



# CANFORD MAGNA CHURCHES

## SAFEGUARDING HANDBOOK

Including Policy and Guidelines

Version 5  
[Updated May 2021]



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## Introduction

Canford Parish Church, the Lantern and St Barnabas Church make up the Parish of Canford Magna within the Wimborne Deanery. The Parochial Church Council for the Parish of Canford Magna (The PCC and the Sub-Committees in each of its three churches that are responsible to the PCC) is committed to safeguarding and promoting the welfare of all.

We agree to work under the safeguarding rules and guidelines as outlined in: -

- The Church of England Practice Guidance: Safer Recruitment [Revised July 2016]
- The Salisbury Diocese Safeguarding Framework for Safeguarding and Good Practice *Working with Children, young people & adults* [revised June 2014]
- The Churches Child Protection Advisory Service [CCPAS] Ten Safeguarding Standards for places of Worship & Other Organisations
- The Canford Magna Churches Safeguarding Policy

*For information, copies of the current Safeguarding Policies are held in the in each church office and can be found on the individual church's and Diocesan websites*

[www.salisbury.anglican.org/resources-library/parishes/safeguarding1](http://www.salisbury.anglican.org/resources-library/parishes/safeguarding1)

[www.stbarnabasbearwood.org.uk/](http://www.stbarnabasbearwood.org.uk/)

[www.canfordparish.org](http://www.canfordparish.org)

[www.thelanternchurch.org](http://www.thelanternchurch.org)

## The Diocese of Salisbury Safeguarding Framework and Good Practice Guidelines [Revised June 2014]

states that

“The Diocese is committed to:

- The care, nurture of, and respectful pastoral ministry with all.
- The safeguarding and protection of all children, young people and adults when they are vulnerable.
- The establishing of safe, caring communities which provide a loving environment where there is a culture of ‘informed vigilance’ as to the dangers of abuse.

To this end:

We will carefully select, support and train all those with any responsibility within the church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration/membership of the relevant vetting and barring schemes.

- We will respond without delay to every complaint made, that any adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- 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.
- We will seek to protect survivors of sexual abuse from the possibility of further harm and abuse.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust.

- We will seek to offer pastoral care and support, including supervision and referral to the appropriate authorities to any member of our church community known to have offended against a child, young person or Adult who may be at risk or is accused of abuse.
- In all these principles we will follow legislation, guidance and recognised good practice.”

### **Using the “Canford Magna Churches Safeguarding Handbook (including Policy and Guidelines)”**

- This handbook has been created to support ‘The Diocese of Salisbury Safeguarding Framework and Good Practice Guidelines (revised June 2014)’ and the Church of England Practice Guidance: Safer Recruitment (July 2016)
- The CCPAS Ten Safeguarding Standards for places of Worship & Other Organisations have been used as section headings.

This handbook should be read in conjunction with those guidelines.

### **Overall Safeguarding Aims of Canford Magna Churches**

Canford Magna Churches hold trusted positions in the community. To support this, the PCC will adhere to the Policy, Guidelines and good practice as outlined in this document. This will ensure best practice by all those in Leadership roles, PCC members and all who work with Children and Adults who may be at risk of abuse.

So that it is known how to:

- Protect them from abuse.
- Act responsibly if abuse is discovered or disclosed.
- Work safely, promoting the wellbeing of all.

In order to achieve these aims we have adopted:

- A Policy
- Guidelines which are to be applied in our church setting

#### *Acknowledgements:*

- *Diocese of Salisbury Safeguarding Framework and Good Practice Guidelines,*
- *The Church of England Practice Guidance: Safer Recruitment*
- *Every Child Matters*
- *Care Act 2014,*
- *Safeguarding Policy of Christ Church, Creekmoor.*
- *The Churches Child Protection Advisory Service [CCPAS]*

## Statement of Intent

A policy on Safeguarding Children and Adults who may be at risk of abuse has been formally adopted by the PCC. A statement that we have adopted the policy should appear on all information issued about work with children and adults who may be at risk of abuse.

## Clarification of Terms

**A Child or young person:** Under the Children Act 1989, anyone under the age of 18 is defined as a **child** & will be referred to as such during this document

**A Worker** is anyone who works or volunteers with children or adults who may be at risk of abuse, on behalf of the Church.

**A Leader** is anyone who has a supervisory, organisational or decision-making role.

**PSO** refers to the Parish Safeguarding Officer.

**PCC** refers to the Parochial Church Council

**An adult who may be at risk of abuse** is any adult (*any person aged 18 and over*) who:

- a) has needs for care and support (*whether or not the local authority is meeting any of those needs*),
- b) is experiencing, or is at risk of, harm, abuse or neglect,
- c) as a result of those needs is unable to protect himself or herself against the abuse.

## Who's Who



### Church Safeguarding Leads

**Mrs Barbara Jaggs: Parish Safeguarding Officer** 01202 887816

- Based at The **Lantern Church**, Merley
- 01202 887733 [safeguarding@canfordparish.org](mailto:safeguarding@canfordparish.org)



**Mrs Jane Hazell: Parish Safeguarding Officer** 01202 889065

- Based at Canford Parish **Church**, Canford Magna
- 01202 882270 [safeguarding@canfordparish.org](mailto:safeguarding@canfordparish.org)



**Mrs Tina Waterman: Parish Compliance Administrator**

- Based at St Barnabas Church Bearwood
- 01202 573872 [stbarnabas@canfordparish.org](mailto:stbarnabas@canfordparish.org)



### Diocesan Safeguarding Advisers [DSA]

**Mr Jem (Jeremy) Carter**

- works 9am-5pm Monday-Wednesday inclusive
- Available on an 'on call' basis until 9pm on Wednesday and Thursday evenings on mobile 07469 857888
- Urgent safeguarding discussions 7 days a week, 8am-9pm, on 07500 664800



**Mrs Suzy Futcher**

- works 9am-5pm Tuesday-Friday inclusive
- Available on an 'on call' basis until 9pm on Wednesday and Thursday evenings on mobile 07469 857888
- First point of contact for urgent safeguarding advice from 8am-9pm on Mondays and Tuesdays and from 8am until 1pm on a Wednesdays on 07500 664800



- **Standard 1:**

## **Safeguarding Policy**

*Reviewed & Revised by PSOs March 2018*

**The purpose** of this safeguarding policy is to ensure procedures are in place and people are clear about their roles and responsibilities regarding children and adults who may be at risk whilst in our care and using our premises.

**This policy** addresses the safeguarding of individuals. It is intended to be a dynamic policy that will support the Church in being a safe supportive and caring community for children, adults who may be at risk, for survivors of abuse, for communities and for those affected by abuse. It is to be read in conjunction with The Diocese of Salisbury Safeguarding Framework and Good Practice Guidelines and the Church of England Practice Guidance: Safer Recruitment which can be found at [www.salisbury.anglican.org/resources-library/parishes/safeguarding1](http://www.salisbury.anglican.org/resources-library/parishes/safeguarding1)

**The Church of England**, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation of male and female in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

**Canford Magna PCC** is committed to the safeguarding and protection of all and affirms that the needs of children and adults who may be at risk are paramount.

We recognise that none of us is invulnerable but that there is a particular care for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and seeks to affirm the gifts and graces of all God's people.

It is required that **leaders of church organisations** who have contact with children and adults who may be at risk of abuse or neglect will familiarise themselves with them and ensure that all their helpers have access to them, including this Church Policy. The welfare of each person who may be at risk of abuse or neglect is of paramount consideration and all have a right to protection regardless of race, religion, lifestyle, gender, sexuality, disability, national or social origin, age, background or any other factor.

### **The PCC, and the three church Sub-Committees**

- recognise the serious issue of the abuse of children and adults who may be at risk and that this may take the form of physical, emotional, sexual, financial, spiritual or organisational abuse or neglect.
- acknowledge the effects these may have on people and their development including spiritual and religious development.
- accept responsibility for ensuring that all people are safe in our care and that their dignity and right to be heard is maintained.
- accept responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them.
- take seriously the issues of promotion of welfare so that each of us can reach our full potential in God's grace.

**The PCC and the three church Sub-Committees are committed to safeguarding by:**

- Appointing two Parish Safeguarding Officers and supporting them in this role which is to:
  - ✓ support and advise the clergy and the church officers in fulfilling their roles
  - ✓ provide a point of reference to advise on safeguarding issues
  - ✓ promote safeguarding best practice within the local parish.
- Adopting safeguarding procedures, guidelines and a code of conduct for all workers.
- Carefully following procedures for safer recruitment of all workers.
- Providing effective management for all workers through supervision, support and training that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be at risk of abuse.
- Sharing information about safeguarding and good practice with all.
- Remaining committed to reviewing policies, procedures and good practice annually, usually at the first meeting of the PCC after the APCM; so that new members are aware of the responsibilities and are able to confirm the existence of and their commitment to the parish policy.
- Responding without delay to any allegation or cause for concern raised that a child or adult who may have been harmed or be at risk of harm or abuse, whether in the church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.
- Cooperating fully with the Diocese and appropriate statutory agencies during any investigation into abuse, including when allegations are made against a member of the church community.
- Providing pastoral care for any who have suffered abuse, their families and any member of the church community against whom an allegation is made.
- Ensuring that, in partnership with the Diocese & other appropriate agencies, care and supervision is provided for any member of the church community known to have offended against a child or pose a risk to them.
- Affirming and giving thanks for the work of those who are workers with children and adults who may be at risk of abuse and acknowledges the shared responsibility of all of us for safeguarding children and adults who are on our premises.



## Good Practice

We believe good practice means that:

- All people are treated with respect and dignity.
- All workers [paid and volunteer], are recruited according to the practice guidelines on Safer Recruitment.
- All workers are given appropriate training in, and remain aware of, appropriate behaviour in working with children and adults who may be at risk of abuse or neglect.
- Activities are conducted so as to prevent situations wherever possible where abuse to children or adults who may be at risk of abuse or neglect might occur.
- Safe environments are maintained for all in their care, in line with the churches Health and Safety Policy
- Any driver using their own vehicle for the transportation of children or adults who may be at risk of abuse on behalf of the PCC adheres to the Church's Transportation Guidelines
- Promotion of safeguarding is recognised to include undertaking those tasks which enable all God's people to reach their full potential.
- Appropriate supervision and support is made available to known offenders within the church community and they are made aware of clear boundaries governing their integration into the life of the church.

## Appointment and Training of Workers

All workers will be appointed after a Safer Recruitment process and a satisfactory Disclosure and Barring Service (DBS) check and completion of *SG7 - Confidential Declaration Form*,

Each worker will be required to undergo safeguarding training, as defined in the Diocese of Salisbury Safeguarding Training Policy. The other training needs of each worker will be considered (e.g. food hygiene, first aid, lifting and handling, etc.) and each worker will have an annual review conducted by their Team Leader/Supervisor

## Complaints procedure

It is hoped that complaints relating to safeguarding can be dealt with internally by individual Team Leaders. However, a complaint may be made to a member of Clergy or Parish Safeguarding Officer. If a complaint is made to another person, it should be passed on to the Parish Safeguarding Officer who will arrange to meet with the complainant and attempt to resolve the complaint. If the complaint cannot be resolved, consideration will be given to invoking the complaints procedure of the Church of England.

## E-safety

Guidelines exist and are reviewed annually. These are accessible to each worker with children and adults who may be at risk of abuse outlining good practice & can be found in the Safeguarding Handbook.

## Events with church groups off the premises

Adequate staffing will be ensured for such events [*see staffing ratios, page 17*]. Notification of the event will be given to the relevant church Sub-committee in advance.

## Guidelines for working with children and adults who may be at risk of abuse

Guidelines exist and are reviewed annually. These are accessible to each worker with children and adults who may be at risk of abuse outlining good practice.

## Other groups on church premises

Where the building is hired for outside use the hirer will be required to sign a letting agreement. If they are to be provided with a key, they will be asked to sign a Keyholder agreement.

### Key concepts and definitions:

**i) Safeguarding and protecting children or adults who may be at risk of abuse:** preventing maltreatment, impairment of their health and ensuring safe and effective care.

**ii) Adult/child protection** is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.

**iii) Abuse and neglect** may occur in a family, in a community and in an institution. It may be perpetrated by a person or persons known to the child or adult or by strangers, by an adult or by a child. It may be an infliction of harm or a failure to prevent harm.

### Responding to Allegations of Abuse:

**It is not ultimately the responsibility of any church worker to investigate an allegation of abuse. This is the responsibility of Social Services or the Police under Section 47 of the Children Act (1989).**

It is the responsibility of any worker, who hears an allegation of abuse, to report it immediately to one of the church representatives listed below:

Title: Parish Safeguarding Officers

Names:	Mrs Jane Hazell	01202 889065
	Mrs Barbara Jaggs	01202 887816

If neither of the above can be contacted or is implicated in the allegation, then it should be reported to:

Title: Team Rector – The Lantern

Name: Revd. Mike Tufnell

Tel: 01202 887733

or

Title: Team Vicar – The Parish Church

Name: Revd. Christopher Tebbutt

Tel: 01202 882270

or

Title: Team Vicar – St. Barnabas Church

Name: Revd. Geoff Boland

Tel: 01202 573872

**Once one of the above persons is satisfied that an allegation is being made then they will refer the matter to the Diocesan Safeguarding Adviser. It must also be reported to Social Services or the Police.**

**If any person is thought to be in imminent danger the police will be contacted first.**

It may also be necessary for them to report it to the Church Insurance Company.

### Confidentiality:

**It must be remembered that once an allegation of abuse has been made then what has been disclosed is confidential and it should not be mentioned to any person other than those named above.**

#### ***Points to remember:***

- Do not discuss the matter with anyone else
- Written notes of the allegations must be kept in a secure place.

**Contact details, telephone numbers and email addresses:**

**Poole Social Services** [childrenandfamilies@poole.gov.uk](mailto:childrenandfamilies@poole.gov.uk)

01202 657279 (out of hours, emergencies)

01202 735046 (daytime, general help and advice ask to speak to the duty officer)

**Bournemouth Children's Services** [cs@bournemouth.gov.uk](mailto:cs@bournemouth.gov.uk)

Duty & Assessment Team 01202 458102

**Dorset County Council Children's Services** [childrensservices@dorsetcc.gov.uk](mailto:childrensservices@dorsetcc.gov.uk)

01305 221000

**Police Central Switchboard**

01202 552099 (your call will then be transferred to the Safeguarding Team)

**Diocesan Safeguarding Adviser Jem Carter & Suzy Fulcher**

See "Who's Who" on page 5 for contact details.

If at any time anyone is unsure of whether or not to report an allegation, it is possible to discuss it with either the Diocesan Adviser or local Social Services without divulging any names. Whatever advice they give should be acted upon.

**Review Arrangements:**

This policy was adopted by the PCC members at the PCC meeting held on **23<sup>rd</sup> April 2018** is reviewed annually

All relevant people then annually read and sign [Appendix 2] the Canford Churches' Policies Checklist.

Last reviewed

Signed: .....PCC Chairman

.....-PCC Vice-Chairman

..... Churchwarden

Date:

- **Standard 2: Safeguarding Awareness & Provide Training**

Safeguarding is a fixed agenda item for all PCC & Sub-Committee meetings. The PSOs are members of the PCC and attend PCC meetings. All PCC members and workers with children and/or adults who may be at risk; receive appropriate training as described in the Diocese of Salisbury Safeguarding Training Policy which has been adopted by the PCC.

<http://www.salisbury.anglican.org/resources-library/parishes/safeguarding1/local-policies>

- **Standard 3: Recruitment Policy & Practice.**

Please refer to the Safer Recruitment Practice Guidance issued by the National Safeguarding Team which is available on the Salisbury Diocesan Website

<http://www.salisbury.anglican.org/resources-library/parishes/safeguarding1/national-policies>

- **Standard 4: Appropriate Management Supervision & Support.**

Each worker, however experienced, should have someone who oversees their work, for their own support as well as to protect children and adults who may be at risk.

**Good practice in supervision.**

The supervisor should:

- Meet with workers regularly (once a term), to review and plan the work.
- Ask about working and personal relationships with the children.
- Create regular (at least once a term) opportunities for observing the worker with the children. Watch in particular for any child receiving exceptional treatment, being highly favoured or treated unduly harshly.
- Be aware that workers using Church computers have access to chat rooms, child pornography etc.
- Keep a written record of the facts of each meeting, and anything of note, which is observed. These records should be stored in the workers Personal Record File.

If the Supervisor has any concerns regarding the worker, the Minister should be informed as soon as possible.

It is important to keep accurate records of any Safeguarding concerns, disclosure, or allegations.

Facts observed or disclosed should be accurately recorded, signed and dated. Opinions should not be included unless clearly identified as such. If any records are to be kept without the subject of the record's knowledge, it should be made clear why this is so, for instance if there appears to be a worrying pattern of behaviour which needs to be monitored.

Try to be consistent about what is kept so that it can be justified if necessary.

Actions taken and decisions made should all be noted. It should be recorded who knows about the information, for example the subject of the record, the child's parents etc.

Either the PSO or the Incumbent/Priest-in-Charge will keep all records securely. All confidential material will be placed with the Rural Dean during an interregnum or equally safe arrangements made.

Confidential declarations and any other confidential matters will be kept for as long as the person is in the post.

The Human Rights Act 1988 includes both the right to privacy of family life and also the right to life and the right not to be tortured. It is expected that the courts will uphold the need to pass on information for the purposes of protecting a child.

The highest degree of confidentiality consistent with this should be maintained and only information necessary for the safeguarding of children passed on.

- f) All Supervisors will receive training to assist them and will also receive supervision themselves.
- g) Any concerns are passed on if the person concerned moves to another Church.

*\*See also to the PCC Guidelines for Appraisal & Performance Management.*

## • **Standard 5: Safe Working Practice.**

### **Guidelines for All Workers**

*You should:*

- treat everyone with respect and dignity
- ensure that your own language, tone of voice and body language is respectful
- always aim to work within sight of another adult
- toilet breaks should be organised where applicable
- ensure another adult is informed if a person needs to be taken to the toilet
- ensure that children and adults who may be at risk know who they can talk to if they need to speak to someone about a personal concern
- respond appropriately to people's needs and concerns ensuring there are other adults around
- if any activity requires physical contact, ensure that the child or adult who may be at risk adult and their parents/carers are aware of this and its nature beforehand
- There may be occasions where a distressed child needs comfort and reassurance which may include physical comforting such as a caring parent would give. Workers should use their discretion in such cases to ensure that their actions are age & circumstance appropriate.
- administer any necessary First Aid with others around if at all possible
- obtain consent for any photographs/videos to be taken, shown or displayed
- record any concerning incidents and give the information to your group Leader. Sign and date the record
- always share concerns about a child or adult who may be at risk or the behaviour of another worker with your Group Leader and/or Parish Safeguarding Officer.

*You should not:*

- initiate physical contact. Any necessary contact should be initiated by the individual
- invade the individual's privacy while washing or toileting
- play rough physical or sexually provocative games
- use any form of physical punishment
- be sexually suggestive about or to an individual even in fun
- touch an individual inappropriately or obtrusively

- scapegoat, ridicule or reject an individual or group
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying
- show favouritism to any individual or group
- allow an individual to involve you in excessive attention seeking that is overtly physical or sexual in nature
- give lifts to an individual on their own or on your own unless it is an emergency in which case you should record the circumstances leading up to it
- drink alcohol when responsible for children or adults who may be at risk
- share sleeping accommodation inappropriately
- arrange social occasions with children or adults who may be at risk (other than family members) outside organised group occasions
- allow unknown adults' access to children or adults who may be at risk. Visitors should always be accompanied by a known person
- allow strangers to give lifts to children or adults who may be at risk.
- Those who act on behalf of the Church should not meet or work alone with a child or adult who may be at risk of abuse where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written note of this will be made and kept noting date, time and place of visit

### **Additional Guidelines for Group Leaders**

In addition to the above the group leader should:

- ensure any health and safety requirements are adhered to
- undertake risk assessments with appropriate action taken and record kept
- keep register and consent forms up to date
- have an awareness, at all times, of what is taking place and who is present
- create space for children to talk – either formally or informally
- liaise with Parish Safeguarding Officer over good practice for safeguarding
- always inform the Parish Safeguarding Officer of any specific safeguarding concerns that arise. The Parish Safeguarding Officer will liaise with the relevant diocesan safeguarding adviser
- liaise with the PCC.

### **Good Practice with Colleagues.**

If you see another Leader or Worker acting in a way, which might be misconstrued, be prepared to speak to your supervisor about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour

## Data Protection

### **Parishes and Dioceses are subject to the six data protection principles that underpin GDPR and must manage all personal data against these principles:**

1. Personal data shall be processed lawfully, fairly and in a transparent manner
2. Personal data shall be obtained only for specified, explicit and legitimate purposes. (It shall only be available to the secretary, as data processor and incumbent)
3. Personal data should be adequate, relevant and limited to what is necessary
4. Personal data shall be accurate and where necessary, kept up to date.
5. Personal data should not be kept for longer than is necessary for completion of the task for which it was collected.
6. Personal data shall be processed in a manner that ensures appropriate security of the personal data.

*\*See also the Parish Data Protection Policy*

## E-Safety

A 'child' is defined as anyone under the age of 18. However Facebook's own rules only allow those aged 13+ to join it. Please always follow the terms set out by Facebook.

Within our own work at Canford Magna Churches the following policy regarding contacting via email and mobile phones will be from the school year 8 (aged 12/13 years) and above. Therefore children below year 8 will not receive electronic communication.

'Adults' also use Facebook, Instagram, WhatsApp, emails and texts so the following principles should also be applied to communication with adults as well.

### ➤ **Social Media and Networking**

"Social media includes web-based and mobile based technologies which are used to turn communication into interactive dialogue among organisations, communities and individuals"

Social networks, when used effectively, are a great way of communicating what's going on in our ministry. Because of their reach however, care must be taken in how they are established and used. Below are some guidelines on how social networks should be used within the ministry of Canford Magna Churches.

### ➤ **Personal use of Social Networks**

It's important to realise that your personal use of social networks is really a portrayal of your position and the ministry of Canford Magna Churches. People who follow you won't see the distinction of your personal life and your role in the church. Therefore it's important to think through the message you are sending through these networks. A good guideline to use is "if you wouldn't send it from any of the Canford Magna Church's email addresses, don't post it to a social network".

### ➤ **Electronic Communications Policy**

When electronic communication (Communication via Mobile Phone, Social Networking (if aged 13 or over) and Email) takes place between adults and children the following practices must be followed:

- **Appropriate Adults** are people who are working directly with children or who have a pastoral responsibility for a child for example Youth Worker or Worship Leader. **Appropriate Adults** will also sign a form and have permission from our Incumbent
- It is important that parents are aware of and give consent to **appropriate adults** communicating electronically with their son or daughter. Parent's consent will be gained at the beginning of each academic year for their son or daughter to be contacted directly by **appropriate adults** via; Mobile Phone, Social Networking (if aged 13 or over) and Email.
- Appropriate Adults need to avoid contacting children before 8:00am and after 10:00pm. This is unless the child contacts you first in an emergency.
- When communicating with a group of children, the **appropriate adult** should send exactly the same email/text message to all recipients, as individually written ones with the same subject could be misinterpreted as favouritism.
- When in discussion with a child topics, which are of a sensitive nature or could be easily misinterpreted, should not be discussed electronically and a face-to-face meeting should be arranged.
- Conversations are best written/typed in full and the use of abbreviations avoided. This is due to the risk of a misinterpretation, for example, "LOL" traditionally means "Laugh out Loud" as a response to a joke or funny situation; however this can also be interpreted as "Lots of Love".
- Some social networking websites and programs offer the option for one or both users in a conversation to display a live image of themselves via a webcam. Due to the increased risks of abuse with webcams, adults must not use webcams with children; neither displaying themselves nor viewing children.
- Adults who minister to children are strongly encouraged to set very stringent privacy settings on any social networking profile. Advice can be sought from the Diocesan Board of Education Youth Officers.
- Adults should not submit "friend" requests to children. Children may not be able to decline such requests due to the disparity of power between children and adults. Children may ask to be "friends", and adults should discern the level of contact they want to maintain with children prior to responding to these requests.
- Adults should not be engaging with children through Instant Messaging.
- The E-safety policy will be reviewed and communicated to congregation and children annually.



## Insurance

All groups should ensure there is adequate insurance for the work they are doing, including public liability insurance. The terms of the church insurance policy provide cover for the church building and the church activities.

The PCC will ensure that the policy includes legal protection insurance to cover legal costs resulting from allegations made against its employees or volunteers.

The insurance company must be notified of any allegations of abuse that are likely to affect the insurance held by the parish. This notification should be directed to the manager or director and marked strictly private and confidential. Failure to notify the insurers could prejudice the cover under the insurance policy.

All groups need to record any activities and events with their church's Sub-committee, who will in turn report that it has agreed to the activity PCC. In principle it must show the insured party (the PCC) has agreed to the activity being undertaken in specific rather than in broad or general terms. The decisions need to be minuted. For example *"the PCC has agreed to this" disco, with "these" staff, between "these" hours, for "this" purpose – NOT simply agreed to the concept of a disco in general.* There are many activities which are excluded from the church insurance. These are as follows:

- Aqualung diving
- Flying – except air travel
- Hang gliding
- Parachuting
- Hunting on horseback, Polo
- Potholing
- Motor Cycling
- Mountaineering necessitating the use of ropes or guides
- Association football – other than acting as an official
- Power boating in a boat capable of more than 30 knots
- Rugby football – other than acting as an official
- Tree felling or lopping other than work within the scope of the jobbing gardener
- Use of scaffolding unless professionally erected
- Racing other than on foot
- Service in the armed forces
- Show Jumping
- Ice Hockey
- Winter sports except curling or ice skating

## Money/Gifts

If you are given money or gifts for any reason, ensure the donation is acknowledged (by receipt and/or thank you letter) as soon as possible. This both preserves the audit trail for the donation and protects you against any complaint that money has been taken without the knowledge or consent of the adult who may be at risk or child.

**Photography:**

It may be that photographic records of children and/or events will be taken, with parent's/carer's permission. This must only be done in accordance with the church's policy & guidelines.

*For safeguarding reasons it is the church's policy that no photographs of children are to be taken on church grounds, premises or at church events without the permission of the child's parent/authorised carer being given. On some occasions an authorised photographer may be taking photos with a designated camera. Prior notice is given & permission to photograph obtained from parents/carers.*

**Recommended Ratios: (NB an adult is someone aged 18 or over)*****Indoor Activities.******Under 8 years.***

The standard ratios required under the Children Act are as follows;

- 0 – 2 years = 1 member of staff to 3 children.
- 2 – 3 years = 1 member of staff to 4 children.
- 3 – 8 years = 1 member of staff to 8 children.
- It should be noted that these are ratios of adults to children. On no account should a worker be by themselves with this age-group. The minimum number of adults should always be two, and preferably three. It is recommended that there be one male and one female.
- If small groups are in the same room or adjoining rooms with open access between them it is possible to have only 1 adult per group, dependent on the nature of the activity.
- Young Leaders who are being encouraged to develop their leadership skills through helping should always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and that the work they are doing is appropriate to both their age and understanding.
- Adults who assist on one or two occasions must be responsible to an appointed worker. Thereafter, they become part of the team and must be properly appointed through the Safer Recruitment Process.

***Eight years and over***

The Children Act only specifies the ratios for under 8's. The recommended ratios for children over 8 are as follows;

- 1 person for the first 8 children and then 1 extra person for every 12 children.

***Outdoor Activities.***

More help may be required.

## Safety Check List

### Check that:

- Premises, including the lighting, and equipment used with children or adults who may be at risk of abuse are safe, well maintained and suitable for the purpose.
- A system of regular checks before use needs to be established. Although it is not necessary to complete this form for each use it can be used as a guide.
- Undertake a risk assessment for each activity and in greater detail for an unusual activity or when away from the usual location.
- An up to date First Aid kit is available and a nominated person should be responsible for maintaining the kit and all adults should know where to find it. A First Aid kit is available in the Vestry for external visits.
- Encourage workers to have some First Aid knowledge and provide access to First Aid training.
- No medication is given to a child under 18 years without the written consent of a guardian / parent.
- The taking of medication by adults who may be at risk of abuse remains their responsibility or that of their carer.
- All accidents/incidents are recorded in an accident book [which is kept by the Team Leader]
- Procedures are in place for dealing with sick or injured children, and for accompanying young children to the toilet. Remember that ratios still need to be correct if an adult goes out of the room.
- A parental consent form and a health form have been completed for each child.
- Consent forms, completed by a parent/guardian, should always be used for anyone under 18 when undertaking activities outside the normal meeting place.
- A register should be kept, and regularly updated, of all children attending the group with details of home addresses, telephone number and a parent/Carer or guardian's name. In the event of a fire the leader should take the register to check that everyone is out of the building.
- Fire notices are displayed informing people what to do in case of fire.
- Leaders and children know what to do in the event of an emergency.
- Fire appliances and smoke detectors are suitable, serviced regularly and that leaders know where they can be found and how to use them.
- It is clear who is responsible for children after the activity is over, and who they are going home with.
- The rooms are secure from unwelcome people.
- Children cannot go outside without leaders' agreement.
- Ensure that a telephone is available for all emergencies.
- The local authority Social Services Department should be informed, in advance, of intention to provide facilities which involve the care of under 8's for more than two hours even though registration is not required. (An up to date list of Under 8's Advisers is available from the Salisbury Diocesan Board of Education Officers based in the Diocesan Education Centre in Wilton.)
- Ensure that car insurances are appropriate for transporting members.
- Ensure that house insurances are appropriate for group meetings.
- Adult/ Children ratios are right for the group and occasion.

**\*See also the Parish Health & Safety Policy.**

## **Touch**

Taken from 'The Diocese of Salisbury Safeguarding and Good Practice Guidelines (June 2014)'

“Church-sponsored groups and activities should provide a warm, nurturing environment for children while avoiding any inappropriate behaviour or the risk of allegations being made. Child abuse is harm of a very serious nature. So that it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse, all volunteers must work with or within sight of another adult.

Physical contact with a young person should always be avoided if you are alone with a young person and not sought after in other circumstances. Shaking hands is courteous and often appreciated by older people. If you do touch or hug, hands must always be outside the person's clothing and never on any part of the body which might be considered inappropriate. It is important that people with learning disabilities learn what form of body contact is appropriate in different social situations; this helps to keep them safe and helps them to become aware when people are behaving inappropriately and possibly exploiting them.

Very occasionally it may be necessary to restrain a child or young person who is harming her/himself or others. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded and the information given to the church Safeguarding Lead.

All physical contact should be an appropriate response to the child's needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.”

## **Transporting children or adults who may be at risk on behalf of the church**

### ***Drivers***

- All those who drive children or adults who may be at risk on church-organised activities should have held a full and clean driving licence for over two years.
- Drivers who are not workers with children or adults who may be at risk should be recruited for the task through the normal recruitment process.
- Any driver who has an endorsement of 6 points or more on their licence should inform the group leader and the church/parish Safeguarding Officer.
- Any driver who has an unspent conviction for any serious road traffic offence should not transport children or adults who may be at risk for the church.
- Drivers must always be in a fit state i.e. not over-tired; not under the influence of alcohol; not taking illegal substances; not under the influence of medicine which may induce drowsiness.
- All drivers must read & sign the Transport Agreement Form.

**Private car**

- Children should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity.
- Independent adults who may be at risk of abuse can give their own consent regarding transportation in a private car. Otherwise consultation with carers or next of kin would need to take place to agree transport arrangements.
- Any driver using their own vehicle for the transportation of children or adults who may be at risk is responsible for ensuring the vehicle is roadworthy and comprehensively insured. (Drivers to check with their Insurance Company re the requirement for business cover).
- All children must wear suitable seat belts and use appropriate booster seats. If there are insufficient seat belts, additional children should not be carried.
- At no time should the number of people in a car exceed the usual passenger number.
- There should be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child or children on his or her own, they must sit in the back of the car.

**Minibus or coach**

- Workers and helpers should sit among the group and not together.
- If noise or behaviour appears to be getting out of control, stop the vehicle until calm is restored.
- Before using a minibus, ensure you know the up-to-date regulations for its use and have had a trial drive.

- **Standard 6: Talk Listen and Relate**

In consultation with the Diocesan Safeguarding Adviser we have agreed that in our opinion people are less likely to talk to an appointed person than to their group leader or another adult they know well. Therefore we will provide training to all people who work with children and adults who may be at risk; to ensure that everybody knows how to communicate effectively and what to do if issues are raised.

- **Standard 7: Be Aware of Issues & Respond Appropriately.**

In all cases, we must follow an agreed procedure of consultation and referral. It is not the task of an individual or the church to investigate. For the protection of both children and workers, sensible steps should be taken on the road to referral.

### **Procedures if abuse is disclosed or discovered**

#### **What is abuse?**

Abuse is a general term used to describe the different ways in which physical, emotional, intellectual or spiritual health can be damaged by the actions of another person.

Abuse falls into four categories, investigated by the local authorities & police, which can be defined as follows:

**Emotional abuse** – Persistent, emotional ill-treatment, of a person which severely affects their emotional and often behavioural development.

**Neglect** – A failure to meet a person's basic physical & psychological needs likely to result in serious impairment of their health and/or development.

**Physical abuse** – Any deliberate injury caused to a person by someone else. Physical harm may also be caused when an individual fabricates the symptoms of, or deliberately induces illness in, a another person

**Sexual abuse** – Forcing or enticing a person to take part in or look at sexual activities (which may or may not include physical contact).

In addition to this the 2014 Care Act splits the types of abuse that adults may be subject to into 10 categories. The four mentioned above, Emotional, Neglect, Physical & Sexual abuse also Discriminatory, Domestic violence, Financial, Modern Slavery, Organisational & Self Neglect.

**Discriminatory abuse** - Is motivated by oppressive and discriminatory attitudes, feelings or behaviour towards an individual. It may manifest itself as any of the other categories of abuse previously stated including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Domestic Violence & Abuse** - Any incident of threatening behaviour, violence or abuse between two adults who are, or who have been in a relationship together, or between family members, regardless of gender or sexuality.

**Financial [or material] Abuse** – The misuse or misappropriation of property, possessions or benefits. This includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions.

**Modern Slavery** – Coercing, deceiving and forcing individuals into a life of abuse, servitude and inhumane treatment. It encompasses slavery, human trafficking, forced labour and domestic servitude.

**Organisational Abuse**– is the mistreatment, abuse or neglect of an adult by a regime or individuals in a setting or service where the adult lives; or that they use. Such abuse violates the person's dignity and represents a lack of respect for their human rights.

**Self-Neglect** - Is defined as the inability (intentional or unintentional) to maintain a socially and culturally accepted standard of self-care with the potential for serious consequences to the health and wellbeing of the individual and sometimes to their community. It entails neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

*NOTE: Poor environments and personal hygiene may be a matter of personal or lifestyle choice or other issues such as insufficient income*

Harm can also be caused by the inappropriate use of religious belief or practice; this is termed **Spiritual abuse**. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries. Any of these could result in a person experiencing physical, emotional or sexual harm, which would then be investigated by the authorities

Most abuse is carried out by adults who are close to the person or in a position of trust. Abuse by strangers is uncommon. Abuse takes place in all parts of society. It is not confined to any particular social or economic situation. There will almost certainly be people in every church community who have been abused at some time. There may also be people who have been or who still are abusers.

### **Signs of Abuse.**

The following may indicate abuse, but do not jump to conclusions. There could be other explanations.

<b>Physical</b>	unexplained or hidden injuries, lack of medical attention.
<b>Emotional</b>	reverting to younger behaviour, nervousness, sudden under achievement, attention seeking, turning away, stealing, lying.
<b>Sexual</b>	preoccupation with sexual matters evident in words, play, drawings; disturbed sleep, nightmares, bed wetting; secretive relationship with adults or children; tummy pains with no apparent cause.
<b>Neglect</b>	Looking ill-cared for and unhappy, being withdrawn or aggressive, having lingering injuries or health problems.

### **What can the church do?**

It is the duty of all people working with children and adults who may be at risk of abuse to help prevent abuse and unsafe situations from occurring. All workers are required to report any abuse disclosed, discovered or suspected, in line with these procedures.

It is essential that any safeguarding issues are not trivialised or exaggerated, and that the proper steps are followed.

The most important consideration is to safeguard and promote the welfare of the children and adults who may be at risk of abuse with whom they come into contact. Any allegations of abuse must be taken seriously.

### **Responding to children & adults who may be at risk of abuse:**

There is no perfect pattern for responding to a person who confides in you because each individual and situation is different. Any allegations must be taken seriously. It is vital the guidelines below are followed should a person begin to disclose abuse. However the following is a summary only, for reference. **It is no substitute for training.**

## **Key Points:**

Always do something

Accept what is said and take it seriously.

Remain calm

Never suggest that you can keep the disclosure secret

Say what you intend to do next.

It is important to remember that what has been disclosed is confidential and should only be shared with others on a 'need-to-know' basis.

Always keep a written record of your involvement and concerns, what has been said and decisions that have been made, including how & why these were made.

## **Things to say or do:**

Look directly at the person and listen attentively.

Reassure the person that they have done the right thing in telling you & what they say is important.

Give them time to tell their story

Take what is said seriously without making judgements.

Explain that you will find out the best way to help them. This will involve talking to other people.

Always finish by assuring the person that you are treating the matter seriously and let them know what you will do next. Who you are going to tell and why, and roughly what you expect will happen.

Ensure that you offer continuing support.

## **Things NOT to say or do:**

Do not ask leading questions.

Do not press for information

Do not place your own interpretation on what was said.

Do not make any promises.

Do not question what you are told unless it is for clarification.

Do not show your own emotions, e.g. shock or disbelief.

## **Further action:**

Make notes at the time or as soon as possible after the event [ideally within an hour]. Include the date & time of the meeting.

Try to write exactly what is being said using their words.

Make it very clear which are their words and which are yours.

Write down the action you have taken recording any agreements made.

Sign and date the record.

Make sure that the record is accurate, balanced and objective

Include facts and observations.

Remember that the original record may later be required as evidence in court.

The Church Safeguarding Lead will keep it securely and ensure a copy is sent to the DSA for long term safekeeping.



## **Adult Protection, Basic Principles**

Never give assurance of absolute confidentiality.

Try to gain consent to share information if it is safe to do so.

Consider the person's mental capacity to consent to information being shared & seek assistance from The DSA if you are uncertain.

Make sure that others are not put at risk by information being kept confidential

Share information on a need to know basis, only share necessary information

Carefully consider the risks of how you share information especially in relation to domestic violence, "honour" based abuse and modern slavery.

Sharing information principles are set out in the General Data Protection Regulations [GDPR] (2018) and the Human Rights Act (1998) and simplified in the Diocesan Safeguarding Policy.

**Report the disclosure to the Incumbent or PSO immediately** [*see Page 9 for contact details*]

Ensure that you receive support.

## **Telling the Right Person.**

There is no legal barrier to you sharing personal information about the abuse of an adult if ;

- The information is shared to prevent abuse from continuing or taking place in future, or
- The information is shared to deal with (detect) abuse that has already taken place and
- The information is relevant to the prevention or detection of abuse, and
- The information is only shared with individuals who have responsibility to take action within or outside the church community (e.g. DSA, PSO, Incumbent, police and other statutory Safeguarding Services.)

## **What to do if a person discloses that they are harming someone else**

Look at them directly.

Accept what they say.

Do not press for information.

Explain that the Incumbent will be informed, as the Church cannot keep abuse confidential.

Inform them that support will be offered by a suitable person.

As soon as possible make handwritten notes of exactly what was said, record the time, date and action to be taken.

Inform the Incumbent as soon as possible.

Do not discuss the matter with anyone, unless requested by the Incumbent.

Ensure that you receive support.

## **What to do if a parent or other person reports abuse**

Parents, other adults or a teenager may report abuse but be reluctant to inform the relevant authorities in such circumstances. They should be encouraged to discuss the matter with Social Services or with another trusted professional with Safeguarding training. In any case it is the responsibility of the Church to inform the Social Services Department of the allegation so that the child and other children are protected.

## **Untrue allegations**

Occasionally an untrue allegation may be made. It is important not to make judgments and to allow an allegation to be carefully investigated to try to ascertain the truth. Untrue allegations can be the result of some other concern or unhappiness in the child's life. It is very important that people working with children do not put themselves in vulnerable situations.

## **Communications with the media**

In the event of an incident communications both within and outside the Diocese of Salisbury will be handled by the Diocesan Communications Coordinator who will consult with the Bishop, the parish and the relevant Diocesan Safeguarding Adviser. Particular care should be taken regarding any public statement or public prayer.

## **If abuse is disclosed or discovered.**

Do not delay.

Do not act alone.

Do not start to investigate.

Consult with the Parish Safeguarding Rep or Incumbent immediately.

*The Church and all its appointed children's and youth workers are committed to the protection of children from all kinds of abuse. (Refer to 'Protecting all God's Children 2010' Pages 11-16, for more detail). A copy can be found in each church office or at*

<https://www.churchofengland.org/media/37378/protectingallgodschildren.pdf>

- **Standard 8 Pastoral Care and Support**

**Survivors of Abuse** will be offered continuing support. This may be given by the church pastoral team, the Diocesan Authorised Listener Scheme or one of the other independent organisations who help people who have been abused. e.g. Abuse Survivors, NAPAC, (The National Association for People Abused in Childhood) The Survivors Trust, Action for Children, Barnardo's etc. The wishes of the individual & the advice of The DSA will be sought in each case.

- **Standard 9 Supervision & Management of those who Pose a Risk.**

### **Sex Offenders within the Congregation.**

The Church is a place for all who fall short and sin, for the vulnerable and for those in need. We will offer help and support to an ex-offender but the protection of the children in the Church will come first. Abusers of children are usually people who get on well with children and who children like.

Present research suggests that sexual offending can be a kind of addiction that is very hard to control and can only be managed. This will be borne in mind when welcoming an ex-offender into the church community.

Many ex-offenders will seek God's forgiveness for their crimes. Genuine repentance implies that the person concerned will accept that future help is required to prevent a reoccurrence of the offence and to deal with the human and social effects of the sin.

As well as professional therapy, this will require continuing supervision and discipline within the Church as part of the ministry to the ex-offender. An ex-offender will need to accept that no further contact or work with children can be permitted and that a continuing pastoral role may be impossible. A contract will be set up with the support of the Diocesan Safeguarding Adviser. Sensitive care of the offender is needed in these circumstances.

If a person convicted of sexual abuse against a child or adult who may be at risk of abuse is discovered within the congregation an assessment of risk must be carried out, which should be done together with the police, probation services and Social Services, and with the Diocesan Safeguarding Adviser. The statutory agencies will provide appropriate information and guidance in this.

### **Integration of a Known Sex Offender into the Congregation**

If a known offender joins the church we will extend love and friendship to the individual but at the same time the Church will ensure that a frank discussion takes place with the person concerned and that efforts are made to sustain open communications.

It will be necessary to establish clear boundaries for both the protection of the congregation and to lessen the possibility of the adult being wrongly accused of abuse or put into a High Risk Situation. In all circumstances when a known sex offender wishes to join a church congregation, the Diocesan Safeguarding Adviser must be contacted.

*Please refer to 'Protecting All God's Children'*

<https://www.churchofengland.org/media/37378/protectingallgodschildren.pdf>

- **Standard 10: Work in Partnership.**

Church organised activities remain the responsibility of the church. Non church organised groups remain the responsibility of the named person on the booking form.

Although other groups and functions that involve children on church premises are not the direct responsibility of the PCCs, there is a duty of care that means informing outside groups of the procedures they are recommended to follow.

- **Agreements for hiring premises** which are the responsibility of the PCC must contain the following clause (or one of similar effect):

*“In the use of premises you make yourself responsible for ensuring the safety of any and all children that use the premises during the hire period, and you agree to take proper steps to prevent the occurrence of any injury, loss, damage or harm to children, or other vulnerable people in the course of the hiring”.*

This agreement should be signed by the hirer.

- **One-off bookings**

If the group includes children or adults who may be at risk they should be asked to sign up to the Church Safeguarding Policy.

- **Regular bookings.**

Regular bookings should be the subject of investigation of the processes followed by the user. If there is no procedure in place or if the PCC is unhappy with the procedures in operation, the PCC should consider refusing to renew or continue the booking unless they agree to follow a suitable procedure disclosed to the PCC. If a key is to be issued to any person needing access to the building out of hours then a Keyholder agreement must be completed. This form is available from each church office.

No agreement should ever be made that the PCC will approve or vet any procedure to be followed by others.

Observation by a member of the PCC (usually the PSO) of the activities of the hirer must be for information purposes only and no member of the PCC should become involved in the following, or implementing, of any procedure other than the one the PCC uses for its functions.

If in doubt about the responsibilities involved contact the Diocesan Safeguarding Adviser.

## **Appendix 1 Information about the Sexual Abuse of Children**

***Although these statements refer to the abuse of children the information could equally refer to adults who may be at risk.***

### **Frequently asked questions about the behaviour of sexual abusers**

#### **Who sexually abuses children?**

Whilst women do perpetrate sexual abuse and there is under reporting of females committing abuse, evidence at present shows it is predominantly an offence committed by males.

Children can be sexually abused by adults or by other young people. In the UK young people under the age of 21 account for approximately a third of all cautions and convictions for sexual offences.

Many adult sexual offenders report that they began their behaviour around the age of 13 or sometimes younger. This means that when they are finally discovered they may have been sexually abusing others for many years and their behaviour will have become hard to stop. It also means that if a young person engages in inappropriate sexual behaviour it would be dangerous simply to view it as teenage “experimentation” which they will grow out of.

#### **Why do people abuse?**

The reasons why adults abuse are very complex. The majority abuse because they want to. Sometimes they will have been abused themselves or be responding to past hurts or unmet needs. Sexual abuse of children may meet a need for power and control or for self-gratification.

#### **Are sexual abusers likely to abuse a particular type of child?**

Sexual abusers will be attracted to children of different ages and characteristics.

Some will abuse only pre-pubescent children, others will approach older children.

Some will abuse boys, others girls and some children of both sexes.

If any abuser is having a sexual relationship with another adult, this does not mean that they are not a risk to children.

Some abusing adults may operate alone whilst others may be linked into an organised network.

#### **Can we recognise a sexual abuser?**

It is not possible to easily identify someone who will sexually abuse children because they are found in all walks of life and sections of the community, within all professional groups and from all social classes and racial and cultural backgrounds.

#### **Does sexual abuse just happen?**

A sexual abuser may claim that they did not know why the behaviour happened or that it was a result of stress, sexual frustration or misuse of drugs or alcohol. There is no evidence that this is the case. Sexual abuse is usually carefully and meticulously planned, often over a long period of time. Abusers may choose friendships or relationships with adults who already have children or careers where they will have positions of responsibility over children.

## **Can an adult who sexually abuses a child stop by themselves?**

All the available evidence suggests that over a period of time an abuser will have developed powerful sexual urges, fuelled by fantasy, towards children and will find it very difficult to control these feelings. A sexual abuser will need to put controls on their behaviour to ensure that they do not have opportunities to abuse other children.

## **How can sexual abusers live with themselves?**

Unless the sexual abuser is a sadistic offender who thrives on the pain of others, he or she will have to develop thought patterns that deny or minimise the harm caused to others. This allows them to live with themselves. Some of the ways an abuser tries to justify their abusive behaviour include claims like:

- The child wanted the sexual experience
- Children are seductive and provocative
- It won't harm them
- They liked the sexual experience
- It was a "one-off" and it won't happen again

The distorted thinking of a sexual abuser can be fed in a number of different ways including pornographic literature, seeking out other like-minded adults, or by misrepresenting children as sexual beings. In attempting to deny or minimise the effects of their abusive behaviour, a sexual abuser may appear very plausible. This can draw other people into their way of thinking.

One of the ways an abuser can deny responsibility or seek to avoid having to address their behaviour through treatment is by claiming a religious conversion.

When this is the case, it would be important to know whether faith in God has really led to true repentance, taking full responsibility for the abuse, seeking to repair its damage and seeking to prevent a relapse by receiving the support of others.

## **Can a sexual abuser be cured?**

There is no evidence that a sexual abuser of children can be cured of an attraction to children. This is because the behaviour will have developed over many years and will be so entrenched that it will have become an integral part of a person's character.

The best way to stop is for them to develop an insight into their pattern or cycle of behaviour and by keeping away from situations where child abuse could occur. To ensure that there is no further offending the abuser is likely to require a long-term specialist programme and long-term supervision so that they cannot develop or reinforce their distorted thinking.

## **How do adults target particular children for abuse?**

Adults who sexually abuse children are extremely good at relating to children and gaining their confidence and trust and are often well known to the child or their family particularly if they are seen as a safe and trusted person.

## The “grooming” process

The process by which abusers introduce the child into a sexually abusive relationship is sometimes known as “grooming”. Often this involves getting to know the child and showing them special attention before slowly progressing into sexual abuse. Alcohol, drugs, internet chat rooms and pornography can be used in the process. If undiscovered, this behaviour is likely to become increasingly intrusive, and a sexual abuser can regularly abuse the same child over many years. The abuse of other children at the same time is also possible depending on the level of access and opportunity.

In addition to “grooming” the child, an abuser will also “groom” other people around them to create the impression that they would not be capable of such an action. If they are discovered, the people around them may find it difficult to believe the allegations and may defend the abuser rather than think about the needs of the child.

In such situations the child will feel very distressed that they are not believed and may be under pressure to retract their allegations.

## Are certain children more vulnerable than others?

All children are potentially at risk from a sexual abuser. However, children may be especially vulnerable if they are:

- left alone for long periods of time without proper supervision.
- in Care or away from home, at school or on holiday
- emotionally deprived and particularly looking for love, affection or seeking attention.
- lonely or bored.
- in need of high levels of intimate care or have communication difficulties because they suffer from a disability.
- open to manipulation because they have a special enthusiasm such as sport or music and are dependent upon a group leader or coach to succeed.

## Why don't children tell?

Children are put under immense pressure by their abuser to keep areas of the abuse secret and not to tell anyone. Some of the main ways that this is done include:

- The abuser may offer children gifts or other treats.
- The abuser may threaten the child, their family, friends or pets.
- The abuser may entrap the child into thinking they have a special relationship or secret.
- The child may be told that no one will believe an allegation.
- The abuser may place the responsibility for the abuse onto the child so that there is a feeling of guilt.
- The child may feel that if a disclosure is made the family will be split up.
- The abuser may isolate the child and discourage the child from making relationships with others who could be told.
- The child may be emotionally dependent upon the abuser and may fear losing them.

## How does a sexual abuser gain access to children?

Those wishing to abuse children can gain access to them in many different ways. Any organisation that works with children has the potential to be targeted by a sexual abuser. This is why it is vital that churches develop safe practices in their work with children.

## Appendix 2 – Policy Review Checklist

The Safeguarding Policy for Canford Parish Churches was adopted at the PCC meeting held on **6<sup>th</sup> February 2017** This document details the annual reviews by the PCC and any additional review made along with dates of any changes.

Version	Review Date	Signed	Position (Chair of PCC)	Comments/Updates made
1	February 2018			New document
2	April 2018			A Rimmer's name replaced by C Tebbutt's Data Protection updated, clarification of "workers"
3	April 2018 [Ready for July 2018]			C Tebbutt's name as responsible for Lantern church replaced with new incumbent's name, i.e. Rev. Michael Tufnell
4	July 2018			<i>Wording Parish Safeguarding Representative PSR changed to Parish Safeguarding Officer PSO, TW phone number corrected</i>
4a	July 2018			M Tufnell's home phone number corrected. Page 8, missing number corrected. Amendment slip issued.
4a	June 2019			No changes made
4a	May 2020			No changes made
5	May 2021			Updated names & contact details of DSAs, PSO BJ, replaced TB. Amended MT to "Team Rector" and CT to "Team Vicar"





## Transport of children and adults at risk in private cars on behalf of the PCC Undertaking by Driver

Name of driver: .....

Address: .....

Postcode.....

Phone No: ..... Email: .....

### 1: Consent

- Children [*those under 18*] will not be taken out in transport without the prior consent of their parents or carers
- Adults at risk will give permission to being transported themselves, and discretion used in consulting first with their carers
- I will take care when assisting children or adults at risk to board and alight my vehicle, both to ensure the road is safe to do so, and in following guidelines on physical contact.

### 2: The Driver

- I am over 21 and have held a full current driving licence for over two years
- I have/do not have an endorsement of 6 points or more on my licence (if 6 points or more, I will share details with the Parish Safeguarding Officer)
- I do not have an "unspent" conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway.

### 3: The Vehicle

#### i. Seat belts:

- My car is fitted with seat belts (both front and rear), and the numbers of people transported will not exceed the number of seat belts available
- All car passengers will be required to wear safety belts in the front and rear seats
- All children up to 3 years old will be carried in a child restraint
- Rear-facing baby seats will not be used in a seat protected by a front air-bag unless the air-bag has been deactivated manually or automatically
- Children from aged 3 up to 135cm in height (approx. 4'5") or their 12<sup>th</sup> birthday (whichever they reach first) will use baby/child seats or booster cushions for older children
- All passengers aged 13 years or older will wear an adult seat belt.

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**ii. Insurance:**

- My vehicle is comprehensively insured.
- I have informed my insurance company that I am a volunteer driver for church activities, and if required, I have obtained a passenger endorsement for the transportation of children or adults at risk.
- I understand that in case of any accident, injury or vehicle damage, the church’s liability insurance policy does not provide primary or direct insurance on my vehicle
- My vehicle is clean and in a road worthy condition
- At no time will the number of people in a car exceed the usual passenger number.

**iii. Escorts:**

- Where possible, another responsible adult will accompany me, to assist with any emergencies
- If in an emergency I have to transport a child or vulnerable adult on my own, the child or vulnerable adult will sit in the back of the car.

Signed (driver): .....

Date: .....

Name of vehicle owner if different: .....

Signed (vehicle owner) .....

*Office use only:*

<i>Confidential declaration and DBS clearance received</i>	Yes/No	Date.....
<i>Driving licence seen</i>	Yes/No	Date.....
<i>Insurance certificate seen</i>	Yes/No	Date.....
<i>Car make and model.....</i>	Reg No	.....

Signed ..... Date .....

**Officer Role:**

**Name:** [Please print]

(Please Specify).....

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