

EYAM PARISH CHURCH



Eyam Parish Church Safeguarding Policy Statement and Guide PCC April 2017

The following policy statement was agreed at the PCC meeting 8th May 2017

'As members of the PCC we commit our church community to the support, nurture, protection and safeguarding of all, especially the young and vulnerable. We recognise that our work with children, young people and vulnerable adults is the responsibility of the whole church community. We are fully committed to acting within current legislation, guidance, national frameworks and the Diocese of Derby Safeguarding Policy, Procedures and Practice 2016. We will also act in an open, transparent and accountable way in working in partnership with the Diocesan Safeguarding Adviser, Children and Adult Social Care Services, the Police, Probation Services and other agencies to safeguard children and vulnerable adults. We welcome staff and volunteers who are recruited in accordance with House of Bishops' Guidelines on Safer Recruitment 2015. This means we will ensure that those who are employed or who volunteer to work with children, young people and vulnerable adults are suitable for the role, that they know what the role entails and that they are supported in carrying it out.'

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and all adults;
- The safeguarding and protection of all children, young people and all adults;
- The establishing of safe, caring community which provides a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.

To this end:

- We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and / or isolation.
- We will seek to protect survivors of abuse from the possibility of further harm and abuse.
- We will seek to challenge any abuse of power, especially by anyone in a position of respect and responsibility, where they are trusted by others.
- We will seek to offer pastoral care and support, including supervision, and referral to the appropriate authorities, to any member of our Church community known to have offended against a child, young person or adult who is vulnerable.

In all these principles we will follow legislation, guidance and recognized good practice.

All which state that "*Safeguarding is everyone's responsibility.*"

If you have a concern for a child or vulnerable adult you should contact the Parish Safeguarding Link or see the flow chart in Church Centre (p.11 of this guide) with telephone numbers who to contact.



Contents of this Guide

Page 1 – Eyam Parish Church Safeguarding Policy Statement

Page 3 – Groups and Services and Definitions

Page 3 – Radicalisation & Female Mutilations

Page 4 – Recruitment of Staff & Volunteers

Page 4 – Photographs

Page 5 – Social Media

Page 5 – Responding to Child Protection Concerns

Page 6 – Making an Enquiry – Child Safeguarding Concern

Page 7 – Making an Enquiry - Vulnerable Adult Concerns

Page 8 – Whistle blowing

Page 8 – Pastoral Care

Page 9 – Management care and supervision of offenders

Page 10 – Appendix 1: Radicalisation (The Prevent Duty)

Page 10 – Appendix 2: Female Genital Mutilation

Page 10 – Appendix 3: Managing and Supporting People who Pose a Risk

Page 12 – Flow Chart – What to do if you have Safeguarding Concerns...

EYAM PARISH CHURCH



Groups and services offered

Eyam Parish Church offers a wide range of services to youth and children aged 0-18 and to adults including the vulnerable at risk. For the purposes of this document a child is anyone under the age of 18.

Potential harm

Potential significant harm to children and vulnerable adults can occur in a family, institutional or community setting or through digital technology. Children and vulnerable adults can be abused by those known to them or by strangers.

Categories, definitions, signs & symptoms of abuse

Children: Refer to sections 5.3.2 of the 2016 Diocesan policy or 4.3.2 (A) (p.12-13) of the Diocese Safeguarding in the Parish: Reference Guide 2016 for more detail.

- Physical abuse
- Emotional abuse
- Neglect
- Sexual abuse
- Spiritual abuse

Adults: Refer to sections 5.3.2 (p67-85) of the 2016 Diocesan Procedures policy or 4.3.2 (B) (p.14-15) Diocese of Derby Safeguarding in the Parish: Reference Guide 2016 for more detail.

- Physical abuse
- Sexual abuse
- Financial/material abuse
- Psychological abuse
- Neglect
- Discriminatory abuse
- Institutional/organized abuse
- Spiritual abuse

Radicalisation (The Prevent Duty)

We have a duty to prevent people being drawn into terrorism (counter terrorism & security act 2015). If you suspect that a child or adult is at risk of radicalisation & being drawn into terrorism - see Appendix 1

Female Genital Mutilation

This is illegal in England, Wales & N Ireland and we have a duty to report it. If you suspect or it has been disclosed to you that an act of FGM has been carried out you should see Appendix 2

EYAM PARISH CHURCH



Recruitment & management of staff & volunteers

Recruitment of all staff and volunteers follows the guidance of the 2015 safer recruitment document

All those who wish to volunteer to work with young people or vulnerable adults must:

- Be known to the church leadership and have been regularly involved in the life of the church for at least 6 months (with exemption of paid, employed staff).
- Fill out a church recruitment application.
- Complete a Derby Diocese self-declaration form.
- Be willing to have an informal interview/chat with the group leader.
- Provide references. Information from references is passed on to the relevant group leaders as appropriate.
- Be willing to undertake a DBS as required. DBS certificates are renewed on a 5 yearly basis (volunteers can use the free update service so DBS certificates can be checked online as long as the original DBS is also see
- Be willing to attend safeguarding training and updates
- Work within the social networking & leader guidelines/job description for each group/activity.
- Be under the guidance & supervision of a designated team leader who will liaise with the team on a regular basis.
- If an allegation against a staff or volunteer is investigated and as a result the staff or volunteer is removed from their role, the DBS, church insurers and the charity commission must be informed.

Safeguarding training

- ✓ When starting to volunteer, volunteers must sign and work within leader guidelines/job description (& social networking guidelines where relevant) for each group/activity (see example leader guideline, appendix 3).
- ✓ All volunteers are expected to attend safe guarding training & updates at least once every three years in line with diocesan requirements.

Photographs

- Within children's groups, photographs are only taken of children by a designated leader.
- Photographs of children must be uploaded onto the church system and then deleted from the camera
- Photographs of children should not be uploaded onto any social media including the church website, twitter or facebook without written consent from the parent.
- Photographs of adults should not be uploaded onto social media without verbal confirmation (e.g. I am taking photographs for the website, please let me know if this is a problem).

EYAM PARISH CHURCH



- Individual church members should not upload photographs of children at church events onto personal pages without the permission of the parent.
- Photographs of groups, rather than individual children should be used.

Social media (See Eyam Parish Church “Use of Social Media Policy & Private Messaging” 2017)

Ensure all electronic communication are appropriate and professional

- ❖ Adults to regularly check their privacy settings to ensure they are protecting themselves.
- ❖ If using e-technology as a group activity, ensure that an adult worker knows and understands what is happening within the group.
- ❖ Maintain a log of all electronic contact with individuals or groups including messaging and texting.
- ❖ Youth worker to receive parental consent in order to add a young person as their 'friend' on Facebook.
- ❖ Do not add as a 'friend' or make contact with a young person under the age of 13, through a social networking site. (13 is the minimum age for use of Facebook).
- ❖ Do not add as a 'friend' or make contact with a young person who you have not met in person.
- ❖ Only use social networking sites for communication within normal waking hours (ie. not after 9.30pm etc)
- ❖ Use social networking sites for brief contact with young people, for practical details, reminders and encouragements NOT for counselling or things of a deeper nature.

Responding to child protection concerns

- Refer to flowchart (appendix) for additional guidance and
- Refer to Refer 4.3.2 (A) (p.12-13) Diocese of Derby Safeguarding in the Parish: Reference Guide 2016 to identify potential risk of harm or actual significant harm for physical abuse, emotional abuse, neglect and sexual abuse
- **No one should try to deal with any child protection concern on their own.** Any concerns should be reported to the group leader and Parish Safeguarding Link as soon as is possible and if appropriate the Diocesan Safeguarding Advisor. Such discussions will determine what action and by whom will be taken.
- Group leaders, Parish Safeguarding Link &/or the Diocesan Safeguarding Adviser/Team are available to talk through concerns and help individuals to determine whether there is the possibility of harm or significant harm.
- **Notes should be made about a possible child protection incident or disclosure as accurately as possible, as soon as possible.** These should cover what has happened, in what context, and anything that seemed particularly significant. Quote the child's words exactly. Using information from the consent form, note the child's full name, age, date of birth, address, telephone number and GP.

EYAM PARISH CHURCH



- The person taking notes must sign the record and add their name, role, date of incident and date of the recording.
- If typing up notes, the contemporaneous notes made at the time must also be kept, signed and dated.
- Unless notification would put the child at risk, keep parents/carers informed of all action taken/to be taken.

- Ensure all notes are kept confidential and locked away in a secure place. If notes are typed up on a computer, they should be saved in the central church office confidential safeguarding file and be password protected.

- If a child asks to talk in confidence do not promise confidentiality – each person has a duty to refer a child/young person who is at risk to the statutory agencies
- **Always explain to a young person that other people may need to be involved to help.**
 1. Stay calm
 2. Listen to the child attentively;
 3. Maintain eye contact;
 4. Allow the child to talk, but do not press for information or ask leading questions; Use “Tell Me”, “Explain to Me”, “Describe to me” (TED) questions if needed
 5. Tell the child that they are not to blame for anything that has happened
 6. Reassure the child that they were right to tell;
 7. Let the child know that other people will have to be told and why;
 8. Try to explain what will happen next in a way the child can understand;
 9. Reassure the child that he or she will continue to receive support during the difficult time to come.

If a child is in imminent danger, act immediately to secure the safety of the child. Seek the assistance of the police and then advise Social Services or the Diocesan Safeguarding Advisor

If a child needs emergency medical attention, this should be sought immediately and directly from the emergency services.
Parents wherever it is possible and safe to do so should be kept fully informed.

Making an enquiry

Children

- Discuss with firstly with the Parish Safeguarding Link or the Rector who will, where possible, contact the Diocesan Safeguarding Adviser and/or use the

EYAM PARISH CHURCH



- *“What to do if you have a safeguarding concerns...”* flow chart on the board in the church centre... or by telephone if it is urgent.
Derbyshire Starting Point 01629 533190 / 08456 058058
- If by telephone make it clear from the first point of contact that you are making a child protection enquiry.
- Describe the event or disclosure and give information about the child and family, for example the child’s name, date of birth, address, telephone number and GP if known.
- If there is no acknowledgement within 48 hours of the enquiry, Parish Safeguarding Link should chase it.
- The child & family/carers should, wherever possible, be informed about and consent to the enquiry unless this would put the welfare of the child or another person at further risk of significant harm.
- If you have serious concerns, the absence of consent should not prevent an enquiry.

Adults

- Discuss with the Parish Safeguarding Link or the Rector who will make the enquiry.
- Make a telephone enquiry to **Adult Care Services team 01332 640777** who will direct the caller to the appropriate department.
- If a crime has been committed or there is there is imminent danger to a vulnerable adult, ring the emergency services or the police on 999 or Non-emergency 101.
- The adult should be informed of any enquiry unless notification would put them at risk
- When an enquiry is made regarding a vulnerable adult, those responsible for the referral need to consider any children the vulnerable adult is responsible for and whether an enquiry needs to be made to Children’s Services the children in their care.

EYAM PARISH CHURCH



Whistleblowing

Refer to 6.3.5 & Section 7 of Protecting all God's children (Managing allegations against church officers) 2010. -

<https://www.churchofengland.org/media/37378/protectingallgodchildren.pdf>

- Where safeguarding concerns relate to a member of the laity, contact should be made within 24 hours with the relevant Parish Safeguarding Link, Rector & Diocesan Safeguarding Adviser.
- A written record must be made, signed and dated detailing the concern, allegation or disclosure. This must be passed to the Parish Safeguarding Link and/or Diocesan Safeguarding Adviser (or Assistant) to assist in the decision-making process. The Parish Safeguarding Link will consult with the Parish Priest/Vicar and the Diocesan Safeguarding Advisor to determine what action may need to be taken.

The following information is required in order to make a referral:

- The name, date of birth and home address of the ADULT connected to the allegation/incident
- The child/children's details. Procedures cannot begin without this information.
- It should be noted that if making contact with any of the above becomes problematic and risks delay causing the potential for greater or further harm, the concern should be escalated to the next step (ring police direct) to achieve a timely response to safeguarding matters.
- If the safeguarding concern relates to a member of the clergy (or other person in a position of trust and responsibility), contact should be made within 24 hours directly with the Diocesan Safeguarding Adviser (or Assistant). A written record must be made in the same manner. The Diocesan Safeguarding Advisor will then consult with necessary parties to facilitate a prompt and effective response.

Pastoral Care for those impacted by allegations and concerns

The Rector in the first instance will take responsibility for the provision of pastoral care to children and vulnerable adults and their families impacted by abuse and to any member of the church community against whom an allegation is made.

EYAM PARISH CHURCH



The Rector in discussion with the Diocesan Safeguarding Team and those impacted will create a pastoral support plan. This might be implemented within the church family or may require input from professionals from outside the church community.

Management, care and supervision for offenders

Eyam Church PCC is committed in partnership with the Diocese and other agencies, to provide (where it is possible and safe to do so) care and supervision for any member of our church community known to have offended against a child or vulnerable adult, or to pose a risk to them. An outline of the procedures can be found in the Diocese Safeguarding in the Parish Reference Guide 4.5, 4.5.1, 4.5.2 (p.20-22) and Appendix 3.

- **Review of safeguarding policy**

This policy will be reviewed on an annual basis by Eyam Parish Church PCC

EYAM PARISH CHURCH



Appendix 1

Radicalisation (The Prevent Duty)

We have a duty to prevent people being drawn into terrorism (counter terrorism & security act 2015). If you suspect that a child or adult is at risk of radicalisation & being drawn into terrorism you should help to prevent this by:

Contacting the police at MSOU-SB-Prevent@Derbyshire.PNN.Police.uk

For more information, see THE PREVENT DUTY

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prev-ent-duty-departmental-advice-v6.pdf

Appendix 2

Female Genital Mutilation

This is illegal in England, Wales & N Ireland and we have a duty to report it. If you suspect or it has been disclosed to you that an act of FGM has been carried out you should:

Make an enquiry through Diocesan Safeguarding Advisor or Social Services. **If you believe that any child is in danger call Derbyshire Starting Point tel: 01629 533190** choosing the option for urgent child protection calls at any time or contact the police by ringing their call centre number 101 (24 hours).

Appendix 3

(also see the Diocese Safeguarding in the Parish Reference Guide (4.5, 4.5.1, 4.5.2) (p.20-22)

Managing and Supporting people who pose a risk

4.5.1 Introduction

While welcoming all to God's offer of salvation, it is important not to be naïve about the risk that some people may pose to others, whether they are visitors, regular members of congregations or groups, or those in positions of responsibility.

Because we are an open and welcoming community, it opens up the possibility that we may welcome those who may have caused harm to others or may be a current risk. The Church of England expects those who pose a risk to others to be assessed and a plan drawn up to manage that risk. This plan is called a Safeguarding Agreement and will be managed by the Diocesan Safeguarding Team.

EYAM PARISH CHURCH



When making an assessment, the DST will work closely with any statutory agencies involved and with the church where the person wants to attend. The Safeguarding Agreement is informed by good practice, which includes:

- Accepting the capacity for individuals to change, while acknowledging that patterns of offending behaviour can be complex and the motivation to offend may be powerful – beyond someone's wish or ability to control.
- Being cautious about assuming an uncritical link between repentance, forgiveness and behavioural or attitudinal change.
- Being aware of the use and abuse of power and the dynamics of 'grooming' and manipulative behaviour (towards friends, relatives, adults, leaders, congregations, organisations and institutions).
- Responding with compassion and respect for all.
- Using the 'balance of probability' when assessing risk.
- Where there is a conflict of interest, the welfare of children will always be the parish's main concern.

4.5.2 Managing and supporting offenders and those who may pose a risk – everybody:

There are a number of different ways that someone who may pose a risk to others might come to the attention of the Church. Where the person of concern is a Church officer, the DST may (depending on the alleged behaviour) need to follow the national guidance 'Responding to Serious Safeguarding Situations' (2015).

The parish may become aware of a concern through:

- Statutory agencies
- Prison Chaplains or national voluntary organisations working in prisons
- Local community or Church community knowledge
- Disclosure of alleged concerning behaviour
- Self-disclosed or through the DBS process

Whenever the parish gets information that a person may pose a risk to others, the Diocesan Safeguarding Team must be informed so the parish can be supported and advised on the process of assessment.



Diocese of Derby Safeguarding: What to do if you have safeguarding concerns...

