

Policy and procedures

for

Safeguarding of Children, Young People

and

Vulnerable Adults

in our Church

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| --- | --- | --- | --- |
| Revision | Date | Amended By | Approved by |
| 0 | May 2012 | Mike Mills | PCC |
| 1 | October 2014 | Cliff Harris | Safeguarding Committee |
| 2 | November 2014 | Cliff Harris | Safeguarding Committee |
| 3 | March 2015 | Cliff Harris | PCC |
| 4 | June 2016 | Lisa Garwood | Safeguarding Committee |
| 5 | April 2018 | James Mitchell | PCC |
| 6 | January 2022 | Lisa Garwood (contact details only) |  |
| 7 | May 2023 | Carol Macbeath, Jacqui Wells & Revd Anthony Laotan |  |
| 8 | August 2024 | Revd Anthony Laotan (contact details only) |  |
| Document will be kept with version control for at least 10 years | | | |

# Children, Young People and Vulnerable Adults Safeguarding Policy Statement

The PCC affirms the principles of the House of Bishops’ Policy for Safeguarding Children (contained in Protecting All God’s Children) and is committed to the nurturing, protection and safekeeping of the children (including unborn children), young people and vulnerable adults in its care.

The PCC will:

1. Appoint a Safeguarding Coordinator to work with the incumbent and the PCC to implement policy and procedures. The coordinator will ensure that any concerns about a child, young person or vulnerable adult or the behaviour of an adult are appropriately reported both to the statutory agencies and to the Bishop’s Safeguarding Adviser. The Parish Safeguarding Coordinator, if not a member of the PCC, will have the right to attend its meetings and will report to it at least annually on the implementation of this policy.
2. Ensure that a person is nominated to act as somebody to whom children may talk to about any problems, if they so wish. This person will be known as the Independent Person or Vulnerable Person’s Advocate and will, if possible, be somebody who is accessible to the children and who does not have responsibilities for children within the parish.
3. Display in church premises where activities take place the contact details of the Coordinator and Independent Person/Vulnerable Persons Advocate, along with the Childline and Parent line telephone numbers and web addresses. A copy of this statement of policy will also be displayed in such places as well as in the church and church hall.
4. Ensure that all those authorised to work with children or who are in a position of authority are appropriately recruited according to safer recruitment practice in line with Church of England national policy, and are trained, resourced and supported. This will include providing them with a copy of this policy.
5. Ensure that only authorised people work with Vulnerable Persons and that all work with them is carried out within appropriate accountability structures.
6. Ensure that there is appropriate insurance cover for all activities involving Vulnerable Persons undertaken in the name of the parish.
7. Review the implementation of the Vulnerable Persons protection policy, procedures and practices at least annually.
8. Work to create a culture of informed vigilance that takes Vulnerable People seriously.
9. Pay particular attention to Children and Vulnerable People with special needs and those from ethnic minorities to ensure their full integration and protection within the church community.
10. Ensure that a health and safety policy and the appropriate procedures and risk assessments are in place and that these are reviewed periodically.
11. Act promptly on allegations or suspicions of abuse using the procedure laid down by the Diocese of Lincoln.
12. Respond promptly to any complaints received regarding work with Vulnerable People or the Safeguarding of them.
13. Ensure that all new PCC members have access to this policy (via our church website or paper copy available in the Church office) and are made aware of the need to read and familiarise themselves with the following House of Bishops policies so that they are aware of their responsibilities:
    1. Protecting all God’s Children.
    2. Responding Well
    3. Safer Recruitment
    4. Responding to Domestic Abuse: Guidelines for those with pastoral responsibility
14. Co-operate fully with investigations by statutory agencies and will not conduct its own investigations.
15. Seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.
16. Care for and supervise any member of the church community known to have offended against a Vulnerable Person while maintaining appropriate confidentiality. The PCC has a duty to ensure that those who may pose a threat to children and young people are effectively managed and monitored using the authorised agreements from the House of Bishops policy. The PCC should ensure that those in ministry in the parish are aware of any license requirements and how and when to liaise with statutory agencies.

Our Parish Safeguarding Coordinator is:

Contact details:

Our Independent Person/Vulnerable Person’s Advocates whom children, youth workers and volunteers may talk to if they wish about any concerns are Dawn Field

They may be contacted at

This policy statement will be renewed annually and progress in carrying it out will be monitored by Reverend Anthony Laotan, Vicar and Dawn Field, Church Warden and the PCC.

This statement was agreed by Parochial Church Council.

Date: ……………………………

Signed…………………………………………………….……Vicar of Church Christ

Signed……………….……………………….…………………………Church Warden

Signed………………………………….………….………………… Church Warden

Procedures for Implementing the Child Safeguarding Policy of Christ Church.

A copy of these procedures will be given to all clergy, staff (whether employed directly by the PCC or another body), volunteers and lay workers who have the responsibility for vulnerable people. They should sign a declaration afterwards saying that they have read and understood them.

1.Contacts

Our Parish Safeguarding Coordinator (PSC) is Carol MacBeath

Carol Macbeath can be contacted at the following:

Address: Christ Church, Green Lane, Stamford, PE9 1HE.

Tel: 07507 343580

Our Safeguarding Advocate to whom children or adults can talk to about worries and concerns about possible child or vulnerable person abuse is

Dawn Field

Dawn Field can be contacted at the following:

Address: Christ Church, Green Lane, Stamford. PE9 1HE

Mobile Tel: 07716 999145

Email: dawnfield23@gmail.com

Emergency Social Services:

Customer Services (0800-1800 M-F)

01522 782111 (Children)

01522 782155 (Adults)

Out of Hours Emergency Duty Team

01522 782333

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| --- | --- | --- | --- |
| 2.Contact details for the main leader of each ministry | | | |
| Name of Group | Leader’s Name | Address & Email | Tel no. |
| Parish Safeguarding Coordinator / Deputy Parish Safeguarding  Coordinator | Carol Macbeath  Jacqui Wells | Christ Church,  Green Lane,  Stamford.  PE9 1HE  Christ Church,  Green Lane,  Stamford.  PE9 1HE  [jacqui@christchurchstamford.com](mailto:jacqui@christchurchstamford.com) | 01780 763009  07507 343580  01780 591266  07872 162876 |
| Pastoral Team / Outreach Groups | Revd  Anthony Laotan | Green Lane  Stamford PE9 1HE  vicar@christchurchstamford.com | 07716 936336  01780 766446 |
| Tots, Children and Youth | Laura Mitchell | Green Lane  Stamford PE9 1HE  laura@christchurchstamford.com | 07779 639631  01780 766446 |

3. The recommended minimum staffing levels set out in Protecting All God’s Children will be maintained.

These are as follows:

|  |  |  |
| --- | --- | --- |
| Age |  | Number of Leaders |
| 0 to 2 years |  | 1 leader to every 3 children |
| 2 to 3 years |  | 1 leader to every 4 children |
| 3 to 8 years |  | 1 leader to every 8 children |
| 8 + |  | 1 leader for the first 8 children followed  by 1 to 12 |

Notwithstanding these minimum levels, each group must have at least 2 adult workers present in each group and a gender balance should be maintained in mixed gender groups.

In an emergency, and where two workers are not present then assistance will be sought from the church family. In this instance the lack of workers will be reported to the safeguarding officer to seek advice from the PCC on recruiting volunteers.

Additional adult support may be required if vulnerable people are being taken off site, are undertaking physical activities or if necessitated by other circumstances. This will be assessed by the leaders of these activities. Decisions about supervision and support levels for specific activities should always be included in the event planning and the risk assessment where one is required to be completed.

Adults who assist very occasionally or as a one-off must be responsible to an appointed leader. The same applies to young people under the age of 18. Adults who assist more regularly will be appointed formally using the safer recruitment procedures.

During any Christ Church Service unsupervised tots, children and young persons will not be permitted to leave the church or hall at any time. If a child, group of children or young person/s are found to be unsupervised outside of the hall or church, then it is the responsibility of the church family to sensitively bring them back into the church/hall.

The parents/guardians should be made aware of any such unsupervised activity and be prepared to take responsibility for the continued safety of their child/children whilst on church premises.

If they are supervised then the supervision must follow the guidelines regarding ratio of adults and in maintaining a mixed gender, as set out in the above paragraphs.

4. Safe Recruiting

When appointing/recruiting leaders and helpers for work with children and vulnerable people, the PCC will follow the guidelines set out in Church of England Safeguarding Guidelines relating to Safer Recruitment.

This means:

1. Providing a job/role description
2. Ensuring the potential volunteer provides a CV or completed application form
3. Ensuring the potential volunteer completes a confidential declaration form
4. Conducting an interview
5. Taking up references from two referees one of whom should be current employer, previous church, or organisation at which the potential volunteer currently volunteers or has recently been a volunteer. At least one referee should be from outside the church.
6. Obtaining a DBS (criminal record) disclosure, unless the nature of the role is such that there is no entitlement to a DBS check
7. Offering the post subject to a probationary period
8. Confirming the appointment in writing
9. Ensuring the volunteer is aware of PCC policies and procedures.

Safeguarding Guidelines relating to Safer Recruitment can be downloaded from:

<https://www.lincoln.anglican.org/safeguarding-statements-and-policies>

A copy is held in the church office.

The Bishop’s Safeguarding Team:

Jack Redeyoff (Diocesan Safeguarding Adviser)

Tel: 01522 50 40 81

[Safeguarding@lincoln.anglican.org](mailto:Safeguarding@lincoln.anglican.org)

5. Code of Behaviour

The PCC commits to the following Code of Behaviour that those who work with children and vulnerable people are expected to follow:

*You should:*

* Treat all people with respect and dignity.
* Provide a Christian example you wish others to follow.
* Provide an example of good conduct that you wish others to follow.
* Ensure that there are at least two adults present during activities with children and young people, or at least that you are within sight or hearing of others.
* Respect personal privacy.
* Ensure that another adult is informed if a person requires assistance to be taken to the toilet.
* Be aware that physical contact with another person may be misinterpreted.
* Challenge unacceptable behaviour in a responsible way.
* Report all allegations/suspicions of abuse.
* Recognise that special caution is required in moments when you are discussing sensitive issues with children or vulnerable people.
* Operate within the organisation’s principles and guidance.
* Only use social media and email in accordance with paragraph 15 below.

*You should not:*

* Ever hit a child or young person or adult.
* Play rough, physical or sexually provocative games.
* Touch inappropriately.
* Show favouritism to any one child, young person or group.
* Give lifts to children on their own or on your own. If it is unavoidable ask the child to sit in the back of the vehicle and inform another adult where possible.
* Invite a child or young person to the youth leader/worker’s home alone unless responding to an emergency situation, in which case the relevant people should be contacted.
* Permit abusive peer activities e.g., initiation ceremonies, ridiculing, bullying.
* Allow unknown adults access to children or vulnerable people. A known person should always accompany visitors.

6. Procedure to be followed in the case of an allegation or disclosure of abuse

If there is an allegation or disclosure of abuse by a child, young person or by an adult who is disclosing or alleging historic child abuse:

* Listen. Keep listening.
* Do not question or investigate – this is the job of the authorities. In particular do not speak to the subject of the allegation.
* Do not promise confidentiality; tell them that the information they disclose may need to be shared.
* Assure them they are not to blame.
* Tell them what you are going to do. Reassure them that the matter will be reported to the investigating authorities. If the child/person needs reassurance that the alleged perpetrator will be punished, do not make any promises. There can be no guarantee as to what happens, as that will be dependent upon the outcome of the investigation.
* As soon as possible after the conversation, make careful notes of what was said, record dates, times, events and when you were told.
* If there is immediate danger to a child or young person, contact the Social Services or the Police.
* Report the incident to your priest or Safeguarding Coordinator immediately.
* If the allegation relates to a member of staff report the matter immediately to the Safeguarding Coordinator.
* The Vicar or Safeguarding Coordinator must then report the allegation or disclosure to the Diocesan Safeguarding Advisor (DSA) within 24 hours.
* If the allegation relates to your vicar or priest report the matter directly to the DSA.
* Do not discuss the incident with anybody else.
* Do not contact anybody who is implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure.
* Do not talk to the media under any circumstances. The Diocesan Media Officer will handle any media statements.
* If a child or vulnerable person makes a disclosure by email or other electronic means do not respond using electronic means but report the disclosure to your priest or Safeguarding Coordinator.
* The procedure is the same for historic abuse i.e., which happened in the past, possibly many years ago.
* Pastoral support will be offered to anyone going through an allegation or disclosure. The person providing the support will not be associated with the allegation in any instance.

7. Procedure to be followed where there are concerns that someone may be committing abuse

If you are concerned, or it comes to your notice that someone may be committing abuse:

* Make notes of your concerns and discuss them with your Priest or Safeguarding Coordinator.
* The Priest or Safeguarding Coordinator must then report the concerns to the DSA.
* If your concerns relate to your priest report them directly to the DSA.
* Dates and times should be recorded of any observations that have been made and of the referral to the DSA.
* The DSA will decide whether to
  + Report the concerns to Social Services and/or the Police, who will then investigate while the Bishop’s Adviser liaises with the parish; or
  + Continue to observe closely – the process will be repeated in the event of any more concerns.
* There should be close communication between the priest and the DSA until the situation is resolved.

8. Procedure to be followed where people with convictions for offences against children or people under investigation are attending church

Where someone attending the church has been convicted of offences against children or vulnerable people (or they have received formal police caution) agreement will need to be drawn up to minimize any risk to the safety of children or vulnerable people within the church. If a person who attends the church is subject to investigation for alleged abuse, thought will need to be given to drawing up a temporary agreement until the outcome of the investigation is known.

▶The priest or, in the absence of the priest, the Safeguarding Coordinator, must inform the DSA of the situation.

▶ The DSA will decide whether an agreement needs to be in place and will provide a template for the agreement.

▶If the person is a convicted offender, there will need to be liaison with the person’s Supervising officer (police or probation) who should be consulted about the agreement and, ideally, be a signatory to it.

▶The offender or person under investigation will be asked to sign the agreement, which will then be reviewed annually.

9. Allegations or concerns about senior clergy

▶If an allegation involves an archdeacon or dean, it should be reported to the Bishop of Lincoln.

▶If an allegation involves a Bishop, it should be reported to the Archbishop of Canterbury.

10. Registration

A registration form will be completed for every Child or Vulnerable Person who attends groups or activities. This does not include activities such as church services, which would take place regardless of whether or not children are present. Neither does it include activities which are family focused but which children attend with their parents (e.g., Teatime Church). The form will be updated annually and include the following:

▶ Name and address

▶ Date of birth

▶ Emergency contact details

▶ Medical information

▶ Any special needs including activities that the Child or Vulnerable Person is unable to take part in

▶ Consent for emergency medical treatment

▶ Consent for photographs and videos if relevant

All personal details and registration forms will be stored securely, not used for any other purpose, and shredded or disposed of securely when out of date or no longer in use.

Separate procedures apply to Youth or Vulnerable People’s drop-in centres. In the event that a drop-in centre is being planned, the Youth Ministry Officer will be contacted for guidance.

11. Activities away from the church premises

Adequate arrangements will be made for Children’s and Vulnerable People’s activities that take place away from church premises as follows:

▶ No child can be taken off-site for activities without the consent of their parent/guardian/ carer.

▶ Details of the event must be given in advance and consent forms received in advance of the event taking place.

▶ Details of the arrangements will be given to the Safeguarding Coordinator.

▶ A risk assessment will be undertaken, and confirmation obtained that the event is covered by PCC\* insurance.

▶A detailed programme and list of contacts should be left with someone in the parish.

▶A leader will be designated to take responsibility for First Aid.

12. Support, supervision and training

All those involved in working with Children and Vulnerable People will ensure that there is always more than one responsible adult available so that there is mutual supervision. Should one of the adults become ill or get called away; the other adult will call for additional help. In emergency situations where an individual cannot avoid working with children on his/her own because an unforeseen situation has arisen, he/she will inform another leader (or the Safeguarding Coordinator or priest) of the situation, if possible, at the time it arises, and the Safeguarding Coordinator will keep a note.

Those who work with Children and Vulnerable People will be given the opportunity to review their work with the leader of their group/Safeguarding Coordinator/ Priest/member of the PCC. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.

From time to time the church may hold training events on Safeguarding. There will also be other training events organised by the Diocese of Lincoln which church staff, youth workers, volunteers and Safeguarding coordinators may attend.

Every person who works with children will be given a copy of the extract from the Pocket Guide to Safeguarding Children (see appendix) and this policy. They will also be given information about how to access on the internet the Diocese of Lincoln Child Protection Handbook and other national Church of England documents including Protecting All God’s Children. Paper copies of these documents will be provided to those workers who request them.

13. Health & Safety and First Aid

Health and Safety will be managed as part of all activities. An appropriate person will inspect all buildings where activities with Children and Vulnerable People take place at least annually and the results will be noted and reported in writing to the PCC or other appropriate church organisation. Health and Safety issues observed by those working with Children and Vulnerable People should be reported to the Safeguarding Coordinator or the person with responsibility for Health and Safety within the church.

A First Aid kit will be available on site and will be checked quarterly and updated as necessary. An accident book is maintained at all places where activities with children and young people take place.

If there is an emergency involving injury to a child or young person:

▶ Stay calm

▶ Provide immediate first aid when needed

▶ Alert others to the need for help

▶ Ensure that somebody is supervising the other children or young people

▶ Call an ambulance if needed

▶ Contact the parents/guardians of the child or young person

▶ Provide an appropriate handover and information about the situation to the parents/guardians

▶ Complete the accident book

▶ Consider whether there are implications for the Health & Safety policy and/or practices and report these to the Safeguarding Coordinator.

14. Kitchen Safety

During activities involving the kitchen there will be an individual who is the kitchen lead and is responsible for ensuring the posted kitchen policies are adhered to.

* Access to the kitchen is limited to those who are directly involved in the preparation of food or drink or cleaning of dishware.
* Appropriate supervision will be always provided by the kitchen lead.

15. Use of social media, email and texting

All those involved in working with children and young people will exercise care in the use of social media and respect the principles set out below. Communication by electronic means or by texting will not be used with children under the age of 11. All communication in these forms will be via their parents. The rest of the principles relate to communication with children and young people aged 11 and over. The key point is that communication should be in a context of transparency and accountability.

* Electronic communication and texting should only be used for reasons relating to work and not for general socialising purposes.
* Other leaders should be aware of the situations in which these means of communication are being used.
* Leaders, workers and volunteers should not invite children or young people from church activities to their personal social networking page and should not respond to requests from children to join social networks.
* Group pages will be used on social media for communicating.
* Care should be exercised in posting to Facebook, twitter etc as comments made on the spur of the moment may not always come out as intended and can be passed on extremely quickly around a large audience. (It should be clear in all postings that the views expressed in comments are those of the individual and not of the PCC)
* Communication by electronic means or texting with children or young people should never take place during school hours and should be kept within the hours of 9am – 9pm.
* Email and messaging should take place to and within groups rather than individuals.
* Personal mobile numbers should not be given out to children or young people.
* Webcams will not be used where Internet chat or Skype is used for one-to-one conversations.
* Records of communications will be kept just as they would be for written communication. If a worker’s mobile phone does not allow text messages to be saved, then a written record should be kept.
* The principles for the use of social media will be communicated to children and young people.
* In situations where electronic contact has taken place outside the guidelines above, for example in emergency situations, the situation under which this has occurred, and the resulting contact must be reported to the team leader. All messages must be saved.

16. Identity Checking for DBS (criminal record) checks

The role of identity checker is an important one because the identity checker verifies the identity of the person applying for the DBS check. The identity checker will always be a person who has undergone a DBS check. Identity checking will be carried out in accordance with DBS and Diocese of Lincoln guidelines.

17. Implementation of the Policy

* The Safeguarding Coordinator will be responsible for monitoring the policy to see that it is being put into practice. He/she will be supported by the PCC members, who have the ultimate responsibility for safeguarding.
* Team leaders must ensure that the policy is read and implemented within their area of responsibility and ensure that volunteers are up to date with DBS checks and safeguarding training. Team leaders must also keep records of DBS and safeguarding training undertaken and pass these records to the Parish Administrator. Where volunteers have not undertaken the appropriate training, they must not be used until they have caught up.
* Volunteers and staff must sign a register to confirm that they have read and understood the safeguarding policy.

18. Procedure for regular reporting to the PCC

The Safeguarding Coordinator will report annually to the PCC on child and Vulnerable People protection matters or after any incident with child or Vulnerable People protection implications (taking care to preserve confidentiality as necessary). The PCC will be kept informed on at least an annual basis of all regular and one-off children’s activities, as this is necessary for them to fulfil their duties as charity trustees and for insurance purposes.

19. Definitions of Safeguarding Terminology

A definition of commonly used safeguarding terminology is contained within Appendix A of this document.

20. Note on pre-existing relationships

Churches grow through mission, which often results in relationships between church members and members of the wider community existing long before members of the wider community start attending church. It is therefore unavoidable that some members of the congregation or visitors will have become friends of, or are related to, or already have relationships (for example through sports teams or social clubs) with staff and volunteers before attending church for the first time. The PCC recognises that this can create a grey area – in particular in the use of social media – in which a church member may feel they are expected to, for example, completely re-organise their online life, or cease normal communication abruptly with pre-existing friends, in order to fit with the policy on taking up a small role within a Sunday service. This is not the intention of the policy. The policy exists to minimise risk to children and vulnerable adults. Where it is possible and practical, volunteers and staff members must adhere to the policy as written. If it is not possible or practical for aspects of the policy to be adhered to, ensure the following guidelines are met:

* Where there is a direct link between people, e.g., youth worker-young person, or vulnerable adult-start-a-fresh worker, these pre-existing communication links should be reported to the team leader and noted. If the team leader is concerned that this link is inappropriate or causes a potential safeguarding breach, they should advise the staff member/volunteer that this is the case and should inform the PSC or Vicar.
* If the person is under 18, it is **essential** that the parent of the child is aware of this communication link, **and** that the child themselves is asked, **independently**, whether this link should be kept open. This is to give opportunity for disclosure in the event of pre-existing abuse.
* All personal communication must be saved in case it is required in future. It is recommended that text messages that are not saved to the cloud are downloaded.
* Personal communication should take place through personal channels, and church business should take place through church channels as per policy.
* Where new contacts are made between a church staff member or volunteer and members of the church, the policy as written in sections 5 and 15 must be followed.

21. Approval  
  
Submitted to PCC on ………………….

Signed…………………………………………………Vicar of Christ Church  
  
Date:……………………..

Signed……………….………………………………… Church Warden

Date…………………...

Signed……………….………………………………… Church Warden

Date…………………...

APPENDIX A

Definitions

Abuse as defined by Care Act Guidance (2014)

* Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
* Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented 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, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
* Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
* Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
* Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
* Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes and practices within an organisation.
* Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
* Self-neglect – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

*Further definitions of abuse and neglect can be found in the multi-agency procedures relating to the specific safeguarding domain.*

Adult at Risk (vulnerable adult)

The safeguarding duties apply to an adult who: has needs for care and support (whether or not the local authority is meeting any of those needs) and;

is experiencing, or at risk of, abuse or neglect and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse and neglect.

A person is a vulnerable adult if he has attained the age of 18 and—

(a) he is in residential accommodation,

(b) he is in sheltered housing,

(c) he receives domiciliary care,

(d) he receives any form of health care,

(e) he is detained in lawful custody,

(f) he is by virtue of an order of a court under supervision by a person

exercising functions for the purposes of Part 1 of the Criminal Justice

and Court Services Act 2000 (c. 43),

(g) he receives a welfare service of a prescribed description,

(h) he receives any service or participates in any activity provided

specifically for persons who

fall within subsection (9),

(i) payments are made to him (or to another on his behalf) in pursuance of

arrangements under section 57 of the Health and Social Care Act 2001

(c. 15), or

(j) he requires assistance in the conduct of his own affairs.

Adult Safeguarding

means protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard in their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances Care Act Statutory Guidance (2014, p230).

Child Safeguarding

is the action we take to promote the welfare of children, protect them from harm and is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play. Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

* protecting children from maltreatment;
* preventing impairment of children's health or development;
* ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
* taking action to enable all children to have the best outcomes (Working Together HMGov 2015).

Domestic Abuse  
  
is ‘Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:

* psychological
* physical
* sexual
* financial
* emotional

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.” \*

\*This definition includes so called ‘honour’ based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.’ (Home Office 2013).

Multi-Agency Risk Assessment Conference (MARAC)  
  
In a single meeting, a domestic violence MARAC combines up to date risk information with a comprehensive assessment of a victim’s needs and links those directly to the provision of appropriate services for all those involved in a domestic violence case: victim, children and perpetrator.

Aims of the MARAC

To share information to increase the safety, health and well-being of victims – adults and their children;

To determine whether the perpetrator poses a significant risk to any individual or to the general community;

To construct jointly and implement a risk management plan that provides professional support to all those at risk and that reduces the risk of harm;

To reduce repeat victimisation;

To improve agency accountability; and

Improve support for staff involved in high risk DV cases.

The responsibility to take appropriate actions rests with individual agencies; it is not transferred to the MARAC. The role of the MARAC is to facilitate, monitor and evaluate effective information sharing to enable appropriate actions to be taken to increase public safety.

Honour Based Violence is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community'.

This definition is supported by further explanatory text:

"Honour Based Violence" is a fundamental abuse of Human Rights. There is no honour in the commission of murder, rape, kidnap and the many other acts, behaviour and conduct which make up "violence in the name of so-called honour".

It is a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and / or community by breaking their honour code.

Women are predominantly (but not exclusively) the victims of 'so called honour-based violence', which is used to assert male power to control female autonomy and sexuality. Honour Based Violence can be distinguished from other forms of violence, as it is often committed with some degree of approval and/or collusion from family and/or community members (ACPO & CPS, 2013).

Forced Marriage is a marriage conducted without the valid consent of one or both parties where duress is a factor. Forced marriage is a violation of human rights and is contrary to UK law (HM Gov, 2000).

A forced marriage is a marriage in which one or both spouses do not (or in the case of some adults with learning or physical disabilities, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure. (HM Government 2008).

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons. It has no health benefits and harms girls and women in many ways. It involves removing and damaging healthy and normal female genital tissue, and hence interferes with the natural function of girls’ and women’s bodies. The practice causes severe pain and has several immediate and long-term health consequences, including difficulties in childbirth also causing dangers to the child (HMGov 2014).

Appendix B - Flow chart: Procedure for dealing with disclosure

Yes

No

Disclosure or allegation of abuse:

*See pg.10*

Record of dates, times and events, including when you were told.

Report to PSC or Vicar:

*See pg. 5*

If allegation relates to vicar, go to next step. If allegation relates to staff, report to PSC only.

Immediate danger?

Contact Social Services or Police.

*See pg 5 or call 999 in emergency*

Report to DSA:

*See pg.8*

DSA will advise on next steps

Appendix C – Notes from the C of E model pocket sized guide to safeguarding 2014’ found at <https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf>

What to do if...

You have concerns about possible abuse (including allegations):

1. In an emergency, call emergency services 999.
2. If you have concerns always consult with children’s or adult care services.
3. Always inform the Diocesan Safeguarding Adviser (through vicar or PSO).
4. Keep a record of what happened, your concerns and your actions.

A child, young person or adult wishes to disclose they have been abused:

1. Listen. Keep listening. Do not question or investigate.
2. Do not promise confidentiality; tell them we need to share this.
3. Assure them they are not to blame.
4. Tell them what you are going to do and that they will be told what happens.
5. Make careful notes of what is said, record dates, times, events and when you are told.
6. Report it to the person to whom you are responsible and your priest or safeguarding representative.
7. Only tell those who need to know.

Things to remember:

1. Treat everyone with respect, setting a positive example for others.
2. Respect personal space and privacy.
3. Ensure any actions cannot be misrepresented by someone else.
4. Challenge unacceptable behaviour.
5. Do not put anyone, including yourself, in a vulnerable or compromising situation.
6. Do not have inappropriate physical or verbal contact with others.
7. You must not keep allegations or suspected abuse secret