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| St Mary’s West Acklam |
| Safeguarding Policy |
| March 2017 |

1. **INTRODUCTION**

This policy is adopted from the Diocese of York Child Protection and Safeguarding Policy,

February 2015 and the model policy promoted by the diocese, 2016.

1. **CHURCH DETAILS**

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| Name of Church | St Mary’s West Acklam |
| Parish | West Acklam |
| Address | St Mary’s Walk Acklam |

1. **PARISH SAFEGUARDING REPRESENTATIVE**

The Parochial Church Council (PCC) has appointed the following person to be Parish Safeguarding Representative to whom any allegation or concerns about abuse should be directed. The nominated person is not normally one of those directly working with children

and young people. The named person will follow the guidelines and procedures for

responding to any allegations of abuse

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| Parish Child Protection Representative | Gillian Dorman-Smith | |
| Address | 11 Church Drive Acklam Hall Acklam | |
| Telephone numbers | 01642 821619 |  |

1. **CHURCH POLICY STATEMENT**

**YORK DIOCESE PARISH/BENEFICE CHILD PROTECTION AND SAFEGUARDING POLICY 2013**

This church recognises and values children and young people (anyone under the age of 18) as equal partners in the life and ministry of the church, and desires to encourage them to explore, discover and live out the Christian Gospel. The Parochial Church Council (hereafter PCC) takes seriously its obligations and responsibilities to protect and safeguard the welfare of any child or young person (i.e. under the age of 18 years) entrusted to the church's care.

Therefore in the church's provision and ministry, the PCC:

1. accepts responsibility for the activities of the children's and youth groups operating under its auspices,
2. will actively seek to protect and safeguard the physical, emotional and spiritual welfare of children, young people and vulnerable adults while in the care of the church,
3. will have clear procedures for responding to suspicions or allegations about abuse, or inappropriate behaviours towards children, young people and vulnerable adults by any member of the church, and procedures for working with known offenders attending the church,
4. will ensure that both employed and volunteer children's and youth workers and all other persons working within the church who may have contact with children, young people or vulnerable adults through this work are properly and appropriately selected and appointed as set out in the appropriate documents by the diocese,
5. will ensure that children's *I* youth workers, all volunteers and paid workers are given adequate support and training,
6. will annually appoint a Parish Safeguarding Representative,
7. will annually review the Parish Safeguarding and Child Protection Policy and all associated documents,
8. will maintain appropriate Third Party Liability insurance for the church work among children and young people.
9. **ST. MARY’S WEST ACKLAM PCC COMMITMENT TO CHILDREN, YOUNG**

**PEOPLE AND VULNERABLE ADULTS**

In accepting the Diocese of York Child Protection and Safeguarding Church Policy

Statement, the PCC is also committed to children by:

* listening to and valuing everyone, including children and young people,
* relating to children and young people effectively and appropriately,
* ensuring protection for everyone and minimizing risk of harm by any involvement in any church or related activities, both at the normal meeting place and when away from the normal meeting place,
* encouraging and supporting children, young people, parents and carers.

1. **PCC COMMITMENT TO WORKERS, VOLUNTEERS AND THE PARISH SAFEGUARDING REPRESENTATIVE**

In accepting the Diocese of York Child Protection and Safeguarding Church Policy Statement, the PCC is also committed to the workers, volunteers and the Parish Safeguarding Representative by:

* giving and enabling appropriate support and training,
* providing clear systems and procedures for dealing with 'Suspicions
* or Allegations of Abuse or Inappropriate Behaviours Concerning Children,
* Young People and Vulnerable Adults in the Parish',
* providing clear systems and procedures for the recruitment of workers and volunteers,
* maintaining good links with Diocesan and statutory childcare authorities as necessary.

1. **DEFINITIONS**

**Safeguarding**

Safeguarding applies to all persons no matter what age, gender or race. A safeguarding

issue can be with regard to an individual or to a group. Safeguarding relates to physical,

sexual and emotional issues, and can also relate to the vulnerability, capacity and capability

of a person.

A broad definition of Safeguarding is to: protect someone from harm or damage with an appropriate measure.

* Protection against attack, loss or injury.
* A precautionary measure.
* An expected stipulation or contract.
* Expected conduct.
* To provide a safe journey whilst engaged in a particular place.
* To preserve or to guard against, to shield.
* To provide a safe passage.

**Child**

A child is aged 0-13 years.

**Young Person**

A young person is aged 13-18 years.

**Vulnerable Adult**

A vulnerable adult may be anyone aged 18 and over.

1. **KEY STATEMENTS IN SAFEGUARDING**

Safeguarding is everybody's business.

If it doesn't look right or it doesn't feel right it probably is not right.

The evident resilience of the person does not indicate that they are not being affected by the issue.

Safeguarding needs to consider:

* support and pastoral care to the victim and
* a positive risk management, with pastoral response, to the perpetrator.

1. **DEFINITIONS OF ABUSE WITHIN THE REMIT OF CHILD PROTECTION**

St. Mary’s PCC recognises the following categories of abuse used by every local authority in

England and Wales

A child may suffer more than one category of abuse.

**Neglect:** Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

* provide adequate food, clothing and shelter (including exclusion from home or abandonment)
* protect a child from physical and emotional harm or danger
* ensure adequate supervision (including the use of inadequate care-givers)
* ensure access to appropriate medical care or treatment.
* It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Physical Abuse:** Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Sexual Abuse:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Emotional Abuse:** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Whilst not a recognised abuse, spiritual abuse can be considered on a par with emotional abuse, in that inappropriate expectations may be imposed upon children and young people.

Emotional abuse may also include discrimination including racist, sexist, based on person's age, disability or sexuality and other forms of harassment.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Organised Abuse:** Organised abuse is defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

1. **DEFINITIONS OF ABUSE OF VULNERABLE ADULTS**

This section is taken from page 26 of 'Diocese of York Child Protection & Safeguarding "Making the Policy Work", February 2015'.

Further information for all issues involving adults can be found in the Vulnerable Adults’ Policy.

**Physical:** including hitting, shaking, biting, grabbing, withholding food or drink, force-feeding, wrongly administering medicine, unnecessary restraining, failing to provide physical care and aids to living.

**Sexual:** including sexual assault, rape, inappropriate touching/molesting, pressurising someone into sexual acts they don't understand or feel powerless to refuse.

**Emotional or psychological:** including verbal abuse, shouting, swearing, threatening abandonment or harm, isolating, taking away privacy or other rights, bullying/intimidation, blaming, controlling or humiliation.

**Financial or material:** including withholding money or possessions, theft of money or property, fraud, intentionally mismanaging finances, borrowing money and not repaying.

**Neglect:** including withholding food, drink, heating and clothing, failing to provide access to health, social and educational services, ignoring physical care needs, exposing a person to unacceptable risk or failing to ensure adequate supervision.

**Discriminatory abuse:** including slurs, harassment and maltreatment due to a person's race, gender, disability, age, faith, culture or sexual orientation.

**Institutional abuse:** including the use of systems and routines which neglect the person receiving care in any formal care setting.

**Spiritual abuse** is of concern within and outside faith communities and can manifest as:

Harm can be caused by the inappropriate use of:

* Religious belief or practice,
* Misuse of authority,
* Intrusive healing and deliverance ministries.

1. **HANDLING KNOWN OFFENDERS ATTENDING CHURCH**

If there is good reason to believe that someone attending the church may pose a risk to children, either as a result of a criminal conviction or for any other reason, the first concern will be a commitment to the protection of all children, young people and vulnerable adults.

Should such a situation arise the PSR and the incumbent must be contacted immediately.

The following is provided as expected protocols:

**Advice has been taken from the diocese and we include below the course of action that would be taken at St Mary’s West Acklam.**

Should we as a Parish be notified of any individual who has a known history of risk e.g. a registered sex offender (from any source of information) who wishes to;

1. attend church based activities including worship,
2. any church linked activity in the community etc.

We will undertake to discuss the matter with the Diocesan Safeguarding Advisor, and we will engage in an appropriate level of response, which may include a Core Group discussion being held (confidential meeting) and a requirement for a Safeguarding Agreement/Confidential agreement or undertaking.

We acknowledge that we may need to partner with statutory agencies and services, and that we may need to consider a “circle of care” around the individual and their activity linked to the Church.

It must be stressed that such issues will remain highly confidential and in the first instance must be reported to the Diocesan Safeguarding Adviser. Only the vicar, churchwardens and PSR should be involved unless advised otherwise by the Diocesan Safeguarding Adviser who will be able to provide additional guidance and information.

1. **RESPONDNG TO SUSPICIONS OR ALLEGATIONS OF ABUSE OR INAPPROPRIATE BEHAVIOURS (COMPLAINTS)**

All concerns must be reported using the form Logging a Concern about a Child, Young

Person or Vulnerable Adult's Safety or Welfare. The PSR must be involved as soon as any initial concerns are expressed, Concerns should not be discussed more widely.

**Child Protection – Procedures for Referrals:**

* There are clear protocols to follow by the PCC and members of the church if there are concerns about a child or young person. For that reason the guidelines below will be followed.
* Church members, including children’s and youth work leaders and volunteers, may have concerns about possible or actual inappropriate conduct or abuse which may have occurred within a church setting or within another context, but which is drawn to their attention in a church setting; in either event the following procedures should be observed.
* The role of a church member is **not to investigate** beyond establishing the basic facts so that a decision can be made about what further action, if any, needs to be taken (such as a referral to the investigating agencies).
* The church member should allow the child/young person to speak, but they should be very careful not to say anything that may suggest or prompt a particular answer. **Anything said by the child should be recorded, using the actual words used by the child.**
* The church member should reassure the child that they are listening carefully to them, but **refrain from promising to ‘keep a secret’**. Make it clear that you may have to tell someone else who can help to sort things out
* The church member should ensure that they share the concerns or allegation with the nominated PSR as quickly as possible, or in their absence, with either the Incumbent or Church Warden or another trusted adult, or with the Archdeacon. If the concern or allegation is about any of these people the church member **must not** share the concern with them. The concerns **must** be recorded, as must decisions of how to proceed, including rationale for those decisions and consultation with any other persons.
* If both are satisfied that the concerns are unfounded the church need take no further action. However, the aforementioned record **must** be kept, and a copy should be forwarded to the Archdeacon.
* If the concern is a childcare issue (i.e. not thought to be abuse related, but where the parents/carer or child may need support from relevant agencies), the nominated PCC PSR should make a referral to Social Services. However to do this will require parental permission. In such a situation further advice should be sought from Social Services or the Archdeacon.
* If concerns remain following contact with Social Services the nominated PSR should contact the Archdeacon.

In addition the PSR should ensure that:

* they support any church member raising or reporting a concern or allegation and make sure that the above procedures have been carried out appropriately,
* unless it is inappropriate in view of the nature of the allegation, the incumbent or Church Wardens should be informed of any referral being made as well as the Archdeacon. **The PSR representative must not discuss this with anyone else,**
* careful consideration is also given as to whether the Parish’s insurers should be contacted and advised of the incident or allegation. If the PCC Representative is unsure, or feels they need to take further advice, they should contact the Archdeacon in the first instance. Other sources of support are Social Services or alternatively the Churches Child Protection Advisory Service Help line. Please see below.

In the event of the Archdeacon being unavailable within a reasonable time, another of the Archdeacons will be contacted. Alternatively telephone the Churches Child Protection Advisory Service Help Line.

**If there are concerns that a child is suffering or is likely to suffer significant harm or is in immediate danger of harm, then a referral to Social Services or the Police should be made at once by the Church member or the Child Protection Representative. Clearly state that you are making a “Child Protection Referral”. Identify yourself and the Church you are representing. You must also advise the Archdeacon**.

Any concerns in relation to child protection issues should be logged and retained securely by the Diocesan Secretary.

1. **RESPONDING TO CONCERNS, INCIDENTS OR ALLEGATIONS REGARDING A VOLUNTEER OR PAID WORKER WITHIN THE CHURCH COMMUNITY POLICY (WHISTLEBLOWING)**

The PSR and /or the incumbent should be contacted as above. More detailed information is included in the Vulnerable Adults’ Policy.

1. **SAFER RECRUITMENT- RECRUITING VOLUNTEERS TO WORK WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

Great care will be exercised in the appointment of suitable workers and volunteers to the church's work with children, young people and vulnerable adults. St. Marys 's PCC will follow the guidance of the diocese making due reference to has adopted the use of the Diocese of York's safer recruitment guidance.to *Diocese of York Child Protection* & *Safeguarding "Making the Policy Work", February 2015.*

Each new volunteer will receive a comprehensive welcome letter giving details about their role and the importance of protecting and safeguarding the people in their care. They will be asked to read all of St. Mary’s Safeguarding documents. This includes policies, procedures, protocols and forms as appropriate.

Each new volunteer will also be asked to complete the following forms:

1. Volunteer Agreement
2. Confidential Declaration Form
3. Disclosure and Barring Service (DBS) Application Form

**Recruitment of Children and Youth Leaders, including DBS Disclosure:**

Great care will be exercised in the appointment of suitable workers and volunteers to the church’s work with young people and vulnerable adults. The PCC has adopted the use of “Diocese of York Guide to Disclosure through the Disclosure and Barring Service”. Where access to children is regular, expected or significant (i.e. a key part of their role even if they are not in regularly contact with children), the Diocesan policy and procedures will be strictly adhered to. For anyone involved in the church’s work with children and young people in this parish the PCC expects the following:

1. The person must provide proof of their identity. (e.g. Passport, Birth Certificate),
2. The person must provide 2 referees (who have known the applicant for at least 3 years)
3. The person must complete a ‘Declaration Form’ in accordance with The Children Act 1989 and Rehabilitation of Offenders Act 1974/5
4. The person must obtain an up to date and satisfactory ‘Enhanced Disclosure’ check from the Disclosure and Barring Service (DBS)

Please note the following for those people who will only have occasional contact with young people, such as a supervised steward or helper at occasional events the following only is required:

* proof of identity,
* 2 referees and complete the Confidential Declaration Form.

However in such cases it is advised that advice should always be sought from the diocese.

1. **EXISTING VOLUNTEERS**

All those who have volunteered at the church, and who continue to volunteer, in whatever capacity will be asked to complete the following forms:

1. Volunteer Agreement (completed once only at the start of the voluntary role)
2. Confidential Declaration Form (completed every 3 years)

Volunteers will be asked to read all relevant documents before beginning their work in the parish.

Volunteers are expected to attend training as appropriate and this may involve online opportunites.

1. **VOLUNTEER DRIVERS**
   1. **Transporting Children and Young People or Adults**

Following Diocese of York guidelines, St.Mary’s West Acklam will ask any volunteer who transports children, young people or adults to complete a Volunteer Driver Agreement Form.

1. **GROUPS ATTENDED BY CHILDREN AND YOUNG PEOPLE**

The children's and youth work form an integral part of life at St. Mary’s West Acklam. Any work is underpinned by protocols and relevant documentation which has been agreed with youth leaders. The following activities are undertaken on a regular basis:

* Football,
* Dodgeball,
* Parachute(in the Main Hall)
* Air Hockey,
* Table Football,
* WII (On Stage)
* Pool (in Isherwood Hall),
* Sewing, Arts/Crafts,
* Non oven cookery (in Norman Brown Room),

The PCC therefore requests that any new activities undertaken in the name of St Mary’s Church Acklam are notified to them through the PSR and subsequently to the PCC as a whole.

Appropriate risk management is required for all the above activities and should be reviewed annually and dated.

17.1 The PSR should be regularly invited, and no less than once year to meet with youth leaders to review and audit the work which is undertaken.

17.2 **Parent *I* Guardian Consent Form**

A Consent Form is required for specified organised activities at St Mary’s. This includes a requirement for Photograph Consent.

Parents of regular attendees are asked to complete the Consent Form for their child.

17.3 **Adult to Child Ratios**

While there are no stipulated ratios in the diocese policy the following guidance is advised to be observed:

Children aged 3-10 years 1 Adult: 3 Children

Children aged 10+ 1 Adult: 5 Children

1. **GROUPS ATTENDED BY ADULTS**

**18.1** All leaders of groups are requested to follow Safer Recruitment Guidelines when organising helpers to work with them. Due attention should also be paid to reporting any concerns with respect to any adults attending organised groups. The guidance above should be used to inform procedures and protocols.

1. **TRAINING AND SUPPORT FOR ALL VOLUNTEERS**

Training and support is available for all volunteers. This is through guidance within the church setting and also through external courses. It is up to each individual or group to organise their own training and to share knowledge with each other as appropriate.

The Parish Safeguarding Representative is always available to talk to individuals and groups. She is able to attend organised sessions and meetings as required.

1. **PHOTOGRAPHY AND VIDEO RECORDING OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

The use of images is governed by the requirements of the Data Protection Act 1998. This states that a person must have given explicit permission before any personal details can be published. Where the person is a child or young person, the permission, otherwise known as consent, must be given by their parent or guardian.

The Diocese of York requires that an assessment is made about whether publishing a photograph or video recording in any format might pose a risk to the child, young person or vulnerable adult.

Further information can be obtained from the Diocese of York Policy for use of photographs and video recordings of children, young people and vulnerable adults.

20.1 **Local Photography and Video Recording Consent**

Consent may be verbal or written. Written consent may be given as part of a Consent Form. Where verbal consent is given this will be logged with date and who gave the permission by the appropriate leader.

Written consent will be kept in the locked filing cabinet in the vestry.

Under no circumstances must any image or video be uploaded onto Social Media without prior, documented consent from the person in the photograph or, in the case of a child or young person, from their parent or guardian.

**SOCIAL MEDIA AND SAFEGUARDING**

St. Mary’s uses social media as a means to communicate and share information. All of those involved with the management and administration of social media must follow the Diocese of York Social Media Guidelines.

It is advised that everyone reads these Diocese of York Guidelines as they offer an insight into the role social media plays within the church community

1. **SAFEGUARDING AND CHILD PROTECTION POSTER**

The Safeguarding and Child line posters displayed at the following locations;

* Church noticeboard,
* Church Hall

The poster may be displayed at other locations as appropriate.

1. **ST MARY’S PCC ANDSAFEGUARDING**

St. Mary’s PCC Members are all responsible for safeguarding under the guidance of the Parish Safeguarding Representative.

Safeguarding is a Standing Item at every PCC Meeting.

1. **PARISH INSURANCE**

The Parish Insurance Policy covers all activities on and off the church premises**.**

1. **HEALTH AND SAFETY**

Health and Safety aspects of all planned activities must be undertaken by all leaders working with children and vulnerable adults on church premises. Any concerns should be addressed as a matter of urgency to Mr Brian Marchant (Health and Safety Officer) or the PSR

* 1. Risk Assessments

Following Diocese of York guidance Risk Assessments of all locations must be completed at least annually between January-March. It is required that the Parish Safeguarding Representative is involved with the Risk Assessments. These will cover:

* Church
* Church Hall

25.2 **Accident and Incident Reporting**

All accidents and incidents must be reported on the Accident and Incident Form.

Incidents and accidents should also be reported to the PSR.

1. **POLICY ADOPTION AND IMPLEMENTATION**

This policy will be reviewed annually by the Parish Safeguarding

Representative.

Any outside groups using the church premises will be invited to use this policy and its related documents if they do not have their own.

1. **DISPLAYING THIS POLICY**

This policy will be displayed at the church hall and in the church.

1. **SENDING A COPY OF THIS POLICY TO DIOCESAN SAFEGUARDING ADVISER**

A signed and dated copy of this policy will be sent annually after its regular review to the York Diocesan Safeguarding Adviser, Diocesan House, Clifton Moor, York Y030 4WJ.

1. **USEFUL CONTACTS ANDTELEPHONE NUMBERS**

There are a number of local and national external bodies with whom we may from time to time consult to support the work that is undertaken, to make a referral because of an urgent situation or to support identified training needs.

A list is included below of potential partners in our work.

* Middlesbrough Family Information Service 01642 354200 [childcare@middlesbrough.gov.uk](mailto:childcare@middlesbrough.gov.uk)
* NSPCC Middlesbrough 01642 856400
* Samaritans ( Teesside) 01642 217777 [jo@samaritans.org](mailto:jo@samaritans.org)
* Children’s Services Middlesbrough 01642 726004 ( option3)
* Children’s Services Stockton on Tees 01642 527764
* Children’s Services Redcar and Cleveland 01642 771500
* Out of hours Duty team ( emergencies) 08702402994
* Childline ( See posters) 0800 11 11 [info@childline.org.uk](mailto:info@childline.org.uk)
* Local Police: Middlesbrough Police Station 01642 302900
* Churches Child Protection Advisory Service Help line: Tel: 0845 1204450
* Diocese of York DBS Administrator Archbishop's Palace. Tel: 01904 707021
* Archdeacon of Cleveland: Venerable Samantha Rushton. Tel 01642 7060905
* In the event of the Archdeacon being unavailable within a reasonable time, another of the Archdeacons will be contacted. Alternatively telephone the Churches Child Protection Advisory Service Help Line. 0845 120 4550.
* **Ecclesiastical Insurance Group (EIG)** Tel: 01452 528533

EIG will deal with all confidential child protection complaints or concerns. **They must only be contacted following discussion with the Archdeacon or Diocesan Secretary**