



Safeguarding Policy

Abridged Version for Children's and Youth Work

November 2017

From Policy adopted by Trinity Church PCC September 2017

"If one part [of the body] suffers every part suffers with it, if one part is honoured every part rejoices with it"

1 Corinthians 12:26

Safeguarding Statement from Trinity Church PCC

Our church leadership (Incumbent, Wardens and PCC of Trinity Church) is committed to the safeguarding and protection of all children and adults within our church community. The prevention of harm and protection of the vulnerable is paramount. Our church is an open and welcoming place, but we owe it those who are vulnerable that we should do all that is possible to safeguard them from harm.

We aim to encourage sensitivity towards survivors of abuse and will signpost to information about services available to them and to those who walk the road of recovery with them as necessary. We also aim to maintain a fellowship of trust and acceptance which is open in all its dealings and which loves and welcomes all – but has illusions about none.

We will challenge any abuse of power by anyone in a position of trust and respond without delay to any complaint, cooperating with police and the local authority in any investigation as required. Church members and others linked with our church are encouraged to report any concerns they have, however big or small, to the safeguarding officer in the first instance; church wardens, or other members of the leadership team as necessary.

We will work to ensure there is no negative comeback for those who raise their concerns; and confidentiality will be kept according to the protocols set out in this policy.

Section A - Policy

Our commitment to safeguarding children

As the Leadership (Incumbent, Wardens and PCC of Trinity Church) we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” The leadership of Trinity church have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

This policy and procedures document has been developed in order to safeguard the welfare of the children and young people and vulnerable adults with whom Trinity church has contact, as well as to protect the church leaders, staff and volunteers.

SECTION B - PROCEDURES FOR SAFEGUARDING CHILDREN

Recruitment and support of staff and volunteers.

In accordance with the Safeguarding Vulnerable Groups Act 2006, the Parish Safeguarding Officer will ensure that all individuals who want to work or volunteer with vulnerable people have the appropriate checks eg Disclosure and Barring Service (DBS) checks. This covers all those who currently work or volunteer, or seek to work or volunteer with children, young people and/or vulnerable adults. The following procedures will be adhered to when recruiting members of staff or C&YW volunteers: .

Recruitment and screening of Staff and C&YW volunteers

- 1) All posts will have a role description
- 2) All candidates will complete a standardised registration form
- 3) Candidates will be asked to complete a 'Confidential Declaration' which asks if there is any reason why they should not be working with children or young people experiencing, or at risk of abuse or neglect
- 4) Two referees will be requested and may be taken up at the discretion of the Church Leadership. Referees could be asked to comment on candidates suitability for working with C&YP - where an applicant has no experience of this area of expertise to refer to, a reference will be sought from a reputable person who can comment on the applicant's character and relationships with others
- 5) An enhanced DBS check issued for Trinity Church is required for any role working with children, young people and/or vulnerable adults. This must be applied for by the candidate. Ideally candidates will have this in place before working with C&YP. If volunteers begin work with C&YP before this has been issued, they must not be left in charge of a group or work alone with C&YP.
- 6) Positions involving work with children are exempt from the provisions of the Rehabilitation of Act 1974. The applicants must declare all convictions however old. Information about an applicant's offending history is only required to prevent the abuse of children. It is not to be used for any other purpose and will be treated in the strictest confidence. The process of conducting DBS checks will be according to the Exeter Diocese Safer recruiting advice and policies.
- 7) Candidates ID will be confirmed with photo ID as part of the DBS procedure.
- 8) A structured conversation will be conducted with volunteers by the Group Leader which will provide an opportunity to explore an applicant's experience of working or contact with children as a means of preventing abuse
- 9) New volunteers will be given an induction that will form part of the screening within their probationary period. This should include: safeguarding children and vulnerable adults; a code of conduct; confidentiality and data protection and information regarding policies and procedures
- 10) C&YW volunteers will be expected to complete safeguarding training as specified by Exeter Diocese regarding Safeguarding of Children and Young People and/or complete e-training as advised by the safeguarding team.
- 11) Appointments will be conditional upon the successful completion of a probationary period in consultation with the Group leader

General guidance for all who work with Children and Young People

(to be given to all C&YW volunteers working with Children and Young People)

As a church working with children and young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

Keeping Safe

- 1) Safeguarding is everyone's responsibility. It is essential to attend/complete identified safeguarding training.
- 2) Be aware someone of any age can cause harm and any concerns in relation to the safeguarding of those in your care or conduct of other volunteers, should only be discussed with the Parish Safeguarding Officer or the incumbent and not discussed elsewhere.
- 3) No one should ever be alone in an enclosed space with a child . Keep all physical contact age-appropriate and public.
- 4) Recognise that physical contact could be misinterpreted by the child or others around (for instance play fighting, tickling etc). Physical contact (such as hugs, sitting on laps etc.) should only be initiated by the child; and must only be allowed in a group situation; one-to-one physical contact should not take place if alone with a child. Ensure any physical contact does not overstep the bounds of friendship
- 5) You cannot promise confidentiality to any child - if you are made aware of any safeguarding issues this should be discussed directly with the Parish Safeguarding Officer and not other group members. Pastoral issues can be difficult to deal with on your own, so further guidance can be sought from the Parish Safeguarding Officer or the incumbent at any point
- 6) Photos or videos must not be taken using own camera or phone camera unless permission has been sought from parents. Any images must not be put onto social media unless permission has been sought from the parent.
- 7) If younger children who need the toilet need to be accompanied this must be by a team member who is over 18 and has had a DBS check. The leader must not go into the cubicle to assist unless another leader is present. Parents/carers are asked to change the nappies of their own child, or deal with personal care of an intimate nature.
- 8) Individuals without a DBS check (including junior leaders) can be used as part of a team but they must not be left on their own with the group or with individuals.
- 9) If parents/carers stay with their child they are not to be treated as volunteer members of the team unless they have gone through the recruitment process; although they may be invited to help by the Group Leader they must never be left in charge.
- 10) Parents'/carers' input is encouraged and respected. When a Consent/Registration Form is completed expectations of behaviour should be communicated along with the expected programme. Any information is to be treated with respect and must not be shared inappropriately.
- 11) Parents/carers are sent for if their child shows signs of becoming distressed, unwell or not responding to reasonable behavioural expectations. The Group Leader takes these decisions.
- 12) A child's dignity and individuality should be respected at all times and leaders should model this attitude ensuring that everyone is treated with respect and consideration at all times. Leaders should be aware that teasing and bullying is not to be tolerated under any circumstances.
- 13) The Group Leader should check the venue for any possible hazards before the activity commences and team members made aware of new or existing controls on any existing risk assessment in place along with evacuation procedures – these risk assessments should be kept by the Group Leader.
- 14) Registers of attendance should be taken for every activity
- 15) When transport is needed for an activity, the details will be organised by the Group Leader. There must be a DBS checked adult in the car. All drivers (DBS checked or not) should not be alone with someone of the opposite sex and where possible children/young people of the opposite sex to the driver should seat in the rear passenger seats.

- 16) Children are returned to parent/carers as instructed by the C&YW Committee unless otherwise informed. If children are uncollected from an activity, the Group Leader will contact the parent/carer. The child must not be allowed to walk home alone or with another adult unless agreed by the parent.
- 17) Special care should be taken with use of social media - all staff and C&YW volunteers follow policies and guidelines issued by the Diocese regarding appropriate use.
- 18) The recommended minimum staffing levels for children's groups are given below. More help may be required if circumstances require it. Each group should have at least two adults and it is recommended that there should be at least one male and one female if at all possible. It is recommended that single sex activities should have at least one leader who is the same gender as the group.
- 0–2 yrs 1 adult for every 3 children 1:3
 - 2–3 yrs 1 adult for every 4 children 1:4
 - 4–8 yrs 1 adult for every 6 children 1:6
 - 9–12yrs 1 adult for every 8 children 1:8
 - 13–18yrs 1 adult for every 10 young people 1:10
- 19) When accidents occur it is the Group Leaders responsibility to inform the parent/carer and fill out the Accident Log on site. Where possible, a registered first aider should be the one to administer first aid.
- 20) If food is to be prepared, basic food hygiene principles should be observed and allergies checked.

Code of Conduct

The Leadership seeks to undertake to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a relationship of an intimate, or sexual, nature to develop with a known vulnerable adult or child for as long as the relationship of trust continues. People in a position of trust should always be aware of how behaviour can be interpreted and follow the specific guidelines for the activities they are involved in at all times.

Whilst this policy and these guidelines are in place to protect the children and young people and the workers it is noted that we cannot plan for every situation. In the event of workers finding themselves in situations outside of these guidelines, the Parish Safeguarding Officer and or the incumbent must be notified as soon as possible.

Whistle blowing by members of church and public

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from the Diocese of Exeter Safeguarding Advisor or CCPAS, although the Leadership would encourage members of the church to contact the Parish Safeguarding Officer and/or the incumbent before having to take this step wherever possible.

Pastoral Care - Supporting those affected by abuse

The Incumbent and/or the Pastoral Team can be contacted for extra support (contact details are available from the Senior leadership team).

SECTION C – ABUSE – SUSPICIONS AND ALLEGATIONS - WHAT TO DO

Wider definitions are set out clearly in the Diocesan Policy and Guidance for abuse and neglect

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.

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 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 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 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.

Sexual abuse involves forcing or enticing a child or young person 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.

Spiritual Abuse is the subtle but nevertheless extremely damaging use of spiritual authority to persuade a person to act in ways which are damaging to her or her individual identity and integrity, in the name of obedience to a higher purpose.

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); or ensure access to appropriate medical care or treatment.
It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Detailed procedures where there is a concern about a child:

For lesser concerns, (e.g. poor parenting) the worker should alert the Parish Safeguarding Officer who may encourage the parent/carer to seek help from others (in the Church, or outside agencies). This approach will be taken with care.

The person in receipt of allegations or suspicions of abuse must report concerns as soon as possible to the Parish Safeguarding Officer 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.

The child must be our ultimate concern; they may be distressed they may need comforting. We must ensure we treat them as a child of God.

The following procedures must then be followed:

- 1) The person who has seen or had a disclosure made to them (the witness) must make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and a drawing of its location and shape on the persons body, using a body map if needed. Forms are available for this and are kept in the children's group's resource boxes.
- 2) The witness must:
 - a) write down exactly what has been said, when the child/young person said it, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity). They must not add own opinion of the situation, or question the child/young person with any leading questions.
 - b) Write down dates and times of these events and when the record was made.
 - c) Give these straight to the Parish Safeguarding Representative if available, or telephone them; if not available the notes should be referred to the incumbent.
- 3) The Safeguarding Officer must:
 - a) write down any action taken and keep all hand written notes even if subsequently typed up. These notes must be stored safely to assist should the matter need to be referred further.
 - b) Refer to the safeguarding flow chart provided in the Diocese Safeguarding Policy to decide on course of action

How might children and young people be harmed?

Children can be harmed in many ways. Maltreatment of a child occurs where their health or physical, emotional, intellectual, sexual, spiritual or social development is damaged or diminished by other people. All abuse is a betrayal of trust and a misuse of relationships and power. Church communities must be particularly vigilant to identify the inappropriate use of any religious belief or practice which may harm somebody spiritually, emotionally or physically. Abuse can be both an act of commission (doing things we know we should not do), such as physical or sexual abuse or omission (things we know we should do, but fail to do), such as neglect.

Child abuse affects girls and boys, babies and young people of all ages up to 18. Children with learning difficulties or disabilities and/or physical disabilities are particularly vulnerable. Children from all kinds of family and social background can be abused. It occurs in all cultures and religions.

Digital technology such as the internet and mobile phones are being increasingly used as a medium for abuse. Amongst their peers children may experience 'sexting', 'cyber-bullying' or be enticed to have taken or send explicit photographs of themselves. With adults it may also take the form of

the production and distribution of photos or video displaying abusive images of children. Children can also be entrapped and blackmailed by these practices.

Where might children and young people be harmed?

It is important to remember that children might be at risk of abuse in a wide variety of settings, including the family home, the homes of friends or the places in which they learn or are cared for. For this reason it is important to ensure that all reasonable steps are taken to create safer cultures, environments and working practices to assist in the prevention of abuse.

Recent studies suggest that there may even be greater risk of harm posed to children who are part of institutional settings, including the Church. The reasons given for this are; the potential for abuse to occur and be over-looked, institutions putting their own needs above those of children, the development of unsafe cultures and leadership practices, the high social regard for the work of the institution creating false security amongst the public, loyalty of workers to the mission over that towards children (CEOP)³.

Signs & Symptoms of Abuse

The following should be used as indicators only that a child may be experiencing some form of abuse. They are not exhaustive lists and should not be used as a definitive guide as to whether abuse has or is being suffered. However, in using these signs as a guide, the presence of any of these signs should cause us to stop and consider the possibility that a child may be being abused.

Physical Abuse

<i>Physical Signs</i>	<i>Behavioural Signs</i>
<p>Bruises, black eyes and broken bones are obvious signs of physical abuse, but they are not the only ones. Other signs include:</p> <ul style="list-style-type: none">• injuries that the child cannot explain or explains unconvincingly• untreated or inadequately treated injuries• injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen• bruising which looks like hand or finger marks• cigarette burns, human bites• scalds and burns	<p>Sometimes if a child is being physically abused they may show changes in behaviour, such as:</p> <ul style="list-style-type: none">• becoming sad, withdrawn or depressed• having trouble sleeping• behaving aggressively or being disruptive• showing fear of certain adults• showing lack of confidence and low self- esteem• using drugs or alcohol

Emotional Abuse

<i>Physical Signs</i>	<i>Behavioural Signs</i>
<ul style="list-style-type: none">• speech disorders• delayed physical development• substance abuse• ulcers, severe allergies	<ul style="list-style-type: none">• habit disorder (sucking, rocking, biting) antisocial, destructive• neurotic traits (sleep disorders, inhibition of play)• passive and aggressive - behavioural extremes• delinquent behaviour (esp. adolescents)• developmentally delayed

Neglect

<i>Physical Signs</i>	<i>Behavioural Signs</i>
<ul style="list-style-type: none">• abandonment• unattended medical needs• consistent lack of supervision• consistent hunger, inappropriate dress, poor hygiene• lice, distended stomach, emaciated• inadequate nutrition	<ul style="list-style-type: none">• regularly displays fatigue or listlessness, falls asleep in class• steals food, begs from classmates• reports that there is no carer at home• frequently absent or late• self-destructive• school dropout (esp. adolescents)• extreme loneliness and need for affection

Sexual Abuse

<i>Physical Signs</i>	<i>Behavioural Signs</i>
<ul style="list-style-type: none">• pain, itching, bruising or bleeding in the genital or anal areas• genital discharge or urinary tract infections• stomach pains or discomfort walking or sitting• sexually transmitted infections• pregnancy	<ul style="list-style-type: none">• a marked change in the child's general behaviour. For example, they may become unusually quiet and withdrawn, or unusually aggressive. Or they may start suffering from what may seem to be physical ailments, but which can't be explained medically.• a young person may refuse to attend school or starts to have difficulty concentrating so that their schoolwork is affected• they may show unexpected fear or distrust of a particular adult or refuse to continue with their usual social activities.• they may start using sexually explicit behaviour or language, particularly if the behaviour or language is not appropriate for their age• the child may describe receiving special attention from a particular adult, or refer to a new, "secret" friendship with an adult or young person

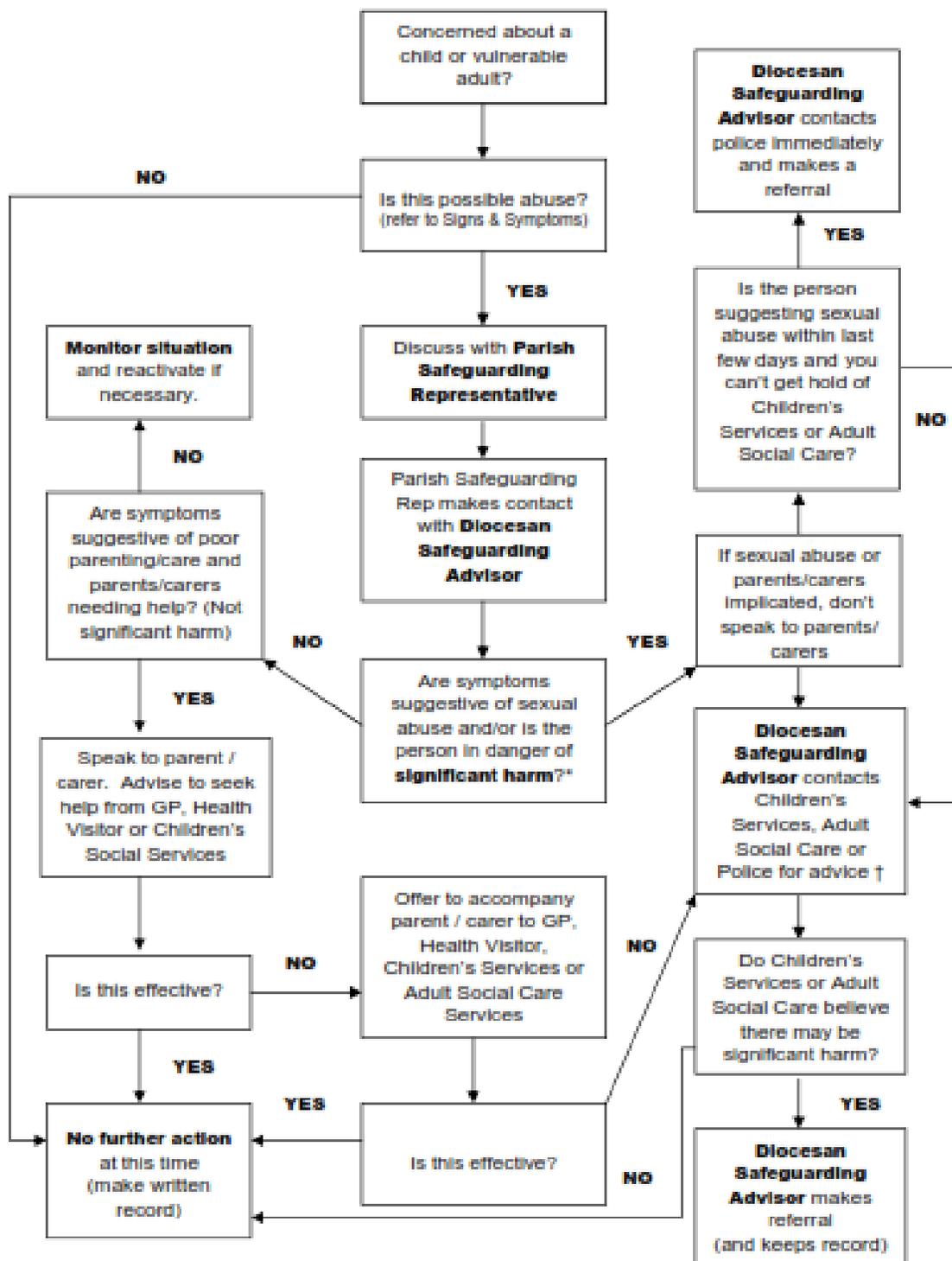
Please remember: Any safeguarding concerns should be raised immediately to the Trinity Safeguarding Team as follows:

Safeguarding Officer – Mark Oliver. Tel 07745167195 / 01392 447591
email: moliver.trinity@gmail.com

Deputy Safeguarding Officer – Ruth Maxwell. Tel 07963 220673
email: ruth-maxwell@sky.com

If you can't get hold of either of the above please speak to either Rev. Jonny Elvin or the Church Wardens – Paul Johnson and Jonathan Porter-Goff

FLOWCHART FOR RESPONDING TO CONCERNS ABOUT A CHILD OR ADULT AT RISK



* Refer to safeguarding policy for guidance on 'significant harm'

† Where concerns are about an adult, due attention must be given to any wishes expressed about reporting following an assessment of their ability to make informed decisions and give informed consent.