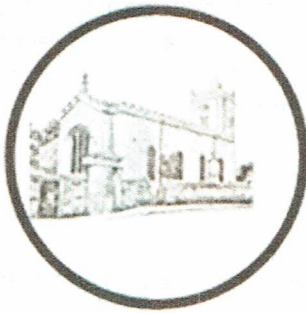
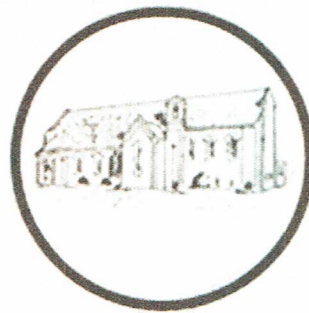


# **THE UNITED BENEFICE OF BLIDWORTH AND RAINWORTH**



**St Mary of the  
Purification  
Blidworth**



**St Simon and St  
Jude's  
Rainworth**

## **Safeguarding**

### **Policy and Procedures**

# **The United Benefice of St Mary's, Blidworth and St Simon and St Jude's, Rainworth**

## Principles of the House of Bishop's Policy for Safeguarding Children and Vulnerable Adults

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

### Principles

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and all adults.
- The safeguarding and protection of all children, young people and adults when they are vulnerable.
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

We will carefully select and train all those with any responsibilities within the Church, in line with safer recruitment principles, including the use of the Disclosure and Barring Service.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

In all these principles we will follow legislation, guidance and recognised good practice.

This principle statement will be renewed annually and progress in carrying it out will be monitored by the named **The Parish Safeguarding Officer (PSO)** is:

**Mrs Clare Harris**

This statement was agreed by the Parochial Church Councils of  
**The United Benefice of  
St Mary of the Purification, Blidworth and St Simon and St Jude, Rainworth**

Date 8th June 2022

Signed  (Incumbent)

Signed  S. Daunt (Churchwardens.)

Signed C. E. Harris (Parish Safeguarding Officer)

# PROCEDURES FOR IMPLEMENTING THE PARISH POLICY

## The United Benefice of St Mary's, Blidworth and St Simon and St Jude's, Rainworth.

A copy of these procedures will be sent by email to all volunteers and paid workers in the Benefice. A hard copy will be available in each church, both in the church and in the vestry. The named Parish Safeguarding Officer, and the incumbent will also hold a copy. Each person is required to sign their volunteer contract confirming that they have read this policy.

### 1. CONTACTS

Our Safeguarding Coordinator is:

Mrs Clare Harris

4 Kingfield Close

Rainworth

NG21 0FN

[d.harris456@gmail.com](mailto:d.harris456@gmail.com)

01623 797952

### 2. Contact details for the main leader of each children's/youth group

YOUTH GROUP	LEADER'S NAME	ADDRESS/Email address	TEL. NO.
Bizzy Beez Toddler Group	Jackie Cove	Jackiecove@yahoo.com	01623 370718

### 3. The following ratio of adults (over 18 years old) to children should be:

Age	Number of Leaders
0 to 2 years	1 person for every 3 children 1 : 3
2 to 3 years	1 person to every 4 children 1 : 4
3 to 8 years	1 person to every 8 children 1 : 8
Over 8 years	1 person for the first 8 children then 1 extra person for every extra 12 children



Each group is to have at least 2 adult youth workers present and a gender balance should be maintained in mixed gender groups.

Our uniformed organisations follow their own recommendations and rules.

If you have groups of a mixture of adults and children, please consider how safeguarding principles will be applied – e.g. choirs, bell ringers etc. There is a National Safeguarding Policy for Bell Ringers, which is attached at the back of this policy..

*Please fill in here the arrangements you have in your parish and who takes responsibility for safeguarding in mixed groups.*

**Choir:** Gordon Foster: organistgord@gmail.com 01623 491900

**Bellringers:** Stuart Brown: stuart47@uwclub.net: 01623 794977

4. Contact details for the leader of each group working with vulnerable adults			
GROUP	LEADER'S NAME	ADDRESS	TEL. NO.
Pastoral Care Team	Rev Zoe Burton	revdzoeb@gmail.com	01623 793758
Talk and Tea	Mrs Marilyn Brown	marilyn60@uwclub.net	01623 794977

## **1. INTRODUCTION:**

This document outlines the diocesan procedures for safeguarding children and young people and dealing with allegations of abuse. These procedures aim to be in line with national policy, guidance from within the Anglican Church, and Local Authority multi-agency policies.

The overall policy of the Anglican Church for safeguarding children and young people is set out in "Protecting all God's children" (PGC). All parishes should have a copy of this for detailed reference. Please see link

<http://www.churchofengland.org/media/37378/protectingallgodschildren.pdf>

## **2. OUR COMMITMENT:**

The church, in all aspects of its life, is committed to and will champion the safeguarding of children, both in society as a whole and in its own community. It fully accepts, endorses and will implement the principle first enshrined in the Children Act 1989: the welfare of the child should be paramount. (PGC p 8)

We are committed to actively work within the framework of good practice set out in the Nottingham and Nottinghamshire inter-agency framework of standards for good practice. Documents providing more detailed guidance are listed out in section 9 below.

## **3. SAFE RECRUITING**

The "PSC" sets out guidance for those in positions of trust or exercising pastoral ministry with vulnerable people. (PSC p.13) and clarifies procedures concerning the safe recruitment of paid employees and volunteers in parishes. (PSC p.23).

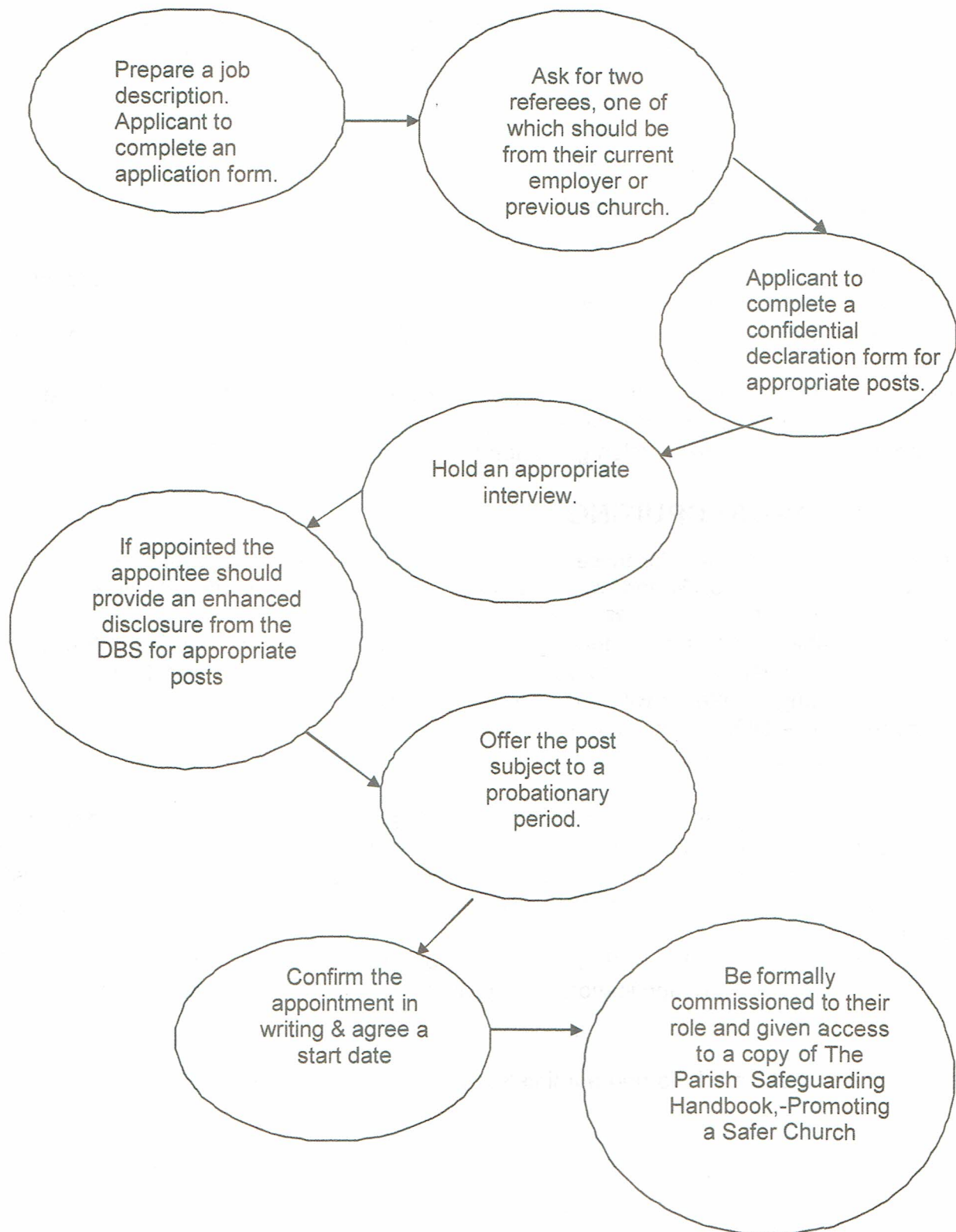
Those responsible for an appointment should follow the principles outlined in the flow chart on the next page when seeking to appoint someone to a post involving direct contact with children and young people, or with vulnerable adults. This follows the recommendations given by the Home Office in the Safe from Harm publication and the House of Bishops policies on safe recruitment.

Disclosure and Barring Service is now done by a company known as 'thirtyone:eight'. There is a dedicated account manager for the Diocese of Southwell and Nottingham who is available to give advice and support for DBS related enquiries. All DBS applications must be made on line, via the Safeguarding Coordinator, from whom advice and information is available.

Not everyone who works with children or vulnerable adults will need an enhanced DBS check, but all must fill in an application form, provide 2 referees and sign a volunteer contract.

Forms for all of these are held and administered by the Safeguarding Coordinator.

## PROCEDURES TO FOLLOW WHEN APPOINTING VOLUNTEERS AND EMPLOYEES





## 4. IDENTIFYING ABUSE

Abuse is a violation of an individual's human and civil rights by any other person or persons.

### Examples of Abuse:

**National guidance identifies four examples of abuse in relation to children:**

- (i) **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing harm to a child. Physical harm may also be caused when a parent or a carer fabricates the symptoms of, or deliberately induces, illness in a child.
- (ii) **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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. 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 also involve: seeing or hearing the ill-treatment of another, for example in domestic violence situations: serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- (iii) **Sexual abuse** involves forcing or enticing a child or young person take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact. Including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbating, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- (iv) **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); or
  - Ensure access to appropriate medical care or treatment.
- (v) **It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Good Practice Guidelines**

Every volunteer and paid worker with children and young people should be given a copy of the 'Pocket Guide to Safeguarding Children', which is available on request from the Diocesan Safeguarding Adviser. They should also be aware of Children and Young People First 2004 and specific good practice guidance is available from Protecting All God's Children 2010.



## 5. PROCEDURE TO FOLLOW IN THE CASE OF SUSPICION AND DISCLOSURE OF ABUSE

Pocket Cards are a useful reminder of actions to take if:

- there is an allegation of abuse
- you are concerned about a young person
- you are concerned about the behaviour of an adult
- it comes to your notice that someone may be committing abuse

The process in our benefice is to: -

- **Record what has happened or been disclosed as soon as is practically possible.**
- **Refer urgently to the Safeguarding Co-ordinator or Incumbent**

### The A to B to C process

'A' gives information to 'B' who contacts 'C'

Person having concern/taking disclosure	= A Parish
Safeguarding Coordinator/clergy	= B
Safeguarding Adviser for Diocese	= C



Please **record** what you have heard, what your concerns are and what action taken.

Children should be given every opportunity to learn that no-one has the right to do anything to them that makes them feel uncomfortable.

Nottinghamshire County now has a Multi-Agency Safeguarding Hub, designed to help agencies work together on safeguarding cases. The MASH is the **single point of contact for all professionals** to report safeguarding concerns. Passing information and concerns to the MASH is best done by the Diocesan Safeguarding Adviser. MASH Telephone: 0300 500 8090. Nottingham City has a contact point in the city Telephone: 0115 915 5555.

## 6. ACTIVITIES AWAY FROM THE CHURCH PREMISES

- No child can be taken off-site for activities without the consent of their parent/guardian/carer's permission.
- Details of the event must be given and permission slips with a request for medical details must be filled in.
- Before events take place please see your parish Safeguarding Coordinator to check over all the arrangement details.
- Seek the permission of the Parochial Church Council, following a risk assessment, for approval of the event so that it is covered by parish insurance or because of the nature of the activity additional insurance and safeguarding procedures may be required.
- When taking children off-site, a detailed programme and list of contacts should be left with someone in the parish.

The Parish Safeguarding Coordinator has a sample of a form for such events.



**National guidance identifies seven examples of abuse in relation to vulnerable adults:**

- (i) **Physical abuse** would include hitting, slapping pushing, kicking, misuse of medication, tying to a chair or bed or inappropriate sanctions.
- (ii) **Psychological abuse** would include emotional abuse, threats of harm or abandonment, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support networks.
- (iii) **Sexual abuse** including rape, sexual assault or sexual acts to which the vulnerable adult has not consented, could not consent to, or was pressured into consenting to.
- (iv) **Financial or Material** – including theft, fraud, exploitation, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- (v) **Neglect and acts of omission** including ignoring medical or physical care needs, failure to provide access to health, social care or educational services, withholding of necessities of life, such as medication, adequate nutrition and heating.
- (vi) **Discriminatory Abuse** – Includes racist and sexist slurs, other forms of harassment, including comments relating to disability or mental health.
- (vii) **Institutional Abuse**: This occurs when service users are required to 'fit in' with the routine of the service, not a homely environment, stark living areas, lack of privacy, staff not trained. This may be of relevance to churches that have visitors to people in institutional settings in their parishes

## **7. RECOGNISING VULNERABLE ADULTS:**

The latest review of Safeguarding Adults 'No Secrets' and the Protection of Freedoms Act 2012 has led to a change of focus in this definition. Rather than put people into categories the focus has been shifted from the person needing Service to those who work with them in "regulated activity".

Definition as defined by 'No Secrets': -

**A person aged 18 years or over who is or maybe in need of community care services by reason of mental or other disability, age or illness;**

**AND**

**Who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.'**

**Vulnerability** – See Protection of Freedoms Act 2012

### **Those involved in Regulated Activity**

Healthcare workers  
Personal care assistants  
Social Workers

### **What Activities**

Lasting power of attorney  
Transporting to and from regulated activity Assistance  
with bills / shopping / cash etc.

An Enhanced Disclosure and Barring Service check should be carried out for those involved in a Regulated Activity.

### **Key Legislation**

Mental Capacity Act 2009 Vulnerable  
Groups Act 2006 Protection of  
Freedoms Act 2012

+40 other pieces of various adult protection legislation

**The emphasis has shifted towards empowerment of people and a more social model of vulnerability.**

The Church of England policy, "Promoting a Safe Church" gives a working definition of a vulnerable adult as "any adult aged 18 or over who, by reason of mental or any other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation".  
(PSC p.2)

The outline guidance below describes a broad framework and set of considerations that should guide our response to people subject to alleged abuse. **How can we promote good practice?**

### **How can we promote good practice?**

Promoting a safe church is less about procedures and rules than about working together as both helpers and those with differing vulnerabilities to provide the right environment for everyone to grow in the Christian faith. It is important that those working together agree on standards of conduct and how activities are to be carried out. This is particularly necessary if those adults involved in the activity cannot speak for themselves. Respect and consideration should be developed in all work with adults, ensuring that everyone is able to make the most of life choices and independence. Privacy and confidentiality are important to everyone, and especially people who are dependent on others for aspects of their everyday living.

The Church should be committed to:

- Helping in such a way as to maximise a person's independence. People with additional needs lead active and fulfilled lives, but some may need support and resources to do so.
- Respecting the person and all their abilities.
- Recognising the choices people make, even if they may appear to be taking risks.
- Giving people the highest level of privacy and confidentiality possible in the circumstances.
- Including everyone in decisions affecting their life.
- Creating an environment within the Church that can include everyone.

Further description and discussion of good practice is developed in "Promoting a Safe Church".  
(PSC p.10)



## **8. OUR DUTY TO ALERT OTHERS WHEN WE HAVE CONCERNS OR SUSPICIONS THAT ABUSE HAS OCCURRED:**

Everyone should be aware of situations where those who might be vulnerable are exposed to unacceptable risks.

Those who work most closely with vulnerable people in lunch clubs, day centres, Bible study groups, as pastoral visitors and so on are in a unique position to get to know them.

We have a duty to alert others when we or others, including the alleged victim, have concerns or suspicions that abuse has occurred, or is suspected.

Under no circumstances should anything be done that might be interpreted as an investigation of an allegation, as action of this nature may damage or confuse evidence should a formal investigation by either the police or local authority be made.

## **9. OUR KEY RESPONSIBILITIES WHEN WE BECOME AWARE OF OR CONCERNED ABOUT POSSIBLE ABUSE OR NEGLECT.**

- To take allegations seriously, however insignificant they may seem
- Where the concern comes directly from the vulnerable adult allegedly abused, to accept it and avoid making comments other than to comfort or be sympathetic.
- To ensure the immediate safety/welfare of the alleged abused.
- To clearly report concerns urgently to your incumbent, and/or parish safeguarding representative who, in turn, should alert the Diocesan Safeguarding Adviser (Contact details below).
- To make a careful factual record of complaints or concerns, clearly separating fact from opinion.

Following discussion with the Diocesan Safeguarding Adviser (Contact details in section 13 below), a decision will be taken on the next steps which might include referral to the Adult Social Care Department in the Local Authority.

The “referrer”, who may be the Diocesan Safeguarding Advisor, incumbent, or other nominated senior colleague in the parish will work within the good practice guidance of the Local Authorities, and give consideration to the following activities:

- Gathering all relevant information.
- Making arrangements to meet the immediate health and welfare needs of the alleged victim
- Contacting the emergency services (police, ambulance) if urgent.
- Clarifying the facts. (But do not discuss with alleged perpetrator)
- Checking records and data for additional information.
- Giving attention to any support needs of the alerter.
- Where appropriate, notifying the relevant local authority Adult Social Care Department via the telephone or using the website link  
<http://nottinghamcity.gov.uk/CHttpHandler.ashx?id=8683&p=0>

## **10. INVESTIGATION:**

The government guidance "No secrets" places the responsibility on local authorities to provide a structure for the investigation of harm to vulnerable people. It is therefore important that serious concerns are referred to the designated safeguarding manager in Adult Social Care Departments of the City and County Councils.

The Safeguarding Manager is responsible for making the decision about whether a referral should be dealt with under multi-agency procedures.

When a decision is made that a Safeguarding Assessment is required, the Safeguarding Manager is the person responsible for coordinating all of the potential investigations.

The Safeguarding Manager will come from the relevant team within the Adult Social Care Department either in the City or County, when they have line management responsibility for Integrated Teams.

The 'relevant team' will usually be the one covering the area of the vulnerable adult's normal residence. This could be an Assessment and Care Management Team (ACMT), a Community Mental Health Team (CMHT) or a Community Learning Disability Team (CLDT) for instance, depending on the community care group to which the vulnerable person belongs.

The contacts that might help you with this are listed in section 11 below.

Please let the Diocesan Safeguarding Adviser know when you have made a referral if you have not taken advice first.

## **11. SUPPORT, SUPERVISION AND TRAINING**

Workers are given the opportunity to review their work with the leader of their group or another named adult. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.

The arrangement for supervision in this benefice is: -

- At least 12 monthly support/supervision for volunteers with incumbent and safeguarding coordinator.
- Additional support/supervision given as requested by volunteers, or as is deemed necessary for an individual or a group.

From time to time our church may hold training events on Safeguarding. There will also be other training events held by the diocese which church staff, youth workers, volunteers and safeguarding Coordinator may attend. When was there training taken up and when is it planned to re-run it.

Information about forthcoming training events is available from Family Care or speak to the Diocesan Safeguarding Adviser about your training needs.



## 12. THE PASSING ON OF INFORMATION TO NEW SCREENERS AND/OR INCUMBENTS.

After a children's/youth worker or volunteer has resigned, information on their children's/youth work will be kept for an indefinite period, in case it is needed for references for a new position at another church or for working with children elsewhere.

Confidential/sensitive information will be passed on only by the incumbent (or a churchwarden during an interregnum). For advice please contact the Diocesan Safeguarding Adviser.

### Passing on Concerns

If the PCC or church organisation has to remove someone from working with children and young people you **must** consult the Diocesan Safeguarding Adviser (Julian Hodgson 01636 817200). We have a **legal duty** to refer certain information to the Disclosure and Barring Service (DBS) and consult the Lo **Implementation of the Policy**.

The Parish Safeguarding Coordinator will be responsible for monitoring the policy to see that it is being practiced. This includes: - ensuring that all helpers are aware of good practice guidance and making sure new work is properly risk assessed and all other tasks in the job description in CYPF 2004.

After a worker or volunteer has resigned, information on their work will be kept for an indefinite period, in case it is needed for references for a new position at another church or for working with vulnerable adults elsewhere.

Confidential/sensitive information will be passed on only by the incumbent (or a churchwarden during an interregnum). For advice please contact the Diocesan Safeguarding Adviser, Diocesan Safeguarding Adviser (Julian Hodgson 01636 817200).

### Passing on Concerns

If the PCC or church organisation has to remove someone from working with vulnerable adults you **must** consult the Diocesan Safeguarding Adviser. We have a **legal duty** to refer certain information to the Disclosure and Barring Service (DBS) and consult the Local Authority.

## 13. CONFIDENTIALITY:

In dealing with allegations of abuse we work within a framework of confidentiality. Key principles relating to the sharing of information are:

- (i) Information should not be shared any more widely than is necessary to secure protection of vulnerable adults from abuse.
- (ii) Information disclosed belongs to the agency not the individual. Any suspicion or allegation of abuse must be shared.

## 14. RELATED POLICIES

(a) Church of England: "Promoting a safe church" (2006).

[www.churchofengland.org/media/37405/promotingasafechurch.pdf](http://www.churchofengland.org/media/37405/promotingasafechurch.pdf)

(b) Nottinghamshire City & County Council:

[Nottingham & Nottinghamshire Safeguarding Adults Policy & Procedure \[PDF 996KB\]](#) <sup>5</sup> [Nottingham & Nottinghamshire Safeguarding Adults Policy & Procedure for Alerters & Referrers \[PDF 617KB\]](#).

(c) Department of Health: "No Secrets", Guidance on developing and implementing multi-agency

*policies and procedures to protect vulnerable adults from abuse.*  
[www.dh.gov.uk](http://www.dh.gov.uk) (2000)

*"Disclosure and Barring Service: "Safer recruitment protecting the vulnerable"*  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

### **Procedure for regular reporting to the Parochial Church Council**

The Parish Safeguarding Officer will report at each PCC meeting and annually to the Parochial Church Council on safeguarding matters, new groups, new workers and training needs.

**The procedures and guidelines were last reviewed and agreed by the Parochial**

**Church Council on 8<sup>th</sup> June 2022**

**Signed by the incumbent:**



**Signed by a Churchwarden from each church:**

**Rainworth:**



X S. Daunt

**Blidworth:**

**Please keep a copy for your parish records, ensure that a copy is available to each of your volunteers and ensure that regular review takes place**

**For advice on completing this policy form please contact:**

**Diocesan Safeguarding Adviser: Julian Hodgson 01636 817200**

**E. Mail: [Julian.Hodgson@southwell.anglican.org](mailto:Julian.Hodgson@southwell.anglican.org)**

**The Diocese of Southwell and Nottingham**

**Jubilee House**

**8 Westgate**

**Southwell**

**NG25 0JH**