

St Michael's Cornhill Safeguarding Policy

May 2019

Safeguarding Policy Statement

As a church, we desire to bring glory to God by knowing Jesus and making him known.

To that end, the aims of our Safeguarding Policy are:

- To uphold the honour of God's name
- To keep the gospel from disrepute

We do this by:

- Protecting the children, young people, and vulnerable adults in our care
- Protecting the caregivers who serve in this ministry

Safeguarding is an important part of our service in the gospel and one which we take seriously, aiming for a standard of excellence as we implement this policy.

The PCC has adopted the London Diocese 'Promoting a Safer Diocese' (2018) policy document. It can be accessed in full from the website below:

<https://www.london.anglican.org/support/safeguarding/safeguarding-policy/>

This 'St Michael's Cornhill Safeguarding Policy' applies the diocesan policy to the particulars of this parish. The St Michael's Cornhill policy and procedure should be read in conjunction with the diocesan policy.

Statement and Principles

St Michael's Cornhill is committed to the safeguarding of all children, young people and vulnerable members of, and visitors to, our church. To that end:

- We will seek to prevent abuse or neglect wherever possible
- We will raise awareness across the church family so that everyone plays their part in preventing, identifying and responding to abuse and neglect
- We will be responsible for appropriate selection and training of those who work with children, young people or vulnerable adults. This may include the use of DBS checks and other measures
- We will safeguard adults in a way that supports them in making choices and having control about how they want to live
- We will respond immediately to any complaint of harm or potential harm to a child or vulnerable adult, and cooperate with other agencies such as the police or local authority where appropriate
- We will report any concerns about children or vulnerable adults via the appropriate channels
- We will offer pastoral care to victims of abuse
- We will suspend any volunteer under suspicion of abuse, offering them pastoral support throughout the process

Overview of Safeguarding Responsibilities

The PCC has overall responsibility for Safeguarding within St Helen's. This policy is maintained, reviewed, and sanctioned by the PCC.

The Church Safeguarding Officer (CSO) is a source of advice and guidance on Safeguarding issues. They will advise the PCC on any matters relating to Safeguarding, make recommendations for changes in policy and procedure, and hold Ministry Area Leaders accountable for policy implementation. They are the PCC member given responsibility for Safeguarding within the church family and all its various ministries. The CSO will also be included in decisions whether to permit someone to be involved in ministry with children, where their DBS check is blemished or information is provided about them under the DBS scheme.

Safeguarding within St Michael's Cornhill includes:

- Ensuring all caregivers (where required) are recruited in accordance with this Safeguarding Policy
- Ensuring all relevant ministries and church activities are covered by appropriate Safeguarding guidelines
- Ensuring that appropriate action is taken for any disclosures of abuse

Safeguarding training is required for all PCC members, the CSO, the clergy and the Evidence Checker, and is refreshed regularly.

Caregiver refers to anyone serving in any role within church which involves any oversight of children, young people or vulnerable adults.

All caregivers share a particular responsibility for:

- Loving the children and young people and vulnerable adults as Christ loves them
- Setting an example of proper Christian conduct
- Praying for those in their care

Outline of Activities and Safeguarding at St Michael's Cornhill

For the purposes of ensuring appropriate Safeguarding throughout the church, the church's primary activities and ministry opportunities are listed below;

- Choral Evensong
- Morning Prayer Meetings
- Occasional services
- Weekly Organ Recitals.

In addition to this several external activities and ministries will regularly take place within the church, including (but not limited to);

- Mandarin Service
- St Helen's Bishopsgate Youth Ministry
- External School Visits.

For ministry areas that do not make formal provision for children or young people a specific Safeguarding arrangement is not required. None of the ministry areas make formal provision for vulnerable adults, however more information is available via the CSO or the Priest in Charge, outlining additional considerations relevant to all ministry areas where vulnerable adults may be in attendance.

Ensuring the safety and welfare of children, young people and vulnerable adults therefore in external groups lays with the agencies themselves who are responsible for their care. Where an external group/individual is using church premises they are required to abide by the PCC's safeguarding policy, as well as their own safeguarding policies which should be in place and for which they are responsible. A copy of this safeguarding policy will be freely available to those who will regularly be using the St Michael's Cornhill buildings and organisations should be asked to sign a copy of the PCC Safeguarding Statement to acknowledge that this has been seen and will be adhered to, and that all concerned about children, young people and vulnerable adults will be reported to the relevant statutory authority. If an organisation has their own policy then a copy of this should be requested and filed with St Michael's Cornhill.

Screening Procedure for Caregivers

Every applicant who wishes to serve in any ministry area involving children, young people, or vulnerable adults must complete a screening process prior to serving.

To ensure safe and quality care, the church has established several criteria that all caregivers must meet in order to work with children, young people or vulnerable adults:

1. Recruitment

- All caregivers must be people in good standing with the church.
- All caregivers must be 18 years of age or older.

2. Assessment

- All caregivers must have a face to face conversation with the Priest in Charge in order to go through the role description and to have the opportunity to ask any follow up questions needed to confirm their suitability for the role. The volunteer must also complete and sign the Diocesan Volunteer Agreement.
- All caregivers must complete a Diocese of London Confidential Declaration form, requiring the honest declaration of any criminal convictions.
- All caregivers must provide the names of 2 people to act as personal referees, which will be followed up. Referees must not be relatives/partners, current parish clergy, or church staff.
- All caregivers must complete a Parish Safeguarding form requiring a Christian testimony and a signed declaration of having read this Policy and the relevant supplement.
- All caregivers must complete a Disclosure and Barring Service (DBS) form for the applicable Enhanced level Disclosure. Details of how to do so will be sent to the caregiver via email.

3. Appointment

- A caregiver can begin their role only when the following have been completed:
 - The Diocese of London Confidential Declaration form and the Parish Safeguarding form have been filed as complete.

- The personal references have been sent for, received, and reviewed as being acceptable.
- The satisfactory DBS Disclosure outcome has been received from CCPAS.

4. Data Protection

- All completed records of screening procedures will be kept securely and indefinitely. The church will have record of the following:
 - Diocese of London Confidential Declaration form
 - Two personal references (which will be available to the DST (Diocese of London Safeguarding Team) should they request it)
 - Parish Safeguarding form
 - DBS Disclosure Certificate reference number
 - Additional notes pertaining to the above

Safeguarding Children and Young People – Recognising and Responding to Potential Child Abuse

Child abuse is serious. All caregivers need to know how to respond to signs of abuse or allegations of abuse. The following guidelines are in place to meet that need.

1. Definitions

Who is a child?

Any person under the age of 18 years.

What is abuse?

*Working Together to Safeguard Children*¹ states that 'somebody may abuse or neglect a child by inflicting harm, or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.' It recognises four areas of potential abuse for children: physical, sexual, emotional and neglect. Abuse can be described under any one of these four categories or a combination of categories, and can be carried out by an adult or another child.

Physical abuse: may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Emotional abuse: children harmed by constant lack of love and affection, or threats, verbal attacks, taunting or shouting.

Sexual abuse: involvement of children or adolescents, in sexual activity that they do not fully comprehend, or to which they are unable to give informed consent, or which violate the social taboos of family roles.

Neglect: a failure to meet basic essential needs of a child, or if a child is left unsupervised at a young age.

¹ Published by HM Government, 2013, quoted in London Diocese 'Promoting a Safer Diocese' (2018)

2. Recognising signs of abuse

Warning signs: these are not necessarily proof of abuse, but they should signal a warning.

Physical abuse	
Physical signs	Behavioural signs
Bruises, black eyes, broken bones Injuries that the child cannot explain or explains unconvincingly untreated or inadequately treated injuries Injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen Bruising which looks like hand or finger marks Cigarette burns, human bites Scalds and burns	Becoming sad, withdrawn or depressed Having trouble sleeping Behaving aggressively or being disruptive Showing fear of certain adults Showing lack of confidence and low self-esteem Using drugs or alcohol

Sexual abuse	
Physical signs	Behavioural signs
<p>Pain, itching, bruising or bleeding in the genital or anal areas</p> <p>Genital discharge or urinary tract infections</p> <p>Stomach pains or discomfort walking or sitting</p> <p>Sexually transmitted infections</p>	<p>A marked change in the child's general behaviour. For example, they may become unusually quiet and withdrawn, or unusually aggressive. Or they may start suffering from what may seem to be physical ailments, but which can't be explained medically</p> <p>A young person may refuse to attend school or starts to have difficulty concentrating so their school work is affected</p> <p>They may show unexpected fear or distrust of a particular adult or refuse to continue with their usual social activities</p> <p>They may start using sexually explicit behaviour or language, particularly if the behaviour or language is not appropriate for their age</p> <p>The child may describe receiving special attention from a particular adult, or refer to a new, "secret" friendship with an adult or young person</p>

Neglect	
Physical signs	Behavioural signs
Abandonment Unattended medical needs Consistent lack of supervision Consistent hunger, inappropriate dress, poor hygiene Lice, distended stomach, emaciated Inadequate nutrition	Regularly displays fatigue or listlessness, falls asleep during activities Steals food, begs from classmates Reports that there is no carer at home Frequently absent or late Self-destructive School dropout (adolescents) Extreme loneliness and need for affection

Emotional abuse	
Physical signs	Behavioural signs
Speech disorders Delayed physical development Substance abuse Ulcers, severe allergies	Habit disorder (sucking, rocking, biting) antisocial, disruptive Neurotic traits (sleep disorders, inhibition of play) Passive and aggressive – behavioural extremes Delinquent behaviour (especially adolescents) Developmentally delayed

Many symptoms of distress in a child can point to abuse, but there are other explanations too. This has sometimes been the reason for falsely accusing parents of abuse.

It is important that the above signs are not taken as indicating that abuse has taken place, but that the possibility should be seriously considered. They should make us stop and think - not jump to conclusions inappropriately.

3. Guidelines for when a child tells us they have been abused

It is not easy to give precise guidance but the following may be of help:

General points

- Above all else, listen, listen, and listen!
- Keep calm, and show acceptance of what the child says, however unlikely it seems
- Let them know you will need to tell someone else - don't promise confidentiality
- Be aware the child may have been threatened
- Never push for information. If the child decides not to tell you after all, then accept that and let the child know that you are always ready to listen
- Avoid leading the child and ask only what is necessary to ensure a clear understanding of what has been said - you might put something into their mind that was not there. If the case were to end up in court, the case could be thrown out if it is thought that the child had been led

Helpful things you might say or convey

- I am glad you have told me
- It's not your fault
- I will help you

Concluding

- Reassure the child that they were right to tell you and that you believe them
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent the child returning home if you consider them to be seriously at risk of further abuse)
- Make notes as soon as possible (preferably within one hour of the child talking to you, but always within 24 hours), writing down exactly what the child said and when they said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times, including when you made the record. All notes should be printed, signed

and dated to ensure they cannot be amended at a later date, and preferably handwritten. Such records should be kept for an indefinite period in a secure place. A copy of these notes must be passed onto either the Priest in charge or the CSO.

4. Responding to Concerns of Abuse

- Where emergency medical attention is necessary then this should, of course, be sought immediately, informing the doctors of any suspicions you may have.
- You must contact the Church Safeguarding Officer immediately (for contact numbers see page 23). If the allegation is against the CSO you must not tell them, and instead tell the Priest in Charge.
- At all stages in the reporting process, you retain the right to report serious matters directly to Social Services or the police. Even so, as soon as possible (and within 24 hours), you must also contact the CSO. (For contact numbers see page 23).
- Under no circumstances should a church volunteer or employee investigate concerns of abuse themselves. Our responsibility is (in consultation with the Diocesan Safeguarding Team) to refer concerns to statutory authorities who will do the investigating required.
- Apart from telling the Church Safeguarding Officer or the Priest in Charge, this information must be treated as confidential. Do not inform/confront any alleged perpetrator under any circumstances.
- You should also consider your own feelings and ask the Priest in Charge for pastoral support if needed.

Even if you may feel the child's story is unlikely, this must not prevent appropriate action being taken. For example, a child may say that they have been abused by a younger person. In reality, the perpetrator could be a parent or a close relative, but naming another person may be the only way in which this child can seek help.

5. Procedures for Responding to Abuse – Outcomes

When a safeguarding concern is reported to the Diocesan Safeguarding Officer by a Church Safeguarding Officer:

- If the Diocesan Safeguarding Officer advises further action, the Church Safeguarding Officer must act upon all directions given by the Diocese in the timescale given.
- If the Diocesan Safeguarding Officer advises no further action required, this is not the end of the process. The Church Safeguarding Officer must arrange a further meeting in the parish to discuss whether alternative action should be taken or whether to accept that no further action is required.

This meeting should include at a minimum the Church Safeguarding Officer and the Priest in Charge, and they can involve others as necessary.

6. Practicalities for mutual protection of leaders and children

Sympathetic attention, humour, encouragement and appropriate physical contact are needed by children and young people as part of their coming to understand human relationships. However there are reports of some people who have decided to avoid having anything to do with children and who avoid all occasion of touching or encouraging children. This is an understandable but regrettable response. It also conveys unhelpful messages to children. Caregivers should follow the following guidelines:

- Keep everything in public. A hug in the context of a group is very different from a hug behind closed doors. Having a child sit on a leader's lap whilst sitting on the floor during main singing time is okay, having them sit on laps in a less public context should be avoided
- Touch should be related to the child's needs, not the worker's
- Touch should be age-appropriate and generally initiated by the child rather than the worker
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child

- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they may need medical attention
- Team members should monitor one another in the area of physical contact. They should feel free to help each other by pointing out anything that could be misconstrued. Concerns about abuse should always be reported
- Never smack, hit or physically discipline any child except by “holding” which may be used if there is an immediate danger of personal injury to the child or other person.

Guidelines for Responding to a Disclosure of Historic Abuse

In the course of their work ministers and those offering pastoral support may hear disclosure from adults regarding abuse that happened to them when they were children, or from children regarding abuse that happened to them when they were younger. Historical abuse must be treated as seriously as recent abuse.

The Church is required to take advice from the Diocese and may need to report allegations or disclosures of criminal acts to the Police.

1. Practicalities for receiving a disclosure that someone has been abuse, or has committed abuse, whether recently or long ago;

General points

- Above all else, listen
- Keep calm, and show understanding/acceptance of what is said, however unlikely it seems. Reassure the individual that they were right to tell you
- Never push for information. Avoid leading questions and ask only what is necessary to ensure a clear understanding of what has been said
- Let the individual know what you are going to do next and that you will keep them informed. Let them know that you will need to tell someone else - don't promise confidentiality

2. Responding to Historic Abuse

Action you must then take:

- You must contact the Safeguarding Officer and tell them what you know (you do not need to disclose any names at this stage unless told otherwise). If the allegation is against a member of the Safeguarding Committee you must not tell them, and instead tell another member of the Committee.
- You retain the right to report serious matters directly to Social Services or the police. Even so, as soon as possible (and within 24 hours), you must also contact the CSO.

- Apart from telling your CSO, the information must be treated as confidential and not shared other church members
- Under no circumstances should you investigate concerns of abuse yourself
- The contact details for your Church Safeguarding Officer can be found on the back page of this document
- Make notes as soon as possible (preferably within one hour, but always within 24 hours), writing down exactly what was said and when, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity/situation). Record dates and times of these events and when you made the record. All notes should be handwritten to ensure they cannot be amended later. Such records should be kept for an indefinite period in a secure place. A copy of these notes must be passed onto the Church Safeguarding Officer
- Consider your own feelings and ask the Rector for pastoral support if needed, and consider with your Rector what pastoral support is needed for the individual involved.

Safeguarding Vulnerable Adults

St Michael's Cornhill is committed to preventing abuse and neglect taking place, and safeguarding the welfare of vulnerable adults within our community. All caregivers need to know how to respond to signs of abuse or allegations of abuse. The following guidelines are in place to meet that need.

1. Definitions

When is an adult vulnerable?

Through the *Care Act 2014*, the Government defines a vulnerable adult as any person over the age of 18 years "who has needs for care and support; is experiencing, or may be at risk of, abuse or neglect; and, as a result of those needs, is unable to protect himself or herself against the abuse or neglect or the risk of it". Some of the factors that may be considered as care and support needs which increase vulnerability to abuse or neglect are:

- sensory or physical disabilities or impairments
- learning disabilities
- chronic or acute physical illness
- chronic or acute mental ill health (including dementia)
- addiction to alcohol or drugs
- age related frailty
- homelessness
- providing unpaid care to others, such as an elderly family member

A person who has recently suffered personal adversity making them in particular need of pastoral support may also be reasonably considered to have care and support needs which increase vulnerability.

What is abuse?

The Government guidance document *No Secrets*² provides the following definition: ‘the abuse or mistreatment of vulnerable adults as a single or repeated act which violates an individual’s human and/or civil rights. It can occur in any relationship or setting, be deliberate or unintentional, and may result in significant harm or exploitation’. It can fall into any of the following categories:

Physical abuse including: assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions

Emotional or Psychological abuse including: threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, or unreasonable and unjustified withdrawal of services or supportive networks

Sexual abuse including: rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting

Neglect and acts of omission including: ignoring medical, emotional or physical care needs; failure to provide access to appropriate health, care and support or educational services; or the withholding of the necessities of life, such as medication, adequate nutrition and heating

Financial or material abuse including: 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, or the misuse or misappropriation of property, possessions or benefits

Discriminatory abuse including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-

² Published by the Department of Health 2000, quoted in London Diocese ‘Promoting a Safer Diocese’ (2018)

treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Domestic abuse including: psychological, physical, sexual, financial, emotional abuse or so called 'honour' based violence

Institutional abuse including: when a culture of poor practice or maltreatment within a setting becomes routine at the expense of good professional practice

Self-neglect covers a wide range of behaviour including neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Spiritual abuse: inappropriate use of religious belief or practices to attempt to 'force' religious values or behaviours onto vulnerable people

2. Recognising signs of abuse

Safeguarding adults is everyone's business. Anyone can witness or become aware of information suggesting that abuse or neglect is occurring. It may not always be obvious that a vulnerable adult is being abused or mistreated, however there may be general indicators that something is amiss: the adult may say or do things that hint that all is not well. In some cases there may be a marked change in behaviour or a direct disclosure or complaint of abuse.

The Government is clear that workers across a wide range of organisations – including faith groups – are often well-placed to notice changes in an adult that may indicate they are being abused or neglected, and therefore need to be vigilant in identifying concerns and understand how to respond appropriately. This will include:

- Knowing about different types of abuse and neglect and their signs
- Supporting adults to keep safe
- Knowing who to tell about suspected abuse or neglect
- Supporting adults to think and weigh up the risks and benefits of different opinions when exercising choice and control

Signs of abuse to look out for

If someone is suffering abuse you may notice one or a combination of the following signs:

- Multiple bruising or finger marks
- Injuries you cannot give a good reason for
- Worsening health for no reason
- Withdrawal or mood changes
- Tearfulness
- Neediness, wanting affection or being clingy
- An unexplained shortage of money
- Inappropriate, dirty or inadequate clothing
- Covering up or rationalising injuries or demeaning behaviours towards them
- Confusion and/or denial that anything is amiss despite marked deterioration
- Flirtatious, precocious or expressive sexual behaviour out of character
- Indications of unusual confinement eg closed off in a room

Behaviours that may be observed about the carer, family member or the person close to the vulnerable person include:

- Getting the vulnerable person to pay for their (i.e. carer's) shopping/petrol/tickets
- Taking advantage of their naivety or trust
- Attitudes of indifference or anger towards the vulnerable person
- Blaming or chastising them e.g. that soiling themselves was deliberate
- Aggressive or harsh behaviour (threats, insults, harassment)
- Inappropriate display of affection or care
- Social isolation or restriction of activity
- Lack of willingness to let other people have access to the vulnerable person
- Obvious absence of assistance or attendance

3. Procedures following disclosure or concern of abuse

The process following an abuse disclosure or a concern of abuse is the same as outlined within the Guidelines for Recognising and Responding to Child Abuse, and so please refer to this.

You should never assume that someone else will report the concern and pass on the information. It is far better that two caregivers raise their concerns and the person is made safe than no-one says anything because they assume someone else will deal with it and the person is significantly harmed.

Contact Names and Details for those involved in Safeguarding

Priest in Charge

Rev. Charlie Skrine

c.skrine@st-helens.org.uk

07986 088 851

Church Safeguarding Officer

Linden Webster

lindenwebster@gmail.com

07963437813

Safeguarding Evidence Checker

Anna Lamb

a.lamb@st-helens.org.uk

07743 450 487

Youth Worker

Will Waugh

w.waugh@st-helens.org.uk

07905 737 761

Children's Worker

Pete Winstone

p.winstone@st-helens.org.uk

07845 590 216

Schools Visits Co-ordinator

Jonathan Rennert

j.rennert@st-michaels.org.uk

07799641699

Diocesan Contacts

Diocesan Safeguarding Advisers

Annette Gordon/Margaret McMahon

safeguarding@london.anglican.org

0207 932 1224

Associate Archdeacon of London

Rosemary Lain-Priestley

associate.archdeacon@london.anglican.org

020 3837 5205

London Diocesan House
36 Causton Street
London SW1P 4AU

National Contacts

CCPAS (Churches' Child Protection Advisory Service)
0845 120 4550 (24 Hour Helpline) for any query
www.ccpas.co.uk

City of London Corporation Children and Families Team
020 7332 3621 (Monday to Friday, 9am-5pm)
020 8356 2710 (weekdays after 5pm, weekends and bank holidays)

City of London Social Care Services
020 7332 1224 (Monday to Friday, 9am - 5pm)
020 8356 2300 (weekdays after 5pm, weekends and bank holidays)

Child Line	NSPCC
Freepost 1111, London N1 0BR	Child Protection Helpline,
Tel. 0800 1111	0808 800 5000

(full number is just these 8 digits)
Family Lives (previously Parentline) 0808 800 222
Domestic Violence Helpline (for females) 0808 2000 247
Mankind (for males) 01823 334244

Further Resources

Protecting all God's children: The Child Protection Policy of the Church of England, 2010
London Diocese 'Promoting a Safer Diocese' Safeguarding Policy, 2018
The Care Act 2014, and the Care and Support Statutory Guidance, 2016 (Chapter 14)
London Multi Agency Safeguarding Adults Policy and Procedures, 2015

www.london.anglican.org/support/safeguarding