

BENEFICE OF ELLOUGHTON AND BROUGH WITH BRANTINGHAM

POLICY FOR SAFEGUARDING YOUNG PEOPLE AND VULNERABLE ADULTS

2013/14

1 Policy Statement

The churches of All Saints, Brough, All Saints Brantingham and St Mary's, Elloughton recognise children, young people (anyone under the age of 18 years) and vulnerable adults as equal partners in the life and ministry of the churches and desires to encourage them to explore, discover and live out the Christian Gospel.

The Parochial Church Councils (PCCs) take seriously obligations and responsibilities to protect and safeguard the welfare of all children, young people or vulnerable adults entrusted to the care of the churches.

The PCCs are committed to working with other partners in the wider community of the Benefice to safeguard children and young people whatever their background or circumstances in accordance with the 5-key outcomes of Every Child Matters, the Children's Act 2004 and Working Together to Safeguard Children (2010) Guidance and more recent National Guidelines and Procedures.

The Policy ensures that the churches within the wider community keeps **a clear focus on the child's best interest throughout** rather than a strict systems approach. There are aspects of previous systems which have pushed volunteers and practitioners into prioritising other aspects of their work or teaching. This has applied to church groups. There is a real need to adequately involve children in safeguarding and keep them informed throughout.

This policy also reflects the Diocese of York Parish Policy for Safeguarding, guidance from the Church Child Protection Advisory Service (CCPAS) of which the Benefice is a member, East Riding of Yorkshire Safeguarding Children Board and the Child Exploitation Online Protection Service. It also reflects information contained in the Benefice Profile about young people families and social issues.

Therefore in the church's provision and ministry the PCCs

- 1) Accept responsibility for the activities of children and youth groups operating under their auspices.
- 2) Will actively seek to protect and safeguard the physical, emotional and spiritual welfare of children, young people and vulnerable adults while in the care of the church.
- 3) Will have clear procedures for responding to suspicions or allegations of abuse and procedures for working with known or alleged offenders attending the churches.
- 4) Will ensure that both employed and volunteer children's and youth workers are properly and appropriately selected and appointed as set out in the Diocese of York document '**A guide to Disclosure through the Criminal records Bureau**'
- 5) Will ensure that children/youth workers and volunteers are given adequate support, training and supervision
- 6) Will annually appoint a Parish/Benefice Safeguarding Children Representative
- 7) Will annually review the Safeguarding Children, Young People and Vulnerable Adult Policy and Procedures.
- 8) Will refer to the policy as required at every PCC meeting.
- 9) In the Parish of Elloughton and Brough will task the Youth and Family Sub Group with monitoring all aspects of the policy and reporting to the PCC at each meeting.
- 10) Will work together with other churches and community partners for the benefit of all young people within the Benefice and surrounding area.

- 11) Will maintain appropriate Third Party Liability insurance for the churches work with children and young people.

2 Commitment to Children, Young people and Vulnerable Adults

In accepting the Church Policy Statement the PCCs as agents of the whole church family in the Benefice within the Diocese of York are also committed to:

A: To Children, Young People and Vulnerable Adults by:

- 1) Listening to and valuing children, young people and vulnerable adults.
- 2) Relating to them effectively and appropriately
- 3) Ensuring their protection and minimising the risk of harm by their involvement in any church or related activities, both at the normal meeting place or away from the normal meeting venue
- 4) Encouraging and supporting children, young people, vulnerable adults, parents and carers
- 5) Providing safe, relevant and engaging children's and youth work of the highest quality possible and with adequate resources.

B: To Staff Members and Volunteers.

- 1) Providing appropriate support and training
- 2) Providing clear systems of procedure for referral and dealing with concerns about the well-being of a child, young person or vulnerable adult or suspected abuse as outlined in paragraphs 6 and 11.
- 3) Providing clear systems for the recruitment of staff and volunteers.
- 4) Maintaining strong links with statutory childcare authorities, East Riding Directorate of Children's Services, the Safeguarding Children Board, East Riding Safeguarding Adults Board, Humberside Police and the Diocese of York.

3 Every Child Matters – Children's Act 2004 – Outcomes Framework

The document Every Child Matters and subsequent legislation now underpins all work with children and young people. The aim is for every child whatever their background or circumstances to have the support they need to:

- 1) Be healthy – physically, mentally, emotionally, sexually, have a healthy lifestyle and choose not to take illegal drugs.
- 2) Be safe – safe from maltreatment, neglect, violence, sexual exploitation, accidental injury and death, bullying, discrimination, crime and anti-social behaviour in and out of school, have security and be cared for.
- 3) Enjoy and achieve through learning – be ready for school, attend and enjoy school, achieve stretching national educational standards at primary school, achieve personal and social development and enjoy recreation, achieve stretching and national educational standards at secondary school.
- 4) Make a positive contribution to society – engage in decision making and support the community and environment, engage in law-abiding and positive behaviour in and out of school, develop positive relationships and choose not to bully or discriminate, develop self confidence and successfully deal with life changes and challenges, develop enterprising behaviour.
- 5) Achieve Economic well-being – engage in further education, employment or training when leaving school, be ready for the world of work, live in comfortable homes and sustainable communities, have access to transport and goods as required in life, live in households free from poverty.

Every organisation involved with providing services to children including the church is required to work together to achieve the above 5 outcomes for every child.

This is not restricted to children, young people or vulnerable adults being protected from harm but to comprehensively deal with all learning activity including that delivered in a church environment. It requires a measured and appropriate response to traumatic life experiences during formative years.

Programmes of learning within the church should be prepared and considered with constant reviews of activity. Helping children and young people in appropriate circumstances to explore and live out the Gospel will provide them with a secure anchor to use throughout their lives, hence the need for teaching and learning programmes to be carefully prepared, planned and reviewed.

4 Recruitment of Children and Youth Leaders

Great care will be exercised in the appointment of suitable workers and volunteers to the churches work with young people and in some cases vulnerable adults. The PCC has adopted the use of the Diocese of York Guide to Disclosures through the Disclosure and Barring Service. Where children's work is regular, expected or significant the Diocesan policy and procedures will be adhered to

Anyone involved in the churches work with children, young people and vulnerable adults in the Benefice must:

- a) Provide proof of identity
- b) Be seen by the Vicar and Safeguarding Children Representative.
- c) Been present as members of the church congregations for at least 6 months
- d) Obtain through the BSR an up to date and satisfactory 'Enhanced Disclosure' check from the Disclosure and Barring Service. (DBS)
- e) References may be taken up.

Where a person has only occasional contact with young people, such as a supervised steward or helper at occasional events, the volunteer need only be seen by the Safeguarding Representative.

All members of the Ministry Team including readers and readers in training will be DBS cleared via the Diocese. Church Wardens will be 'Enhanced Disclosure' checked via the Benefice system.

The DBS process is only one measure to monitor the suitability of staff and volunteers. It will only identify former offenders who have been prosecuted, cautioned or when there is other information and intelligence.

Those who abuse children are careful and manipulative often 'grooming' potential victims and avoiding detection. Constant vigilance is required by all staff and volunteers to ensure that operating standards are being adhered to. Regular supervision and support must be provided through the PCC, Youth and Family Group and peer mentoring.

5 Definitions of Abuse

1) Physical Abuse

- Physically hurting or injuring a child, young person or vulnerable adult.
- Administering alcohol, drugs or poison
- Suffocation or drowning
- Inappropriate use, or lack of medication
- Inappropriate physical restraint.
- In sport or play situations where the nature and intensity of activity exceeds the capacity of the child's body or the child is forced to take part in activity against their will.

2) Emotional Abuse

- Lack of love and affection
- Constant over protection
- Constantly shouted at, taunted or threatened
- Bullying
- Verbal abuse
- Racial abuse
- In sport or play where a child is subjected to unrealistic pressure
- Where self-esteem is undermined
- Where privacy is ignored
- Denial of access to facilities

3) Neglect

- Where a child's basic needs are not met
- Where a child is left alone and unsupervised
- Being deprived of love, affection and attention
- Where personal needs are ignored
- Left alone in dangerous situations
- Where basic needs are withdrawn as a punishment

4) Sexual Abuse

- Where a child is used by others to meet their own sexual needs including full sexual intercourse, masturbation, oral sex, anal sex and assault accompanied by circumstances of indecency.
- Showing pornographic material, books, video's, computers, taking pictures for pornographic purposes
- Viewing child pornography.

5) Bullying

- Hurtful behaviour repeated over time
- Physical – hitting, kicking, theft
- Verbal – Name-calling, constant teasing, and sarcasm. Racist or homophobic taunts, threats, graffiti and gestures
- Aggressive admonishment
- Emotional – ridiculing and tormenting, humiliating and ignoring
- Sexual – unwanted physical contact or comments.

6) Spiritual Abuse – A form of emotional abuse that can be found in faith communities. It can occur when a child, young person or vulnerable adult is intimidated by teachings that emphasis fear, rather than the love of God. Such teachings can affect the well being of vulnerable individuals by causing anxiety, or by restricting their understanding of God. Spiritual abuse can also be;

- Abuse of power often done in the name of God or religion which involves manipulating or coercing a child, young person or vulnerable adult into thinking, saying or doing things without respecting the right to choose for themselves.
- A leader who is intimidating and imposes his/her will.
- The suggestion that God revealed certain things to them and they know what is right.
- When a child, young person or vulnerable adult is under leadership and fearful to challenge or disagree, believing that they will lose the leaders or Gods acceptance or approval.

Local Safeguarding Children Boards (LSCB's) – were established in accordance with the Children's Act 2004 following the publication of 'Every Child Matters' which reflected the findings of the public inquiry into death of Victoria Climbié aged 8 years in the year 2000. They have been reviewed since following subsequent high profile cases and Government Policy. The overall objectives remain and have been strengthened with a strong emphasis on local issues.

The LSCB for the area of the Benefice is the East Riding Safeguarding Children Board. The Board brings together senior personnel from all relevant statutory and non statutory organisations to work together to safeguard children and implement all national programmes of action in accordance with Working Together to Safeguard Children (Guidance) 2010 and more recent national policies.

A similar structure is in place to safeguard vulnerable adults.

It is the responsibility of every organisation working with children, young people and vulnerable adults to know who their key contact is for the LSCB and local arrangements for safeguarding

Church members may have concerns about inappropriate conduct within a church setting or about the safety and welfare of the child, young person or vulnerable adult at home or in the community. If that occurs the following action should be taken:

- Do not investigate other than to establish the basic facts to consider a referral.
- Allow the child, young person or vulnerable adult to speak but do not prompt to receive a specific answer.
- Reassure them but carefully explain that you will be speaking to others to help them.
- Confidentiality does not apply when a child, young person or vulnerable adult is at risk.
- Accept what you hear without passing judgement.
- Make careful notes as soon as possible and include dates and times of incident/recording keeping them safely.
- Share your concerns with the nominated Safeguarding Children, Young People and Vulnerable Adult Representative or if not available the Vicar, Curate, Church Warden or the Archbishop of York's Advisor for Safeguarding. **The Safeguarding Representative should be contacted on 07745 817563.**
- If the concerns or allegations concern any of those people ensure they are not involved in any discussions.
- If the Safeguarding Representative or other senior member considers that a referral is necessary the Local Safeguarding Children's Board will be informed. **(Telephone number 01482 395500 (Between 0800 and 18 00 Monday to Friday and 0930 to 12.30 Saturday). Out of hours Emergency Duty Team 01482 880826.**
- If there is concern that the child, young person or vulnerable adult is in immediate danger, is suffering or likely to suffer significant harm action is required at once. **The Public Protection Unit for the East Riding Division of Humberside Police can be contacted by phoning 101 or 999 if there is an immediate emergency.**
- State clearly that a Safeguarding Referral is being made.
- Inform the Archbishop's Advisor for Safeguarding that a referral has been made.
- If the concerns relate to the church environment and allegations inform the Church Insurance Company – Ecclesiastical Insurance.

7 Local Authority Designated Officer

The Local Authority Designated officer is a member of the East Riding Safeguarding Children Board Unit and will work as required with the Benefice Safeguarding Representative.

The primary role of the LADO is to gather information about professionals and volunteers who

work with children who have significant allegations or concerns about their behaviour towards children and young people.

The officer will:

- Be involved in the management and oversight of individual cases
- Provide advice and guidance to employers and voluntary organisations
- Liaise with the Police and other partners
- Monitor the progress of cases to ensure that they are dealt with quickly and consistent with a thorough and fair process.

In the absence of the Benefice Safeguarding Representative the LADO can be contacted directly by telephone number 01482 395439.

7 Common Assessment Framework

Local Safeguarding Children's Boards use a Common Assessment Framework, (CAF) as the key elements in delivering front line services that are integrated and focused around the needs of children and young people. The CAF is the standardised approach to conducting an assessment of a child/young person additional needs and deciding how they should be met. It can be used by practitioners including those working with young people through the church and other children/young people's services in the East Riding of Yorkshire.

The assessment promotes more effective, earlier identification of additional needs, particularly in universal services. It is intended to provide a simple process for a full assessment of a child's needs and strengths, taking into account the role of parents, carers, siblings and environmental factors on a child's development. Practitioners will be better placed to agree with the child and family about what support is appropriate. The CAF will help to improve integrated working by coordinating service provision.

8 Signs of Possible Abuse

When considering whether a child, young person or vulnerable adult has been abused there are several possible indicators. There may however be other possible explanations, so it is crucial not to jump to conclusions but seek advice. This can be obtained from the Benefice Safeguarding Representative, East Riding Safeguarding Children Board or the Church Child Protection Advisory Service.

The signs may relate to physical, sexual, emotional and spiritual abuse and will be covered in continual training programmes as required for those members of the churches working with children, young people or vulnerable adults.

9 Sex Offenders and Others who cause a Risk to children

On 31 March 2011 the Child Sex Offender Disclosure Scheme was implemented throughout England and Wales. It followed pilot schemes in four areas between 2008 and 2010 and the murder and abduction of Sarah Payne aged 8 years in Sussex on 1 July 2000.

The scheme allows parents, carers and guardians to formally ask the police if a person has a criminal record for child sex offences or if there is intelligence that he/she could harm children. Following a request to Humberside Police for disclosure a formal process which must last no longer than 45 days commences. This can be quicker if there is an imminent risk of harm.

An essential area in keeping children safe is how the leadership responds when someone who has committed offences against children attends a church. The first concern **must** be a commitment to the safety of all children, young people or vulnerable adults.

Sex offending is often addictive and under no circumstances must former offenders be allowed to work with children, young people or vulnerable adults or be alone with them.

Whilst extending appropriate pastoral care to the individual the incumbent and Safeguarding Representative will meet with them and discuss boundaries which the person will be expected to keep. A written agreement will be necessary.

Detailed guidance is available within the Benefice and via the CCPAS.

10 Minimum Operating Standards

It is important to minimise the situations where the safety and health of a Child, young person or vulnerable adult is placed at risk. The following are examples of good practice which the PCCs have fully adopted:

- For all activity maintain a register of attendees including adult leaders and assistants present.
- Obtain Annual Parental/Carer Consent for permission to attend the group. (Appendix A)
- The recommended leader to child ratios must be maintained with a minimum of 2 leaders over the age of 16 years of which one must be over 18 years, no matter what size the group of children.
- Leaders of the appropriate gender **must** be present for the various groups.
- A greater ratio is necessary for activities away from the normal venue.
- The following ratio's of supervision must be applied:

Ages	Adults	Children
0 – 2	1	3
2 – 3	1	4
3 – 5	1	6
5 – 8	1	8
Over 8	1 leader for the 1 st 8 children followed by 1/12	

- Sole charge is not advised
- No person under the age of 18 years will be left in sole charge of any children.
- Leaders will be vigilant and support each other
- A written record of any incident/accident will be kept and reported as necessary
- Leaders are expected to have up to date knowledge about policy, legislation and procedures on all aspects of safeguarding supported by the Safeguarding Representative, Youth and Family Group and PCCs.
- When activity is away from the normal venue it must be well planned, risk assessed and authorised by the Youth and Family Group of the PCC.
- It must have appropriate levels of leadership and greater than the ratio above.
- The written consent of a parent or carer must be obtained.
- Leaders whether voluntary or employed must be prepared to undertake training as required
- Under the terms of the Children's Act 1989 if child provision for children under the age of 8 years exceeds 2 hours and for more than 6 days per year the East Riding Directorate of Children's Services **must** be informed for registration.
- If sport involved follow the basic rules of activity relevant to the sport
- Do not spend excessive amounts of time alone with a child away from others
- Never take a child or young person alone in a car no matter how short the journey

- Do not take a child or young person to your home alone (unless as an immediate place of safety)
- Do not share a residential room with a child or young person
- Other than in emergencies do not text or phone children or young people on their mobile phones or participate in other elements of social networking with them .
- Never allow any kind of prejudice or inappropriate language to remain unchallenged from whatever source relating to gender, race, sex or impairment.
- Always act on a disclosure from a child, young person or vulnerable adult.

11 Vulnerable Adult

The definition of vulnerable adult will be taken in its widest sense. Whilst it will apply to adults who have special educational and caring needs it may also include elderly members of the parishes who are restricted to their homes or in residential care and visited by pastoral workers.

Additionally it may apply to parishioners who are emotionally upset and seeking guidance through the church and deemed vulnerable by a traumatic experience.

The abuse of a vulnerable adult is the violation of an individuals human and civil rights by any other person or persons. It can vary from the seemingly trivial act of not treating someone with dignity and respect to extreme punishment, cruelty or torture.

The common and regular forms of abuse are:

- Physical
- Emotional
- Financial
- Sexual
- Neglect
- Institutional

The referral policy for vulnerable adults will be the same as for children and young people and will only differ at the stage of involving statutory sector organisations. This will be determined by the Safeguarding Representative.

12 Vulnerable Adult – Procedure for Referrals.

- Inform the Benefice Safeguarding Representative and/or Vicar as above.
- If they are not available contact the Duty Officer of the East Riding Adult Team on 01482 861103 or telephone the Call Centre, Telephone Number 01482 393939.
- Humberside Police can be informed via the Public Protection Branch for the East Riding, Telephone number 101 or 999 if there is an immediate risk of harm.

13 Safeguarding Children, Young people and Vulnerable Adult Representative.

The Safeguarding Representative will be chosen for his/her standing in the church and community, integrity, common sense, experience and independence.

It is not appropriate for someone to fulfil this role who is actively involved or regularly engaged in children's or youth work within the church, overseeing such work or related to such a person.

The Representative does not have to be professionally experienced in such work although to be so is advantageous.

The purpose of appointing a Safeguarding Representative is to have a person to whom concerns can be reported without a conflict of interest. Experience shows that if concerns are reported to a person closely associated with children's or youth work a conflict of interest may arise, albeit subconsciously, between dealing with the needs of a child and supporting the workers or workers involved.

The Safeguarding Representative has the following responsibilities:

- On behalf of the PCCs drafting and amending the Benefice Safeguarding Policy for approval each year.
- Ensuring that it is adhered to.
- Liaising as necessary with the Local Authority Designated Officer
- Raising concerns with the incumbent, churchwardens or Archbishops Advisor on Safeguarding.
- Receiving concerns as to the safety or well-being of children, young people or vulnerable adults raised by church or community members.
- Responding to those concerns in accordance with the policy and referring them to other authorities as appropriate.
- Will **not** investigate the concern other than asking such questions as necessary to establish the facts on which the concern is based.
- Will keep an accurate note of any concerns received and the response.
- Will maintain contact with the Church Child Protection Advisory Service, Archbishop's Advisor and Local Safeguarding Children's Board and Safeguarding Adults Board keeping up to date on national and local policy, legislation, serious case reviews and national reports.
- Ensure that there are effective means of contacting him/her by any person or group within the church and community.
- Verify evidence of identity for CRB Disclosure documentation.

The PCCs may decide to appoint a deputy to the Safeguarding Advisor to work alongside him/her and assume the responsibility as required.

14 Training

All personnel involved in work with children, young people or vulnerable adults will agree to attending various training courses organised by the Diocese, Churches Child Protection Advisory Service or East Riding Safeguarding Children and Adults Boards.

This will be arranged by the Youth and Family Group of the Elloughton and Brough PCC in consultation with the Safeguarding Representative.

15 Church Groups for Children and Youth People and Vulnerable Adults

The policy will apply to all work within the churches but in particular to the groups operating for the benefit of children and young people as listed on the Benefice Website.

16 Policy Monitoring

The PCCs will formally monitor all aspects of the Safeguarding Policy at each PCC meeting. In Elloughton and Brough this will also be through the Youth and Family Tasking Group.

Its members will include a representative from each of the children and youth groups and be chaired by the vicar.

At each meeting all child and youth work programmes will be reviewed.

All aspects of the Safeguarding Policy will be considered for compliance through regular audits.

External visits will be reported to the Chair of the Group who is authorised to approve the visit having examined the risk assessment and other documentation.

The policy will be formally reviewed every year as a single agenda item for both PCCs.

15 Conclusion

The need to strengthen and in some cases repair adult-child relationships has never been greater. Safeguarding children, young people and vulnerable adults is a priority for the church. Nationally it has a high profile following very serious offending over many years by people in positions of trust including those in churches of all denominations. Procedures have not been followed and children have been placed at risk.

Whilst leadership by national and local government, parents, teachers and the community is crucial so is that of the church which must re-establish itself in this field.

This policy is not just about safeguarding children and vulnerable adults. It provides an opportunity to make a significant difference to them in the community using the considerable vocational skills of church members through their Christian Faith.

Geoff Ogden
Benefice Safeguarding Representative
2013/14

Useful Safeguarding Website Links.

East Riding Safeguarding Children Board
Diocese of York
Church Child Protection Advisory Service
Child Exploitation on Line Protection Service.
NSPCC

www.erscb.org.uk
www.dioceseofyork.org.uk
www.ccpas.co.uk
ceop.police.uk
www.nspcc.org.uk