



**Sherbornes with Pamber PCC
Safeguarding Children and Vulnerable Adults Policy**

Contents

Section		Page
1	Declaration of PCC of Sherbornes with Pamber PCC on safeguarding	3
2	Scope of this Policy	4
3	Role of the Safeguarding Officer(s)	6
4	Safer Recruiting including DBS checking and Role Descriptions	7
5	Disclosure and Barring Service	8
6	Accountability and Training	9
7	Recognition of abuse in children, young people and vulnerable adults	10
8	Responding to allegations of abuse (including contact details)	12
9	Child Staff ratios	13
10	Health & Safety	13
	Appendices	
1	Church of England Guide to Safer Recruitment with Model Forms	14
2	Guidelines for touching and discipline	16
3	Social Media and Storage, Use of Information and Images of Children	18
4	SWP PCC OFFICIAL ROLES (November 2017)	20

November 2017

PCC Review:

Definitions of Terms

For the purposes of this Child Protection Policy, all references to:

'child', 'children', 'young person', 'young people', – whether singular or plural – are used interchangeably and are refer to those under 18 years of age.

'workers', 'staff', 'volunteers', 'helpers' are used interchangeably and are taken to refer to anyone interacting with children on behalf of The Church

'child abuse' refers to any of the recognised forms of abuse – physical, emotional, sexual abuse or neglect.

1. Declaration of the Sherbornes with Pamber (SWP) PCC on Safeguarding.

The church leadership and PCC are committed to the safeguarding of children (note for safeguarding the legal definition of a child is anyone under the age of 18) and vulnerable adults. We recognise the important role that the church has in caring for people of all ages and to that end we seek to provide a safe and caring environment.

The PCC ensures that we have the following place in support of safeguarding:

Staff and Volunteers recruited in accordance with the principles of safer recruitment.

Staff and Volunteers informed and supported to behave in a way that is appropriate.

Staff and Volunteers trained in the recognition and response to the needs of vulnerable adults and children

Staff, Volunteers and the Congregation made aware of who to contact within the church if they have a concern about a child or vulnerable adult or a person responsible for those groups.

A Safeguarding policy is a statement of intent that demonstrates The Church's commitment to safeguard children and vulnerable adults from harm. Safeguarding policies will help move The Church towards best practice in this area and deter those who would wish to abuse children and vulnerable adults from seeking to work with children on behalf of The Church.

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

2. Scope of this policy

The legislative framework this policy is based on is as follows:

The Children Act 1989 and 2005

Working together to Safeguard Children 2015

The Care Act 2014

Deprivation of Liberty Safeguarding 2009

Statutory Requirements - Summary

The PCC is responsible for implementing the legal responsibilities for safeguarding procedures which are summarised below. **It is a criminal offence with penalties to appoint anyone (paid or voluntary) to a role before Safeguarding Safer Recruiting procedures are followed.** See Appendix 2 for list of SWP PCC roles.

The PCC have adopted the Church of England Policy July 2013 for Safer Recruiting <http://www.winchester.anglican.org/assets/downloads/diocesan-life/safeguarding-inclusion/Safer%20recruitment%20guidance%20final%2013-6-13.pdf>

In Summary:

- a. SO to risk assess all roles within the church and group them as follows:
 1. regulated roles requiring full Disclosure and Barring clearance
 2. roles requiring enhanced CRB clearance
 3. all other roles.
- b. The PCC to approve all roles and grouping.
- c. Apply Safer Recruiting to all roles falling in groups 1 & 2:
 1. Appointer to create job descriptions or outlines
 2. Candidates to complete application form
 3. Appointer to Interview candidates
 4. Appointer to inform SO of successful candidates.
 5. Successful candidates to complete self-declaration form issued by and returned to the SO.
 6. SO to issue DBS/CRB form to successful candidates
 7. SO to notify appointee when clearance has been granted.
 8. On going support and training will be provided.
- d. The PCC are required to inform, via the SO, the relevant authorities (DBS & Diocesan Safeguarding Advisor) if a person is dismissed or asked to stand down for safeguarding reasons.

This policy is relevant to the following groups who undertake work in paid or voluntary capacity that is linked to the work of SWP PCC. this includes:

Staff

Leaders and helpers of Sunday and mid-week groups for children

Leaders and helpers of ministries to elderly or vulnerable adults

Congregation members to whom disclosures are made from those who need to seek help

Congregation members who may be concerned that they may pose a risk to vulnerable adults and/or children.

Distribution

This policy will be given to the Youth and Children's section leaders, Creche leaders and anyone who works with Vulnerable adults. Any church member may read this document and copies will be available from the Safeguarding Officer(s).

3. Role of the safeguarding Officer(s)

The PCC will appoint a Safeguarding Officer whose role is described below. The Safeguarding Coordinator will be responsible to the PCC and will report to the PCC at least once a year. (NB overall responsibility and any statutory obligations for Safeguarding and the Policy rests with the PCC and safeguarding will be a standing PCC agenda item.)

- To be familiar with the Diocesan Safeguarding Children policy and procedures and to attend relevant training and updating courses
- To ensure there is a Parish Safeguarding Policy and Procedures, which are implemented and regularly reviewed; work with the incumbent and the PCC to ensure that they are adopted, implemented and reviewed in all parish activities which involve youth and children and vulnerable adults
- To compile and update regularly a list of names of paid and voluntary workers and their DBS and CRB clearance dates
- To ensure relevant training and information on Safeguarding policies and procedures and their implementation is offered to all voluntary workers and paid workers
- Listen to concerns or allegations regarding a child or young person or the behaviour of an adult in the parish and follow Diocesan procedure in responding
- To report annually to the PCC on any concerns / issues with Safeguarding
- To administer the DBS process within the Parish
- To be the identity verifier for the parish in respect of DBS and CRB applications
- To ensure all new roles are risk assessed to determine DBS eligibility and where appropriate those appointed are DBS checked
- To ensure all DBS rechecks are completed

4. Safer Recruiting including DBS checking and Role Descriptions

See appendix 1 Church of England Practice Guidance: Safer Recruitment.

Model Volunteer Job Role sub appendix 2

Model Volunteer Application form sub appendix 3

Model Volunteer Reference form sub appendix 4

Model Volunteer interview / discussion sub appendix 6

Model Volunteer Letter of appointment sub appendix 9

Job/Role Descriptions - Appendix 5

Job and roll descriptions for paid staff and volunteers are to include the following safeguarding statement:

SWP PCC is committed to safeguarding and promoting the welfare of children and vulnerable adults. The PCC expect all employees and volunteers to share this commitment and abide by the Safeguarding policy.

5. Disclosure and Barring Service

1. The PCC has agreed to adopt the policies required by the DBS regarding the employment of offenders. Appendix nn
2. The PCC also agrees to the secure storage and handling of disclosure information. An electronic record is kept of disclosure outcomes (not the detail) and the number and date of the disclosure certificate. This data is kept on a secure area of the church software (Church Builder) which only the safeguarding officers and church leadership team can access.
3. the DBS administrators are Sue and Peter Marrison both of whom have received the requisite enhanced DBS clearance.
4. Every person (Paid Staff or volunteer) who is responsible for leading children and vulnerable adult groups must have a DBS certificate before they start their role. Certain leadership positions must also have DBS clearance. See appendix nn for list of positions voluntary and paid which require DBS enhanced clearance.
5. The DBS administrator hands out the DBS forms which are completed by the candidate and returned to the administrator together with key document evidence. See appendix nn. The administrator notes that the evidence has been viewed, completes the form and posts it to the Diocese. (There will be an electronic form available soon which should make the process simpler).
6. The Diocese send the form to the DBS authority who carry out the necessary criminal record checks. If the enhanced DBS check is clear, a certificate is sent to the candidate who should show the church DBS administrator the certificate to confirm that it is clear or otherwise and so that the number and date can be noted. The DBS administrator records this on the church records and emails this information to the Diocese.
7. When a DBS check is returned with a 'blemish', a risk assessment will be carried out in conjunction with the Diocese.
8. An individual who has committed an offence against children or vulnerable adults or who for any other reason is considered not suitable to work with children or vulnerable adults will NOT be appointed to any role with children or vulnerable adults.
9. A list of church roles and whether they are considered to meet the criteria for an enhanced DBS check can be found in appendix nn.

6. Accountability and Training

Children and vulnerable adult group leaders are responsible for the pastoral care of the members of their teams. There will be team meetings where work programmes can be discussed and areas of concern shared. Safeguarding will be a standard agenda item for all children and vulnerable adult team meetings.

The Diocesan safer practice code of conduct will be provided to all those working with children and vulnerable adults.

Children and vulnerable adult team leaders should all attend the Diocesan level 2 safeguarding training. Helpers will be encouraged to attend level 1 training. See this link: <http://www.winchester.anglican.org/safeguarding/safeguarding-training-courses/>

7. Recognition of abuse.

DEFINITIONS OF ABUSE

Somebody may abuse or neglect a person by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill treatment of a person such as to cause severe and persistent adverse effects on the person's emotional development. It may involve conveying to a person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. 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 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 ill-treatment of a person, though it may occur alone.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, including prostitution, whether or not the person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, anal or oral sex) or non penetrative acts such as touching of private areas of the body . They may include non contact activities, such as involving children or vulnerable adults looking at or producing pornographic material or watching sexual activities, or encouraging children or vulnerable adults to behave in sexually inappropriate ways

NEGLECT

Neglect is the persistent failure to meet a person's basic physical and /or psychological needs, likely to result in the serious impairment of 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 and clothing, shelter, including exclusion from home or abandonment, failing to protect a person from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to basic emotional needs.

SIGNS AND SYMPTONS OF ABUSE

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

PHYSICAL SIGNS OF ABUSE OF CHILDREN

- Any injuries not consistent with the explanation given for them
- Injuries that occur to the body in places that are not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Neglect -under nourishment, failure to grow, constant hunger, stealing or gorging food,
- untreated illnesses, inadequate care, etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

INDICATORS OF POSSIBLE SEXUAL ABUSE OF CHILDREN

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders -anorexia, bulimia*

EMOTIONAL SIGNS OF ABUSE OF CHILDREN

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Also depression, aggression or extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

*These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

8. RESPONDING TO ALLEGATIONS OF ABUSE

All reports or concerns must be treated seriously.

The person in receipt of allegations of abuse will do the following:

1. Make notes as soon as possible of their suspicions or the allegations made to them by a child, vulnerable adult or any church member. they should note as much detail as possible including what they said. Note the date and time and activity taking place when the abuse took place and the form of abuse. Original notes should be retained.
2. Report all concerns as soon as possible to the safeguarding officer or their deputy. **They should not inform anyone else.** If the safeguarding officers cannot be contacted then they may call the Diocesan Safeguarding manager.

(Safeguarding Officers)

Mr & Mrs P Marrison

Phone: 01256 850740

Email: marrison60@gmail.com

Diocesan Safeguarding Manager

Jackie Rowland

Phone:

3. The safeguarding officer should seek advice on next steps from the Diocesan Safeguarding Manager.
4. the church leadership will support the Safeguarding officer and accept that any information they have in their possession will be shared in a strictly limited way on a need-to-know basis. E.G. The safeguarding officer may need to inform the Youth and Children's leader.
5. Under no circumstances should a children/youth worker or those looking after vulnerable adults carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse should:
6. Further notes on good practice when the abused reports to a helper or leader can be found in appendix nn

9. ADULT TO CHILD RATIOS

The following are the adult to child ratios recommended by the Diocese

0–2 years 1 person for every 3 children

2–3 years 1 person for every 4 children

3–8 years 1 person for every 8 children

over 8 years 1 person for the first 8 children and then 1 extra person for every extra 12 children

Each group should have a minimum of two adults and it is recommended that a gender balance be maintained if possible.

10. HEALTH AND SAFETY

Accommodation. The workers for any session should check that the room being used does not contain anything of potential danger for the group. This is particularly important for the under 3 groups.

First Aid Kit. A properly equipped first aid kit should be available and the Children's Lead should ensure that it is checked regularly. Only a qualified first aider should administer first aid. **If none is available then one of the child's parents should be called from Church.**

Accident & Incident Book. Accident forms are to be available in each location where Children's work is taking place. The following details of accidents are to be recorded:

Name of child	date	time	nature	of	incident/injury
treatment given					

All accidents and incidents should be recorded. When parents collect the child, they must be shown the form and sign it. A worker, usually the person who administered the first aid, must also sign it. The parent should be given one of the copies. Any unusual event or incident should be recorded. The child protection co-ordinator will keep the forms in a file.

- **Hygiene.** Disposable latex gloves and an apron should be used when dealing with broken skin, body fluids or faeces.
- **Medication.** No medication should be given without the permission of the parents. Small wounds and scrapes should be covered with hypoallergenic plasters. Parents should complete a medication and allergy form and this should be given to the children's leader.

Note: If children are given lifts to/from church events the driver must have DBS enhanced clearance.

A register is to be kept and taken at every session. In the event of a fire the register is to be taken to the place of assembly and the children present checked. A register of the adults present at each session is to be kept and no unauthorised adults should be allowed in the area while the session is in progress.

Appendix 1

THOSE AFFECTED BY ABUSE

WE WILL ABIDE BY THE FOLLOWING GOOD PRACTICE

HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE

- Above everything else listen, listen, listen
- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know -don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen
- As soon as possible write down what has been shared (see "Making notes")

DO SAY

- You have done the right thing in telling
- That must have been really hard
- I am glad you have told me
- It's not your fault
- I will help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

CONCLUDING

- Again reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police)

to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)

- Contact the Diocesan Director for Safeguarding and Inclusion or The Church Safeguarding Officer
- Consider your own feelings and seek pastoral support if needed

MAKING NOTES

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 s/he 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 hand-written notes, even if subsequently typed. Such records should be kept for an indefinite period in a secure place.

Appendix 2

GUIDELINES FOR TOUCHING AND DISCIPLINE

TOUCHING

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be instigated by / related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact.
- Concerns about abuse should always be reported.

DISCIPLINE

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement.

Why discipline?

It brings security, produces character, prepares for life, is evidence of love and is God's heart.

Dos and Don'ts of Discipline in Children's Work

Don't

NEVER smack or hit a child

Discipline out of love NEVER out of anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger)

Do not shout in anger or put down a child/young person

Never reject a child, just the behaviour (Tell the child that you value him/her, but you are not willing to accept the behaviour)

Do not report any mis behaviour to parents unless it has been discussed by the Youth And Children's leader.

Do

Lay down ground rules e.g. No swearing, racism or calling each other names, a respect for property. No bullying.

Keep the ground rules simple and clear, and make sure the children understand what procedure will be taken if they are not followed

Remember that each child is unique, special and individual, and each child needs a different method of being dealt with. We therefore need to be asking ourselves "Why is the child behaving like that?"

Work on each individual child's positives, do not compare them with each other, but encourage and build them up.

Help the child learn that they will be noticed more when they obey the rules, rather than when they break them. Try to create an environment of care and offer more tangible rewards, where each child feels that it is worth keeping to the rules.

Appendix 3

SOCIAL MEDIA AND STORAGE, USE OF INFORMATION AND IMAGES OF CHILDREN

Specific procedures for the making, storage and use of images of children are available. No image will be taken, stored or used without the parent / carers permission.

Communication technologies may be used as a means of communicating with children.

Appendix 4

SWP PCC OFFICIAL ROLES (November 2017)

Position	Role	Enhanced DBS
Rector and other ordained ministers	Ordained Minister (Diocese Responsible)	Diocese
Lay Reader	Preach/Lead	Yes
Other Preachers & Worship Leaders	Lay Preachers & Service Leaders	Yes
Parish Worker, Parish Assistant, Assistant Minister (not ordained)	Paid leadership team if job description (written or verbal) includes work with children and/or vulnerable adults	Yes
Parish Worker, Parish Assistant, Assistant Minister (not ordained)	Paid leadership team not working with children or vulnerable adults	Yes
Youth & Children's leader	Youth & Children Leadership and management	Yes
Sunday Club section leaders, Pathfinder leaders, Youth group leaders	Managing and leading various youth & children groups such as Grid, Pathfinders etc.	Yes
Youth & children's helpers	Youth & children's assistants required to be with children when no leader is present or when taking children to the toilet	Yes
Youth & children's helpers	Youth & children's assistants always supervised by group leader	No
Toddler & Parent group leader and helpers	Toddler & Parent group helper who may lead if the leader is absent. <u>Both only if parents not present on any occasion</u>	Yes
Toddler & Parent group leader and helper	Always supervised, parents always present	No
Crèche Leader	Crèche management & supervision	Yes
Creche Supervisor	Supervise crèche and crèche helpers if crèche leader is not present	Yes
Crèche Helper	Assist with crèche - leader always present	No
Holiday club leaders including table leaders	Includes helpers who are not supervised or take children to the toilet	Yes
Holiday club helpers	Holiday club helpers who are always supervised	No
Tower Captain and any ringer who trains children	Bell ringer leadership	Yes
Band leader when children in band	Musical Leaders	Yes
Musician	Musicians in charge of band practice when children are present and the band leader is not present	No
Drivers of children and/or vulnerable adults	Regular drivers of youth & children and vulnerable adult activities run by the Church	Yes

Position	Role	Enhanced DBS
Home Visitor to vulnerable adult (proscribed activities)	Home/ pastoral visits authorised by the church to vulnerable adults - doing a proscribed activity	Yes
Home Visitor to vulnerable adults (Non proscribed activities)	Home/ pastoral visits authorised by the church to vulnerable adults - not doing a proscribed duty (See vulnerable Adult section for list of proscribed activities)	No
Safeguarding officer and deputy	Safeguarding and managers of safer recruiting process	Yes
PCC secretary	Admin work for PCC	Yes
PCC Member	Church governance & Trustee (Minimum is 3 PCC members e.g. Church Wardens and safeguarding co-ordinator)	3 PCC members This may be changing to all PCC members
Treasurer	Church accounts and budgets	No
Stewardship Secretary	Giving administration	No
Church Warden	Duties as described in job description	Yes
Deputy Church Warden	Assist Church Warden in opening & closing church.	No
Sub Group Leader If not a PCC member	Lead and manage various sub groups (Youth & Children is a separate position - see above)	No
Any other church role not directly associated with children or vulnerable adults	E.G. Flower arranging, cleaning, reading lessons, praying in church, serving communion, band member, AV and sound operator, child spot, refreshment provision etc.	No
Any role not listed where the frequency and contact criteria are met.		Yes
Home Group Leader	Leads and manages a home group	No
Home Group Leader (Youth/Elderly)	Leads and manages a home group with all members under 18 or all vulnerable adults	Yes
Welcomers	Welcome people to church	No
Parish Administrator	Admin. work for leadership team	No
Visiting Mission Team	e.g. Cornhill Team. Evidence of clearance required. confirmation from sending body	Cleared by sending body

Note: A child is defined by law as any person under the age of 18.

DIOCESAN PROCEDURES AND FORMS ARE AVAILABLE ON THE DIOCESAN WEBSITE.

<http://www.winchester.anglican.org/diocesan-life/child-protection-documents/>

Winchester Diocese Child Protection policy document:

<http://winchester.anglican.org/assets/downloads/diocesan-life/safeguarding-inclusion/final%201%20Oct%2013%20CP%20MANUAL%20AMENDED%20 21.pdf>