



The Benefice of Pimperne, Stourpaine and Durweston with Bryanston

Safeguarding Policy

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Introduction

The Safeguarding Policy of the Benefice of Pimperne, Stourpaine and Durweston with Bryanston (this document) is supported by:

1. 'Promoting a Safer Church' booklet, the Church of England's Safeguarding Policy Statement for children, young people and adults. Available on the benefice website www.psdbenefice.org.uk.
2. 'Parish Safeguarding Handbook', the Church of England's detailed guidance on safeguarding. Displayed in each church porch and vestry.

The Benefice of Pimperne, Stourpaine and Durweston with Bryanston, with its three parishes St Peters, Holy Trinity and St Nicholas respectively will hereafter be referred to as the Benefice.

The Church of England, along with the whole Christian community, believes that each person has a value and dignity which comes directly from God's creation of male and female in God's own image and likeness. Christians see this as fulfilled by God's recreation 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.

We are committed to the safeguarding and protection of all and we affirm that the needs of children, and of people when they are vulnerable, are paramount.

We recognise that none of us is invulnerable, but that there is a particular need for care of those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and we seek to affirm the gifts and graces of all God's people.

This policy addresses the safeguarding of individuals. It is intended to be a dynamic policy ie will be reviewed and updated regularly taking into account

new knowledge, experience and learning. It is intended to support the Church in being a safe, supportive and caring community for children, young people and vulnerable adults, for survivors of abuse, and for those affected by abuse.

The Benefice recognises the serious issue regarding the abuse of children and vulnerable adults.

- We recognise that this may take the form of physical, emotional, sexual, financial, spiritual or institutional abuse or neglect.
- We acknowledge the effects these may have on people and their development, including spiritual and religious development.
- We accept responsibility for ensuring that all people are safe in our care, and that their dignity and right to be heard is maintained.
- We accept our responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them.
- We take seriously the issues of promotion of welfare so that each of us can reach our full potential in God's grace.
- We commit ourselves to respond without delay to any allegation or concern that a child or vulnerable adult may have been harmed - whether in the church or in another context.
- We commit ourselves to challenge the abuse of power, of anyone in a position of trust.

The Benefice commits to the provision of support, advice and training for lay and ordained people, so that all are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults.

The Benefice affirms and gives thanks for those who work with children and vulnerable adults, and acknowledges the responsibility that we all share in safeguarding children and adults who are on our premises and in our care.

For full details of above see the Safeguarding Policy on page 7.

Key concepts and definitions:

i) Vulnerable Adults: any adult who -

- (a) has needs for care and support (whether or not the local authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

ii) Children: anyone aged between 0 and 18 years of age.

iii) Safeguarding and protecting children or adults who may be at risk: preventing maltreatment; preventing impairment of their health and ensuring safe and effective care.

iv) Adult/child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.

v) Abuse and neglect may occur in a family, in a community, in an institution or online. It may be perpetrated by a person or persons known to the child or adult or by strangers; by an adult or by a child. It may be an infliction of harm or a failure to prevent harm. It includes physical, emotional, sexual, domestic, spiritual abuse and neglect.

For further information see Parish Safeguarding Handbook.

It is very important that safeguarding training is undertaken by all volunteers who work with children or vulnerable adults as it provides full background and information on why safeguarding is necessary, and also checks the trainee's understanding of the information. See Safeguarding Policy point ii.

Benefice Safeguarding Officer (BSO)

The PCCs of Pimperne, Stourpaine and Durweston with Bryanston have appointed Caroline Jones as Benefice Safeguarding Officer (BSO), and will support her in her role to:

- i) support and advise the priest in charge and lay workers in fulfilling their safeguarding responsibilities,
- ii) provide a point of reference to advise on safeguarding issues,
- iii) promote safeguarding best practice within the Benefice,
- iv) liaise with the Diocesan Safeguarding Adviser (see App 5, Safeguarding flowchart).

Safeguarding Policy

The purpose of this Safeguarding policy is to ensure that procedures are in place, and that people are clear about their roles and responsibilities in safeguarding the children and vulnerable adults in our care and using our premises. Promotion of safeguarding is recognised to include undertaking those tasks which enable all God's people to reach their full potential.

We commit to the following action:

- i. To treat all people with respect and dignity, and create a safe and caring place for all.
- ii. To provide safeguarding training via the diocese at an appropriate level for the roles undertaken.
Safeguarding training will be provided for all people who work with children, young people and vulnerable adults to ensure that everybody understands the need for safeguarding and knows what to do if issues arise. This will usually take the form of C0 Basic Safeguarding Awareness, C1 Safeguarding Foundations, and Safeguarding Leadership for those with leadership responsibilities.
- iii. To listen to and take seriously all those who disclose abuse. To respond promptly to every safeguarding concern or allegation by contacting either the priest in charge or the BSO. It is the duty of everyone to respond if a disclosure is made to you.

Procedures if a child/adult discloses abuse to you:

- Listen, take the situation seriously.
- Ask open questions. Do not investigate.
- If the situation is an emergency and there is immediate danger to the person, call 999.
- If it is not an emergency, make factual handwritten notes as soon as possible after the disclosure, and report it to the BSO or the priest in charge.
- The BSO/priest in charge will consult with the Diocesan Safeguarding Advisor within 24 hours, (Diocesan Office, 07500 664800/ 07469 857888).

- For latest contact details see:
<https://www.salisbury.anglican.org/parishes/safeguarding>. See also Appendix 5, Safeguarding reporting flowchart.
- See Parish Safeguarding Handbook page 23 for full guidance on disclosures.

Communication with the media in the event of an incident:

communications both within and outside the Diocese of Salisbury will be handled by the Diocesan Communications Co-ordinator who will consult with the Bishop, the Benefice and the Diocesan Safeguarding Adviser. Particular care should be taken regarding any public statement or public prayer.

- iv. To protect those who act on behalf of the Church by ensuring that *wherever possible* they do not meet or work alone with a child or vulnerable adult where the activity cannot be seen unless this is necessary for pastoral reasons. If a lone visit/meeting cannot be avoided, a note should be made of details of the visit ie date, time, place and name of the person you are visiting.

Guidelines for working with children and vulnerable adults:

Guidelines for good practice will be made available to each person working with children, young people and vulnerable adults. See Appendix 1.

Events with church groups off the premises: Staffing levels in line with Church of England guidelines will be ensured for such events (see Appendix 2 and Parish Safeguarding Handbook). Permission for the event should be sought from either the priest in charge or Churchwarden(s), and the PCC if deemed necessary. A completed risk assessment and consent forms will be logged with the priest in charge/Benefice Office in advance.

- v. To recruit safely all those with any responsibility for children, young people and adults. See Appendix 3 for The Process of Safer Recruitment and Appendix 4 for Safer Recruitment checklist for paid employees and volunteer positions.

Disclosure and Barring Check (DBS) All volunteers and paid employees working with children and vulnerable adults within the churches will be expected to undergo a DBS check. The BSO will advise which level to apply for and offer support during the application process. DBS checks will be renewed every 5 years in line with Diocese policy.

- vi. To care pastorally for victims/survivors of abuse and other affected persons, also for those who are the subject of concerns or allegations of abuse and other affected persons.
- vii. To respond to those who may pose a present risk to others.

Public protection offences: If a person convicted of a public protection offence against a child or adult is discovered within the congregation or a known offender joins one of the churches, we will extend love and friendship and seek advice from the Diocese of Salisbury Safeguarding Advisor.

- viii. **Insurance:** we will ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the benefice.
- ix. **Record keeping:** all safeguarding documents will be kept in separate files in a locked filing cabinet and will only be accessed by the BSO or the priest in charge. All personal data is held in line with the Benefice data handling policy and Diocesan Safeguarding guidelines for recording, data protection and information sharing (see Parish Safeguarding Handbook).
- x. **Health and Safety Policy**
We will work towards ensuring that each church has a health and safety policy, and that procedures and risk assessments are in place and reviewed annually.
- xi. **Safeguarding Complaints:** safeguarding complaints can be made verbally or in writing to the BSO or the priest in charge. If the complaint is about either of these two people the complaint can be made directly to the diocese as follows:

Safeguarding Complaints Procedure of the Diocese of Salisbury:
Safeguarding complaints should be directed to the Diocesan Safeguarding Adviser who is based at Church house or the Bishop's Chaplain. The complaint may be made verbally or in writing.

Publicised Contact Details for Complaints: Written complaints about safeguarding should be sent to the Diocesan Safeguarding Adviser (DSA), Church House, Crane Street, Salisbury, SP1 2QB.

Email: safeguarding@salisbury.anglican.org

In the absence of the DSA or if the complaint is about the DSA then they should be directed to the Bishop's Chaplain, South Canonry, The Close, Salisbury, SP1 2ER.

Email: bishops.chaplain@salisbury.anglican.org

Review

The safeguarding policy, procedures and practices will be reviewed annually by the BSO, priest in charge and the PCCs.

If you have a suggestion for improving this policy, please send it to the BSO, who will log it for consideration at the next review.

Appendix 1

Safeguarding Guidelines and Good Practice

In general ask yourself what you are doing, why you are doing it and who benefits.

Think about what is safe for you and your volunteers as well as any children, young people and vulnerable adults in your parish, congregation or group.

One-to-one situations: ideally, one-to-one situations should be avoided. If someone is distressed and it is desirable to take them to one side to give them privacy, tell one of the other leaders what you are doing and why.

Home visits: the Church of England recommends that where possible home visits are carried out in pairs. However it is recognised that some visits can only be carried out on a one to one basis and care should be taken to protect both parties. From the Parish Safeguarding Handbook page 45:

‘Visiting vulnerable adults in their homes is an essential element of many church officers’ roles. Many parishioners will be well known to the church officer and where there have been no previous concerns, the level of risk..... will usually be low. However, unexpected circumstances can be encountered, some of which may place a church officer at risk..... Unfortunately, case histories also show that a parishioner may be at risk from a church officer. For these reasons it is very important for the parishes to ensure their church officers and parishioners are as safe as they can be, and that there is accountability and transparencyin lone working or visits to homes.’

If you have any concerns about a visit or if you are visiting an unknown person, you are advised to undertake a risk assessment and let a third person know where you’re going.

Whether you visit in a pair or alone, please make a record of the visit (date, time, place, what happened), and report back to an agreed person as soon as possible.

Code of safer working practice:

- Treat all individuals with respect and dignity.

- Ensure that children and vulnerable adults know who they can talk to about a personal concern.
- Record and report any concerns about a child or vulnerable adult and/or the behaviour of another worker to their activity leader, the BSO or priest in charge. Sign and date the record.
- Obtain written consent for any photographs/videos to be taken, shown, displayed or stored.

You should not:

- initiate unwanted or unnecessary physical contact,
- invade the individual's privacy while washing or toileting,
- use any form of physical punishment,
- be sexually suggestive about or to an individual,
- scapegoat, ridicule or reject an individual or group,
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying,
- show favouritism to any individual or group,
- allow an individual to involve you in excessive attention seeking,
- give lifts to children on their own or on your own without parental consent (young children who should always be seated in the back of the car)
- smoke or drink alcohol when with and responsible for children, young people or vulnerable adults,
- arrange social occasions with children, young people or vulnerable adults (other than family members) outside organised group occasions,
- allow unknown adults access to children, young people or vulnerable adults. Visitors should always be accompanied by a known person.
- allow strangers to give lifts to children, young people or vulnerable adults,
- Befriend children or vulnerable adults on social media.

If in doubt please ask the BSO, priest in charge or activity leader.

Money/Gifts

Gifts of £20 value or above or any monetary donation must be acknowledged by receipt and/or thank you letter (copies to be retained) as soon as possible. This protects you against any complaint that the gift/donation has been taken without the knowledge or consent of the vulnerable adult, young person, or child. Gifts of money should not be accepted by anyone in their capacity as church officer or volunteer.

Appendix 2

Ratios when working with children and vulnerable adults

Leader to participant ratio The Church of England gives the following staffing levels as minimums for working with groups:

| | | |
|-------------|------------------------|------|
| 0-2 years | 1 adult to 3 children | 1:3 |
| 2-3 years | 1 adult to 4 children | 1:4 |
| 4-8 years | 1 adult to 6 children | 1:6 |
| 9-12 years | 1 adult to 8 children | 1:8 |
| 13-18 years | 1 adult to 10 children | 1:10 |

See Parish Safeguarding Handbook for details.

Appendix 3

The Process for Safer Recruitment of Volunteers

Where volunteers are recruited for leadership or support roles involving close work with children or vulnerable adults they will be asked to:

- Complete a simple application form.
- Complete a DBS (Disclosure and Barring Service) application.
- Undertake Safeguarding training. (See Appendix 4 for levels of DBS and training required).
- Once appointed will be signposted to the safeguarding policy and given a copy of Safeguarding Guidelines and Good Practice.

Appendix 4

Safer recruitment checklist

DBS checks below may be for Child, Adult or Child and Adult. Salisbury Diocese specifies a minimum level for each role, which can be added to as the actual role in our benefice requires. For any queries, speak to the BSO.

| Role | Confidential Disclosure * | DBS | C0 Basic awareness | C1 Found-ation | C2 Leadership training |
|---|----------------------------------|------------|------------------------------|--------------------------|----------------------------------|
| Volunteers working with children and vulnerable adults | | | | | |
| Priest-in-charge | No | Enhanced | Yes | Yes | Yes |
| LLM | No | Enhanced | Yes | Yes | Yes |
| LPA | No | Enhanced | Yes | Yes | Yes |
| Safeguarding Officer | No | Enhanced | Yes | Yes | Yes |
| Bell tower captain | No | Enhanced | Yes | Yes | |
| Worship leader | No | Enhanced | Yes | Yes | |
| Lunch club leader | No | Enhanced | Yes | Yes | |
| Lunch club helper | No | Basic | Yes | No | |
| Children's leader | No | Enhanced | Yes | Yes | |
| Children's helper | No | Enhanced | Yes | No | |
| Toddler Group leader | No | Enhanced | Yes | Yes | |
| Toddler Group helper | No | Enhanced | Yes | No | |
| Friday Club leader | No | Enhanced | Yes | Yes | |
| Friday Club helper | No | Enhanced | Yes | No | |
| Messy Church leader | No | Enhanced | Yes | Yes | |
| Messy Church helper | No | Enhanced | Yes | No | |
| B@9 leader | No | Enhanced | Yes | Yes | |

| | | | | | |
|--|--------------|----------|-----|-----|-----|
| B@9 helper | No | Basic | Yes | No | |
| Open the Book leader | No | Enhanced | Yes | Yes | |
| Open the Book helper | No | Enhanced | Yes | No | |
| Volunteers not working with children or vulnerable adults | | | | | |
| Churchwarden | Yes | No | Yes | Yes | Yes |
| PCC Member | Yes - Qs 1&2 | No | Yes | No | |
| PCC Secretary | Yes - Qs 1&2 | No | No | No | |
| PCC Treasurer | Yes - Qs 1&2 | No | No | No | |
| Verger | No | Basic | Yes | No | |
| Organist | No | Basic | Yes | No | |
| Communion helper/ server | Yes - Qs 1&2 | No | Yes | No | |
| Sidespeople | Yes - Qs 1&2 | No | Yes | No | |
| Bellringers | No | No | No | No | |
| Coffee helper | No | No | No | No | |
| Pop up café leader | Yes - Qs 1&2 | No | No | No | |
| Pop up café helper | No | No | No | No | |
| Office Staff | Yes - Qs 1&2 | No | No | No | |

* Confidential Declaration is for use where a DBS is not required.

Appendix 5

