

Safeguarding Guidelines (Sept 2018 update)

Safeguarding vulnerable people within the life of the Mid-Wyedean Churches.

*These guidelines relate to the **policy statement** adopted by Mid-Wyedean Parish at a Parochial Church Council meeting held on 26th September 2018.*

Definitions

Children

All children and young people, aged up to and including 17, are vulnerable by definition, and so fall under the remit of the policy and guidelines.

Vulnerable Adults

The following is the definition of a vulnerable adult as set out in the House of Bishops' Report Promoting a Safe Church:

Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation.

We support the overall approach outlined in *Promoting a Safe Church*, based on enabling adults to be as responsible for themselves as it is practicable, but also recognising that adults who are not vulnerable in many respects may yet be vulnerable in some specific ways, or at some specific times and that those who are most vulnerable are often the least able to report any abuse.

We believe that it is a Christian duty to recognise and support those who are identified as being more vulnerable. Some of the factors that can increase vulnerability include:

- *A sensory or physical disability or impairment*
- *A learning disability*
- *A physical illness*
- *Mental ill health issues (including dementia)*
- *An addiction to alcohol or drugs*
- *Failing faculties in old age*
- *A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events, including bereavement, previous abuse or trauma, instability due to economic or legal circumstances*

Abuse

'Abuse is a violation of an individual's human and civil rights by any other person or persons.' (Human Rights Act). Abuse can take many different forms:

- Physical abuse – being hit or restrained, or misuse of medication
- Sexual abuse – being harassed, teased or touched in a way that the person does not like; being forced to have sex against their will
- Neglect and acts of omission – not getting the food, care or clothing needed
- Self neglect - being neglectful of one's own personal hygiene, health or surroundings this can include behaviour such as hoarding
- Modern Slavery - being trafficked, forced into slavery, domestic servitude or forced labour
- Domestic violence – can include psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence, female genital mutilation and forced marriage
- Psychological abuse – being bullied, threatened or verbally abused
- Discriminatory abuse – being ridiculed or threatened because of race, gender, sexual orientation, disability, beliefs or age
- Financial abuse – money or possessions being stolen or used in a way that the person does not like
- Organisational abuse – being mistreated by an organisation or person that is providing care
- Radicalisation - a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo or reject and/or undermine contemporary ideas and expressions of freedom of choice
- Spiritual abuse – the inappropriate use of religious belief or practice; this can include the misuse of the authority of leadership or penitential discipline, oppressive teaching or intrusive healing and deliverance ministries, which may result in vulnerable people experiencing physical, emotional or sexual harm. (*Promoting a safe Church*, (2006))

Where can abuse happen?

Abuse can happen anywhere, for example:

- In the domestic home
- While with family and friends
- While receiving treatment
- In a day centre
- In a care home, residential home, nursing home
- In hospital
- In church

Who could be abusing people who live in the parish?

- A partner (husband or wife)
- A friend or relative
- Someone employed to help look after an adult at risk
- Someone living in the same care home, hostel, housing scheme
- Someone attending the same day activities or centre
- A stranger

Areas of work with vulnerable groups and individuals: (Sept 2018)

Current work:

- *Open the Book, at Clearwell and Redbrook schools*
- *Collective worship at Clearwell, Redbrook and St John's schools*
- *'All together now' Community extended Eucharist at Tufthorn Community Hall*
- *Regular home communions*
- *Occasional home communions and other pastoral visits*
- *Residential home visits and services*
- *Shalom Groups - meetings & activities that include vulnerable adults*
- *Worship targeted at families and children - monthly services at Redbrook & "The Mustard Tree" monthly activities, worship and meal at St. John's Academy (primary) and other occasional services*
- *Partnership work with Options Holidays - 'Faith Week' and Christmas holiday*
- *Some partnership work with Salvation Army including work with children and young people*
- *Coffee mornings, craft clubs, memory café and other organised activities at "Church on the Street" by Mid-Wydean Parish, either alone or in partnership with other organisations.*
- *People dropping in to Church on the Street for various bits of advice and support, including vulnerable adults*

Potential new work:

- *Advice, advocacy and support work at Church on the Street, including computer access.*
- *Education and activity sessions for children and young people at Church on the Street.*
- *Other work with schools*

Specific responsibilities of named groups and individuals:

Vicar and PCC

1. Will undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
2. Will ensure that everyone involved in the care of children, young people or vulnerable adults, whether through paid employment or volunteer roles are personally made aware of the diocesan and PCC policies and complete Diocesan training.
3. Will ensure that the incumbent (or other appropriate person) has interviewed everyone working with children or vulnerable adults, or appropriate other and where they have sufficient level of responsibility to be eligible, is asked to complete a confidential declaration, which will be sent to the Diocese Safeguarding Office.
4. The PCC together with the incumbent will ensure that DBS checks are obtained for those who are eligible, and that rechecks are carried out every 5 years, following Diocesan guidance.

5. Will ensure that completed declarations are appropriately held in church records. All information on workers with children and young people will be kept securely, safely and confidentially.
6. Will ensure that no one is active in roles of trust and responsibility until the required disclosure has been received, and any subsequent risk assessment has been completed satisfactorily.
7. Is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people or adults who may be vulnerable. Will work closely with the diocese in ensuring appropriate people are trained and updated following diocesan guidance. Everyone will be given copies of parish policies and the diocesan pocket guide to safeguarding.
8. Appoints **Mark Bick** to be the Nominated Person to whom all cases of suspected or alleged abuse must be reported immediately. Alison Stuttard will assist him in this role.
9. Will make adequate provision for insurance cover for all activities for children and young people in line with the House of Bishops' guidance.
10. Will review this policy annually and ensure that a copy of this policy is presented to the Archdeacon at the Visitation.
11. Will ensure that any individual organisation renting/using its premises for activities involving children and young people, are aware of their own individual responsibilities to have appropriate safeguarding policies and processes in place.
12. Will ensure that any complaint made regarding a child, young person or vulnerable adult for whom we are responsible who may have been harmed or is in significant danger will be reported immediately and that we will fully cooperate with statutory agencies during any investigation into allegations concerning a member of the church community.
13. Will inform the diocesan safeguarding office and the statutory agency of any suspected criminal offenders or concerns that we are made aware of in respect of our contact with children, young people and vulnerable adults and will inform and work closely with the diocesan safeguarding office and all statutory agencies throughout.
14. Will offer informed pastoral care to any child, young person or adult who has suffered abuse and provide them with details of local and national support agencies.
15. Will work closely with the diocese to ensure that we effectively supervise and support any member of our church community known to have offended against a child, young person or vulnerable adult.
16. Will ensure that Safeguarding information, including parish contacts and alternative contacts, and appropriate helplines are displayed in each premises in the parish, and that the full policy is available on the parish website.
17. Will ensure the parish priest and nominated person carry out their responsibilities for implementing and monitoring this policy.

Specific responsibilities of named groups and individuals (continued):

The Nominated Person

1. Should be known in the parish and especially to those who are working with any vulnerable group/s.
2. Shares in the responsibility with the parish priest and PCC for the protection of children, young people and vulnerable adults who come into the care of the church.
3. Should be familiar with the contents of the policies and be jointly responsible with the parish priest for the implementation of these guidelines.
4. Should be involved with the careful selection and appointment of children's and youth leaders, and vulnerable adult equivalent. Either the parish priest or nominated person should be one of the interviewers of prospective volunteers or paid workers.
5. Should ensure that the PCC has a full list of volunteers working with children, young people and vulnerable adults in the settings appropriate to that church/benefice.
6. Should be alert to any unusual behaviour or inappropriate relationship on the part of any church worker with a child, young person or vulnerable adult.
7. Should, in the event of suspicion or an allegation of abuse, immediately report to the diocesan safeguarding office for advice and when it is necessary, contact police or social services direct followed by a report to diocesan safeguarding office.
8. Should ensure relevant workers know who to talk to if the Nominated Person is not available.
9. Should understand, and question how, church activities can ensure that all children and young people and/or vulnerable adults are best protected.
10. Should develop their activities with the PCC to monitor good practice and suggest better ways of doing things.
11. Must be clear about the insurance cover for the church, so that appropriate and proper action can be made.
12. Should contact the diocesan safeguarding office to explore answers to any questions.

Leaders of activities

Should be given copies of parish policies and the diocesan pocket guide to safeguarding (available from the church office) and should undertake diocesan training.

If you become aware or you are told that a child vulnerable adult is being abused or at risk?

- Do not dismiss your concerns
- If the person is in immediate danger call the police or an ambulance
- Keep any evidence, do not clear it away
- Do not confront the alleged abuser
- Report your concerns to your Nominated Person or the Incumbent
- Write an account of what you have heard or been told for future reference

You must never assume that somebody else will recognise and report what you have seen or heard. It can be difficult if the allegation is about a colleague/friend or it is difficult to believe what you have heard, but

if someone starts telling you they have been abused?

- Listen very carefully; give them your full attention
- If the person is in immediate danger call the police or ambulance
- Do not agree to keep it a secret; you cannot do this. Explain to them you have to pass it on

If a child then will not tell you any more you can give them the Childline confidential number,

0800 111111, or for adults see contacts below.

- Reassure them you will deal with the allegation discreetly and will take it seriously
- Avoid asking questions about the alleged abuse
- Don't make judgements
- Do not confront the alleged abuser
- Report the allegation to the Nominated Person or the Incumbent and/or the Diocesan Human Resources Manager & Safeguarding Adviser
- Write what you have been told for future reference
- If the Lead Person or the Incumbent is implicated, report it immediately to the Diocesan Human Resources Manager, who will inform the Bishop or Archdeacon, or inform the Bishop or Archdeacon directly.

Congregation members

It is the responsibility of each of us to help prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect. This policy and supporting information is available to all church members through the website, and as hard copy by request. Diocesan pocket guides to safeguarding are available from the church office.

Other users of our premises

Where other groups are using our premises without the specific involvement of Mid-Wydean Churches, and are working with vulnerable groups, we expect them to have their own Safeguarding policy detailing good practice which they follow.

Any groups using the premises specifically for regular or occasional work with children, young people and/or vulnerable adults should be able to produce their own policy and confirm that leaders have been appropriately checked. We will aim wherever possible, to build positive relationships with representatives and leaders of any such groups to help ensure that the church's commitment to the safety of all can be shared.

Contacts:

(always say "it is a safeguarding issue" to ensure your call is dealt with promptly)

General first point of contact is **Mark Bick**, (nominated person):

Tel: 01594 836418 Mob: 07815 459468 email mark@markbick.co.uk

Address: 40 Boxbush Rd. Coleford, Glos GL16 8DN

If he is not available then, **Sarah Bick** (vicar)

Tel 01594 835476 Mob 07773 651893 Email: vicar@mid-wyedeanchurches.co.uk
or **Alison Stuttard** (assistant nominated person)

Tel (office) 01594 368849 Mob 07849 884148 office.midwyedean@gmail.com

Or if necessary direct to **Diocesan safeguarding office** 01452 835526

www.gloucester.anglican.org/about-us/safeguarding/

Urgent child protection concerns of any kind.

If someone is at immediate risk call 999 and ask for Police

Diocesan safeguarding office 01452 835526 mob: 07944 680320

The **Gloucestershire children's helpdesk**: 01452 426565 (office hours 9am to 5pm)

Email: childrenshelpdesk@gloucestershire.gov.uk

Emergency Duty Team (out of hours) 01452 614194 (Mon-Fri 9am to 6pm)

Advice and information <https://children.gloucestershire.gov.uk/web/portal/pages/home>

Radicalisation concerns (children): 0207 340 7264 (Mon-Fri 9am to 6pm)

counter.extremism@education.gov.uk

Childline (for use by children and young people only) confidential number: 0800 111111
or 1 to 1 confidential chat online at www.childline.org.uk

Child Protection allegations against church ministers, staff or volunteers are dealt with differently.

If an allegation is made then the Nominated Person must immediately get in touch with either the police if it is urgent, or the Local Authority Designated Officer for Allegations (LADO) Jane Bee – 01452 426994 and inform the diocesan safeguarding office that this has been done.

Contacts: Vulnerable Adults

If you or the individual is in immediate danger, need medical attention or if a crime has been committed, call the emergency services on 999. In a non-emergency situation call Gloucestershire Police on 101.

For all other issues contact Mark Bick, Sarah Bick or Alison Stuttard, or direct to diocesan safeguarding office.

They would then contact

Gloucestershire County Council Adult Social Care Helpdesk on: Phone: 01452 426868.

Email: socialservicesenq@gloucestershire.gov.uk

General advice - Gloucestershire Safeguarding Adults Board

<http://www.gloucestershire.gov.uk/gsab/>

Action on elder abuse helpline: 080 8808 8141 (Monday to Friday, 9am to 5pm)

Mencap Learning Disability Helpline 0808 808 1111.

Parish Office: Church on the Street, 6a St John's Street, Coleford, GL16 8AR. Tel:01594 368849

email: office.midwyedean@gmail.com www.mid-wyedeanchurches.co.uk

Vicar is Rev. Sarah Bick contact via church office, or email: vicar@mid-wyedeanchurches.co.uk tel.: 01594 835476