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Safeguarding Guidelines

For Adults Working with Children,
Young People, and Vulnerable Adults

Revised October 2017

Great is the Lord and most worthy of praise; his greatness no-one can fathom. One generation will commend your works to another; they will tell of your mighty acts.

Psalm 145: 3, 4



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SAFEGUARDING CHILDREN AND YOUNG PEOPLE

1. Introduction

Following the Children's Act 1989, the House of Bishops' Policy on Child Protection 1998 (4th edition published 2010), and the Home Office document Safe from Harm 1993, the Diocese of London in 2005 published its own Diocesan Child Protection Guidelines. These Guidelines were revised and reissued in December 2012 following a review carried out by the NSPCC and further revised in February 2015 following publication of "Working Together to Safeguard Children" in 2013 which provides specific guidance on safeguarding for faith organisations. Under the 2012 guidelines, the role of the Children's Champion was split into two roles: the Church Safeguarding Officer responsible for Safeguarding, and the Children's Champion continuing the role as advocate on behalf of the children.

The parish responsibility for Child Protection is vested in the PCC, which is responsible by law for all parish activities. The PCC has adopted the policy in Appendix 2 and appointed a **Church Safeguarding Officer** and a **Children's Champion**.

The Safeguarding Officer is there to oversee the implementation of the Diocesan Safeguarding Policy and procedures, to ensure all allegations or suspicions of abuse are taken seriously and promptly reported as appropriate, to be a first point of contact for adults and children with any concerns, and to offer support and advice to staff and volunteers. He can help children and young people who are facing difficult issues, whether abuse or any other situation, and liaises where necessary with the Diocesan Safeguarding Team and Social Services. He is also helping us to maintain good practice. St James' Children and Youth Ministry has a responsibility to work within the recommendations of the Diocese of London, for the

protection both of children and young people and of the adults who work with them.

The role of the Children's Champion is to ensure that the needs and interests of children are promoted within the parish, to build positive relationships with children and young people, to actively communicate with children and ensure their perspectives and wishes are reflected. The Children's Champion will also work closely with the Church Safeguarding Officer and clergy in dealing with any safeguarding concerns.

Please read this booklet, which contains information you need to be aware of, and guidelines on working and being with children and young people including:

- Principles for safeguarding children
- Guidelines for individual workers
- Additional guidelines for group leaders
- Responding to child protection concerns:
 - imminent risk
 - what to do if you suspect a child is at risk or has been abused
- Guidelines for good practice for church-sponsored activities for children and young people:
 - special needs
 - consent
 - registration
 - recommended staffing levels
 - safe environment
 - e-safety
 - one to one meetings
 - transporting children on behalf of the church

Terminology used in these guidelines:

- The word 'child' refers to any child or young person under the age of 18.
- The term 'group leader' is used to refer to the person with overall responsibility for a group or activity, who is answerable to the PCC.
- The word parent refers to a parent or guardian with legal responsibility for the child.

2. Principles for safeguarding children

Taken from the 'Principles of the House of Bishops Policy for Safeguarding Children'

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation 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.

Principles

We are committed to:

- The care, nurture, and respectful pastoral ministry of all children and all adults;
- The safeguarding and protection of all children, young people and adults when they are at risk;
- Establishing safe, caring communities which provide a loving environment and a culture of 'informed vigilance' and action towards safeguarding everyone.

We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes. We will respond without

delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation (advice to be sought/action taken within 24 hours). We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care. We will seek to challenge any abuse of power, especially by anyone in a position of trust. We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult. In all these principles we will follow legislation, guidance and recognised good practice.

These guidelines must be read and followed by all staff and volunteers working with children and young people.

3. Guidelines for individual workers

You should:

- treat all children and young people with respect and dignity;
- ensure that your own language, tone of voice and body language is respectful;
- always aim to work within sight of another adult – there should always be two properly recruited adults with each group of children;
- ensure another adult is informed if a child needs to be taken to the toilet; toilet breaks should be organised for young children; all children should be accompanied to the upstairs disabled toilet for events taking place in the Centre and not allowed to go the downstairs toilets on their own;
- ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern;

- respond warmly to a child who needs comforting, but make sure there are other adults around;
- keep physical contact specific to the needs of the activity and ask permission first;
- administer any necessary First Aid with others around;
- obtain consent for any photographs/videos to be taken, shown or displayed, and delete after passing to the Youth Minister;
- record any concerning incidents and give the information to your group leader. Sign and date the record;
- always share concerns about a child or the behaviour of another worker with your group leader, Children's Minister or Youth Minister and/or the Church Safeguarding Officer.

You should not:

- initiate physical contact. Any necessary contact (e.g. for comfort, see above) should be initiated by the child;
- invade a child'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 a child even in fun;
- touch a child inappropriately or obtrusively;
- scapegoat, ridicule or reject a child, group or adult;
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- show favouritism to any one child or group;
- allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature;
- give lifts to children or young people on their own or on your own;
- smoke in the presence of children;
- drink alcohol or use illicit drugs when responsible for young people;

- share sleeping accommodation with children;
- invite a child to your home alone;
- arrange social occasions with children (other than family members) outside organised group occasions;
- allow unknown adults access to children. Visitors should always be accompanied by a known person;
- allow strangers to give children lifts;
- give your mobile phone number to children or request mobiles numbers from children unless you are acting in loco-parentis. If a valid need arises where this becomes necessary you should inform the Youth Minister who will log this information. A child's mobile number must be deleted once the loco-parentis role has ended.

Touch

Church-sponsored groups and activities should provide a warm, nurturing environment for children and young people, while avoiding any inappropriate behaviour or the risk of allegations being made. Child abuse is harm of a very serious nature so that it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse. All volunteers must work with or within sight of another adult.

Very occasionally it may be necessary to restrain a child or young person who is harming her/himself or others. Use the least possible force and inform the parents as soon as possible. **All such incidents should be recorded and the information given to the Church Safeguarding Officer.**

All physical contact should be an appropriate response to the child's needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

4. Additional guidelines for group leaders

In addition to the above the group leader should:

- ensure any health and safety requirements are adhered to;
- undertake risk assessments with appropriate action taken and record kept;
- keep register and consent forms up to date;
- have an awareness, at all times, of what is taking place and who is present;
- create space for children to talk – either formally or informally;
- liaise with the Church Safeguarding Officer over good practice for safeguarding;
- always inform the Church Safeguarding Officer of any specific safeguarding concerns that arise. The Church Safeguarding Officer will liaise with the Diocesan Safeguarding Team;
- liaise with the PCC;
- ensure all volunteers are aware of the locations of first aid kits, accident and incident sheets.

Recruitment of Volunteers

All volunteers recruited to work with children must be suitable for the role they are appointed to. Therefore all volunteers should:

- Be known to the church or group leader for a sufficient length of time to become known and trusted by the church community.
- Be interviewed by the group leader of the activity they wish to volunteer in, to assess the person's suitability for that role.
- Have a three month 'probationary' period before being confirmed to their role.

All volunteers who work with children or young people must undergo a criminal records check through the Disclosure and Barring Service (DBS) and complete a Confidential Declaration. They will also need to provide evidence of identity and proof of address. Jean Airey administers the DBS checks for St. James. All appointments to roles working with children are conditional on receiving satisfactory information from all the necessary checks, including references. Volunteers should not take up a role until a 'clean' DBS check has been obtained. Some exceptions are identified below. The DBS check must be renewed every 5 years.

- Where a volunteer's role is very limited, such as accompanying staff and children on a day outing or helping at an event, a DBS check is unnecessary as long as the person is not left alone in charge of children and is supervised by a person who has been DBS checked.
- Where the person is under the age of 18 a DBS check is not necessary but volunteers over the age of 16 should complete the Declaration forms and provide references. Volunteers under the age of 18 should be encouraged and nurtured into leadership roles but should never be expected to take on a role of sole responsibility for children.

All appointments must be confirmed by the Church Safeguarding Officer in consultation with the group leader.

5. Responding to child protection concerns

Do not try to deal with any child protection concern on your own. Always tell your group leader and the Church Safeguarding Officer. Agree between you *who* will take *what* action and *when*. ***See Diocese of London Flowchart: Safeguarding Concerns at Appendix 3 (page 35).***

If you are not sure if child abuse is involved, or if you have concerns about a child and you need someone to talk things over with, again you should contact your group leader or the Church Safeguarding Officer. The Diocesan Safeguarding Team, the NSPCC Helpline, The Local Authority Children's Social Care Duty Officer or the Churches' Child Protection Advisory Service can also be a source of advice.

Always make notes about a possible child protection incident or disclosure as accurately as possible and as soon as possible. These should cover what has happened, the context and anything that seems particularly significant. Quote the child's words exactly where possible. Try if possible to take a note from the register, the child's full name, age, date of birth, address, telephone number and GP. Remember to sign the record and add your name, role, date of incident and date of the recording. Model forms are kept in the Children's Office and each group should keep a few available in a place known to all volunteers.

The following are all important points which will help anyone faced with this difficult situation:

- ensure all notes are kept securely;
- if a child asks if you can keep something secret do not promise not to tell anyone else - you have a duty to refer a child/young person who is at risk to the statutory agencies. You can promise to keep what they tell you confidential and only share it with people who need to know the information for the purposes of keeping them safe.
- always explain that you may have to get other people to help;
- stay calm;
- listen to the child attentively;
- maintain eye contact;

- allow the child to talk, but do not press for information or ask leading questions;
- tell the child that they are not to blame for anything that has happened;
- reassure the child that they were right to tell;
- let the child know that other people will have to be told and why;
- try to explain what will happen next in a way the child can understand;
- reassure the child that he or she will continue to receive support during the difficult time to come.

Imminent risk

- If you encounter a child in a situation where the child is in imminent danger, you should act immediately to secure the safety of the child. Seek the assistance of the police and then inform the Church Safeguarding Officer and/or the Children's Minister/Youth Minister.
- If a child needs emergency medical attention, this should be sought immediately and directly from the emergency services. Parents, if available, should be kept fully informed.

What to do if you suspect a child is at risk or has been abused

- Notify the Church Safeguarding Officer and/or the Children's Minister/Youth Minister.
- Agree with the Church Safeguarding Officer and/or the Children's Minister/Youth Minister who will make the referral. (This will usually be the Church Safeguarding Officer or the Children's Minister/Youth Minister.)
- Follow the steps on the flowchart at Appendix 3 (page 35).
- The person who makes the referral should immediately notify the Diocesan Safeguarding Officer or telephone the Diocesan helpline if outside office hours. A report should be made or advice sought within 24 hours.

- Make it clear from the first point of contact that you are making a child protection referral.
- Describe the event or disclosure and give information about the child and family, i.e. the child's name, date of birth, address, telephone number and GP if known.
- Record the concern (within an hour where possible) using the model forms kept in the Children's Office and send a copy to the Church Safeguarding Officer and the Children's Minister/Youth Minister. A copy of the form must be sent to the Diocesan Safeguarding Officer and the original should be securely filed.
- If a referral is made to the Local Authority, follow up your telephone call with a completed referral form (sometimes available on the Local Authority web site) or letter. If there is no acknowledgement within 48 hours, chase it.
- Remember that the child and family should, wherever possible, be informed about and consent to the referral unless this would put the welfare of the child or another person at further risk. If you have serious concerns, the absence of consent should not prevent a referral. The Duty Social Worker will give you advice over this if necessary.
- Be prepared to have further discussions with the social work team or the police investigation team.
- Say if you do not want your details disclosed to the family.
- For out of hours referrals, call the Emergency Social Work Team or where urgent, the police.
- You may need support yourself from those in the Parish who know what is happening (e.g. CSO, clergy, Children's or Youth Minister).
- Further guidance on reporting concerns and record keeping can be found on the Diocesan website.

6. Guidelines for good practice for church sponsored activities for children and young people

Special needs

Welcome children and young people with special needs to the group. Try to make the premises, toilets and access suitable for people with disabilities. Ask the parent about how best to meet the child's special needs; do not see this as the responsibility only of the child's parent. If premises are being designed or refurbished, take the opportunity to anticipate the possible special needs of future children and adults; advice is available. Disability legislation requires organisations to take reasonable steps to meet the needs of disabled people and this includes children.

Consent

Consent needs to be from a parent or person with parental responsibility. It can be from the child or young person if he or she has sufficient age and understanding in relation to the specific issue. So, for example, while parental consent is always required for a group residential holiday, a teenager would usually be able to consent to the photos from the holiday being displayed in church. You should record who has given consent for any specific activity.

Registration

A registration form should be completed for every child or young person who attends groups or activities. The form should be updated annually and include the following:

- Name and address
- Date of birth
- Emergency contact details
- Medical information
- Any special needs including activities in which the child is unable to take part in

- Consent for emergency medical treatment
- Consent for photographs and videos if relevant

Separate consent should be obtained for one-off events and activities, for example swimming, and also for outings, weekends away, etc.

- All personal details and consent forms must be stored securely.
- Any group that includes children who are under six years old and that meets regularly for more than two hours in any one day or for more than fourteen days a year must register their group. Please contact your local branch of OFSTED for advice.

Recommended staffing levels

The recommended minimum staffing levels for children's groups are given below. More help may be required if children are being taken out, are undertaking physical activities or if circumstances require it.

- 0–2 yrs 1 person for every 3 children 1 : 3
 - 2–3 yrs 1 person for every 4 children 1 : 4
 - 3–8 yrs 1 person for every 8 children 1 : 8
 - Over 8 yrs 1 person for the first 8 children then 1 extra person for every extra 12 children
- Each group should have at least two adults and it is recommended that, where possible, there should be at least one male and one female.
 - If small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult per group, dependent on the nature of the activity.
 - Young people who are being encouraged to develop their leadership skills through helping should always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed

and the work they are doing is appropriate to both their age and understanding.

- Adults who assist on one or two occasions must be responsible to an appointed worker. Thereafter they should become part of the team and be properly appointed through the normal recruitment process.
- **If you are with a group without a sufficient number of adults present, ask for emergency help from other adults that are known to you or ask parents to stay.**

Safe environment

- Display both the ChildLine telephone number in a prominent place where children and young people can see it and the Family Lives number for parents.
- Undertake a risk assessment for each activity and in greater detail for an unusual activity or when away from the usual location.
- Insurance, First Aid kit and fire precautions should be checked and a Health and Safety Check should be completed regularly with reference to the following minimum standards:

Venue

- Meeting places should be warm, well lit and well ventilated. They should be kept clean and free of clutter.
- Electric sockets should be covered for activities involving young children.
- Toilets and hand basins should be easily available with hygienic drying facilities.
- Appropriate space and equipment should be available for any intended activity.
- Groups must have access to a phone in order to call for help if necessary. There is no landline phone in the Birchwood Centre therefore the group leader must ensure there is a

fully charged mobile with them for activities taking place there.

- Adults should be aware of the fire procedures. Fire extinguishers should be regularly checked and smoke detectors fitted throughout the premises. A fire drill should be carried out regularly.
- Unaccompanied children and young people should be encouraged not to walk to or from our premises along dark or badly lit paths.
- A First Aid kit and accident sheets should be available on the premises. The contents of the First Aid kit should be stored in a waterproof container and be clearly marked. Each group should designate one worker to check the contents at prescribed intervals. Accident sheets should be added to the accident log in the Vestry immediately.
- All staff and volunteer workers should be encouraged to have some First Aid knowledge and the parish should encourage access to First Aid training. A list of first aiders in the parish should be compiled and kept available. All accidents must be recorded in the accident log.

E-safety

- Ensure all electronic communications are appropriate and professional.
- If using e-technology as a group activity, ensure that an adult worker knows and understands what is happening within the group.
- Always obtain consent to the use of electronic means of communication with children (email, text, social networking sites).
- Electronic communications should always be sent from a church account and not from the leader's personal account.
- Do not initiate inappropriate or continual personal communications with a child or young person through text,

email or a social networking site. However, if a child initiates personal communications with you, notify your group leader or the Church Safeguarding Officer.

- Where possible, maintain a log of all electronic contact with individuals or groups.

One-to-one meetings

- Always endeavour to meet in an open place e.g. Church Centre, Coffee Bar etc.
- Always notify the Youth Minister or Children's Minister or the Church Safeguarding Officer of all one-to-one meetings.
- If a young person makes a disclosure, his/her parents should only be informed after consultation with the Church Safeguarding Officer.
- The length of one to one meetings should be kept to 1 hour maximum, this should be agreed at the beginning of the meeting.

Transporting children on behalf of the church

Drivers

- All those who drive children on church-organized activities should have held a full and clean driving licence for over two years.
- Drivers who are not children's workers should be recruited for the task through the normal recruitment process.
- Any driver who has an endorsement of 6 points or more on their licence should inform the group leader and the Church Safeguarding Officer.
- Any driver who has an unspent conviction for any serious road traffic offence should not transport children for the church.
- Drivers must always be in a fit state i.e. not over-tired; not under the influence of alcohol; not taking illegal substances;

and not under the influence of medicine which may induce drowsiness.

Private cars

- Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity.
- All cars that carry children should be comprehensively insured. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.
- All cars that carry children should be in a roadworthy condition.
- All children must wear suitable seat belts and use appropriate booster seats. If there are insufficient seat belts, additional children should not be carried.
- At no time should the number of children in a car exceed the usual passenger number.
- There should be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car. Notify your group leader or the Church Safeguarding Officer of any such instances.

Minibus or coach

- Workers and helpers should sit among the group and not together.
- If noise or behaviour appears to be getting out of control, stop the vehicle until calm is restored.
- Before using a minibus, ensure you know the up-to-date regulations for its use and have had a trial drive.

7. Checklist

First aid kit locations

Vestry - In blue cupboard marked "First Aid"

Centre Kitchen - On window sill above the sinks

Children's Office - On the mantelpiece

Birchwood Kitchen - On the window sill above the sink

Accident Log location

Vestry - In blue cupboard marked "Accident Book"

Emergency phone locations

Bookshop - for activities taking place in the Centre

Church Offices - for activities taking place in the offices or Jimmy Peppiatt room

Note: There is no landline phone in the Birchwood Centre; therefore the group leader must have a fully charged mobile with them for activities taking place there.

SAFEGUARDING VULNERABLE ADULTS

1. Introduction

The parish responsibility for safeguarding vulnerable adults is vested in the PCC, which is responsible by law for all parish activities. The PCC has adopted the policy in Appendix 2 and appointed a **Church Safeguarding Officer**.

The Church Safeguarding Officer is there to oversee the implementation of the Diocesan Safeguarding Policy and procedures, to ensure all allegations or suspicions of abuse are taken seriously and promptly reported as appropriate, to be a first point of contact for adults and children with any concerns, and to offer support and advice to staff and volunteers. He or she can help vulnerable adults who are facing difficult issues, whether abuse or any other situation, and liaises where necessary with the Diocesan Safeguarding Team and Social Services. He or she also helps us to maintain good practice.

The aim of this document is to provide guidelines for the protection of vulnerable adults who are members of our congregation or part of our ministry and outreach work. The information provided is also intended to protect members of our clergy, staff team or congregation who work with or are regularly in contact with vulnerable adults.

This document also sets out the steps that need to be taken if we have any concerns about a vulnerable adult or suspect that they may be at risk.

2. Definition

A vulnerable adult is someone aged 18 or over:

- Who is, or may be, in need of community services due to age, illness or intellectual or physical disability or substance misuse;
- Who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation;
- Also includes someone who has suffered personal adversity making them in particular need of pastoral care e.g. due to bereavement, abuse or trauma. (Definition from the Department of Health 2002).

This document has been compiled with reference to the Prospects Guidelines for minimising risk (www.prospects.org.uk) and the Diocesan policy for safeguarding vulnerable adults.

3. Ministry Areas

St. James has dedicated teams (e.g. Tea Time; Night Shelter; Wave; Community Café) that work with vulnerable adults and each Ministry Head should ensure that team members are familiar with this policy and its guidelines.

4. The Prospects 'Principle of Personal Value' (PPV)

These principles are based on the belief that God has created each person with body, mind and spirit and that each facet needs to be enjoyed and developed. These principles should be borne in mind specifically when working with/ supporting adults with learning disabilities.

Individuality

Each person should be valued and affirmed as an individual and enabled to express and develop their God-given uniqueness.

Empowerment

Vulnerable adults should be free to initiate choices and at all times be enabled to participate in decisions which affect their lives.

Spirituality

People with learning disabilities have spiritual needs and the right to spiritual fulfilment. They should have opportunity for personal spiritual growth.

Dignity

People with learning disabilities should be valued and respected with due acknowledgment of their age and life experience.

Independence

People with learning disabilities should be encouraged and supported to move towards greater independence with increasing control over their lifestyle choices.

Inclusion

People with learning disabilities should be enabled to participate in their local and wider communities where they so wish and be supported to understand their rights and responsibilities as citizens.

5. Abuse which we need to be aware of

- Physical abuse, including hitting, slapping, pushing, punching, burning, choking, kicking, restraint, or inappropriate sanctions;
- Sexual abuse, including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting;
- Psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from supportive networks;

- Financial or material abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;
- Neglect and acts of omission, including ignoring physical, emotional or spiritual care needs including failing to provide access to appropriate health or social care or deliberate withholding of necessities of life e.g. medication, food or heating;
- Discriminatory abuse, including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

6. Steps to be taken by those working with vulnerable adults to minimise risk

Physical or sexual abuse or allegations thereof

- Team members who have unsupervised interaction (e.g. drivers) or an oversight role must obtain a DBS check or equivalent;
- Do not be alone with members other than the one(s) you normally bring to the group or support;
- Do not assist anyone to the toilet (care staff should provide this help if needed);
- Do not use physical restraint of any sort;
- Do not give lifts to someone you do not know.

Psychological or discriminatory abuse or allegations thereof

- Always use positive, inclusive and age appropriate language;
- Always be kind and tolerant in the way you speak to people;
- Never respond to verbal abuse with verbal abuse;
- Keep calm, speak quietly and gently;
- Never lose your temper;

- Have fun, but not at somebody else's expense.

Financial or material abuse or allegations thereof

- Always ask somebody what assistance they need with their belongings – don't 'do for' but 'assist with';
- Never go into somebody's purse or bag where they can't see you;
- If somebody asks you to get some money out of their purse or wallet to pay for something then always show them and someone else what money you are taking out.

Neglect and acts of omission or allegations thereof

- When someone new joins, have a carer (staff, friend or relative) stay with the person until you know them well enough to communicate effectively with them;
- Make yourself aware of any specific medical needs, e.g. epilepsy, diabetes, so you can be prepared to support people appropriately;
- Do not get involved in dispensing medication.

Refreshments

- Make yourself aware of any special dietary needs;
- Provide tables for people to rest drinks/plates on;
- Do not overfill cups/mugs;
- Provide special crockery/cutlery as necessary.

If someone wants to 'share' something

- Never promise to keep a secret. The vulnerable adult needs to know that we may need to tell someone in order to protect their safety;
- Ideally never listen alone – if the vulnerable adult insists on confidentiality then listening should ideally be undertaken in an open/observable space and another member of staff or

volunteer should be alerted so that they can support from a distance;

- Record in writing anything that is said that is of concern;
- Record any evidence of physical abuse - draw a simple outline of a body and illustrate where marks are evident with a description.

7. Transporting vulnerable adults on behalf of the church

Drivers

- All those who drive vulnerable adults on church-organized activities should have held a full and clean driving licence for over two years.
- Drivers who do not otherwise work with vulnerable adults should be recruited for the task through the normal recruitment process.
- Any driver who has an endorsement of 6 points or more on their licence should inform the group leader and the Church Safeguarding Officer.
- Any driver who has an unspent conviction for any serious road traffic offence should not transport vulnerable adults for the church.
- Drivers must always be in a fit state i.e. not over-tired; not under the influence of alcohol; not taking illegal substances; and not under the influence of medicine which may induce drowsiness.

Private cars

- All cars that carry vulnerable adults should be comprehensively insured. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.
- All cars that carry vulnerable adults should be in a roadworthy condition.

- At no time should the number of vulnerable adults in a car exceed the usual passenger number.

8. When there are Concerns¹

If anyone has any concerns regarding a vulnerable adult they should:

- Take any emergency actions necessary to alleviate any immediate risk to life or limb.
- Contact the Church Safeguarding Officer (unless it involves that individual, in which case they should contact the relevant Head of Ministry). They will talk through your concerns and, together with you, decide on the most appropriate course of action (within 24 hours).
- Ensure that everything relating to the cause for concern is recorded in writing (within an hour if possible). Date and sign records.
- Take no action without firstly talking to the vulnerable adult. We need to recognise that the individual may not wish a particular incident or disclosure to be further investigated or reported to the police or social services. Adults who are able to make informed decisions have the right not to have the matter pursued and this may determine whether the police become involved. However, you may be faced with a conflict between your duty to report suspected criminal offences and your duty to respect the confidentiality of the vulnerable adult.

¹ Please see Appendix 3 (page 35) for a simple flowchart illustration of what to do if abuse is suspected.

Where the individual states that they do not want the situation disclosed further, or reported to the police or social services, consideration should be given to the seriousness of the suspected abuse, the involvement of staff or volunteers and whether anyone else is being put at risk. A decision not to report the matter to the police or social services should be talked through with great care with the vulnerable adult and recorded. The implications for him/her, and possibly others, should be explored and discussed in an appropriate way.

- Inform a member of the Clergy team if action needs to be taken. We have a legal duty to report any suspicions of abuse involving paid or voluntary staff.
- Any abuse should be reported without delay and within 24 hours.

APPENDIX 1

USEFUL CONTACT DETAILS

Diocese of London Safeguarding Helpline 020 7932 1224

CCPAS Helpline 0303 003 1111

Haringey Council 020 8489 4592 /5652 / 5762 / 4582

Child Protection 020 8489 **0000** out of office hours

Haringey Council Safeguarding Adults Referral and Advice Line **020 8489 1400** (office hours) or **020 8489 0000** (out of hours)

Community Safety Unit (24 hours) 020 8345 1939

Met Police 101
(non-emergency)

National Domestic Violence Helpline 0808 200 0247

Samaritans 0845 790 9090

Stop it Now 0808 1000 900 (Helpline for abusers, potential abusers and others concerned with sexual abuse)

Sexual Assault Referral Centres (London area) – Specialist centres for victims of rape and sexual assault: www.thehavens.co.uk The Havens – Paddington 020 3312 1101, Camberwell 020 3299 1599, Whitechapel 020 7247 4787

Action on Elder Abuse 080 8808 8141 www.elderabuse.org.uk

Age UK England <http://www.ageUK.org.uk>

Alzheimer's Society www.alzheimers.org.uk

Church Action on Disability 0870 243 0678 www.chaduk.org

Help the Aged 020 7278 1114 www.helptheaged.org.uk

MENCAP www.mencap.org.uk

MIND – The National Association for Mental Health 020 8519 2122
www.mind.org.uk

RNIB – The Royal National Institute for the Blind www.rnib.org.uk

RNID – The Royal National Institute Deaf People www.rnid.org.uk

Scope – <http://www.scope.org.uk> – the main national organization
for those with cerebral palsy
Out-of-hours helpline: 0800 731 9256 (NSPCC)

NSPCC

Child Protection Helpline 0808 800 5000 (24-7)

CHILDLINE 0800 1111

Family Lives 0808 800 2222 (Formerly PARENTLINE)

**Whittington
Hospital** 020 7272 3070

APPENDIX 2



PCC Safeguarding Policy Statement

Parish of St James and St Matthew, Muswell Hill

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. This implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

- We accept and endorse the principles set out in 'Safeguarding in the Diocese of London'.
- We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and vulnerable adults.
- We recognise that safeguarding is the responsibility of the whole church community.
- We undertake to exercise proper care in the selection, appointment, training and support of those working in both paid and voluntary positions with children or vulnerable adults, including the use of Disclosure and Barring Service (DBS) disclosures and making appropriate referrals to the Disclosure and Barring Service.

- We will respond without delay to concerns or allegations that a child or vulnerable adult may have been harmed, cooperating with the police and social care services in any investigation.
- We will challenge any abuse of power by anyone in a position of trust.
- We will seek to offer pastoral care and support to anyone who has suffered abuse, developing with them appropriate pastoral support.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

The PCC of this Church agreed and adopted the above Policy at its meeting on 18th May 2015.

We have appointed a Church Safeguarding Officer (CSO) and a Children’s Champion.

Copies of “Safeguarding in the Diocese of London” and any parish guidelines and procedures are held by the Vicar.

The PCC shall review this policy annually.

Signed:

Vicar/Rector/Priest in Charge Chris Green

Churchwarden Alison Vincent

Churchwarden Ian Roberts

APPENDIX 3

Diocese of London Flowchart: Safeguarding concerns

A safeguarding concern is reported to, or identified by, someone within the parish – please remember that concern for the safety and wellbeing of the child/adult should remain uppermost at all times.

YES ← ————— Is the child/adult at immediate risk? —————→ NO

If the person is at immediate risk of harm or needs medical attention, dial 999 to contact the emergency services and follow any advice given. As soon as possible, but within 24 hours, follow the recording and reporting steps on the right.

Inform the parish priest (unless the complaint is about them) and Church Safeguarding Officer who will then seek advice from the Safeguarding Team as necessary.

Report to Diocesan Safeguarding Team Tel: 020 7932 1224 email: safeguarding@london.anglican.org

The appropriate member of the team will be able to deal with your concern. If the matter is urgent and members of the DST are not available, please call the CCPAS helpline: 0845 1204550, mentioning you are from the Diocese of London.

Record the concern within 24 hours (who, what, when, where, why, how?) and file securely in the parish. Send a copy of the report to the safeguarding team.

Bishops and Archdeacons play a vital part in ensuring safeguarding throughout the Diocese. Any concerns can be discussed with them but advice should always be sought from the Diocesan Safeguarding Team on **020 7932 1224**. All concerns reported to the DST are shared with the relevant Bishop and Archdeacon and any concerns that Bishops and Archdeacons are made aware of are reported immediately to the DST. Whereas we respect confidentiality, when a child or adult who may be at risk or being harmed, we have a duty to refer to statutory authorities.

If an urgent / serious safeguarding concern arises out of office hours and you are unable to speak to anyone from the safeguarding team, please contact the CCPAS helpline on 0845 1204550

