**Parish of St Oswald, King & Martyr, Oswestry**

**January 2019**

**Safeguarding Children, Young People and Vulnerable Adults:**

**Policy and Procedures**

*“Every person has a value and dignity which comes directly from the creation of male and female in God’s own image and likeness. Christians see this potential 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”* (House of Bishops 2010)

1. **Policy Context**

In developing this policy St Oswald parish commits to following the safeguarding policies of the Church of England, safeguarding policy and guidance as issued by the Diocese of Lichfield and commits to working within legislation and statutory guidance as related to the Safeguarding of Children, Young People and Adults.

The main relevant polices and guidance documents are:

**Church of England:**

Promoting A Safer Church 2017 – C of E Safeguarding Policy

Protecting all God’s Children 2010

Responding Well to Domestic Abuse 2017

Responding Well to Those Who Have Been Sexually Abused 2011

**Diocese of Lichfield:**

Safeguarding Policy

Allegations Management Procedure

Safer Recruitment and Training Policy v.3

Recording with Care v.1

Social Media Policy v1.1

Ministering to those who may present a risk

**These documents can all be found on the Diocese of Lichfield website:** [**https://www.lichfield.anglican.org/safeguarding\_resources/**](https://www.lichfield.anglican.org/safeguarding_resources/)

**2. Policy Statement**

It is the responsibility of all members of St Oswald parish to give paramount importance to the nurture and care of children, young people and vulnerable adults in a safe and secure environment. It is about preventing harm to children and adults wherever possible.

**We recognise that:**

* The welfare of the child, young person or vulnerable adult is paramount.
* Everyone has different levels of vulnerability and each of us may be regarded as vulnerable at some time in our lives
* All children, young people and adults who may be vulnerable (regardless of age, disability, gender, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation)

have the right to equal protection from all types of harm or abuse which can occur in all families and communities.

* Working in partnership with children, young people, vulnerable adults and their parents, carers and other agencies is essential in promoting their welfare.

**We will develop a culture in our church that:**

* Enables a safe and caring community to provide a loving environment where there is a culture of ‘informed vigilance’ as to the dangers of abuse.
* Enables and encourages concerns to be raised and responded to openly and consistently and protects children, young people and adults who may be vulnerable from actual or potential harm.
* Ensures all people feel welcomed, respected and safe from abuse.
* Values, listens to and respects children, young people and adults who may be vulnerable, encouraging them to be active contributors to the church community.
* Encourages adults who may be vulnerable to lead as independent a life as possible.

**When concerns are raised we will:**

* Respond without delay to every concern raised that a child, young person or vulnerable adult may have been harmed, or may be at risk of harm, through abuse or neglect.
* Work with police, local authority and other partners in any investigation, including where allegations are made against a member of the Church community.
* Challenge any abuse of power, especially by anyone in a position of trust.

**If abuse has occurred we will ensure:**

* Informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, including support to make a complaint if so desired.
* Supervision is provided for any member of the Church Community known to pose a risk of harm to others.
* Appropriate pastoral care is provided to any member of our church against whom an allegation is made.

**In all recruitment we will:**

* Carefully select those with any responsibility within the Church (including voluntary workers) in line with the Church of England Safer Recruitment Practice Guidance 2015 and provide ongoing supervision, support and training.

**In our publicity we will:**

* Share information about good safeguarding practice with children, young people and vulnerable adults, their parents, carers and all those working and worshipping with them.

1. **Who is a child, young person, adult who may be vulnerable?**

**Children and young people:** for the purposes of this policy means anyone under the age of 18 years. Children and young people may be abused by an adult or child, male or female. It is far more common for a child or young person to be abused by a person known to them than by a stranger. This could be a parent, family member, friend, teacher, minister or anyone else. Children may be abused in person or via electronic media, they may experience harm as a result of seeing or hearing the abuse of others.

Where conflicts of interest arise between the welfare of the child and that of adults, the child’s wellbeing must always be of paramount importance and priority.

**Adults who may be vulnerable:** The Care Act 2014 defines an adult to whom statutory safeguarding duties apply as an adult who: *Has needs for care and support (whether or not the Local Authority is meeting any of these needs). Is experiencing, or at risk of abuse or neglect. As a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.*

The definition may apply to anyone over the age of 18 who may not be able to protect themselves from abuse, harm or exploitation, which may be by reason of illness, physical, sensory or learning disability or impairment, mental illness, use of drugs or alcohol. Increased vulnerability may be temporary or permanent and may be visible or invisible.

An adult may be abused or neglected by family (including spouses, parents and children), friends, carers (paid and unpaid), strangers and professionals and members of the community. Those at risk may live alone or may live with family or in a care setting e.g. residential home.

1. **Roles and Responsibilities**

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| **Name** | **Responsibilities** |
| Parochial Church Council | * Agree, implement, monitor and review annually this safeguarding policy and all associated policies * Ensure all staff and volunteers are recruited safely * Agree and implement supporting good practice guidance and processes * Ensure adequate insurance for all activities * Recruit and support Parish Safeguarding Co-ordinators * Ensure all staff and volunteers are appropriately trained and supervised |
| Parish Safeguarding Co-ordinator (PSC) | * Respond to all safeguarding allegations and concerns according to policy and guidance * Monitor and report to PCC regarding adherence to policy and practice * Arrange safeguarding training and maintain records * Process DBS disclosures for the church and maintain records |
| Incumbent | * Act as a point of contact should there be any safeguarding allegation or concern regarding a PSC |
| Church Wardens | * Take part in the allegations management procedure when required * Take part in an ‘agreement’ as per ‘ministering to those that may present a risk’ |
| Activity Leaders | * Follow the Safeguarding policy and associated good practice guidance * Ensure that activities are run according to good practice guidance * Report any safeguarding concerns as per policy * Ensure all volunteers are safely recruited * Ensure all volunteers have in date training and DBS check as required * Ensure all new volunteers receive agreed induction * Supervise agreed volunteers |
| Staff and Volunteers | * Follow the safeguarding policy and associated good practice guidance * Report any safeguarding concern as per policy |
| Church members | * Be aware of the safeguarding and associated policies * Report any concerns as per those policies |

**5. What to do if you are concerned that abuse or neglect may be happening**

Safeguarding is the responsibility of every church member and anyone can report a concern directly to police, the Local Authority, the Parish Safeguarding Co-ordinator, the incumbent or a churchwarden at anytime. Contact details are attached to this policy as appendix 1.

**6. Record Keeping**

Records of all safeguarding concerns will be kept by the Parish Safeguarding Co-ordinator. They will keep a record of the initial concern and all actions taken. The records will be securely held in the Parish Office. All those involved with any safeguarding concern must ensure that they provide to the Safeguarding Co-ordinator any records related to that case for secure storage.

St. Oswald’s Parish does not have access to secure email systems. Therefore great care should be taken where email is used to ensure that confidential information is not open to being accessed by unauthorised individuals. Individual’s confidential information should not be communicated via email (e.g. any information should not make the individual identifiable by name, address etc.).

Records must be maintained of staff and volunteer training and DBS checks. These will be maintained by the Parish Safeguarding Co-ordinator.

**7. Safer Recruitment and ongoing support and supervision**

All recruitment of staff and volunteers will be undertaken in line with Church of England policy ‘Safer Recruitment’ 2015. Key forms for safer recruitment are available on the Diocese of Lichfield website: [**https://www.lichfield.anglican.org/safeguarding\_resources/**](https://www.lichfield.anglican.org/safeguarding_resources/)

In brief: All staff and volunteers will:

* Have all recruitment checks completed and approved prior to starting in role.
* All eligible staff and volunteers will have a repeat DBS disclosure every 5 years. Any lapsed DBS check will require the post holder to stand down until the check has been completed.
* Attend safeguarding training as required by the Church of England
* Attend any other training as decided by the PCC
* Have a named supervisor

Recruitment of staff and volunteers will only be undertaken by those delegated such responsibility from the PCC.

All recruited staff and volunteers will be made known to the PCC.

No one who has not been safely recruited will be permitted to work unsupervised with children, young people or adults who may be vulnerable.

**8. Photographs and videos:** It is the policy of St Oswald’s parish that no one should take photographs of children or young people without the written consent of that child’s parent or carer and the consent of that child where they are old enough to give consent.

Where photographs are to be taken consent will be gained from parents and carers in advance. This will stipulate: who will take photos, for what purpose they may be used, how they will be stored and after what

period they will be destroyed. No photo or video should be left stored on personal photography or videography equipment.

No photo will be taken, shared or used for any purpose which shows a child in any state of undress.

Children will not be named in publicity related to photographs or video.

Where an event may be photographed and is open to the public, anyone not wishing to be in any photos or video should make this known to a named person. The photographer/ videographer will be named and will wear ID.

Only those delegated with that responsibility by PCC may ask for parental consent and arrange the taking of any photo or video.

**9. Communications and Social Media:** It is the policy of St Oswald’s parish that no one employed on a paid or voluntary basis, serving as a PCC member or as a licenced minister will contact children or young people directly via social media, email, phone or text without the knowledge and consent of that child or young person’s parent or carer.

Where such contact needs to be made (for example a text to advise of a change of time for an activity) the child’s parent or carer will be asked for consent in advance and the parent or carer will be copied into that communication.

Contact may be made with a child or young person without the knowledge of the child’s parents or carers in specific circumstances only. For example, where there are immediate concerns about their personal safety and/or serious safeguarding concerns for a child where, the risk to the child would be increased in contacting the parent. In this case, a second adult should be copied into all communications e.g. Parish Safeguarding Co-ordinator or Incumbent and a record of all communications should be kept and provided to the Parish Safeguarding Co-ordinator for the case record.

Where a group wishes to have a social media account to publicise or communicate regarding their group or activity the following will apply:

* The account shall not be a personal account belonging to any group member or leader; it will be a separate group account.
* More than one adult will be administrator for the account so that all content and messages can be seen by more than one adult.
* All users will be made aware that bullying, harassment or other anti-social behaviour will not be tolerated. Information will be available to all users about how to raise a concern about the conduct of others and who with.
* Steps must be taken to prevent people outside the group having access to the names or personal details of anyone who is part of the group e.g. if a group Facebook page is used, the account settings should prevent group members being identified and any message sent to anyone other than the administrator.
* All those in a leadership role will ensure that their language is professional and appropriate e.g. not adding ‘xx’ to messages, not using nicknames that are not what the leader is called by everyone else, avoiding addressing others by endearments which would be ambiguous, such as ‘love’,

**10. Hire of Church Premises for non-Church events and activities (whether a fee is chargeable or not)**

Organisations and individual users meeting in St Oswald’s Parish church or buildings will be expected to adhere to this safeguarding policy or where they work regularly with children, young people or adults who may be vulnerable, to have their own safeguarding policy.

St Oswald’s Parish is responsible for overseeing users and ensuring that that agreed hire process and forms are in use. This will include obtaining a copy of the hirers safeguarding policy where relevant and providing a copy of this policy.

**11. If a person is identified who has a caution or conviction for abuse of children and or adults who may pose a risk to others**: (usually those with convictions for sexual or violent offences) the Diocese of Lichfield: Safeguarding Policy (2017) will be followed. Copies of this policy can be found on the Diocesan website and copies are held by the Parish Safeguarding Co-ordinator, Clergy and in the Parish Office.

**12. Policy implementation and review**

This policy is agreed by the St Oswald, King & Martyr Parish PCC on 14th January 2019.

All staff, volunteers and ministers are required to abide by this policy and associated good practice guidance.

This policy will be made available on the Church website, a copy will be available in the church, parish office and parish centre.

This policy will be monitored via annual audit and annual report to PCC

This policy is to be reviewed annually.

**Next Review Due: January 2020**

**Appendix 1: Useful Contact numbers**

* Our Parish Safeguarding Co-ordinator (PSC) is:

Lynne Adams (07866 102203)

* The Diocesan Safeguarding Adviser (DSA) is:

Neil Spiring (01543 306030)

* The Diocesan Advisor for the Safeguarding of Children is:

**Kim Hodgkins (**01543 306030)

* If advice is needed on a safeguarding issue and the PSC or DSA are not available, the Churches Child Protection Advisory Service (CCPAS) provide a helpline that can be contacted on 0845 120 4550. Please state that you are calling from a Diocese of Lichfield church and contact your PSC as soon as possible to report that you sought advice from CCPAS and action taken.
* Shropshire Children’s Safeguarding Team

**0345 678 9021 -** Monday to Friday 9:00am – 5:00pm

**0345 6789040 -** Out of hours/Weekends

* Shropshire Adult Safeguarding Team

**0345 678 9021 -** Monday to Friday 8:30am – 5:00pm

**0345 6789040 -** Out of hours/Weekends

* Police: 999 (emergency) or 101 (non-emergency)

**Appendix 2: Categories of abuse, definitions and indicators of harm**

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| **Type of Harm** | **Definition** | **Examples** | **Indicators** |
| **Physical**  Adults and Children | Non-accidental harm to the body. From careless rough handling to direct physical violence.  Unlawful or inappropriate use of restraint or physical interventions. | Hitting, slapping, pinching, shaking, pushing, scalding, burning, dragging, kicking, physical restraint, locking an individual in a room or a car. | History of unexplained falls or minor injuries, bruising which is characteristic of non-accidental injury – hand slap marks, pinch marks, grip marks, bite marks, scalds, flinching, reluctant to undress. |
| **Sexual**  Adults and Children | Direct or indirect involvement in sexual activity without capacity and/or consent. Individual did not fully understand or was pressured into consenting.  Note: A child under 16 years old can never consent to any sexual act | Coercion to be involved in the making or watching of pornographic material. Coercion to touch e.g. of breasts, genitals, anus, mouth, masturbation of either self or others, penetration or attempted penetration of vagina, anus, mouth with or by penis, fingers and or other objects | Pregnancy in a woman unable to give consent, difficulty in walking or sitting with no apparent explanation, torn, stained or bloody underclothes or bedding, Bleeding, bruising to the rectal and/or vaginal area, bruising. Behavioural changes, sexually explicit behaviour, explicit language, self-harm, obsession with washing, fear of pregnancy may be exaggerated |
| **Emotional**  Adults and Children | Behaviour which has a harmful effect on an individual’s emotional wellbeing or development, causing mental distress undermining their self-esteem and affecting individual’s quality of life.  Wilful infliction of mental suffering by a person in a position of trust and power. | Shouting, coercion, bullying, blaming, insulting, ignoring, threats of harm or abandonment, intimidation, harassment, humiliation, depriving an individual of the right to choose and their privacy, dignity, self -expression, deprivation of contact, undermining self-esteem, isolation and over-dependence. Failure to provide a loving environment for a child. | Loss of interest, withdrawn, anxious or depressed, frightened, avoiding eye contact, irritable, aggressive or challenging behaviour, unexplained sleep disturbance, self-harm, refusing to eat, deliberate soiling, unusual weight gain or loss |
| **Neglect**  Adults and Children | Failure of any person who has responsibility for the charge, care or custody of an adult at risk or child to provide the amount and type of care or treatment that a responsible person could be expected to provide. | Fail to meet basic needs including food, environment, access to health care and education, failure to provide for social needs. | Unwashed/ dirty appearance, clothes too small/big, untreated sores or infections, isolation. |
| **Financial**  Adults | The unauthorised taking (theft), deprivation or misuse of any money, income, assets, funds, personal belongings or property or any resources of an adult at risk without their informed consent or authorisation. | Misuse of power of attorney or appointeeship. Money and possessions stolen, misuse or misappropriating money, valuables or property, possessions or benefits, undue pressure in connection with wills, property, inheritance or financial transactions, denying the adult at risk the right to access funds, unauthorised disposal of property or possessions, being asked to part with money on false pretences, | Unexplained or sudden inability to pay bills, Power of Attorney obtained and misused when a person lacks or does not lack mental capacity to understand, unexplained withdrawal of money with no benefits, person lacking goods or services that they can afford, extortionate demands for payments for services |
| **Organisational**  Adults | Involves the collective failure of an organisation to provide safe, appropriate and acceptable standards of service to adults at risk.  Mainly relates to health and social care provision but aspects may be relevant to Church settings | Lack of individualised care, inappropriate confinement or restriction, sensory deprivation, inappropriate use of rules, custom and practice | Whistle blowing policy not in place and accessible, insufficient employees training and development. Organisational standards not meeting those laid down by regulatory bodies, service users not treated with dignity and respect, diverse needs not recognized and valued in terms of age, gender, disability, ethnic origin, race or sexual orientation, services not flexible |
| **Discriminatory**  Adults | Exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. | Verbal abuse, harassment or similar  treatment, unequal treatment, deliberate exclusion from services such as education, health, justice and access to services and protection, harmful or derisive attitudes, inappropriate use of language | Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice |
| **Modern Slavery** | Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. | Adult or Child trafficked into UK or between places in UK for purpose of sexual abuse or labour.  Adult or Child forced to work as domestic servant.  Adult or child forced to work as sex worker, farm labourer, car cleaner. | Individual may not have their passport or Identity documents. They may not have access to or contact with friends and family. May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds. May not know where they are or who they are with. |
| **Self-Neglect** | A wide range of behaviour involving neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. | May not react to or appropriately fulfil needs for health care, food, warmth. May live in an environment that is an environmental or fire risk and not take any measure to reduce risk or inadequate measures. | Environment which is poorly maintained, dirty, animal infested, cramped to the degree that it places the individual’s wellbeing at risk.  May have untreated or inadequately treated physical health issues. |
| **Domestic Abuse** | Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality.  Age range 16+ | Includes: psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence; Female Genital Mutilation; forced marriage. | Appears to be afraid of partner or other person in intimate relationship / of making own choices, behaves as though she/he deserves to be hurt or mistreated, low self-esteem or appear to be withdrawn, appears unable or unwilling to leave perpetrator, makes excuses for or condones the behaviour of the person alleged to have caused harm, blames abuse on themselves |
| **Spiritual Abuse** | Inappropriate use of religious belief or practice | The misuse of the authority of leadership or penitential discipline, oppressive teaching or intrusive healing or deliverance ministries which may result in various types of harm. | Could be any of the above. |

**Some Additional Information:**

**Child Sexual Exploitation:** All children and young people can be at risk of sexual exportation. This includes boys and girls of any age. This is a form of sexual abuse. Whilst young people can give consent to sexual acts from the age of 16 (so long as they have the capacity to do so) they continue to be a risk of sexual exploitation beyond their 16th birthday. **Any concern that a child or young person may be at risk of or experiencing sexual exploitation must be reported immediately to Children’s Social Care or the police.** Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive ‘something’ (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child’s immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person’s limited availability of choice resulting from their social/economic and/or emotional vulnerability.

**Terrorism and Extremism**: Any person may become drawn into extremism or sympathy with such views and into terrorism.This will often happen through contacts made via the internet but a culture that supports this can develop in any community, group, school or faith organisation. The Counter-Terrorism and Security Act 2015 places duties on certain bodies, not including Faith Organisations (excepting where such an organisation runs a school or other relevant premises) to have due regard to the need to prevent people from being drawn into terrorism. Everybody should be alert to any indication that a person or group may be developing or has developed an interest or ideology that may include harm to others. **Any concern related to this whether for a child or adult must be reported to the police without delay.**

**Appendix 3: Flowchart – In the event of a safeguarding Issue in the church**

