

# All Saints Parish Church, St Leonards & St Ives

## **SAFEGUARDING & INCLUSION POLICY**

**Safeguarding & Inclusion** is an intrinsic part of our commitment to **Health & Safety and Disability**.

This statement was originally adopted at the Parochial Church Council Meeting on July 16<sup>th</sup> 2009 as a '**Protection of Vulnerable Adults Policy Statement**' to monitor and evaluate progress.

Following a Presentation Briefing at the Church by the Diocesan Safeguarding & Inclusion Director on November 21<sup>st</sup> 2009 this was **reviewed**, **re-drawn**, and **renamed** as the **Safeguarding & Inclusion Policy** on February 22<sup>nd</sup> 2010 ( and extended to Ringwood Parish Church on 01/02/11)

Following Winchester Diocesan courses on Vulnerable Adults and Child Protection it was amended and updated to reflect legislation changes and diocesan advice and guidance on **April 1<sup>st</sup> 2014**. The Policy has subsequently been reviewed annually and Safeguarding & Inclusion is appraised, reviewed and appropriately discussed at each Health & Safety Committee Meeting.

To meet recent developments by the **Church of England** in training and compliance we have fully engaged, individually and collectively, We now preface this Policy with the official '**Safeguarding Policy Statement of the Church of England**' (as detailed in the enclosed official booklet) to which we have made suitable reference on our website [www.ringwoodbenefice.org.uk](http://www.ringwoodbenefice.org.uk)

In accordance with the official Church of England '**Safeguarding Policy - Promoting a Safer Church**' we confirm our commitment to :-

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children , young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will :

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer to work with the Incumbent and PCC to implement policies and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health & safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy procedures and practices at least annually.

Everyone working within this church community will agree to abide by this policy and the guidelines established by this church.

Parish Safeguarding Officer : (Mrs) Hilary Cooper  
Incumbent / Associate Minister : Rev. Ian Whitham  
Churchwardens : (Mrs) Frankie Hester : (Mrs) Alison Davis

Agreed at the Parochial Church Council meeting (date) :

## **All Saints Parish Church Safeguarding & Inclusion Policy – Parts 1 and 2**

### **Part 1 – Vulnerable Adults**

#### **Rationale**

As Christians we are charged to love and care for each other. This is particularly true where the most vulnerable members of our community are concerned. We believe that being part of the Christian family of the Church places responsibilities on all her members, both institutional and individual, to ensure that the environment for all is safe. This includes safety for all those who are vulnerable and all who wish to share in the life of the church and who are offered support and pastoral care by the church, both formal and informal.

#### **Definitions**

Vulnerable Adult means a person aged 18 and over who has or displays the following:-

- A substantial learning or physical disability
- A sensory , physical or mental illness or mental disorder , chronic or otherwise, including drug and/or alcohol addiction
- a significant reduction in physical or mental capacity
- a dependency upon others in the performance of, or requirement for, assistance in the performance of basic physical functions
- severe impairment in the ability to communicate with others
- impairment in a person's ability to protect him/herself from assault, abuse or neglect
- ailing faculties in old age
- a reduction in physical, mental or emotional capacity brought about by life events.
- any situation which reduces a person's capacity to protect themselves from significant harm or exploitation
- a person experiencing long term disability or deterioration in health, or caring for someone with physical difficulties
- a recently bereaved person
- someone coming to terms with life changing experiences such as divorce, birth of a child, death, domestic abuse, retirement, loss of a job, fundamental change of circumstances.

The Church is concerned that those who work in regular, face-to-face contact or who have responsibilities with vulnerable adults should be aware of the potential for misuse and abuse of power. Training in good practice and awareness of adult abuse and the proper recruitment of those who work with vulnerable adults on behalf of the Church is therefore essential.

#### **Our Policy Statement**

- as members of this church, we commit ourselves to the safeguarding of vulnerable adults and ensuring their well-being in the life of this church. We recognise that people have different levels of vulnerability and that each of us may be regarded as being vulnerable at some time in our lives.

- it is the responsibility of each one of us to prevent the physical, emotional, sexual and financial and spiritual abuse of vulnerable adults, and to report any abuse that we discover or suspect.
- we undertake to exercise proper care in the appointment and selection of those who will work with vulnerable adults, and to resource, support and train them to promote safe practice.
- each person who works with vulnerable adults will agree to abide by these recommendations and the guidelines established by this church.

### **Precautions and action we need to take**

People likely to come into contact with vulnerable or potentially vulnerable adults should safeguard themselves against possible repercussions by taking sensible precautions :

these include (but are not necessarily confined to) :-

- unless acting for or as a known and trusted friend it is advisable for more than one person to be present where possible
- a responsible person e.g. Vicar, churchwarden, lay pastor should be told or be aware in advance of meetings and involvement
- if possible meetings and involvement should take place in a safe place e.g. nursing/care home, hospital etc
- off-premises church activity should be conducted under the guidance and with the foreknowledge and blessing of the Vicar
- all encounters should be in the most empathetic way for the discretion, safety, comfort and compassion of everyone

### **What is abuse?**

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse can consist of a single act or repeated acts. It may be physical, verbal or psychological, an act of neglect or an omission to act, or it may occur when the vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented and cannot consent.

### **Who might be at risk ?**

Some adults (i.e. 18 years and over) may be more at risk than others - e.g.

- people dependent upon others for care
- older dependent people
- those with mental health problems, learning or physical disabilities
- people with sight, sensory, hearing impairments or loss
- those with long term health needs, dementia or who misuse substances.

### **Who can abuse ?**

Anyone, but more likely someone known to the person

### **Where does it happen ?**

Anywhere - home, day or care centre, hospice or hospital, or even in public

### **Abuse can be in many forms (including self-inflicted)**

**Physical** - being hit, deliberately injured, or inappropriately restrained

Signs include

- \*cuts, bruises, burns, scratches
- \*injuries that do not match explanation
- \* injuries in concealed areas
- \*untreated injuries
- \* under or over use of medication

- \* lack of money for necessities
- \* unexpected withdrawals or changes in person's bank account
- \* reluctance of person handling money to pay for food, clothes , furniture
- \* inability to explain what is happening to income
- \*disappearance of possessions
- \*deterioration in appearance or personal hygiene
- \*unhygienic or unsafe environment
- \*rashes, sores, ulcers, unexplained weight loss
- \* inadequate food, drink or medical care
- \* lack of social stimulation

**Emotional** - intimidation, threats, humiliation, extortion, any form of racial, verbal or psychological abuse, and undue pressure through blackmail, harassment or coercion

*Signs include :-*

- \*may feel or appear depressed, withdrawn, frightened, agitated, anxious, aggressive
- \*feelings of isolation or unexpected change in behaviour

**Sexual** - unwanted or misunderstood sexual attention or activity

*Signs include :-*

- \* pain ,itching or injury in anal, genital, abdominal areas
- \* torn, stained or bloody underclothing
- \* bite marks or bruises
- \* sexually transmitted infections
- \* difficulty walking / sitting due to pain

**Neglect** - deprivation of food or beverage, attention or care, aids or equipment, withholding health or social care or company of others and putting someone at risk of infection .

**Misuse** - of medication, money, personal belongings, personal affairs

**Discrimination** - treating people differently or worse than you would want to be treated because of age, frailty, dementia or other vulnerability

### **What you should do and not do if someone says they are being abused**

**Do** - stay calm, listen carefully and respectfully, offer support, be aware that medical or other evidence may be needed, make a written note (see below), and contact the Safeguarding Officer, a Churchwarden, or the Vicar

*Making Notes :-*

Make notes as soon as possible. Write down exactly what the vulnerable adult said and when he/she said it, what you said in reply and what was happening directly beforehand. Note if anyone else was present. Record, dates, times, of these events and when a record was made. Keep all hand written notes and records should be kept in a secure place for an indefinite period of time.

**Do not** - make assumptions, contact the alleged abuser, promise to keep it secret, press for too many details, or be afraid to seek assistance

### **What if you are the person being abused or you suspect or have seen someone being abused ?**

Contact the Safeguarding Officer , a Churchwarden or the Vicar who will decide at what point to inform and involve Social Services and/or Police

## **Part 2 – Child / Young People Protection**

As an integral part of the **Safeguarding & Inclusion Policy**, in addition to the **Vulnerable Adults Policy** we include our **Child / Young People Protection Policy**

### **Rationale**

Our church recognises the importance of children and young people in its ministry and our responsibility and commitment towards protecting and safeguarding their welfare. Their well-being whilst in our care is of paramount importance and - in addition to the recruitment, supervision and training of all children's/youth workers - we provide a transparent and fully compliant service of pastoral care and support, liaising and cooperating as appropriate with all relevant authorities. We have a Safety & Inclusion Officer who is fully supported by the clergy, PCC, lay pastors and car drivers, and we actively cultivate close links with our local school in order to encourage and enhance our ministry.

Safeguarding is the responsibility of us all : as a church we welcome everyone. Most people working in churches are volunteers, and therefore not experts. In this way we differ from schools, hospitals and suchlike where vulnerable people are protected. A church cannot be rigid in inclusion and exclusion of people. Therefore we need to run our church in a welcoming way for all, but set limits on risks. We should therefore aim to promote, protect and prevent.

### **Our Policy Statement**

- As members of this church we commit ourselves to the safeguarding, nurture and care of children and young people within our community and who participate in any church activity.
- We undertake to exercise care and control in the selection and appointment - with safe recruitment, supervision and training - for all workers within the church, of which an integral aspect is prior DBS (Disclosure & Barring Service) checking for everyone.
- We have a Safeguarding & Inclusion Officer who follows diocesan procedures and enjoys the full support of the clergy, PCC, lay pastors and drivers, and the church community.
- We promote a culture of vigilance, awareness, and diligence in pastoral care.
- All who are involved observe and abide by our Code of Conduct.
- Appropriate insurance covers all activities.

### **Precautions and action we need to take**

- **Premises** should be risk assessed for the activities run : this covers the state of equipment used, storage, cleanliness, heating guards where appropriate. Significant risks must be recorded and actioned. Correct procedures should be requested of a Health & Safety Committee member if necessary .
- **People** running church activities should be made aware of where the first aid box /accident book are kept, where consent forms for photographs are kept, and how to record any concerns or allegations. Those working and coming in to contact with Children must be DBS checked.

### **Every adult in our church community will :-**

- Take all children/young people seriously, and treat them with dignity and respect.
- Be mindful of the church's duty for safeguarding and welfare.
- Inform the Safeguarding & Inclusion Officer, and any other appropriate person if advisable, of any welfare concerns.
- To pray regularly for the youth of our parish and all those involved.

**In addition, those working with children/young people must :-**

- Always act mindfully, ethically and professionally.
- Recognise the paramount importance of pastoral care to the young.
- Maintain and promote appropriate behaviour e.g. by disallowing bullying/antagonistic behaviour , discrimination of any type, unnecessary and inappropriate physical contact.
- Work openly and in conjunction with parents, guardians, carers, co-workers and church members.
- Avoid being alone with children/young people or being in any situation that could conceivably be construed as compromising.
- Observe procedures, systems and protocol.
- Make activities fun, enjoyable, interesting, and rewarding.

## **Photographs of Children for the web site, display photos, and for publicity/promotional purposes**

### **Rationale**

It is recognised that the internet is now a major area targeted by child abusers to make contact with children and young people, and to distribute child pornography. Like most organisations and churches we publicise and promote our activities on-line - general and special activities of all types which may well include - and often do - children and young people. Apart from possessing obvious and explicit 'pornographic images' for which people are prosecuted , in the wrong hands seemingly innocuous and innocent images of children (e.g. perhaps in sports or swimwear) can, by using technology , be edited into something very different and totally abhorrent.

### **Code of conduct and policy (in accordance with Diocesan recommendations )**

To minimise and hopefully totally prevent the likelihood of anything of this nature ever happening to us we adapt the following procedures as a matter of policy and procedure :-

- Only specific individuals authorised by the PCC may take photographs
- Permission must be obtained from the parents/guardian before taking photographs, and similarly prior to using them for any display or promotional purpose, in which case they must be shown and approve the picture and any accompanying caption.
- Carefully consider what image the photograph could present in isolation if removed from its original context
- Identification of children and/or activity details must not be divulged or given, as this could facilitate targeting and lead to grooming by potential child abusers
- Group photographs are preferred, carrying a general caption.

**All Saints Church** appoints the **Safeguarding Officer** to represent (or suitably delegate) our concerns , views and policies at meetings and to outside bodies in respect of Vulnerable Adults and Child Protection.

**Safeguarding & Inclusion is part of All Saints' overall Risk Management Policy and will continue to be reviewed annually as an integral part of Health & Safety and Disability activity.**

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