a child from physical and emotional harm and danger;
- Ensure adequate supervision (including the use of adequate caregivers);
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness, to a child's basic emotional needs.

Sexual:

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving high levels 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.

Adults may target chat rooms, social networking sites, messaging services, digital cameras, mobile phones and the internet generally in order to groom and abuse children. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages in social networking sites and who try to obtain images or engineer meetings. Children themselves can also misuse these facilities, sometimes inadvertently and sometimes with malicious intent.

RECOGNISING ABUSE

The following signs may or may not be indicators that neglect or abuse has taken place, but the possibility should be considered:

- Any injuries that are inconsistent with the explanation given
- Injuries to parts of the body which are not usually exposed to falls
- Injuries that have not received medical attention
- Under nourishment, constant hunger, stealing or gorging food
- Reluctance to change for or participate in, games or swimming etc...
- Bruises, bites, burns, fractures, etc... which do not have an explanation
- Cuts/Scratches or substance abuse
- Any allegations made by a child concerning sexual abuse
- An excessive preoccupation with sexual matters
- Detailed knowledge of adult sexual behaviour
- Sexual activity through words, play or drawing
- Eating disorders – anorexia, bulimia or self-harm
- Changes in mood or behaviour, particularly where a child withdraws or becomes clingy. Also depression / aggression, extreme anxiety.
- Sudden underachievement or lack of concentration
- Inappropriate relationships with peers and or adults
- Self harm, drug or alcohol abuse

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a children/youth worker/volunteer carry out their own investigation into the allegations or suspicions of abuse.

The person in receipt of allegations or suspicions of abuse should:

- Inform the PCC's safeguarding Officer
vacant
or in her absence the Safeguarding Deputy

Lesley Prince 01590 644992

Any message which is left should simply request help, no details
In an emergency contact

Jackie Rowlands Diocesan Safeguarding Manager

safeguarding@winchester.anglican.org

01962 737317

- **Suspicious must not be discussed with anyone other than those nominated above**
- A written record of the allegations and suspicions should be made in accordance with this policy and keep the record secure

What to do if you suspect Abuse may have occurred:

- **LISTEN**, accept, **keep calm**
- **Do not appear shocked or distressed**
- Look at the child directly
- Never push for more information or ask unnecessary questions
- Let the child know what will happen next – be honest
- Tell the child you will need to let someone in authority know
- Don't promise confidentiality
- **Do not talk to anyone else**
- Contact our Safeguarding Officer immediately
- Make full and detailed notes as soon as possible, record the date and time of the discussion (see later notes)
- Do **not** investigate any allegations or suspicion.
- You may have to consider referring to the Police to prevent a child or young person returning home if you consider them to be at serious risk.

| | | |
|--------------------------|---|--|
| <u>DO SAY</u> | ✓ | You have done the right thing in telling me |
| | ✓ | That must have been really hard |
| | ✓ | I am glad that you have told me |
| | ✓ | It's not your fault |
| | ✓ | I will help you |
| <u>DO NOT SAY</u> | X | Why didn't you tell any one before now? |
| | X | I can't believe it |
| | X | Are you sure this is true? |
| | X | Why? How? When? Who? Where? |
| | X | Never make false promises. |
| | X | Never make statements such as "I am shocked" or "Don't tell anyone else" |

You may have to consider referring to the Police to prevent a child or young person returning home if you consider them to be at serious risk

KEEP CONFIDENTIAL, do NOT DISCUSS WITH ANYONE ELSE, DO NOT INVESTIGATE ANYTHING.

Make notes as soon as possible, preferably within one hour of the child talking to you. Write down exactly what the child said and when they said it, what you said in reply and what was happening immediately beforehand (eg a description of the activity). Note if anyone else was present. Record dates and times of these events and when you made the record. Keep all hand-written notes, even if subsequently typed. Such records should be kept for an indefinite period in a secure place.

If there are visible injuries mark their position on the body map, which appears in Appendix 3. A child or young person should not be asked to undress in front of adults

If another member of staff or a church volunteer is involved in the allegation you must not inform the person in question, as it may prejudice any police investigation. You should always contact the Parish Safeguarding Officer or the Diocesan Director of Safeguarding whose details can be found in appendix 1.

WHISTLE BLOWING

To fulfil their commitment to safeguard and promote the welfare of children and young people, all organisations that provide services for, or work with, children and young people should have appropriate whistle-blowing procedures, and a culture that enables issues about safeguarding and promoting the welfare of children and young people to be addressed.

In addition to situations where there is a perceived risk, whistle-blowing may be necessary to highlight more general problems with unacceptable practice, performance or behaviour.

Volunteers and members of a congregation should be encouraged to acknowledge their individual responsibility to bring matters of unacceptable practice, performance or behaviour to the attention of the incumbent, church warden, parish safeguarding children co-ordinator, or a member of the PCC. The Diocesan Director of Safeguarding should ALWAYS be contacted.

The Public Interest Disclosure Act 1998 gives workers legal protection against being dismissed or penalised as a result of publically disclosing certain serious concerns. Whilst the Act does not provide the same protection for volunteers, churches should adopt the same approach in their protection.

It is often the case that another worker may be the first person to recognise that something is wrong but may not feel able or know how to express concerns, perhaps feeling that this would be disloyal. He or she may fear harassment or victimisation. These feelings must never result in a child or young person continuing to be unnecessarily at risk.

All those working with children and young people have a responsibility to ensure that a worker or volunteer does not unintentionally put themselves at risk.

Reasons for whistle-blowing:

All those working with children and young people have a responsibility to ensure that a worker or volunteer does not unintentionally put themselves at risk.

- To raise a concern about possible inappropriate behaviour
- To prevent a problem or situation widening or worsening.
- To protect or reduce the risk to others.
- To prevent becoming implicated oneself.

What stops people from whistle-blowing:

- Fear of starting a chain of events which spirals out of control.
- Fear of disrupting the work or project.
- Fear of getting it wrong.
- Fear of repercussions or damaging careers or reputations of others.
- Fear of not being believed.

How to raise a concern:

Concerns, suspicions or uneasiness about practice or behaviour of an individual should be voiced as soon as possible to the safeguarding Officer or to the group leader, or if the concern is about them, to the Parish Family Worker or to the Youth Minister

- Be specific about exactly what concerns you, what has been heard or what has been observed.
- Ideally put concerns in writing, outlining the background and history, and providing dates and times.
- Provide as many facts as possible; do not rely on rumour or opinion.
- You are encouraged to put your name to any disclosure. However, any concern raised anonymously will be considered, taking into account the seriousness of the issue raised, the credibility of the concern and the likelihood of confirming the allegation from attributable sources.

What happens next:

- If the concern about practice, performance or behaviour relates to the safeguarding of children or young people, it will be investigated according to the procedures for allegations.
- It is not the responsibility of the whistle-blower to prove the truth of a concern or to investigate it.
- Within the bounds of confidentiality, the whistle-blower should be given as much information as possible on the nature and progress of any enquiries.
- The incumbent or churchwarden will do all they can to ensure that the whistle-blower is not harassed or victimised.
- In the event of the concern being about the incumbent, the archdeacon should ensure that the whistle-blower is not harassed or victimised.
- No action will be taken against a whistle-blower if the concern proves to be unfounded and was raised in good faith.
- Malicious allegations from a whistle-blower will be considered very seriously and may result in disciplinary action in the case of a paid employee or office holder.

DBS CHECKS (Disclosure & Barring Service – formerly CRB)

The main act of law which protects children is the Children Act 1989 (2004) which gives every child the right to protection from abuse and exploitation, and the right to enquiries to safeguard their welfare.

The Act places a duty on organisations to safeguard and promote the wellbeing of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people are competent, confident, and safe to do so.

Everyone in a position of authority or trust, as well as anyone who works with children or vulnerable adults, will be asked to complete a DBS form, a volunteer registration form, and provide two character references – subject to approval by the Vicar/Family Worker/Youth Minister/PCC. We are committed to this 'best practice' and therefore our updated policy is not to employ or use volunteers until they have fulfilled the above criteria. Full details are available in our "Appointment of Volunteers' procedures.

Those who regularly work with children and young people will be required to read this policy and to sign that they have read and understood it and will abide by it.

RISK ANALYSIS

The Diocesan policy is to check all Clergy, LLM/Readers and staff who may work with or have contact with children and young people.

Anyone who works unsupervised with children, young people or vulnerable adults must complete a DBS form.

After reviewing the "House of Bishops' Policy statements on Child Protection and Safeguarding", it was agreed by our PCC that two adults who have been through the CRB/DBS check should be present at all times in any GROUP that contains children and young people. One of these adults should have specific responsibility for supervising the group.

If the PCC decide not to check any posts, a record must be kept of reasons and decisions. Remember it is the position/title which is being assessed not the individual who currently holds the post. However, someone refusing or not wanting to complete a form is not a good enough reason for a Disclosure not being requested.

Appendix 1

CONTACT DETAILS FOR REPORTING CONCERNS OF POSSIBLE ABUSE :

| | |
|-------------------------------|--|
| Parish Safeguarding Officer | Vacant |
| Deputy (Church Administrator) | Lesley Prince 01590 644992 (office hours) |
| Diocesan Safeguarding Manager | Jackie Rowlands safeguarding@winchester.anglican.org T: 01962 737317 |

For information:

| | |
|---|--------------|
| Childline www.childline.org.uk | 0800 1111 |
| NSPCC www.NSPCC.org.uk | 0808 8005000 |
| Stop It Now www.stopitnow.org.uk | 0808 1000900 |

Appendix 2

SAFEGUARDING PROCEDURES

These procedures are intended to ensure that appropriate action is taken immediately where it is suspected or alleged that a child or young person or vulnerable adult is being abused or neglected.

Complaint or concern is communicated to you

Physical Injury

Neglect

Emotional Abuse

Sexual Abuse

Receive the information,
LISTEN, Accept, Keep Calm,
Avoid asking questions,
Do not promise confidentiality, Give reassurance.

ASAP
Use the body map from the Appendix to record injuries that you have observed.

ASAP
Prepare Confidential Notes

CONTACT:

Safeguarding Officer: Vacant

Deputy Safeguarding Officer: Lesley Prince 01590 644992

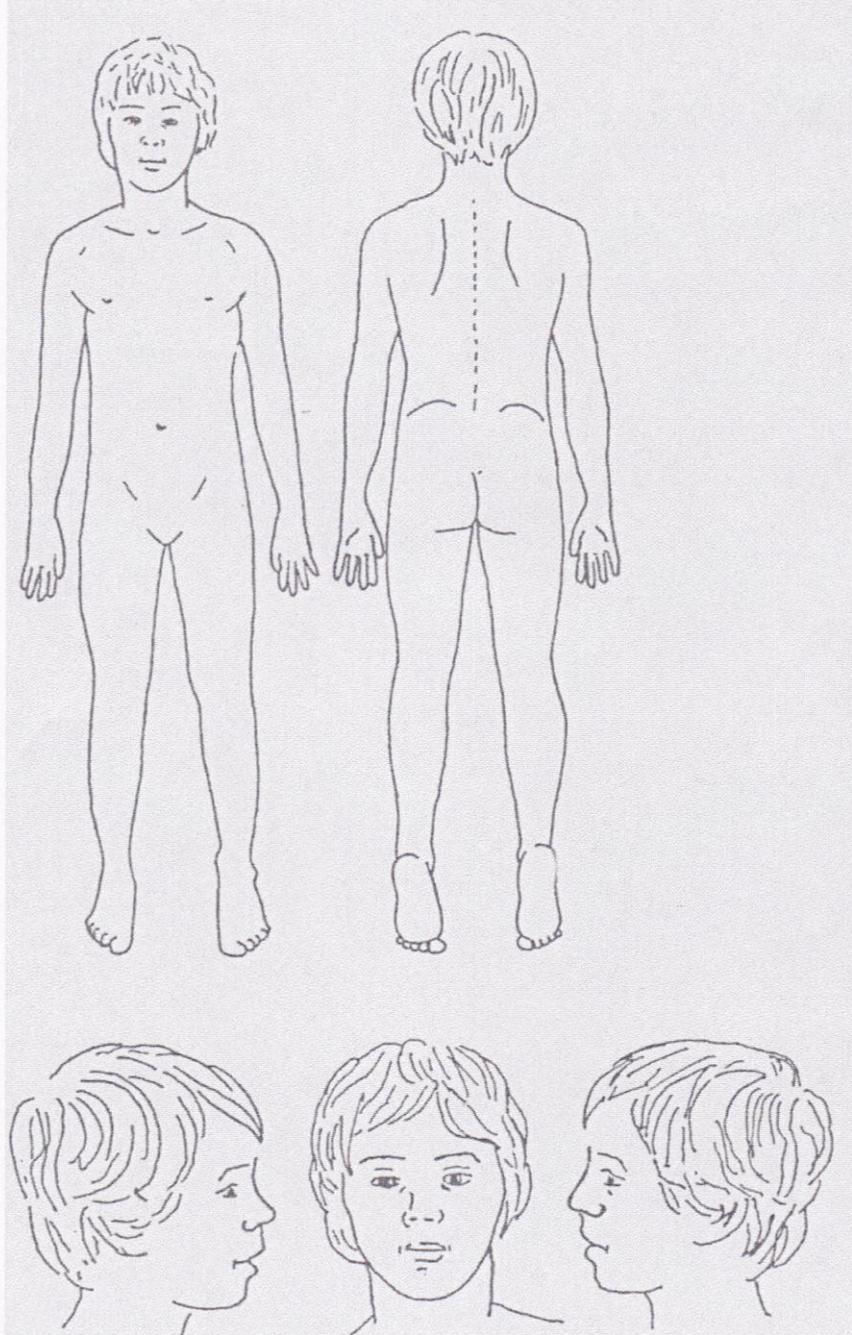
Diocesan Safeguarding Manager : Jackie Rowlands

safeguarding@winchester.anglican.org

If you are unable to contact anyone immediately and if in your judgement the situation is extremely urgent then contact the Police.

**APPENDIX 3
BODY MAP**

Name of child _____ Date of birth _____



Signature

Print name

Date (ddmmyy) and time form
completed

Appendix 4

REPORTING SUSPECTED ABUSE

| | |
|---|-------------------|
| Name of child | Date of birth/age |
| Ethnicity | |
| First Language | |
| Religion | |
| Any special factors | |
| Any disability | |
| Parents/Carers names | |
| Home Address and phone number | |
| Are you reporting your own concerns or passing on those of somebody else? Give details | |

Brief description of what has prompted the concerns (include dates, times etc of any specific incidents)

Any physical/behavioural/indirect signs?

Have you spoken to the child? If so what was said?

Has anybody been alleged to be the abuser? If so give details

Your name and position

To whom reported, and date of reporting

Signed

Date