

# St. Nicholas Church & St. Hubert's Church Corfe Mullen



THE CHURCH  
OF ENGLAND

DIOCESE OF SALISBURY

## **SAFEGUARDING**

## **POLICY**

Date: 07/12/2017

## Introduction

The Church of England, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation of male and female in God's own image and likeness. Christians see this as fulfilled by God's recreation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

We are committed to the safeguarding and protection of all and we affirm that the needs of children, or of people when they are vulnerable, are paramount.

We recognise that none of us is invulnerable, but that there is a particular care for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and we seek to affirm the gifts and graces of all God's people.

This policy addresses the safeguarding of individuals. It is intended to be a dynamic policy. It is intended to support the Church in being a safe, supportive and caring community for children, young people and adults, who may be at risk of abuse or neglect, for survivors of abuse, and for those affected by abuse.

The Churches of St Hubert's and St. Nicholas, recognise the serious issue regarding the abuse of children and adults, who may be at risk, and recognises that this may take the form of physical, emotional, sexual, financial, spiritual or institutional abuse or neglect. It acknowledges the effects these may have on people and their development, including spiritual and religious development. It accepts responsibility for ensuring that all people are safe in its care, and that their dignity and right to be heard is maintained. It accepts its responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them. It takes seriously the issues of promotion of welfare so that each of us can reach our full potential in God's grace. We commit ourselves to respond without delay, to any allegation or cause for concern, that a child or adult who may be at risk of abuse or neglect, may have been harmed - whether in the church or in another context. We commit ourselves to challenge the abuse of power, of anyone in a position of trust.

The Churches of St Hubert's and St. Nicholas, commits to the provision of support, advice and training for lay and ordained people, that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults.

The Churches of St Hubert's and St. Nicholas affirms and gives thanks for those who work with children and adults, who may be at risk of abuse or neglect, and acknowledge the shared responsibility of all of us for safeguarding children and adults who are on our premises.

## **Purpose of the Policy**

The purpose of this safeguarding policy, is to ensure procedures are in place, and people are clear about, their roles and responsibilities regarding children and adults, who may be at risk of abuse or neglect, in our care and using our premises.

## **Safeguarding Representative**

The PCC has appointed Mrs Alison Hearn, as Parish Safeguarding Representative, and support her in her role which is to:

- i) support and advise the Rector, Ministers and Lay Workers in fulfilling their roles
- ii) provide a point of reference to advise on safeguarding issues
- iii) promote safeguarding best practice within the Corfe Mullen Benefice.

## Good Practise

We believe good practice means that:

- i) All people are treated with respect and dignity.
- ii) Those who act on behalf of the Church, should not meet or work alone with a child or adult, who may be at risk of abuse or neglect, where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written note of this will be made and kept noting date, time and place of visit.
- iii) The church premises will be assessed for safety for children and adults, who may be at risk of abuse or neglect, and the risk assessment report will be given annually, to the PCC, in written form by the health and safety officer. This will include fire safety procedures. The PCC will consider the extent to which the premises and equipment are suitable, and whether improvements are required.
- iv) Any driver using their own vehicle, for the transportation of children or adults who may be at risk of abuse or neglect, is responsible for ensuring that the vehicle is roadworthy and comprehensively insured. (Drivers need to check with their Insurance Company re the requirement for business cover).
- v) Promotion of safeguarding, is recognised to include undertaking those tasks which enable all God's people to reach their full potential.
- vi) **LPAs and LWLs** will be appointed after a Safer Recruitment process and completion of a safeguarding course at the appropriate level.
- vii) **Pastoral visitors** will be supported in their role with the provision of basic safeguarding training upon appointment.
- viii) **Guidelines for working with children, young people and adults who may be at risk:**  
These are accessible to each worker, working with children, young people and adults, who may be at risk of abuse, outlining good practice. **Please see Appendix 1.**
- ix) **Events with church groups off the premises:**

Adequate staffing will be ensured for such events. Notification of the event will be given to the relevant PCC, and approved by them (in writing) in advance.

**x)Safeguarding Complaints procedure:**

It is hoped that complaints can be dealt with internally. However, a complaint may be made to the Parish Safeguarding Representative. If a complaint is made to another person, it should be passed on to the Parish Safeguarding Representative, who will arrange to meet with the complainant, and attempt to resolve the complaint. If the complaint cannot be resolved orally the complaints procedure of the Church of England will be invoked. **Please see Appendix 2.**

## **Review**

This policy will be reviewed annually by the PCC of the Churches of St Hubert's and St. Nicholas.

## **Key concepts and definitions:**

**i)Adults who may be at risk of abuse or neglect:** any adult who;

- (a) has needs for care and support (whether or not the local authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

**ii)Safeguarding and protecting children or adults who may be at risk:** preventing maltreatment; preventing impairment of their health and ensuring safe and effective care.

**iii)Adult/child protection** is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.

**iv) Abuse and neglect** may occur in a family, in a community and in an institution. It may be perpetrated by a person or persons known to the child or adult or by strangers; by an adult or by a child. It may be an infliction of harm or a failure to prevent harm.

## APPENDIX 1 GUIDELINES FOR SAFEGUARDING GUIDELINE 1

In general ask yourself what you are doing, why you are doing it and who benefits. Think about what is safe for you and your volunteers as well as any children, young people and vulnerable adults in your parish, congregation or group.

One-to-one situations: ideally, one-to-one situations should be avoided. If someone is distressed and it is desirable to take them to one side to give them privacy, tell one of the other leaders what you are doing and why. When making home visits, we recommend (where possible), that this is done in pairs - it makes the occasion more social for the person concerned. If you have concerns about any visit (whether you visited in a pair or alone), please make a record of the visit (date, time, place, what happened), and inform the Safeguarding Representative and/or Incumbent, as soon as possible.

You should not:

- initiate physical contact. Any necessary contact should be initiated by the individual;
- invade the individual's privacy while washing or toileting;
- play rough, physical, or sexually provocative games;
- use any form of physical punishment;
- be sexually suggestive about or to an individual even in fun;
- touch an individual inappropriately or obtrusively;
- scapegoat, ridicule or reject an individual or group;
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- show favouritism to any individual or group;
- allow an individual to involve you in excessive attention seeking that is overtly physical or sexual in nature;
- give lifts to an individual on their own or on your own without parental consent for young children who should always be seated in the back of the car;
- drink alcohol when responsible for children, young people or adults who may be at risk of abuse or neglect;
- share sleeping accommodation inappropriately;
- invite a child, young person or vulnerable adult to your home alone;
- arrange social occasions with children, young people or adults who may be at risk of abuse or neglect (other than family members) outside organised group occasions;
- allow unknown adults access to children, young people or adults who may be at risk of abuse or neglect. Visitors should always be accompanied by a known person;
- allow strangers to give lifts to children, young people or adults who may be at risk of abuse or neglect.

If in doubt please ask your incumbent or team leader.

## **TOUCH**

Touching/hugging: with adults, young people or children you should always ask whether they wish to be touched or hugged. Some may, but many do not (at least not on first acquaintance). Shaking hands is courteous and often appreciated by older people. If you do touch or hug, hands should always be outside the person's clothing and never on any part of the body which might be considered inappropriate (knees, bottom, breasts). It is important that people with learning disabilities, learn what form of body contact is appropriate in different social situations; this helps to keep them safe and helps them to become aware when people are behaving inappropriately and possibly exploiting them.

## **MONEY/GIFTS**

If you are given money or gifts, for any reason, ensure the donation is acknowledged (by receipt and/or thank you letter) as soon as possible. This both preserves the audit trail for the donation, and protects you against any complaint that money has been taken without the knowledge or consent of the vulnerable adult, young person, or child.

## **RECRUITMENT**

Ensure all workers and volunteers are recruited according to the Safer Recruitment Practice Guidance. If necessary, advice to be sought from the Diocesan Safeguarding Adviser (DSA).

## **DATA PROTECTION**

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly; it is not a barrier to sharing information.

## **GENERAL SAFETY CHECK LIST.**

### **CHECK THAT:**

- Premises, including the lighting, and equipment used with children, young people or adults, who may be at risk, are safe, well maintained and suitable for the purpose.
- Undertake a risk assessment for each activity, and in greater detail for an unusual activity or when away from the usual location.
- An up to date First Aid kit is available and a nominated person should be responsible for maintaining the kit and all adults should know where to find it and its position clearly labelled. Mandy Warman is the main First Aider.
- Encourage staff and volunteer workers to have some First Aid knowledge and provide access to First Aid training.
- All workers know what to do in an emergency.
- No medication is given to a child under 18 years without the written consent of a guardian / parent. - See form Appendix 3
- All accidents/incidents are recorded in the accident book. Accident forms and the Accident book can be found in the Parish Office.
- Procedures are in place for dealing with sick or injured children, and adults who may be at risk of abuse, and for accompanying young children to the toilet. Remember that ratios still need to be correct if an adult goes out of the room.

- A parental consent form and a health form have been completed for each child/ young person. Consent forms, completed by a parent/guardian, should always be used for anyone under 18 when undertaking activities outside the normal meeting place.
- A register should be kept, and regularly updated, of all children or young people attending the group with details of home addresses, telephone number and a parent/Carer or guardian's name. In the event of a fire the leader should take the register to check that everyone is out of the building.
- It is clear who is responsible for children after the activity is over, and who they are going home with.
- The rooms are secure from unwelcome people.
- Young people cannot go outside without leaders' agreement.
- Ensure that a telephone is available for all emergencies.
- Ensure that car insurances are appropriate for transporting members.
- Adult/ Children ratios are right for the group and occasion - see Salisbury Safeguarding Framework guidelines.

## **TRANSPORTING CHILDREN ON BEHALF OF THE CHURCH**

A consent form should always be completed. These forms can be found in the Safeguarding drawer, in the Incumbent's office.

### **GUIDELINE 2**

Provide training to all people who work with children and young people and adults who may be at risk of abuse to ensure that everybody knows what to do if issues are raised.

### **GUIDELINE 3**

In all cases, we must follow an agreed procedure of consultation and referral. It is not the task of an individual or the church to investigate. Advice should be sought from the DSA.

## **PROCEDURES IF ABUSE IS DISCLOSED OR DISCOVERED.**

If a child discloses abuse by someone outside the church the person to whom it is disclosed should make handwritten notes as soon as possible after the disclosure, and report it to the Diocesan Safeguarding Advisor, Diocesan Office, Crane Street, Salisbury. SP1 2QB.

Telephone Number 01722 41922/07500 664800 - Also see APPENDIX 2

## **COMMUNICATIONS WITH THE MEDIA**

In the event of an incident communications both within and outside the Diocese of Salisbury will be handled by the Diocesan Communications Co-ordinator who will consult with the Bishop, the parish and the Diocesan Safeguarding Adviser. Particular care should be taken regarding any public statement or public prayer.

## GUIDELINE 4

### **SEX OFFENDERS WITHIN THE CONGREGATION**

If a person convicted of sexual abuse against a child is discovered within the congregation or a known offender joins one of the churches we will extend love and friendship and seek advice from the Diocese of Salisbury Safeguarding Advisor.

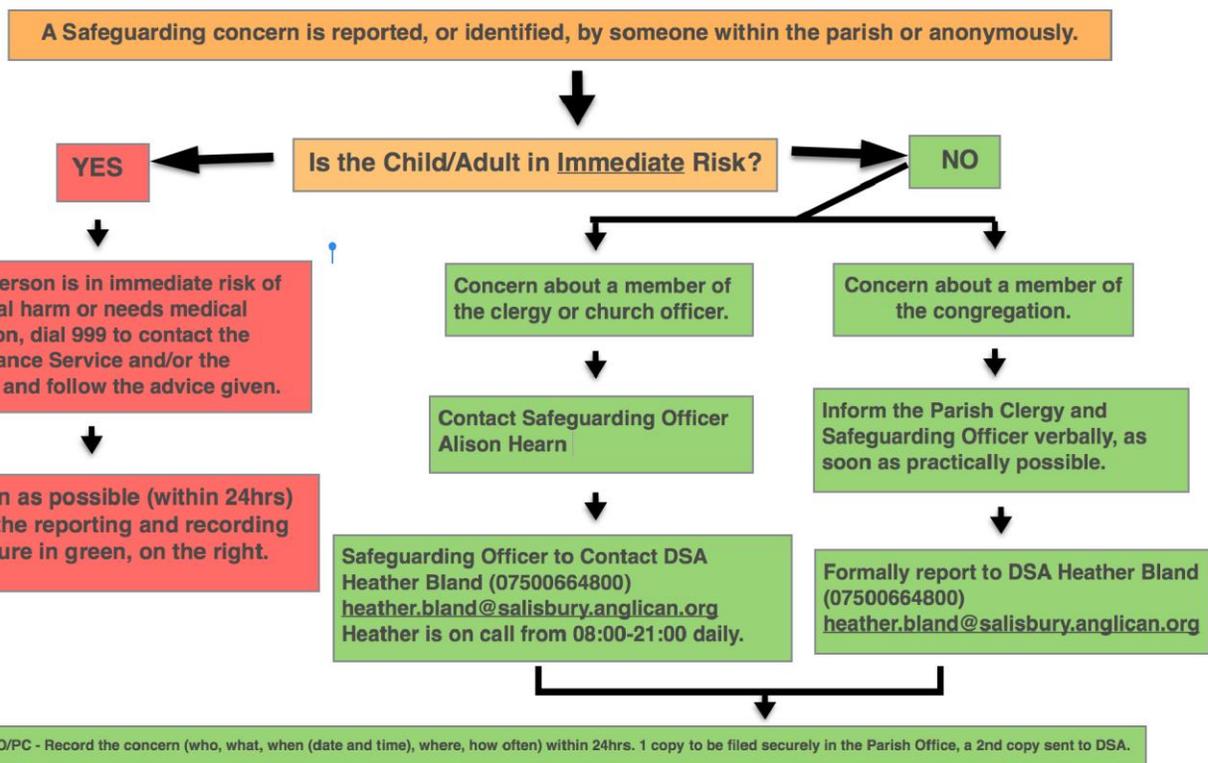
## GUIDELINE 5

### **INSURANCE**

All groups should ensure there is adequate insurance for the work they are doing, including public liability insurance. The terms of the church insurance policy provide cover for the church building and the church activities. The Insurance Provider must be informed of any offsite activity, in advance of the activity taking place, and may ask for documentary proof of the risk assessment, for each activity.

## APPENDIX 2

### **Safeguarding Flowchart: Procedure Guidance**



## APPENDIX 3

### **Leader to Participants Ratios**

There are recommended ratios for supervising children under 8. For over 8's you should risk assess your activities and group and decide how many leaders are required (NB you will always need at least 2 adult leaders, ideally one male and one female for mixed groups.)

#### **Indoor Activities**

Age	Ratio
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0–2	1:3
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2–3	1:4
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3–8	1:8
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8 and over complete a risk assessment on the activities and then set ratios accordingly (see note below).

#### **Outdoor activities**

Age	Ratio
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0–2	1:3
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2–3	1:4
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3–8	1:8
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8 and over: complete a risk assessment on the activities and then set ratios accordingly taking note of the age of the children and the activity and location. We would recommend for a low risk activity with independent young people of secondary school age you have no more than 16 young people to each adult, with at least 2 adults, preferably one male and one female, for the group. However, your risk assessment may identify a need for higher ratio than this.

#### **NB:**

**Remember: You should always have at least 2 adults with a group of children.**

These are recommended ratios your activity, trip or group may require closer supervision depending on what you are doing and the needs of your group., if in any doubt please contact the appropriate advisor.

#### **Adults**

People organising activities for children and young people are used to thinking about ratios of adults to children: it is worth thinking about this for activities involving vulnerable adults as well. We recommend a minimum of two helpers for any activity (one male and one female if you have a mixed group) but preferably three for groups of up to 20; more for larger groups.

## APPENDIX 4

### 12 Steps to Safer Recruitment<sup>1</sup>

The recruitment process should be appropriate and proportionate.

- Step 1** Ensure that you have an up to date recruitment and selection policy that describes the process and roles before you begin.
- Step 2** Ensure that your organisation has a safeguarding policy and that a statement about the organisation's commitment to safeguarding is included in all recruitment and selection materials.
- Step 3** Ensure that you have an up to date job description and person specification<sup>2</sup> for the role(s) you wish to recruit to, that have been agreed with the recruiting manager.
- Step 4** Ensure that you have an appropriate advertisement prepared that contains all necessary information about the role, timetable for recruitment and your commitment to safeguarding.
- Step 5** Ensure that you have compiled a suitable candidate information pack containing all the required information about the organisation, role, recruitment timetable, safeguarding policy/statement and application form.
- Step 6** Ensure that each application received is scrutinised in a systematic way by the short listing panel in order to agree your shortlist before sending invitations to interview.
- Step 7** Ensure that all appropriate checks have been undertaken on your shortlisted candidates including references.
- Step 8** Ensure that all shortlisted candidates receive the same letter of invitation to interview, supplying them with all necessary information.
- Step 9** Ensure that a face-to-face interview is conducted for ALL shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description.
- Step 10** Ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied in the application form.
- Step 11** Ensure that you are able to make a confident selection of a preferred candidate based upon their demonstration of suitability for the role
- Step 12** Ensure that your preferred candidate is informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks; including Criminal Record checks.



## APPENDIX 6

### Consent Forms for off site visits