

All Saints

LITTLE SHELFORD

www.allsaintslittleshelford.org

SAFEGUARDING PACK

For people working with children and young people

Last updated August 2017

Introduction

All Saints Little Shelford, in all aspects of its life, is committed to the protection of children, young people and vulnerable adults entrusted to its care. We fully accept and endorse the principle enshrined in the Children's Acts of 1989 and 2004 that the welfare of the child is paramount, and we encourage best practice within the church community by setting standards, following guidelines provided by the Diocese of Ely in their "Safeguarding Procedures" and by supporting and working with parents.

Principles

The following basic principles will be observed in relation to all work with children, young people and vulnerable adults:

- Administration of this policy is the responsibility of the Rector and the PCC.
- We will work with statutory bodies and voluntary agencies to promote the safety and wellbeing of children, young people and vulnerable adults.
- We will act promptly whenever a concern is raised about a child, young person or vulnerable adult or about the behaviour of those in a position of trust, and will work with the appropriate statutory bodies when an investigation into abuse is necessary.
- We have proper procedures in place for reporting any concerns, and will ensure that it is known by all those engaged in working with children, young people or vulnerable adults within the church.
- We will seek to offer informed pastoral care to any child, young person or adult whose life has been affected by abuse.
- We will seek to create a culture where everyone is respected equally to ensure their full integration within the church community.
- We will ensure that Health and Safety policies are in place, and that we have provided appropriate insurance cover for all activities undertaken in the name of the parish.
- We will hold up-to-date registration forms for all children, young people & vulnerable adults (with due regard for procedures for Data Protection) and keep a register of attendance.
- We will not permit those who have a history of offences against children, young people or vulnerable adults and/or may pose a threat to them, to work with children, young people or vulnerable adults, but we will support them pastorally. Where necessary, an agreement of appropriate conduct will be drawn up between the member and the incumbent, with the help of the Bishop's Safeguarding Adviser.
- Where activities are shared with other churches or groups we will ensure that procedures are in line with our own policy.
- All groups will have adequate and appropriate levels of leadership and supervision.
- Adults will not work alone with our vulnerable groups without prior agreement from the Team Leader or Minister and the parent, carer or legal guardian.
- Parents and carers will be made aware of the obligation of everyone to act if a child, young person or vulnerable adult is suffering or is likely to suffer significant harm.

Recruitment: procedures and practice

- We will carefully select, train and support both volunteers and paid workers for work with children, young people and vulnerable adults
- We will follow recommended safeguarding practice in the appointment of all these workers, and for anyone in a position of authority.
- Each person applying for a position working with vulnerable adults and young people under the age of 18 will be subject to an enhanced Disclosure and Barring Service (DBS) check, under the Diocese of Ely's arrangements. All workers will be made aware of what to do if abuse is disclosed or discovered
- All workers will be given the following documents: the church's policy on Safeguarding (this document); good practice guidelines; the name of the person to whom they are responsible (team leader); regularly updated details of the group for which they are responsible; a clear outline of what they are responsible for (orally or in writing from team leader) and regular details of training opportunities available.

PCC members

The Practice Guidance: Safer Recruitment (2016) is clear that all members of any PCC which sponsors and approves work with children or adults at risk of harm will be eligible for an enhanced criminal record ("DBS") check. These checks need to take place after elections to the PCC at the APCM, and it should be made clear to all nominees prior to any election that all appointments will be subject to the appropriate checks.

All Saints, Little Shelford will comply with this guidance.

Training

The Church of England has developed a new safeguarding training framework tailored to the role that any church volunteer or employee undertakes. Details (including on-line access for some modules) are available at <https://safeguardingtraining.cofeportal.org/login/index.php>

Safeguarding Training should be renewed every three years (or when someone is taking on a new role which requires a different level of training).

All Saints, Little Shelford will follow the training framework as detailed below.

TRAINING FRAMEWORK

Core training materials

C0 Basic Awareness

For anyone who needs basic level of safeguarding awareness. All staff and volunteers.

C1 Foundation Level

For anyone who has safeguarding responsibilities or who has contact with children, young people and/or adults who may be vulnerable.

C2 Leadership

Required for anyone who has safeguarding leadership responsibilities or responsibility for leading activities involving children, young people, and/or adults who may be vulnerable.

C3 Clergy & Lay Ministers

Required for those holding a licence, commission, authorisation, or permission to officiate from a Bishop- Ordained and Lay.

C4 Senior Staff

Required for Senior Staff/Clergy who have key roles in safeguarding policy, strategy and practice
In addition to these core training materials the Church of England has produced specialist modules:

S1—Safer Recruitment

S1 training is essential (required) for

- those with responsibility for administering DBS
- Clergy and those with recruitment responsibilities (for example designated members of PCCs or members of staff who regularly sit on interview panels)
- Senior staff where they are involved in recruitment
- Diocesan/Parish/Cathedral Safeguarding Officers
- Safeguarding Leads on PCC/within Religious Communities/within TEIs

S3 —Raising Awareness and Responding Well to Domestic Abuse

S3 training is essential (required) for

- Anyone holding the Bishop’s Licence or Permission to Officiate
- Spiritual Directors
- Bishops Visitors
- Pastoral Visitors
- Leaders of children/adults activities
- Diocesan/Parish/Cathedral Safeguarding Officers

Reviewing and implementing our policy

We will review our Safeguarding policy, procedures and practice every year, and we will ensure that it is brought to the attention of the church fellowship, along with appropriate information about where to find help and support. All those who work with children, young people or vulnerable adults have been given a copy of this policy and good practice guidelines (as outlined above) and have agreed to follow them.

People to contact

We have appointed a Safeguarding co-ordinator to take responsibility for supervising our Safeguarding. This person, who will be trained in child protection procedures, is:

Mrs. Polly Stanton, Tel 01223 722509 (polly.stanton@ntlworld.com)

We have also appointed an independent children’s advocate, who can be contacted for advice and support if children are in difficulties. This person, who will be aware of children protection procedures and not involved regularly with other pastoral care of children in the church is:

Mrs. Caroline Kingdon, Tel 01223 842048 (kingdon.caroline@gmail.com)

This policy was last reviewed and approved by the PCC in May 2017.

Signed: Rector

Signed: Church warden

Signed: Church warden

Date:

Good Practice Guidelines for Working with Children and Teenagers

(This extract taken from the Diocese of Ely Child Protection procedures. A full version of the procedures is available on the Diocese of Ely website: <http://www.elydiocese.org/who-we-are1/sa/guidelines-for-work-with-children-teenagers-and-vulnerable-adults/>)

Guidelines for Work with Children, Teenagers and Vulnerable Adults

1. As far as possible, avoid working in one-to-one situations with children or vulnerable adults. Make sure there is a colleague within earshot. Try to have a man and a woman at each mixed-age activity. Leaders of activities should not use alcohol whilst on duty.
2. Those undertaking one-to-one counselling or pastoral work must adhere to the highest standards of conduct, and should have received appropriate training. Know your own level of competence, and do not step beyond it; if a situation becomes difficult, seek advice straight away. Be clear at the start what you and the person you are working with are planning to achieve by meeting, and the limits of what you can offer. Meet at an agreed time, in a place that affords an ability to talk confidentially without being secretly 'tucked away', and let a colleague know that you are meeting, and why. If you are working with a child, make sure that the parent/carer is aware of the meeting.
3. At the first meeting, explain that the conversation will be confidential unless there are exceptional circumstances. If the person is being harmed, if they are harming others or if they know that a child or vulnerable adult is being harmed, the information will have to be passed on. If this level of confidentiality is not acceptable, try to arrange access to an appropriate anonymous telephone helpline; do not be tempted to promise absolute confidentiality.
4. When working in sensitive situations or 1:1, keep a written record of the session, properly dated (including year). Where there are potential safeguarding issues, make a written record (include date, time and signature), and seek advice.
5. Socially acceptable physical contact in a public place is quite proper and appropriate where it can be readily seen by others and is not hidden away. Physical contact should be:
 - Minimal
 - Intended to meet the needs of the receiver rather than the giver
 - Understood and welcomed by the receiver
 - Open to the scrutiny of others

It is important to respect each individual's sense of personal space. Avoid playing rough games or making provocative or 'teasing' comments, even in fun.

It is equally important not to be paranoid about responding to someone who is clearly in need of physical contact eg when injured or distressed. Use cautious common sense, keep contact minimal, and create an ethos of shared scrutiny and support in the workplace.

- In childrens work, keep an up-to-date register of all children attending a group: home address, telephone number and names of parents/carers should be included. The register should be taken for each session, and the record of attendance should be kept on file for a minimum of three years.
- The ratio of adults to children must be sufficient to ensure safety and comply with the requirements of current Government policy and legislation. These requirements are particularly relevant to work with children under the age of eight. For the latest guidance and registration requirements, you can call Ofsted's helpline on 0845 601 4771, or speak to the Diocesan Children & Families Adviser.

Adult-to-child ratios

The OFSTED recommended adult-to-child ratios are given below. Please note that these are minimum requirements and you should carefully consider whether you need more adults than this.

For **0 to 2 years** – one adult to every three children (1:3)

For **2 to 3 years** – one adult to every four children (1:4)

For **3 to 8 years** – one adult to every eight children (1:8)

For **over-8s** – one for the first 8, then one for every additional 10 children.

- There should always be more than one adult for any group and at least one should be female.
- Helpers under 18 years old count as children and not adults in these ratios.
- If you have a number of teenage helpers, you will need more adult leaders, not fewer.

- All U18s (except where an U18 is married) need to provide a parental consent form when they join a group or activity. A specimen form is provided in Section 3.
- Children may attend worship or other activities unaccompanied by an adult. Where this is the case, try to establish if parents know where the child is and what time s/he is expected home. If necessary, encourage the child to leave at the appropriate time to get home for this deadline. If a child is joining a regular activity, record his/her name, age, and address on a registration form and ask the child to bring it back signed next time. Make every effort to establish contact with the parents, particularly of a younger child, by sending information home or providing a church telephone number or email address for them to call. No child can be taken on a trip away from the church site without a parental consent form.
- With vulnerable adults, if there is a carer or key-worker, try to establish a line of communication with them. Keep a note of those who have responsibility for the vulnerable adult and who can give advice where necessary about how to include the adult's individual needs in church activities.
- The premises used should be safe and well maintained. Seek advice if necessary on the latest Health and Safety regulations, including appropriate risk assessments for activities and outings. Keep a suitably stocked First Aid kit always accessible. Where children's activities are offered, obtain a special children's First Aid kit in addition to the standard adult one. Ideally, one or more of the workers on the premises should be trained in First Aid (for children and adults). Make sure that all planned activities, on or off site, are covered by an adequate insurance policy.
- Workers must be prepared to listen attentively and supportively to those for whom they have a duty of care. If someone makes a complaint or an allegation about the behaviour of someone within the church or the community, listen carefully without making a judgement on how plausible what you are hearing might be. If a complaint is made about someone in the church, this must ALWAYS be referred outside the church for advice about how to proceed. Contact the Bishop's Safeguarding Adviser or the Diocesan Safeguarding Officer for help.

What to do if a child tells you about abuse

Most people find it very difficult to talk about what has happened to them. If someone has summoned up the courage to talk, and has chosen you as the person s/he is going to tell, it's important to listen carefully. Now is not the moment to ask the child or adult to come back at a more convenient time, or to start an investigation. Simply, listen. Try to let the person go at his/her own pace. Don't ask questions, don't jump in to fill awkward silences; the teller might need this silence to process what's going on inside his/her head and your questions could confuse and divert the flow. Show that you are keeping up, and understanding what's being said: nod encouragingly, make eye contact, repeat back the last thing said, and so on. If the child or adult is really struggling to keep going, or you don't understand something, use the TED formula:

- Tell
- Explain
- Describe

For example, 'Can you **tell** me about that?...Could you **explain** what you mean?...I'm not sure I understand; **describe** that to me...'

Let the teller talk for as long as s/he needs to. Once you know that this is a safeguarding matter, you don't need to gather any more details: it is time to pass on what you have been told to an experienced person.

However difficult it is to believe what you are hearing, it must be taken seriously. At the very least, keep an open mind. It is devastating to a victim of abuse when the person s/he has chosen to tell refuses to believe what is being told. Be prepared to believe the unbelievable and accept the unacceptable, while somehow remaining calm and open-minded; that's the real skill of responding to people who tell you about abuse.

Thank the person for telling you what has happened, and reassure him/her that s/he has done the right thing and that you will do your best to help. Explain that this kind of thing has happened to lots of other people before, and that's why there are people you can talk to who will know what to do. Never promise not to tell: you will probably have to share the information to keep that child or adult – or others - safe.

What happens next depends on the individual circumstances in which you find yourself and it is not possible to give exact advice. But here are some things to try and keep in mind:

If the person telling you is a child, the information must be passed on regardless of whether or not the child wishes you to do this, although you should clearly explain what you are going to do, and why. However, with an adult you should try to seek that person's consent; offer to make the referral on his/her behalf, or go with him/her to talk to someone. If the adult insists that they do not want a referral made, you should not be passing information on unless you think that there is something that prevents the adult having the capacity to think through the risks of their situation eg if there are substantial learning difficulties or mental health problems. But if you believe an adult to be at risk, and you feel a referral should be made, consult the Diocesan Safeguarding Adviser for advice about how to proceed.

Is the person safe to go home, or is s/he in immediate danger? If there is immediate danger, call the police. Outside this emergency situation, it is usually best to take a bit of time to make sure the person will be safe and looked after overnight, and call your local children's or adults' services team. Gather as much background information as you can: the full name, date of birth, address, the names of parents or carers, the alleged abuser (if you know it) and any other children or adults in the home are basic essentials, if you have them. Whoever you call, ask advice about what to do next, and write down what they say.

Who else needs to know? Your Vicar/Rector and/or safeguarding co-ordinator should have the appropriate training and skills to help you, and should be told unless there is a reason not to. But remember that safeguarding information is always handled on a 'need to know' basis. Sometimes you will be sharing just a part of what you know eg the PCC

should be told that safeguarding procedures have been followed, but they don't need to know the names and details of those involved.

Make a written log of everything that has happened as soon as you can: date it (day, month, year), sign and print your name and keep it safe until it is needed by those who are handling the case. There is a [logging form](#) in below that can help you.

Who can support the person, and you, until this case is resolved? Help the person choose someone s/he feels comfortable with, and choose someone to support you, too (it doesn't have to be the same person).

Does the alleged abuse involve a worker or volunteer in the church? Report the allegation to the Diocesan Safeguarding Adviser who will refer the matter to the Police where appropriate, help to identify advice and support for the alleged victim and for you, and support your working together with the appropriate agencies outside the Church. **Never try to handle an allegation within your own church, however minor or unbelievable it may seem.**

Useful telephone numbers:

All Saints Child Protection co-ordinator: Polly Stanton	01223 722509
All Saints Child Advocate: Caroline Kingdon	01223 842048
Childline (24 hrs)	0800 11 11
Diocesan Safeguarding Officer: Rebecca Boswell	01353 652731
Cambridgeshire Direct: (first point of contact for children's services social workers)	0345 045 5203 (children & young people) 0345 045 5202 (vulnerable adults) 01733 234724 (out of hours)
Police:	101 (or 999 in an emergency)

1. Full Name of Child/Young Person/Vulnerable adult

2. Address

3. Date of birth (if under 18)

4. Other members of the family (indicate age if under 18)

5. Account of what happened

Write what happened factually and as accurately as you can. Include who was involved, what happened (what you saw or heard or were told about), when it happened (day, month and time), where it happened, any other witnesses or behavioural signs that you observed. If your log includes an injury, describe it and say exactly where it was on the child, using a body map sheet if necessary. Use a separate sheet if necessary.

5. Action taken

What did you do? Whom did you tell? What action was agreed? If you contacted another agency (e.g. Cambridgeshire Direct/Social Care/Police) note down any names, contact numbers or file reference numbers you are given.

6. Your name and role in the church (sign and print)**7. Your contact details**

Telephone/mobile:

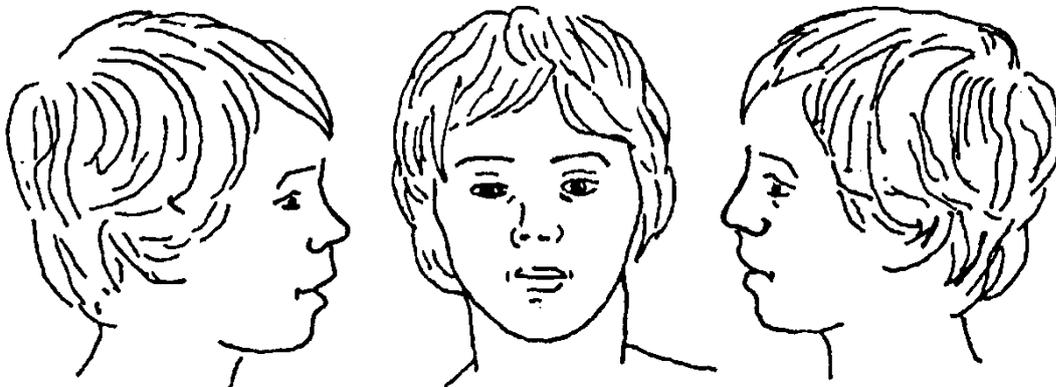
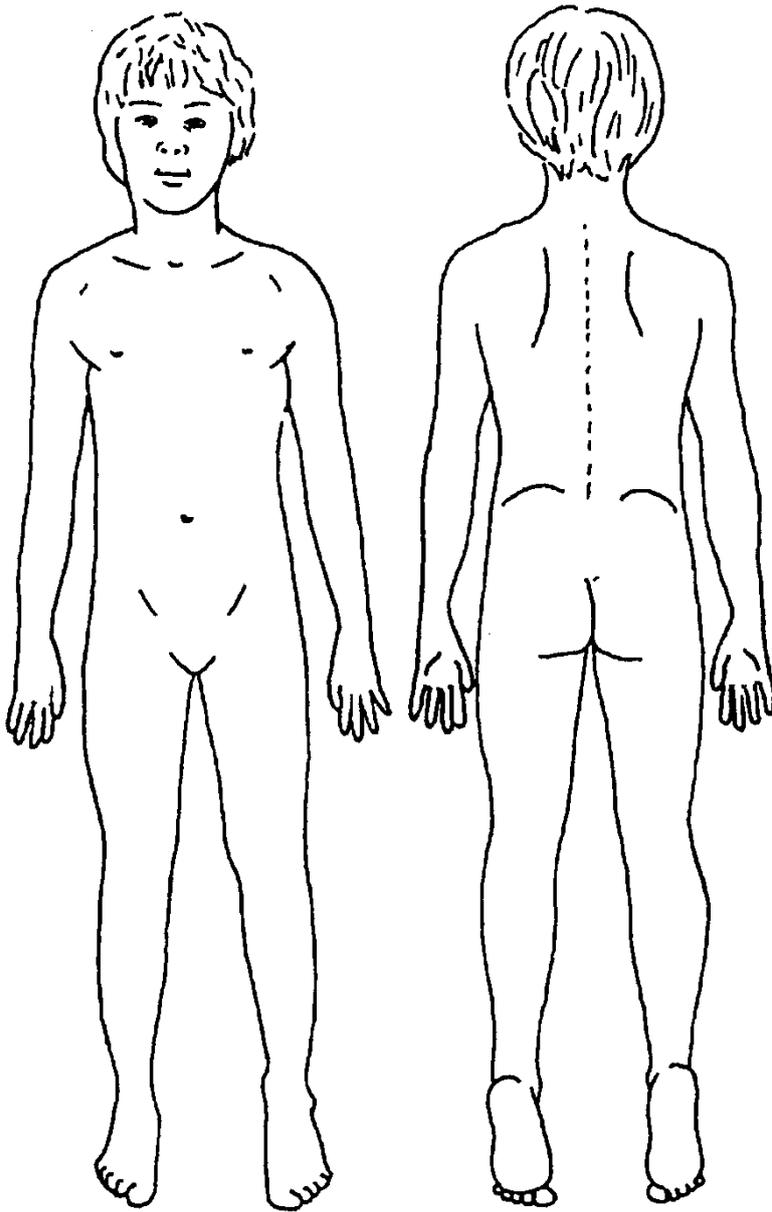
E-mail address:

8. Date (include day/month/year) and time of the incident and of this log

Please ensure that once the information here has been shared confidentially with those who need to know, this document is stored securely in your church's safeguarding file. This is usually held by the Safeguarding Co-ordinator for the parish, or the Vicar.

If your concern involves inappropriate behaviour by a member of the church, you must also contact the Bishop's Safeguarding Adviser. This is currently Rebecca Boswell: tel. 01353 652731 or e mail: rebecca.boswell@elydiocese.org

Body Map



Parish Responsibilities in Working with Children

Each parish (or benefice or mission community) should accept the prime duty of care placed upon the incumbent and the parochial church council to ensure the well-being of children in their care. In order to meet this responsibility, the parish representatives should:

- Create a culture of ‘informed vigilance’ which takes concerns seriously.
- Ensure that appropriate health and safety policies and procedures are in place.
- Provide appropriate insurance cover for all activities undertaken in the name of the parish.
- Ensure that current Health and Safety requirements are met for all groups involving children. Child care providers e.g. pre-school and nursery groups or after-school clubs should take advice from the Diocesan Children’s Adviser about the regulations for their activity and the need to register the group with the Local Authority.
- Adopt and implement a Safeguarding policy and procedures for children and vulnerable adults, ideally using the Diocese of Ely Policy which is based on the House of Bishops Policy. Consideration should also be given to local parish requirements.
- Appoint a Safeguarding co-ordinator to work with the incumbent and the council to implement policy and procedures. The co-ordinator must ensure that any concerns about a child or a vulnerable adult, or the inappropriate behaviour of an adult, are reported both to the statutory agencies and to the Bishop’s Safeguarding Adviser. The co-ordinator’s post is subject to a Disclosure & Barring Service (DBS) check.
- Ensure that appropriate pastoral care is available for those adults who have disclosed that they have been abused as children or are currently suffering abuse.
- Provide, as appropriate, support for carers and families in the congregation, being aware particularly of situations where children or family members have suffered abuse.
- Ensure that those who may pose a threat to children and young people are effectively managed and monitored. (See Section 2 of the Diocese of Ely Safeguarding Procedures folder for further advice – every parish should have a hard copy of this).
- Display the “Childline” telephone number (0800 11 11) prominently on a notice-board that is accessible to children.
- Display the following helpline numbers prominently on a notice-board
 - Action on Elder Abuse Helpline 0808 808 8141
 - Victim Supportline 0845 30 30 900
 - National Domestic Violence Helpline 0808 2000 247
 - Samaritans 08457 90 90 90
- Ensure that all those authorised to work with children or vulnerable adults in a position of authority are recruited according to up-to-date safe recruitment guidelines, and appropriately appointed, trained and supported while in post.
- Provide all authorised personnel with a copy of the parish safeguarding policy, procedures and good practice guidelines.
- Pay particular attention to children & vulnerable adults with special needs and those from ethnic minorities, to ensure their full integration within the church community.
- Review the implementation of the safeguarding policy, procedures and good practice annually.

Rural parishes or parishes held in plurality may wish to join together to implement the policy and procedures. It should be noted, however, that people working in isolated situations can be vulnerable and extra care should be taken to ensure that behavioural guidelines are followed.

Local ecumenical projects should agree which denomination's Safeguarding policy to follow and this decision should be ratified by the Bishop and other appropriate church leaders.

For further information please refer to the Diocese of Ely Safeguarding Procedures folder
<http://www.elydiocese.org/who-we-are1/sa/>

- 1) Volunteer selected after interview with clergy
- 2) Safeguarding Co-ordinator sends the volunteer:
 - a) Safeguarding pack
 - b) DBS information which includes:
 - i) *DBS Application* reference number and login details
 - ii) *Document list* for ID and address check
 - iii) *Confidential Declaration Form*
- 3) **DBS Process**
 - a) Safeguarding Co-ordinator checks identity
 - b) Safeguarding co-ordinator completes an *ID and Address Check* form
 - c) Volunteer completes *DBS Application* online
 - d) Safeguarding co-ordinator receives email advising that application has been made
 - e) Safeguarding Co-ordinator confirms identity online
 - f) Disclosure & Barring Service:
 - i) Perform check
 - ii) Inform Safeguarding Co-ordinator that the process is complete
 - iii) Inform Diocese of the result
 - iv) Send disclosure certificate to volunteer
 - g) The Diocese:
 - i) Informs the Safeguarding Co-ordinator of the successful check of the volunteer
- h) Safeguarding Co-ordinator advises Rector of satisfactory outcome.
- 4) **Confidential Declaration Form**
 - a) Volunteer completes *Confidential Declaration Form* and sends to Parish Safeguarding Co-ordinator
 - b) Safeguarding Co-ordinator:
 - i) Records name of volunteer, date, activity, and names and addresses of referees
 - ii) Sends out reference request to referees named in *Confidential Declaration Form* including SAEs as from the Rector
- 5) Rector advises Safeguarding Co-ordinator of receipt of satisfactory references or contacts diocese if further action is required
- 6) Safeguarding Co-ordinator records that references have been received and their status.
- 7) Providing all above steps have been completed, a volunteer contract is issued by All Saints to the volunteer, and a 3 month probationary period begins, after which the volunteer has a review before longer term work is agreed.