

Canford Magna Churches

Safeguarding Agreed Practice

Leaders


Reviewed and PCC approved March 2023
Staff details updated October 2023

Important Information
For Leaders Working With
Children, Young People & Adults who are or may be
at risk of harm or abuse



Safeguarding is the responsibility of us all



 **This booklet should be read in conjunction with the Church of England Safeguarding Handbook, a link to which can be found on our churches' websites.**

Introduction:

Safeguarding is at the heart of our Christian faith. We are all made unique and in the image of God. Jesus came that we might have life and have it in abundance (see John 10.10). 'Safeguarding' means the action the Church takes to promote a safer culture in all our churches.

Most Revd & Rt Honourable Justin Welby, Archbishop of Canterbury

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.

Safe Working Practice

Guidelines for All Workers

Always

- 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 & have more than one adult with a group of children; *[See handbook p43 for ratios]*
- toilet breaks should be organised where applicable;
- ensure that a group of children under sixteen years is supervised by a responsible adult ;
- ensure that abusive peer activities such as bullying do not occur;
- ensure that a child only leaves an activity with an appropriate adult unless the parent has given written permission that they may leave unaccompanied;
- only allow authorised people to have unsupervised access to the children.
- 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;
- administer any necessary First Aid with others around if at all possible;
- obtain consent for any photographs/videos to be taken, shown or displayed;
- 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;
- 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**

RESPONDING TO ABUSE

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 main categories, investigated by the local authorities & police, which can be defined as follows:

Physical abuse – Any deliberate injury caused to a person by someone else.

Sexual abuse – Forcing a person to take part in or look at sexual activities.

Emotional abuse – Persistent, severe emotional ill-treatment or rejection that severely affects the emotional and/or behavioural development of a person.

Neglect – A failure to meet a person's basic needs for food, warmth, protection and care.

For more details of abuse refer to the Basic Awareness Safeguarding training module.

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.

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.

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.

What can the Church do?

It is the duty of all people working with children and vulnerable adults to 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 vulnerable adults with whom they come into contact. Any allegations of abuse must be taken seriously.

Responding to Children & Vulnerable Adults:

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 .

General Points:

Listen carefully.

Reassure the person that they have done the right thing in telling you.

Do not make any promises.

Take whatever is said seriously.

Tell them 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.

Things to say or do:

Reassure the person that : -

What they are telling you is very important.

They were right to tell someone.

What they are telling you concerns you.

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.

Things NOT to say or do:

Do not ask leading questions.

Do not say "Are you sure?"

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

Do not place your own interpretation on what was said.

Further action:

Make notes at the time or as soon as possible after the event.

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. Sign and date it.

Report the disclosure to your Team Leader immediately.

Lone Working and Home Visiting Good Practice Guidelines

PURPOSE

This document highlights areas of potential risk and ways of minimising this risk when visiting people in their own homes, and other settings as a lone worker.

These Good practice Guidelines apply to all members of staff & volunteers involved in Home Visits on behalf of the church; & Lone Workers.

Personal safety must be the first priority for everyone.

The policy and good practice guide to help manage potential risk.

BEFORE MAKING A VISIT

- Only initiate contact with an individual with their full knowledge and permission.
- Make an appointment so that people will have advance notice of your visit.
- You should be clear about why you are going and the limit of your helping relationship.

GUIDELINES FOR MANAGING RISK

- Make the first contact by phone and gain as much information as possible during this contact. Find out if the person is likely to have other people in the house, and who they are.
- Visiting in pairs is best practice – not husband/wife pairs.
- Never visit someone of the opposite sex on your own. If you do not have the luxury of taking a second person with you each time but there are any doubts in your mind then consider if two people should go for at least the first visit.
- Always carry an ID card if you have been given one. If not then take some form of identity linking you to the church you are representing (a signed paper with the church logo on or a photo of yourself on church headed paper, whatever your church decides).
- Let someone know where you are going and when to expect you back.

- Keep your mobile on.
- Arrange a time to telephone the person you have told at the end of the visit. This can be done by sending a standard mobile text message after the visit.
- You can arrange to meet the person outside of their home, or on neutral territory, if this is practicable.

Try to be punctual. Delay or early arrival (even by a few minutes) can be upsetting to the person you are visiting. If you are unavoidably delayed, please ring them and explain the

reason for your delay and give an approximate time of arrival.

DURING VISITS

Communication

Effective communication can greatly reduce the risk of aggressive, or potentially violent, situations developing.

- ◆ Be aware of tone of voice and body language, cultural issues and sensitivities.
- ◆ If necessary ask the client to turn off the TV or radio as they can be a distraction.
- ◆ Ask the client how they would like to be addressed.
- ◆ Remind the client that everything they tell you will be treated in confidence.

Precautions

While acknowledging that some visits cannot be planned in advance and will happen spontaneously it is important to take care take some basic precautions at all times:

- ◆ Always try and park in a well-lit area and facing the way you need to leave.
- ◆ Do not enter the property if you feel unsure or uncomfortable with the situation.
- ◆ Always be prepared to leave immediately. Do not take off your coat or unpack any papers until you feel comfortable in the situation.

- ◆ Ask for any dogs or other pets to be secured where appropriate (a dog could be used in conversation to defuse an aggressive person, it could also attack you if the owner were to become aggressive)
- ◆ As you enter, ask the person to lead the way so you are behind them, not the other way round.
- ◆ If possible, sit so you have a clear exit to the door and the client is not between you and it. Do not go upstairs or into any bedrooms.
- ◆ If the person is confined to bed either regularly or temporarily then remember to knock & wait before entering the bedroom. Sit on a chair not on the bed and leave the door ajar.
- ◆ Find out if anyone else is in the property and what their relationship is to the client. If applicable, ask the client if they have given their permission for the third party to attend the meeting.
- ◆ Never give or accept money or gifts of any kind from the client. If they wish to donate to the church it should be done in an official way agreed by your parish finance officer and the nominated person for adults. Some vulnerable people will be very eager to please a visitor and may feel obliged to give a gift and some may have poor memory so that they may not remember that the 'gift' they are offering is actually a valuable piece that their daughter is expecting to get in the future.
- ◆ Record visits in a notebook – date, times, people present, any concerns to pass on etc. This is especially important if you think there may be safeguarding issues present but is also good practice generally.
- ◆ Explain clearly if & when you will return.

Contact Details:

Diocesan Safeguarding Advisers: Jem Carter & Suzy Fulcher

safeguarding@salisbury.anglican.org

Available for safeguarding advice or support: -

Monday - Thursday 8am-9pm 07500 664800

Tuesday - Friday 8am-9pm 07469 857888

Parish Safeguarding Officers

Mrs Jane Hazell:

Jane.hazell@canfordparish.org

01202 889065 based at Canford Parish Church 01202 882270

Mrs Barbara Jaggs:

01202 887816 based at The Lantern Church 01202 887733

barbaraj@thelanternchurch.org

Mrs Judi Hatchard:

based at The Lantern Church 01202 887733

jhatchard@thelanternchurch.org

Revd. Michael Tufnell, Team Rector 01202 887733

vicar@thelanternchurch.org

Revd. Peter Myres Team Vicar – 01202 571427

vicar@stbarnabasbearwood.org.uk

Revd. Matt Smith Team Vicar – 01202 882270

vicar@canfordparish.org

Children at risk - MASH (BCP Multi Agency Safeguarding Hub)

- CONTACT: During office hours (Monday to Thursday 8.30-5.15:
Friday 8.30-4.45.)
 - * **Telephone 01202 735046**
 - * Email: MASH@bcpcouncil.gov.uk
 - * Visit Bournemouth & Poole Local Safeguarding Children Board The Children's Social Care
- Out of Hour's service is the emergency response service.
 - * Telephone 01202 738 256
 - * Email: ChildrensOOHS@bcpcouncil.gov.uk

Adults at risk - BCP Adult Social Care Telephone 01202 633902

[Adult social care contacts - Services in Poole](#)

For Quick Reference

<i>Parish Safeguarding Handbook</i>	<i>Page</i>
• Additional Guidelines for Group Leaders	page 44
• Being Aware & Responding Appropriately	pages 7 - 12 pages 18 - 28
• Caring Pastorally for Victims/Survivors of Abuse and Affected Others	pages 29 - 30
• Caring Pastorally for Church Officers who are the Subject of Concerns or Allegations of Abuse & Affected Others. Allegations of Abuse	pages 1 - 32
• Recording, Data Protection & Information Sharing	pages 26 - 28
• Ratios	page 43
• Responding to Those who may Present a Known Risk	pages 34 - 38
• Safe Environment & Activities	pages 39 - 46
• Safer Recruitment	pages 13 - 15
• Social Media	pages 47 - 51
• Supervision & Managing those who Pose a Risk	pages 34 - 38
• Training	pages 16 - 17

If you have any questions or concerns about anything contained in this document please speak to the Parish Safeguarding Officers