

Safeguarding Policy 2018

Statement of Safeguarding Principles

The Holy Trinity Parochial Church Council fully recognizes and accepts the House of Bishops' Safeguarding Policy Statement "Promoting a Safer Church 2017", and commits to complying with the current Church of England and Diocesan safeguarding policies and practice guidance. In so doing we will comply with the secular multi-agency safeguarding procedures relating to children and young people and adults experiencing or at risk of harm, abuse or neglect.

This policy will be reviewed annually by the PCC. Due for review Jan 2019.

We are committed to:

- Promoting a Safer environment and culture within our Parish and in our Parish activities by adhering to safe working practices and acknowledge the principle that safeguarding is everyone's business.

In addition we will ensure that any individual organization renting/using our premises for activities involving children, young people or vulnerable adults is aware of this, our Safeguarding Policy, and aware of their own individual responsibilities to have appropriate safeguarding policies and processes in place, including safer recruitment.

- Safely recruiting and supporting all those with any responsibilities related to children, young people and vulnerable adults within the Church in accordance with the House of Bishops' Safer Recruitment: Practice Guidance 2016.

We will ensure those appointed are aware of the Diocesan and Parish Safeguarding Policies and are aware of their roles and responsibilities. We will support them by ensuring they receive Diocesan safeguarding training commensurate with their role and that they are fully aware of and have access to the practice guidance.

- Responding promptly to every safeguarding concern or allegation in accordance with the statutory child and adult safeguarding procedures and the House of Bishops' safeguarding practice guidance.

We will ensure that any complaint made regarding a vulnerable person, who may have been harmed or is in significant danger, will be reported immediately and we will fully cooperate with statutory agencies during any investigation into allegations concerning a member of the church community or any other person.

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- Caring pastorally for victims/survivors of abuse and other affected persons.

We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation and provide them with details of local and national support agencies.

- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.

We will work with others to ensure the appropriate support for them and those affected. Where that person is considered to pose a risk to others, we will work with the Diocesan Safeguarding Advisor to mitigate any identified risk.

- Responding to those that may pose a present risk to others.

We will endeavour to offer pastoral care and support whilst ensuring any risk has been assessed and is being managed in accordance with House of Bishops' policy and guidance and in collaboration with the statutory agencies and the Diocesan Safeguarding Advisor.

Safeguarding representative

We will ensure that there is an identified person to be the Parish Safeguarding Representative who will be suitably recruited and trained, and is aware of their role and responsibilities, and who will be the point of contact for any concerns.

We have appointed Rachel Keenan as our Parish Safeguarding Representative

Guidance

Copies of Diocesan and parish guidelines and procedures are held in the church office.

Dealing with Disclosures

Disclosure of abuse is often a process, not a one off event. It is important that concerns are notified over time as these may contribute "jig saw like" to a larger picture.

- Stay calm.
- Allow the child to talk but do not press for information or ask leading questions.
- Do not promise to keep secrets – find an appropriate early way to explain that it is likely that the information will need to be shared.

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- Accept what you hear without passing judgement or investigating.
- Reassure the child/vulnerable adult that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- After the conversation record in writing what was said using their own words as soon as possible (preferably within an hour) Note date, time, any names mentioned, to whom the information was given, and the activity taking place at the time of the disclosure. Ensure that the record is signed, dated and kept secure.
- Inform the incumbent or the Safeguarding Representative (Rachel Keenan).
- Preserve confidentiality.
- Allegations must be passed to the Diocesan Safeguarding Adviser (or Assistant) to assist in the decision making process.
- If the allegation concerns a member of the clergy or a person in a position of trust or responsibility, contact should be made within 24 hours with the Safeguarding Rep in the first instance, or with the Diocesan Safeguarding Adviser (01392 294912/345910)

24 hour helpline. The Churches' Child Protection Advisory Service (CCPAS) runs a helpline if you are not sure what to do or need support. **0845 120 45 50** This is for emergency use only.

What to do if you suspect a child/ adult is at risk or has been abused?

Please see attached flowchart.

In the first instance, where safeguarding concerns relate to a member of the laity, contact should be made within 24 hours with the Safeguarding Representative.

A written record must be made, signed and dated detailing the concern, allegation or disclosure. This must be passed to the Safeguarding Representative and/or Diocesan Safeguarding Adviser (or Assistant) to assist in the decision-making process.

The Parish Safeguarding Representative will consult with the Vicar and the Diocesan Safeguarding Adviser to determine what action may need to be taken.

It should be noted that if making contact with any of the above becomes problematic and risks delay causing the potential for greater or further harm, the concern should be escalated to the next step to achieve a timely response to safeguarding matters.

If the safeguarding concern relates to a member of the clergy (or other person in a position of trust or responsibility), contact should be made within 24 hours directly with the Diocesan Safeguarding Adviser. A written record must be made in the same manner.

The Department's contact details are as follows:

Diocesan Safeguarding Advisor:

Charles Pitman

Tel: 01392 345909

Email: charles.pitman@exeter.anglican.org

Assistant Diocesan Safeguarding Advisor:

Phill Parker

Tel: 01392 294969

Email: dbs@exeter.anglican.org

Email addresses should not be used as the initial point of contact for any safeguarding concerns where there is the need for swift advice, unless there is no other means of making contact with the Diocesan Safeguarding Team. In the case of an emergency, contact should always be made with the Police by dialing **999**.

Where there is imminent danger or risk of significant harm?

If you encounter a child in a situation where the child is in imminent danger (threat of physical abuse or sexual abuse within the last few days), you should act immediately to secure the safety of the child.

- Agree with your group leader who will make the referral.
- Make an immediate telephone referral to Devon Multi-Agency Safeguarding Hub (MASH) giving as much information as possible.

Tel: 0345 155 1071 or email mashsecure@devon.gcsx.gov.uk

Or contact the Police.

- Don't tell the parents/ carers without taking advice first from either MASH, the Police or CCPAS.
- Say if you do not want your details disclosed to the family.
- Inform the Safeguarding Representative and record all actions.

Where there is concern about physical/emotional abuse and neglect?

Some of these concerns may be less serious. For example: Poor parenting, signs of neglect, one off incidents of physical punishment.

- First, discuss your concerns with the Safeguarding Rep, Rachel Keenan, or with the incumbent.
- The Safeguarding Rep will decide on a course of action after seeking advice from the Diocesan Safeguarding Adviser.
- We may need to speak to the parent/carer and encourage them to seek help from their GP, Health visitor or social worker. We will consider what we, as a church, can do to support and help? (Maybe offer to accompany them to other service providers.)
- If the parent/carer is unwilling to accept help or fails to acknowledge the need for medical help, then this may need to be referred to Multi Agency Safeguarding Hub (MASH) or adult social services. NB. In cases like this the referral needs to be discussed with the parents/carers first, unless you consider such a discussion will place the child in harm.
- Record your concerns, possibly in a log book or in writing to the Safeguarding Rep, following guidelines above.

All incidents should be referred to the Diocesan Safeguarding Adviser or assistant.

If there is an allegation of abuse while under the care of the church, or by a church member, then the following must be informed: Ecclesiastical Insurance, Disclosure and Barring Service, Charity Commissioners.

Appendix 1

Recruitment process

Appointments of volunteers and employees to work with children or vulnerable adults

Responsibility for all appointments ultimately rests with the PCC. The recruitment process for all roles that requires work with children or vulnerable adults is delegated to the incumbent, Rachel Keenan and designated Group Leaders.

In the case of volunteers, a discussion or interview will take place to explain the role with the applicant. For employees a job description will be provided.

The applicant will complete a Personal Details and Self Declaration Form giving references.

The applicant will complete an online DBS application through the Churches' Child Protection Advisory Service (CCPAS)

Appointment will be made on receipt of a clear DBS or as advised by the Diocesan Safeguarding Adviser. Appointments can only be made by the incumbent, Rachel Keenan or the Group Leader, as delegated by the PCC.

Before appointment all volunteers and employees will receive and complete a Volunteer Agreement and copies of the Safeguarding Policy and practice guidance.

Volunteers and employees will receive adequate training and support to enable them to fulfil their responsibilities.

We will seek to offer safeguarding training to all those working with children/vulnerable adults every three years or within three months of appointment .

All appointees will normally have been a regular member of the church for at least one year and are well known within the church community.

References will be sought for all volunteers.

Appointments of paid staff.

In all appointments of paid staff we will comply with recruitment and selection practices recommended in Practice Guidance: Safer Recruitment July 2016

DBS Renewal

A DBS check will be renewed after 5 years (as advised by the Diocese)

Appendix 2

Audit of Activities 2018

DBS eligibility for church roles as advised by CCPAS DBS Guide Evidence Checkers Appendix 6

Lighthouse

Involves supervision and instruction of children aged 3-11

Occurs weekly.

Takes place in the church hall.

Leaders and helpers are allocated by a rota to supervise once every 2-3 weeks

This role may involve some personal care (ie taking younger children to the toilet) and therefore meets the criteria for an enhanced check with barring information.

Youth Group

Involves supervision and instruction of young people

Occurs twice weekly.

Takes place in the church hall.

Youth leader works unsupervised on a very regular basis and sometimes overnight and therefore meets the criteria for an enhanced check with barring information.

Other helpers work on a rota basis, approximately once every three weeks, with supervision. These roles are eligible for an enhanced check.

Boys' small group

Involves supervision and instruction of young people

Occurs weekly.

Takes place in the hall.

Two male leaders work unsupervised on a regular basis and sometimes overnight and therefore meet the criteria for an enhanced check with barring information.

Crèche

Involves supervision, training and some personal care of children aged 0 to 2

Occurs weekly.

Volunteers work unsupervised on a rota basis.

All regular volunteers will require an enhanced check with barring information.

Messy Church

Involves instruction and teaching

Parents always present.

Occurs monthly

The group leader and appointed leaders will be eligible for an Enhanced check. Other helpers are not eligible for a DBS unless they work with children in a separate room without the supervision of parents/carers.

Room Service

Meets monthly to lead a service with elderly people in sheltered housing schemes. This does not involve any roles in a regulated activity and does not meet the frequency criteria. DBS checks are not required for those leading the services.

Offering personal care (even as a one off), taking elderly residents out to shop, or to pay bills etc will require an enhanced check with barring information.

Monday Mornings Parent and Toddler Group

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Contact with children under fives – parents/carers present at all times.

Occurs weekly.

Does not involve any personal care of children or care away from the parent/carer.

Group leader and appointed leaders supervise children and are eligible for an enhanced check.

Toddler group helpers/refreshment servers are not eligible for checks.

Holiday Clubs

Holiday Clubs typically take place as one off events over a period of 1-3 days, normally for three hours per day, for children aged 5-11.

Children are left in the care of the Holiday Club team. There is no personal care involved.

All the team leaders are DBS checked. Other occasional helpers are recruited by the Holiday Club leader. They are not DBS checked as this activity does not meet the frequency criteria.

Schools' Team

Team members visit schools to take assemblies (including Open the Book) and run children's clubs.

All members involved in Schools' work will require an Enhanced DBS.

Climbing Wall Sessions

Some climbing wall sessions cater specifically for children.

Involves teaching, supervision and some physical contact.

Takes place in Holy Trinity's The Tower climbing wall.

All climbing wall supervisors who work without supervision with children will require an enhanced check with barring information.

Those working under constant supervision and are 16 years and over will require an enhanced check.

Warp

Boys' group for school years 5-8

Takes place once a month in the church hall.

Involves supervision and training but no personal care.

One regular leader works unsupervised and is eligible for an Enhanced check.

Regular helpers are eligible for an Enhanced check. Non regular, one off helpers, are not eligible.

Extravagant

Girls' group for school years 5-8

Takes place once a month in the church hall.

Involves supervision and training but no personal care.

Regular leaders work unsupervised and are eligible for an Enhanced check.

Regular helpers are eligible for an Enhanced check. Non regular, one off helpers, are not eligible.

Mentoring

Regular contact (normally once a fortnight or less frequently) between an adult and young person.

Contact is unsupervised one to one mentoring. All mentors are advised that mentoring should take place in a public place. These relationships build up a level of trust between mentor and mentee and will therefore require an Enhanced DBS.

Church Wardens

As Trustees of a charity that works with children and young people Church Wardens are eligible for an Enhanced check.

Pastoral visitors/home visitor

Pastoral visitors make visits to homes but not on a regular or frequent basis and are therefore not eligible for a DBS check. No personal care is given.

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(Eligible for Enhanced DBS if carried out frequently or intensively. (Enhanced check with barring information required if doing shopping and therefore taking money.)

PCC

Members as Trustees of a charity that works with children are eligible for enhanced checks if they have specific roles that make them eligible. The C of E requires a minimum of 3 PCC members are checked including the safeguarding lead person and 2 church wardens.

CAP Volunteers

Christians Against Poverty Centre Manager and volunteers regularly visit clients to offer general and sometimes financial support – requires an enhanced check with barring information.

Transporting Children and Adults

Adults Lifts organised by the church which involve transporting vulnerable adults to or from places where they will receive health care, personal care or social work services will require Enhanced Plus DBS check. All other lifts ie to Sunday services, Holiday at Home etc are not eligible for DBS checks if they do not meet the frequency criteria. Lifts arranged privately between individuals are not eligible.

Children Lifts organised by the church solely for children will require an enhanced check with barring information.

Interface Drop-In

Interface provides hot drinks and snacks to adult members of the community, some of whom have drug/alcohol addictions or mental ill health. To qualify for a criminal record check work with vulnerable adults needs to involve care or supervision, treatment or therapy, any form of training, teaching, instruction, assistance, advice or guidance. The drop-in volunteers do not provide any of these services therefore they do not comply with the requirements for a criminal record check. However, in recognition of the need to carefully appoint people who will act with respect and care towards the Interface clients, we will require all newly appointed volunteers to fill in an application form and ensure responsibility for all appointments rests solely with the incumbent.

Appendix 3

Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, the Parochial Church Council of Holy Trinity complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. This written policy is available on request to all those who wish to see it.

Storage and Access

Disclosure information is never kept on an applicant's personal file and is always kept separately and securely in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it within the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

If a party other than the Diocese requests the passing on of Disclosure information, advice will be sought from DBS before doing so.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six-months after the decision has been taken, we will consult the DBS about this. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail. The DBS will be informed immediately if a Disclosure document, or additional information provided by the police, is mislaid or lost.

Disposal

Once the retention period has elapsed, or sooner, we will ensure that any Disclosure information is destroyed by shredding. Prior to shredding the Disclosure documents will always be kept in secure places as described above. We will not retain any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure.

Notwithstanding the above, a record will be kept of: the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested (including the designated workforce; child, adult or both), the position for which the Disclosure was requested, the unique reference number of the Disclosure, and the details of the recruitment decision taken.

This Policy was agreed by Holy Trinity PCC on 15th January 2018.