



# Safeguarding Policy for working with Children, Young People & Adults at risk of Harm

## Introduction

This document is based on the 1989 Children’s Act and the 1993 Code of Practice “Safe from Harm” which is the Home Office Guidance for all Voluntary Organisations to work with Children and Young People. The Diocese has updated its Child Protection Guidance to produce a safeguarding handbook, “In Safe Hands: A Guide to Safeguarding Children and Adults at risk of harm”. This is based on “Protecting All God’s Children’ (2010) which is the House of Bishops’ child protection policy for the Church of England, Promoting a Safe Church (2006) the equivalent for adults at risk of harm, and “Responding Well” (2011) which is the Church of England guidance and policy on managing allegations of sexual abuse.

Following the Diocesan procedures based on the Children’s Act 1989/2004 and Government Guidance – Working together to Safeguard Children 2006, we are committed to follow the recommended practical guidance or equally safe practice as agreed with the DCPA and accepted by the PCC.

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An online copy of this policy is available at

[www.christchurchguildford.com/Resources/Safeguarding](http://www.christchurchguildford.com/Resources/Safeguarding)

A printed copy of this policy document is available from the Parish Office

Update 2017-2018 prepared for APCM 30 April 2017

## Mission Statement (to be read at each APCM)

As members of this P.C.C. we commit our church community to support our families in the nurture, safekeeping and protection of our children, young people and adults at risk of harm.

- We recognise that our work with children, young people and adults at risk of harm is the responsibility of the whole church and commit ourselves to annual reviews
- The church is committed to implementing the House of Bishops' Child Protection Policy 'Protecting all God's Children (2010)', 'Promoting a Safe Church' (2006) for adults at risk of harm, and the diocesan procedures, which are based on the Children Act 1989 and Government guidance 'Working together to Safeguard Children 2006'
- The church is committed to supporting, resourcing and training those who work with children, young people and adults at risk of harm, and to providing supervision
- It is the responsibility of each one of us to prevent physical, sexual and emotional abuse of children, young people and adults at risk of harm, and to report any abuse discovered or suspected
- Each worker with children, young people and adults at risk of harm must know the recommendations, and undertake to observe them. Each shall be given a copy of the church's agreed policy
- Each shall be given, or have access to, a copy of "In Safe Hands", the diocesan safeguarding handbook (copies of these in Youth Office & Vicarage)
- As part of our commitment to children, young people and adults at risk of harm, the church has appointed the following people

### **Safeguarding (Children & Young People) Representative**

Naomi-Allison Sloane            07976 151535            [childsaf@christchurchguildford.com](mailto:childsaf@christchurchguildford.com)

### **Safeguarding (Children & Young People) Advocates**

Revd Nick Williams            01483 568870            [nick@christchurchguildford.com](mailto:nick@christchurchguildford.com)

Helen Sinclair            01483 569846            [Helen.sinclair300@gmail.com](mailto:Helen.sinclair300@gmail.com)

### **Safeguarding (Adults at risk of Harm) Representative**

Rosalind Houchin            07717 567998            [adultsaf@christchurchguildford.com](mailto:adultsaf@christchurchguildford.com)

### **Safeguarding (Adults at risk of Harm) Advocate**

Paula Bell            01483 569002            [paula@openhandsguildford.org.uk](mailto:paula@openhandsguildford.org.uk)

Their names, roles, email addresses & contact phone numbers will be publicly displayed, along with the phone number of **Childline** (0800 1111).

## Good Practice Statement

NB in this statement 'adult RH' refers to adult at risk of harm

**The Church** should ensure that:

- As far as is possible a worker is not alone with a child/adult RH where their activity cannot be seen. On church premises, this may mean leaving a door open or working in the same room. Where small groups meet in a leader's, or young person's home, two adults should always be present.
- In an informal situation with a young person/adult RH, where privacy and confidentiality are important, try to make sure that another adult knows the interview is taking place and with whom. Another adult must be in the building, and the young person/adult RH should know they are there.
- Ensure that access to the building is safe and always well lit.
- The building must be adequately heated.

**You, the worker,** should:

Treat all children/young people/adult RH with respect and dignity befitting their age; watch language, tone of voice and where you put your body. Be safe and fair at all times, avoiding discrimination and favouritism.

**Not engage in any of the following:**

- invading the privacy of the children/young people/adult RH when they are showering or toileting;
- excessively rough, physical or sexually provocative games or activities;
- making sexually suggestive comments about or to a child/young person/adult RH, even in 'fun'
- inappropriate and intrusive touching of any form
- any scapegoating, ridiculing, or rejecting a child/young person/adult RH.
- Not let youngsters involve you in excessive attention seeking that is overtly sexual or physical in nature.
- Learn to control & discipline children without using physical punishment
- Ensure another adult is present if accompanying young children to the toilet, or ensure there is another adult within eyesight. If you must enter the cubicle, always leave the door open.
- Not to invite a child or young person to your home alone; invite a group, or ensure that someone else is in the house. Make sure the parents know where that child is.
- Not go to a young person's house alone except when a parent is present.
- Always adhere to Christ Church's Policies for Transporting Children, Young People or Adult RH.
- Always adhere to Christ Church's Mentoring Policy.
- Do not communicate electronically with children without their parents' consent. Always use a specific account for the purpose which can be accessed by the supervisor. Save/log any chat message conversations. If using video or voice messaging, do this in public so others are aware. Have a curfew time for communicating, and be as public as possible.
- Not share sleeping accommodation with children or young people if you take a group away.

## Types and Identifying Abuse in Children

### Types of Abuse

Physical	any form of physical harm and the first evidence may not be an obvious serious injury
Emotional	persistent, emotional, ill treatment having an adverse effect on their emotional development
Sexual	where adults (and sometimes other children) use children to satisfy sexual desire. An awareness of the potential sexual abuse via the Internet is essential
Neglect	the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

### Signs of abuse

The following may indicate abuse, but do not jump to conclusions. There could be other explanations. If you are concerned discuss your thoughts with your safeguarding representative. Confidentiality is of utmost importance. Do NOT discuss with anybody else.

Physical	significant unexplained or hidden injuries, lack of medical attention sought for significant child's injuries or a child repeatedly seeking medical attention for apparently minor injuries.
Emotional	reverting to younger behaviour, nervousness, sudden under achievement, attention seeking, running away, stealing, lying.
Sexual	preoccupation with sexual matters evident in words, play, drawings: being sexually provocative with adults; disturbed sleep, nightmares, bedwetting; secretive relationships with adults or children; tummy pains with no apparent cause.
Neglect	looking ill-cared for and unhappy, being withdrawn or aggressive, having lingering injuries or health problems.

### What to do if a child tells about sexual abuse

The following is a summary only, for reference. DON'T MAKE A DECISION.

- Look at the child directly.
- Listen carefully to what the child says.
- Be aware that the child may have been threatened.
- Tell the child they are not to blame – how might you rephrase this?
- Do not press for information or ask leading questions.
- Reassure the child they are right to tell you.

Do not promise confidentiality. You should let the child know that you may have to pass information on.

- Let them know what you are going to do next, who you are going to tell and why.
- Finish on a positive note.
- You do not have to make any decisions. Pass all responsibility to the child protection representative

immediately.

- As soon as possible afterwards, make hand-written notes of exactly what the child said, date & time.

### **In relation to children: if abuse is disclosed or discovered**

If you feel you need to talk, contact your adults at risk of harm safeguarding representative, or diocesan Safeguarding Advisor (Ian Berry) 07544 566850. Confidentiality is of utmost importance. Do NOT discuss this with anybody else. However you cannot promise to 'keep secrets' and must let the child know you may have to pass the information on.

- Do not delay
- Do not act alone
- Do not start to investigate or ask leading questions
- Consult with the safeguarding representative
- If appropriate contact Surrey Police on 101 and ask for the Safeguarding Officer

The parish and diocesan safeguarding officers will refer to diocesan safeguarding policy which can be found at:

<http://www.cofeguildford.org.uk/about/safeguarding-inclusion/safeguarding-policy>

### **What will happen next?**

A strategy discussion involving plain clothed Police (who have special responsibility for child protection) with the Child Protection team at Social Services, other significant professionals and the person suspecting abuse or whom the child had talked.

A decision will be taken as to whether an investigation is warranted; if so, it will then be planned.

The investigation will be led by either social services or the police.

The investigation may include:

- an informal talk with the child;
- a formal police(+/- social services) video recorded interview following disclosure;
- medical examination;
- Preliminary family assessment.

If there is sufficient concern, a child protection conference will be held to decide the best course of action to protect the child and help the family. There may be criminal prosecution of the abuser.

The outcome will be positive and aimed to protect the child from harm.

## Types and Identifying Abuse in Adults at Risk of Harm

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering. The abuse may be a single or repeated act or lack of appropriate action, occurring within any relationship where there is an expectation of trust, and which causes harm or distress to the individual.

Abuse can occur in any setting including:

- Family or individual's home setting
- Residential or nursing home
- Hospital or intermediate care setting
- Day Care Setting
- Social settings
- Public Places

The person responsible for the abuse is often well known to the person being abused, including:

- Relatives and family members
- Professional staff
- Paid care workers
- Volunteers
- Other service users
- Neighbours, friends and/or associates

Others may be strangers who:

- Befriend vulnerable people with the intention of exploiting them
- Deceive people into believing they are from legitimate businesses, services or utility providers
- Intimidate vulnerable people into financial transactions they do not want or cannot understand.

Adults who are most at risk of abuse at home include:

- Those who are isolated and don't have much contact with friends, family or neighbours
- Those with memory problems, or who have difficulty communicating with others
- Those who don't get on with their carer
- Those whose carer is addicted to drugs or alcohol, or
- Those whose carer depends on them for a home and financial and emotional support.

Other vulnerable adults include people who are open to abuse because of learning difficulties, physical disabilities or mental illness. Becoming dependant on someone else, whether a carer, family member, friend or in hospital, can put vulnerable people at risk of abuse. Abusers may create a feeling of dependency and may also make the vulnerable person feel isolated, that nobody else cares for them and that they're on their own.

## Forms of abuse

### Physical Abuse

The ill-treatment of an adult, which may or may not cause physical injury, is regarded as physical abuse. This may include hitting, slapping, shaking, pushing, kicking, pinching, inappropriate restraint, withholding or misuse of medication, biting, suffocating and poisoning. It could include racially or religiously motivated attacks.

### Sexual Abuse

A sexual act carried out without the informed consent of the other individual is abuse. Such behaviour includes contact and non-contact abuse. Non-contact abuse may include sexual remarks and suggestions, introduction to indecent material and/or indecent exposure. Contact abuse may include rape or sexual assault; being forced to touch another person, sexual intercourse or being pressurised into consenting to sexual acts.

### Physiological or Emotional Abuse

This concerns the use of threats or fear or the power of the carer's or other adult's position to negate the vulnerable adult's independent wishes. It includes lack of privacy or choice, denial or dignity, deprivation of social contact or deliberate isolation making someone feel worthless, lack of love or affection, threats, verbal abuse, humiliation, blaming, controlling, intimidation, coercion, fear and/or ignoring the person. Other behaviours which may take place within a working relationship include public or unreasonable criticism, verbal abuse, ignoring a person's wishes or point of view and prevention from receiving services or support.

### Financial or Material Abuse

The wilful extortion or manipulation of the vulnerable person's legal or civil rights is construed as abuse, and is also potentially fraud. Such activity may include misappropriation of monies or goods, the misuse of finances, property or possessions, withholding money, theft or exploitation; pressure in connection with wills, property or inheritance. Such abuse may involve the use of a position of authority or friendship to persuade a person to make gifts, to leave legacies or change a will.

### Neglect or Acts of Omission

Neglectful behaviour is any pattern of activity by another person, which seriously impairs an individual. Neglect can include failure to intervene in situations where there is danger to a vulnerable person or to others, particularly when a person lacks the mental capacity to assess risk not giving personal care, deliberately withholding visual or hearing aids, withholding food, drink, light and clothing, restricting access to medical services, denying social, religious or cultural contacts, denying contact with family and/or lack of appropriate supervision.

### Spiritual Abuse

Churches need to be sensitive so that they do not, in their pastoral care, attempt to 'force' religious values or ideas onto people, particularly those who may be vulnerable to such practices. Careful supervision and mentoring of those entrusted with the pastoral care of adults should help to prevent harm occurring in this way.

Other forms of spiritual abuse include the denial to vulnerable people of the right to faith or the opportunity to grow in the knowledge and love of God.

## Professional/Institutional Abuse

Professional and/or institutional abuse can occur in residential homes, nursing homes or hospitals when people are mistreated because of poor or inadequate care, neglect and/or poor practice that affect the whole of that service. It can also include disrespect and unethical practice, ill treatment and professional misconduct.

Any of these forms of abuse can be deliberate, or be the result of either ignorance, or lack of training, knowledge or understanding. Often if a person is being abused in one way they are also being abused in other ways.

## Identifying possible signs of abuse

It is not always easy to spot the symptoms of abuse. Someone being abused may make excuses for why they're bruised, they don't want to go out or talk to people, or why they are short of money. It is important to know the signs of abuse as a vulnerable adult is unlikely to talk about the abuse they may be experiencing.

In considering whether a vulnerable adult is suffering from some form of abuse, you should look at two areas:

- Physical Signs
- Behavioural Signs

Some of the physical signs to look for include:

- Bruises, wounds, fractures and other untreated injuries,
- Injuries the person cannot give a good reason for
- Deterioration of health for no apparent reason
- Looking unkempt, dirty or thinner than usual
- Inappropriate or inadequate clothing
- A carer who is unwilling to allow access to the person

Behaviour signs to watch out for include:

- Becoming quiet, withdrawn
- Being aggressive or angry for no obvious reason,
- Sudden changes in their normal character, such as appearing helpless,
- depressed or tearful,
- Being unusually light-hearted and insisting there's nothing wrong
- An unwillingness to be alone with a particular carer

There are also material signs to watch out for such as:

- A sudden change in finances
- Not having as much money as usual to pay for shopping or regular outings
- Getting into debt
- Official or financial documents that seem unusual, or documents relating to finances that suddenly go missing

This list does not cover every possibility. You may see other things in the vulnerable adult's behaviour or circumstances that worry you.

If you feel someone you know is showing signs of abuse, talk to them to see if there's anything you can do to help. If they're being abused they may not want to talk about it straight away, especially if they've become used to making excuses for their injuries or change in personality. Don't ignore your concerns, though. That could allow any abuse to carry on.

The most important thing to remember is that if you have a gut feeling that something is not right, **trust your judgement and take action.**

The parish and diocesan safeguarding officers will refer to diocesan safeguarding policy which can be found at:

<http://www.cofeguildford.org.uk/about/safeguarding-inclusion/safeguarding-policy>

**APPENDIX ONE**

**Christ Church Guidelines  
for those who Transport Adults at Risk of Harm to Church Activities by Private Car**

Adults at Risk of Harm who need support to go out and are living in residential care should not be transported without prior consent of a responsible carer.

All those who drive Adults at Risk of Harm to and from Church organised activities should have held a full driving license for a minimum of 2 years.

All cars that carry Adults at Risk of Harm should be comprehensively insured. Adults at risk of Harm must wear seat belts at all times.

Any driver who has an endorsement of 6 points or more on their license should not transport Adults at Risk of Harm to or from church organised activities and if they have new points added, or a case pending, they should inform the Adults Safeguarding Officer.

Any driver who has an “unspent” conviction for a drink driving offence or for Dangerous driving on the highway should not transport Adults at Risk of Harm.

If a driver has to transport one Adult at Risk of on his or her own, the Adult should sit in the back of the car.

I agree to comply with these guidelines when transporting Adults at Risk of Harm in my car when I am acting in the capacity of a Leader for Christ Church.

Driver license no.

Driver signature

Approved by signature

## Christ Church Guidelines

### for those who Transport Children to/from Church Activities by Private Car

Children and Young People should be transported to or from a Church organized activity by a parent or guardian or their representative. This should be organized separately by the parent or guardian.

In the case of emergencies: Children and Young People should not be transported without prior consent of a parent or guardian. Every endeavour should be made to contact the parent or guardian by telephone to seek permission to transport the child or young person home.

All those who drive Children and Young People to and from Church organised activities should have held a full driving licence for **minimum of 2 years**.

All cars that carry Children and Young People should be comprehensively insured. Children and Young People must wear seat belts at all times. The driver must also wear a seatbelt unless exempt by law.

Any driver who has an endorsement of 6 points or more on their licence should not transport Children or Young People to or from church organised activities and if they have new points added, or a case pending, they should inform the Child Safeguarding Officer.

Any driver who has an “unspent” conviction for a drink driving offence or for Dangerous driving on the highway should not transport Children or Young People. If a driver has to transport one Child or Young Person on his or her own, the person must sit in the back of the car.

I agree to comply with these guidelines when transporting Children or Young People in my car when I am acting in the capacity of a Leader for Christ Church.

Driver license no.

Driver signature

Approved by signature

**Diocesan Supervision Ratios for Children’s Activities**

Taken from the Diocesan Safeguarding Handbook, section 2B, page 18

Supervision Ratios The minimum required staffing levels for children’s groups are given below. At all times there must always be a minimum of two adults present, and one of these must be the designated Group Leader. It is also recommended that a gender balance is maintained where possible. It should be noted that any young helper under the age of 18 should not be included in these supervision ratios (See 2A Recruitment and Selection for more information on Helpers Aged Under 18 years). A risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular activity, however the following guidelines are considered a minimum requirement for any activity:

Supervising Adults (one must be the Leader)	Age of children	Maximum number of children	Ratio
2 (minimum)	0-2 years	6	1:3
2 (minimum)	2-3 years	8	1:4
2 (minimum)	3-8 years	16	1:8
2 (minimum)	Over 8 years	20	1:10



### Protection of Children and Vulnerable Adults Confidential Declaration Form

This form should be completed by all church officers and voluntary workers (over 18 years) who are working in regular and direct contact with children and young people and/or vulnerable adults. Applicants may also be required to complete a DBS Application Form and supply references.

This form is strictly confidential, and except under compulsion of law, will only be seen by those responsible for the appointment, and when appropriate, the Diocesan Safeguarding Adviser. All forms will be kept securely under the terms of the Data Protection Act 1988.

If you answer 'Yes' to any question, or wish to declare any relevant information, please give details, including the number of the question it applies to and relevant dates, on a separate sheet of paper and supply with the form in a sealed envelope marked 'Private and Confidential' to the Incumbent and/or Parish Safeguarding Representative. All information declared will be carefully assessed in liaison with the Diocesan Safeguarding Adviser to decide whether it is relevant to the post applied for, and will only be used for the purpose of safeguarding children and vulnerable adults.

1. **Do you have any unspent conviction, cautions, reprimands or warnings? (Including any 'spent' convictions' under the Rehabilitation of Offenders Act 1974)?**

Yes  No

2. **Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?**

Yes  No

3. **Are you at present under investigation by the police or an employer for any offence?**

Yes  No

**Note:** Declare all convictions, cautions, warnings or reprimands and if you are at present under investigation by the police. Motoring offences that cannot be dealt with by a prison sentence need not be declared. Posts where the person is working or coming into contact with children or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. Convictions obtained abroad must also be declared as well as those from the UK. You may choose not to declare convictions which may be filtered in a DBS check (<https://www.gov.uk/government/publications/dbs-filtering-guidance>)

4. **Has your name been placed on a list barring you from work with children or vulnerable people?**

Yes  No

5. **Have you ever been found by a court exercising civil jurisdiction (including family or matrimonial jurisdiction) to have caused significant harm\*\* to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm from you ?**

Yes  No

**Note:** Declare any finding of fact by a civil court that your actions have significantly harmed a child or vulnerable adult. Declare any court orders made on this basis. Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility.

6. **Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm?**

Yes  No

7. **To your knowledge has it ever been alleged that your conduct has resulted in any of those things?**

Yes  No  Please tick

If yes, please give details including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

8. **Has a child in your care or for whom you have had parental responsibility ever been removed from your care, been subject to a Child Protection plan or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?**

Yes  No

9. **Is this a new Confidential Declaration or a Renewal?**

New  Renewal  If a renewal, date of last declaration? \_\_\_\_\_

## DECLARATION

I declare that, to the best of my knowledge, the above information (and that on the attached sheets\*) is accurate and complete. *\*(delete if no sheets attached)*. I accept that providing deliberately false information could result in me being withdrawn from the role or activity.

Full Name

Address

  

D.O.B.

Signed

Date

Please return completed form to the Safeguarding Officers or the Church Office

