



Saint Lawrence Church  
Stratford sub Castle



# Policy for Safeguarding Children September 2022

*This Policy is to be read in conjunction with The Church of England; Parish Safeguarding Handbook - Promoting a Safer Church (June 2018) and 'Promoting a Safer Church'; House of Bishops Policy Statement (2017).*

*The Policy is for the use of St. Francis, St. Lawrence and Hope Church Salisbury.*

Agreed by the PCC 15 November 2022

Reviewed July 2022

For Review July 2023

# **Safeguarding Children and Young People**

## **Statement of Purpose:-**

1. The people of St. Francis, Hope and St Lawrence Churches are concerned with the wholeness of each individual within God's purpose for everyone.
2. We seek to safeguard all members of the church community, of all ages. It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse of children and young people.
3. It is the duty of a person working with children and young people to prevent abuse and report any abuse discovered or suspected.

**Review:-** This document will be reviewed by the PCCs on an annual basis (every September) to update and/or implement changes in accordance with legislation and advice from the Parish Safeguarding Officer. The PCCs will be asked to agree any changes once a year.

**This policy is designed for the use of paid employees and volunteers working with children and young people (any person who has not reached their 18<sup>th</sup> birthday) at St. Francis Church and Hope Church, Salisbury and St Lawrence Church, Stratford sub Castle.**

**The Church of England House of Bishops' policy on child protection provides clear policies and procedures for those appointed clergy or accredited lay ministers.**

**The Clergy, Churchwardens and Parochial Church Council must have 'due regard' to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance).**

## **Policy Statement**

- \* As Christians we recognise the unique status of children (The Children Act 1989 defines a child as a person under the age of eighteen), that they matter in their own right and are taken seriously.
- \* Children and Young People attending activities provided by St. Francis Church will be safeguarded and nurtured physically and emotionally as well as spiritually.
- \* High professional standards will be maintained in all pastoral, counselling, educational, worship and recreational situations. The exploitation of any relationship for self-gratification will not be tolerated.
- \* St. Francis, Hope and St Lawrence Churches accept the principle enshrined in The Children Act 1989, that the welfare of the child is paramount.
- \* Allegations of abuse will be taken seriously and appropriate steps will be taken.

\* St Francis (including Hope Church) and St Lawrence PCCs will collaborate fully with the statutory and voluntary agencies concerned with child abuse and maltreatment. They will not conduct investigations on their own.

### **Workers with Children and Young People**

We as churches provide youth services which are **not** delivered by the local or district council. All those working with children and their families under the umbrella of the church whether paid or voluntary are subject to the same safeguarding responsibilities as those who are employed by statutory agencies.

All those working or seeking to work with children and young people will be properly recruited, trained and supported, and will be subject to whatever supervision is appropriate.

4. Supervision and advice will be provided by a named person, usually the leader of the team to which the volunteer is attached. In cases where there is thought to be an issue of a safeguarding nature, the appropriate process outlined in this document, or in the 'Safeguarding Guidance' document, should be followed.

### **Training**

Safeguarding training should be undertaken every three years by any staff or volunteers who are working with children or in a capacity that may bring them into contact with children. St. Francis, Hope and St Lawrence Churches comply with the Training and Development Framework outlined in the Parish Safeguarding Handbook (2018).

### **Recruitment**

5. All volunteers recruited by St. Francis, Hope and St Lawrence Churches to work in a capacity which involves work with children will be asked to complete a Disclosure and Barring form. **Clearance from DBS is a requirement before taking up a position in a paid or voluntary position.** All post holders, paid and voluntary will be required to complete a DBS form on line, validated by the nominated Child Protection Reviewer. Once completed the Reviewer will be informed of the volunteers clearance and will record details, the personal identification number and the date for review.
6. Candidates seeking a paid post or voluntary position requiring a DBS check will be asked to complete a volunteer / confidential declaration form (Form 2), this will include personal information, contact details, evidence of having read the safeguarding guidance booklet and knowledge of the Safeguarding Policy, and should indicate any convictions or other disqualifying behaviour that might be revealed in the disclosure process. This information will only be taken into account when relevant to the post in question. Any issue which comes to light through the vetting process will not be an automatic bar to taking up a role – but it will necessitate dialogue with the Diocesan Safeguarding Advisor and possibly a risk assessment being completed – so that any risk issues are appropriately managed.
7. All paid employees and volunteers will, with their written agreement, allow the Parish Reviewer to check the DBS website every three years as part of the church's ongoing strategy to ensure the protection of children and adults (Form 4).

All applicants will be required to provide two referees who can vouch for their character and suitability for the role to which they are appointed (Safe from Harm 1993). References will be taken up, and held securely along with related DBS documentation. These remain confidential.

**This policy statement should be brought to the attention of all existing and new paid staff and volunteers, who should also be informed of any guidelines or training which will enable them to implement the policy statement.**

### **Safeguarding and promoting the Welfare of Children and Young People**

Under the Children Act 1989 and 2004, we all have a responsibility to safeguard and to promote the well-being of children.

Safeguarding and Promoting the welfare of children is defined as:-

8. Protecting children from maltreatment
9. Preventing the impairment of children's health or development
10. Ensuring children are growing up in circumstances consistent with the provision of safe and effective care

This will include all children who are considered to be 'in need' or vulnerable for whatever reason, including those children who are 'disabled'.

Where abuse occurs, it is usually perpetrated by someone known to and trusted by the child, often a family member. The incidence of abuse by someone unknown to the child is extremely low.

### **Categories of Abuse**

There are four categories of abuse:-

11. Physical Harm
12. Neglect
13. Emotional Harm
14. Sexual Harm

*For a full definition and guidance on what to look for please see Appendix 1*

### **Our churches have a responsibility to protect:-**

- a) the children in our care
- a) the people working with children
- b) the organisation

## **SEXUAL EXPLOITATION AND ABUSE**

The sexual exploitation of children and young people has been identified through the UK, in both rural and urban areas and in all parts of the world. It affects people of all genders. The abuser could be male or female. It is a form of sexual abuse and can have a serious impact on every aspect of the lives of children involved and their families. A full description can be found in Appendix 1.

It's important for staff and volunteers to be aware that Child Sexual Exploitation (CSE) can take many different forms including:-

- \* Exploitation by family members, including being sold for sex
- \* Sexually exploitative relationships with older adults
- \* Sexually exploitative relationships with peers
- \* Sexual exploitation through technology including grooming through social media and the taking and circulation of sexually explicit images of the child.

If there is any indication that a child/children are being sexually exploited the same process as for any form of abuse or neglect should be taken. Further information can be found in Wiltshire Safeguarding Children Board Guidance 'Child Sexual Exploitation and Abuse - Part One 2014.' available at: <http://www.wiltshirelscb.org/resources-guidance>

### **The Church must seek to protect children from anyone who would abuse.**

*This includes the attentions of perpetrators of sexual abuse (someone who is attracted to children). Perpetrators of sexual abuse may take several years to gain a position of trust within an organisation and from this establish a position where they are able to abuse. A perpetrator who is looking to target a church will think again where there is a pro-active policy and action taken on every allegation.*

### **A Coordinated Approach;-**

A coordinated approach – safeguarding is everyone's responsibility. Everyone who works with children has a responsibility for keeping them safe. No single person can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. In order that organisations, agencies and practitioners collaborate effectively, it is vital that everyone working with children and families, including those who work with parents/carers, understands the role they should play and the role of others.

### **Charity Trustees**

As a charity, the churches are subject to charity law and regulated by the Charity Commission. Charity trustees are responsible for ensuring that those benefiting from, or working with, their charity, are not harmed in any way through contact with it. The Charity Commission for England and Wales provides guidance on charity compliance which should

\*be followed. Further information on the Charity Commission's role in safeguarding can be found on the Charity Commission's page on Gov.uk.

### **Responsibilities of Faith Organisations**

Every faith-based organisation is required to have policies in place to safeguard and protect children from harm. These should be followed and systems should be in place to ensure 'compliance' in this. Individual practitioners, whether paid or volunteer, should be aware of their responsibilities for safeguarding and protecting children from harm, how they should respond to child protection concerns and how to make a referral to Local Authority Children's Social Care or the Police if necessary (usually with the support of the Diocesan Safeguarding Advisor).

Any volunteer who receives information, allegations or witnesses concerns which confirm or suggest a child may be 'in need' or 'at risk' of significant harm, must discuss their concern immediately (or at least within 24 hours) with the \*Vicar, \*Churchwarden or the \*Parish Safeguarding Representative (\*unless the allegation is in relation to them).

### **IT IS THE RESPONSIBILITY OF THE CHURCH TO REFER CONCERNS TO THE SOCIAL SERVICE DEPARTMENT.**

It is essential for the volunteer to collect and clarify the precise details of an allegation and write this down in the child's own words. When this has been done, in conjunction with the appropriate team leader and safeguarding officer/vicar, this information should be shared with the Diocesan Safeguarding Advisor / Children's Social Care Department, whose task it is to make further investigations and assess the need for further action.

### **Useful information if child abuse suspected:-**

**Wiltshire Multi-Agency Safeguarding Hub (MASH) 0300 4560108**

**Emergency Duty Service 08456070888 (5.30pm - 9.00am)**

If a child is in immediate danger or left alone, you should contact the police or call an ambulance immediately on **999**

**The Diocesan Child Protection Advisers** are Mr. Jem Carter and Mrs Suzy Futcher.

Jem Carter/Suzy Futcher need to be informed of any safeguarding concerns or referrals to Children's Social Care. They will provide advice about good practice in order to protect children and to diminish the risk of wrongful accusations being made.

They may be contacted at:-

**Jem Carter Mobile:** 07469 857888 **Email:** jem.carter@salisbury.anglican.org

**Suzy Futcher Mobile:** 07500 664800 **Email:** suzy.futcher@salisbury.anglican.org

Call '**thirtyone:eight**' from Friday 5pm until Monday 8am on 0303 0031111 to raise or report safeguarding concerns.

**see Page 11 for further guidance on Information Sharing**

### **Specific considerations relating to offenders known to a church leader.**

As a church we have a statutory obligation to report all allegations against people who work with children to the Local Authority Designated Officer for Allegations (DOFA) and notify the Independent Safeguarding Authority (ISA) of any relevant information so that those who pose a risk to vulnerable groups can be identified and barred. In addition, as we are a charity all serious incidents need reporting to the Charity Commission.

### **In all such cases the Diocesan Advisor on Child Protection should be contacted, who will guide and assist in actions which must be taken.**

In the event that a sexual or violent offender wishes to worship and be a part of St. Francis church community a contract of behaviour stipulating the boundaries an offender would be expected to keep will be completed with the vicar/safeguarding officer, who will make any decisions appropriate to ensure the safety of all children and young people who attend the church. If the offender is unwilling to give this undertaking and continues to attend the church, further action will need to be taken such as informing the Offender Manager or the police, whichever is appropriate (MAPPa Guidance (2009) National Offender Management Service Public Protection Unit).

*Further advice can be found in The Gospel, Sexual Abuse and the Church. A theological resource for the local church. Produced by The Faith and Order Commission of the Church of England 2016 - [www.chpublishing.co.uk](http://www.chpublishing.co.uk)*

## **Roles and Responsibilities**

### **Recruitment**

Following receipt of references and in identified cases a favourable DBS Check at the required level for the role the employee/volunteer will be free to work within the team. Until the DBS Check has been completed and clearance is obtained the employee/volunteer will only be able to carry out their role under supervision.

*(To be read in conjunction with the 'Safer Recruitment Policy) June 2013 for the Church of England and the Methodist Church of Britain – on Diocesan website)*

### **Role Description**

All volunteers should be issued with a role description specifying their duties and a copy of this document.

### **Confidentiality**

- The Parish needs to be scrupulous in treating individual information as confidential. All records should be kept securely and is the responsibility of the Safeguarding Officer, Children's and Families worker and/or Youth Work Leader as appropriate. Records will be kept for the length of time in accordance with current diocesan guidelines.
- Records taken are kept securely in the church building or vicarage office in a locked cabinet. Records held will be reviewed annually by relevant the staff member and Parish

Karen Robinson Parish safeguarding officer 07788851703 Safeguarding Representative (or other suitable party to ensure proper accountability.) Records will be destroyed as necessary through this review process.

- All records will be kept in line with principles of the Data Protection Act 2018: Processed fairly and lawfully, obtained and used for specific purposes, adequate, relevant and not excessive, accurate, not kept for longer than is necessary, processed in line with a person's rights and secure.
- Any records kept in relationship to a specific safeguarding issue should be held for 75 years.
- No children's or young person's worker / volunteer is permitted to divulge any information concerning a child, or his/her family or anything a child may tell them to anyone other than the designated people which should be one of the following, Team Leader, Vicar, Curate, Safeguarding Representative.

Whilst confidentiality can never be promised to a child, information on a disclosure will only be shared appropriately where it is considered necessary

### **Complaints against a Worker**

Should a complaint of any nature be made against a worker or volunteer, the Children's Worker or Youth Worker should be informed. They will in turn, inform the Vicar. A complaint against a member of staff should be made directly to the Vicar. A complaint against the Vicar should be made to the Diocesan Child Protection Advisor. Any complaint will be investigated appropriately and will involve the use of external organisations as necessary. Appropriate decisions will be made to distinguish between internal procedural matters and allegations which would require external actions.

### **IMPORTANT PHONE NUMBERS**

Vicar of St. Francis Rev. Jean de Garis	-	01722 334214
Safeguarding Rep St. Francis Karen Scott	-	01722 410381
Safeguarding Rep Hope Church Jean Filtness	-	01722 330728
Associate Vicar of St Lawrence Rev. Sarah Wood-Roe		07923484349
Safeguarding Rep St Lawrence Karen Robinson		07788851703

Wiltshire Multi-Agency

Safeguarding Hub (MASH) - 0300 4560108

Out of Hours - 0300456 0100

Diocese Safeguarding Advisors

Jem Carter - 01722 411922 / 07469 857888

Suzy Fitcher - 01722 411922 / 07500 664800

## Information sharing

Effective sharing of information between professionals/organisations and local agencies is essential for effective identification, assessment and service provision.

Early sharing of information is the key to providing effective early help where there are emerging problems. At the other end of the continuum, sharing information can be essential to put in place effective child protection services. Serious Case Reviews (SCRs) have shown how poor information sharing has contributed to the deaths or serious injuries of children.

Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children. To ensure effective safeguarding arrangements:

- all organisations should have arrangements in place which set out clearly the processes and the principles for sharing information between each other, with other professionals and with the Local Safeguarding Children Board (LSCB); and
- no professional/volunteer should assume that someone else will pass on information which they think may be critical to keeping a child safe. If a professional/volunteer has concerns about a child's welfare and believes they are suffering or likely to suffer harm, then they should share the information with their group leader but if there is a disagreement and the professional/volunteer feels strongly that the local authority children's social care should be informed it is their responsibility to take this forward.

### References:

A Church Child Protection Policy (1999) *Watton on the Web part of River Ministries Norfolk*  
Child Protection Policy – *St. Pauls' Church, Salisbury*

Parish Safeguarding Handbook - Promoting a Safer Church (2018)

Policy of Child Protection (1999) *'A Policy Document by the House of Bishops' Church House Publishing*

'Safer Recruitment Policy' (2016)

'Safe from Harm' (1993) *Home Office Code of Practice, Department of Health, Department for Education and the Welsh Office*

Working Together to Safeguard Children (DfES 2010/2013)

Working Together to Safeguard Children (DfES 2018)

Salisbury Diocese Fact Sheets (07 February 2000)

South West Child Protection Procedures (Wiltshire LSCB)

## **Appendix 1**

### **Definitions of Child Abuse**

#### **Physical Harm -**

may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

#### **Neglect –**

is 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, leaving a child with inappropriate carers or abandoning a child, preventing social interaction, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

#### **Emotional Harm-**

Children harmed by constant lack of love and affection, or threats, verbal attacks, taunting or shouting. This may be caused by seeing the abuse of another (consider domestic abuse within the home). All other forms of abuse will include emotional abuse.

#### **Sexual Harm-**

involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact or non-contact activities, such as involving children in looking at, or in the production of, pornographic material, or watching sexual activities.

### **The recognition of abuse**

These warning signs are only a guide and not necessarily proof of abuse, if in doubt advice should be sought from your group leader.

- changes or regression in mood or behaviour, particularly where a child becomes withdrawn or clingy, not wanting to go home.*
- Becoming aggressive*
- Nervousness / watchfulness*
- Sudden underachievement or lack of concentration*
- Change or inappropriate relationships with peers and/or adults*
- Attention seeking behaviour*

- Persistent tiredness*
- Running away/stealing/lying*

**Areas which may give rise to a greater level of concern**

- Any injuries not consistent with the explanation given for them*
- Injuries where different explanations are given by carers or the child*
- Injuries to the body which are unusual or in unusual places. Not those which are usually caused by falls or playing rough games.*
- Injuries which aren't in keeping with the developmental age of the child*
- Injuries or illnesses which have not received medical attention*
- Unusual reluctance to remove protective clothing*
- Any signs of neglect, undernourishment or inadequate care*
- Any allegations made by a child concerning abuse*
- Child with an excessive pre-occupation with sexual matters and detailed knowledge of adult sexual behaviour or who regularly engages in age inappropriate sexual behaviour*
- Sexual activity through words, play or drawing*
- Child who is sexually provocative or seductive with adults*
- Inappropriate bed-sharing arrangements at home*
- \* *Severe sleep disturbances with fears, phobias, vivid dreams or nightmares*

**These signs may not mean that abuse has taken place but they should make us stop and think, consider the possibilities of abuse and whether advice needs to be sought from a leader.**

**Further information on any of the above can be found on South West Region Child Protection Procedures**

**Sexual exploitation of children as described in the government guidance document:-**

*'involving exploitative situations, contexts and relationships where young people (or a third person or persons) receive something (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of the performing and/or another or others performing on them, sexual activities. It can occur through the use of technology without the child's immediate recognition: e.g. Being persuaded to post sexual images on the internet/mobile phones, without immediate payment or gain. In all cases those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in*

*exploitative relationships being characterised in the main by the child's limited availability of choice resulting from their social/economic and/or emotional vulnerability (DoH 2008).*

**Children and young people should be given the opportunity to talk with an independent person. There should be information available or advertised about: -**

**Childline - 0800 1111 NSPCC Helpline - 0800 8005000**

**Family Lives - 0808 800 2222**

## **Appendix 2**

### **Working Together to Safeguard Children 2018**

***The needs stated by children are quite clear and some are relevant to us as a church: -***

- \* *Vigilance:*** *to have adults notice when things are troubling them*
- *Understanding and action:*** *to understand what is happening; to be heard and understood; and to have that understanding acted upon*
- *Stability:*** *to be able to develop an ongoing stable relationship of trust with those helping them*
- *Respect:*** *to be treated with the expectation that they are competent rather than not*
- *Information and Engagement:*** *to be informed about and involved in procedures, decisions, concerns and plans*