

The Safeguarding of Children, Young People and Adults

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Definitions

Safeguarding is the action that is taken to promote the welfare of children and young people and protect them from harm. (NSPCC definition). This applies to vulnerable adults as well.

Safeguarding means:

- Protecting children, young people and vulnerable adults from abuse and maltreatment.
- Preventing harm to children's, young people's and vulnerable adults' health or development.
- Ensuring children and young people grow up with the provision of safe and effective care.
- Taking action to enable all children, young people and vulnerable adults to have the best outcomes.

Responsibilities

The safety of children, young people and vulnerable adults is paramount. Children, young people and vulnerable adults should be listened to and be at the centre of any process; their cultures should be respected and they should be encouraged to participate in decisions which affect them.

Everyone at St John's Church has an obligation to ensure that they look after each other, by adhering to the relevant policies, procedures and best practice put in place. More specifically, The PCC is the main decision maker of a parish. Its members are clergy, church wardens and others elected by the Annual Parochial Church Meeting (APCM) of the parish. The PCC and the incumbent have a duty of care to ensure the protection of the vulnerable in their church community.

The Parish Safeguarding Officer's (PSO) role is to:

- Work closely with the incumbent to advise within the parish on all safeguarding matters relating to children, young people and vulnerable adults;
- Receive, with the incumbent, any concerns about children or adults in the parish and make sure that proper advice is sought and proper referrals are made;
- Report all matters relating to concerns and allegations of abuse against church officers, in liaison with the incumbent, to the diocesan safeguarding adviser who will liaise with the statutory agencies, as required. Concerns about the incumbent should be raised directly with the DSA;
- Ensure that any ex-offenders with offences against children or vulnerable adults known to be in the church community are notified to the diocesan safeguarding adviser and contribute to managing Safeguarding Agreements;
- Promote safer practices in all activities and make any recommendations required taking into account the particular arrangements of the parish;
- Seek to ensure that Safer Recruitment practice is followed, with the support of diocese.
- Maintain safeguarding records;
- The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC will provide an annual report in relation to safeguarding.

The current Parish Safeguarding Officer is **Lucy Ramsay**.

She can be contacted via the Church Office or at

safeguarding@stjohnssouthend.org

Abuse and Neglect of Children

(Taken from [ParishSafeGuardingHandBookAugust2019Web.pdf](#))

The abuse of children and young people can take many forms. They have the same right to protection regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. Children and young people from minority ethnic groups and those with disabilities (physical, sensory and/or learning difficulties) are especially vulnerable and need special care and protection.

Statutory definitions

The UK central government document 'Working Together to Safeguard Children' categorises and defines abuse in terms of:

- **Physical abuse** including hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
- **Emotional abuse** including conveying to a child that they are inadequate, humiliation, blaming, controlling, intimidation, verbal abuse, isolation, seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying).
- **Sexual abuse** including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. It may include involving children in looking at, or in the production of, sexual images, watching sexual activities, or grooming a child in preparation for abuse.
- **Neglect** including failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm or danger, to provide adequate supervision and/or access to appropriate medical care or treatment. It may occur during pregnancy as a result of maternal substance abuse.

Domestic Abuse

Women's Aid defines domestic abuse as an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in the majority of cases by a partner or ex-partner, but also by a family member or carer. It is very common. In the vast majority of cases it is experienced by women and is perpetrated by men.

Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

Sexual Exploitation

Child Sexual Exploitation (CSE) is a type of sexual abuse. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

Bullying and Cyberbullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.

Online Abuse

With the ever-growing use of the internet, mobile telephones and online gaming (e.g. Xbox/ PlayStation); there has been a corresponding rise in the use of the internet and other electronic communication to target, groom and abuse children. Adults may target chatrooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of similar ages when online and who try to obtain images or engineer meetings.

Electronic Images

The downloading, keeping or distributing of indecent images of children are all classified as sexual offences. Such offences are sometimes referred to as non-contact sexual offences. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs (sometimes referred to as 'sexting') can be particularly problematic and abusive amongst children and young people.

Abuse and Neglect of Adults

All adults, including vulnerable adults, have a fundamental human right to choose how and with whom they live, even if this appears to involve a degree of risk. They should be supported to make those choices, to live as independently as possible and be treated with respect and dignity.

Who abuses adults?

Potentially anyone, adult or child, can be the abuser of an adult. Abuse will sometimes be deliberate, but it may also be an unintended consequence of ignorance or lack of awareness. Alternatively, it may arise from frustration or lack of support. The list can include:

- Relatives of the vulnerable person including husband, wife, partner, son or daughter. It will sometimes include a relative who is a main carer.
- Neighbours
- Paid carers
- Workers in places of worship
- People who are themselves vulnerable and/or are users of a care service
- Confidence tricksters who prey on people in their own homes or elsewhere.

Relatives who are main carers

Carers can experience considerable stress, exhaustion and frustration without respite or support. This can lead to unintended poor care or abuse. Relatives who are the main carers may also be subject to abuse by those for whom they are caring. This abuse is often endured for long periods and unreported.

Institutions

All people living in institutions are more likely to have a degree of vulnerability. The Care Quality Commission in England has responsibility for inspecting and regulating the quality of care in institutions such as residential care homes, domiciliary care services and hospitals. In addition, the Local Government Ombudsman deals with complaints that relate to adult social care. HM Inspectorate of Prisons in England inspects prisons. Some members of the parish may be visiting adults in institutions – hospitals, prisons and residential homes. If, as part of these responsibilities, they have concerns about the care being given and/or the way that someone is being treated, the DSA (Diocesan Safeguarding Officer) should be contacted. You can also refer directly to the institution or raise concerns with the appropriate inspection and/or complaints body.

Definitions of adult abuse

The UK central government document 'Care and Support Statutory Guidance' categorises and defines adult abuse in terms of:

- **Physical abuse** including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- **Sexual abuse** including rape and sexual assault or sexual acts to which the vulnerable adult has not consented or could not consent or was pressurised into consenting.
- **Psychological abuse** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Financial or material abuse** including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect or acts of omission** including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Discriminatory abuse** including racist, sexist, based on a person's disability, and other forms of harassment, slurs or similar treatment.
- **Domestic abuse** that is usually a systematic, repeated and escalating pattern of behaviour, by which the abuser seeks to control, limit and humiliate, often behind closed doors.
- **Organisational abuse** including neglect and poor care practice within an institution or specific care setting such as a hospital or care home. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

- **Modern slavery** including human trafficking; forced labour and domestic servitude; and traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Guidelines for responding to a person disclosing abuse

Respond

Do:

- Listen.
- Take what is said seriously.
- Only use open questions (open questions begin with words like: who, what, when, where and how. Open questions cannot be answered with a 'yes' or 'no').
- Remain calm.
- Take into account the person's age and level of understanding.
- Check, if face to face, whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can check with them that you have understood everything correctly.
- Offer reassurance that disclosing is the right thing to do.
- Establish only as much information as is needed to be able to tell your activity leader/ Parish Safeguarding Officer/ DSA and statutory authorities what is believed to have happened, when and where.
- Check what the person hopes to happen as a result of the disclosure.
- Tell the child or adult what you are going to do next.

Do not:

- Make promises that cannot be kept (e.g. that you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate.
- Contact the person about whom allegations have been made.
- Do a physical or medical examination.

Record

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible using the Concern Form (at the end of this Safeguarding Policy).
- Do not destroy your original notes in case they are required by the DSA or the statutory authorities.
- Record the date, time, place and actual words used, including any swear words or slang.

- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

Report

- If there is immediate danger to a child or adult, contact the Police.
- Otherwise report to your activity leader/Parish Safeguarding Officer/incumbent immediately.
- Within 24 hours the PSO/incumbent reports the concerns to the DSA.
- The DSA will advise regarding reporting to statutory agencies within 24 hours.
- If there is any doubt seek advice from Children's/Adult's Social Care or the Police.

Safeguarding Training

The House of Bishops' Safeguarding Policy states that the Church 'will train and equip church officers to have the confidence and skills they need to care for and support children, young people and vulnerable adults and to recognise and respond to abuse.'

The Training and Development Framework 2019 outlines the core Safeguarding training that is available from dioceses. The *Basic Awareness and Foundation* courses can be completed by any member of the congregation, to support awareness raising and a culture of support and vigilance in the Church. They can be undertaken online at <https://safeguardingtraining.cofeportal.org/login/index.php>.

However, it is recommended that those in the following roles are encouraged to complete them: Vergers, Servers, Welcomers, Caretakers, Refreshment Helpers, Shop Staff, Sidespersons, Flower Arrangers, Administrative Staff, Bell-ringers, Choir Members/Music Group Members (including Sound/AVTechnicians).

Additional Core Training Requirements

Role	Basic Awareness	Foundation	Leadership
Incumbents and Clergy	✓	✓	✓
Licensed Lay Ministers, e.g. Readers	✓	✓	✓
Parish workers with children/vulnerable adults (paid or volunteers)	✓	✓	x
Leaders/Supervisors of work with children/vulnerable adults (paid or volunteers)	✓	✓	✓
Parish Safeguarding Officers	✓	✓	✓
Church Operations Managers	✓	✓	x
Churchwardens	✓	✓	✓
PCC members	✓	x	x
PCC Safeguarding Leads	✓	✓	✓
Youth and Children's Pastors	✓	✓	✓
Music Group Leaders/Choir Leaders	✓	✓	✓

Children's activities

Church groups that involve children need to ensure good practice standards across a wide range of areas including: recruitment of activity leaders; DBS checking; risk assessments; staffing ratios; suitability of premises; health and safety arrangements; and facilities for children with special needs.

The minimum staffing levels for groups are:

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

However, it is best practice not to leave anyone on their own with a group of children or young people. It is therefore suggested that a minimum of 2 people are needed to run any of these groups. For children under 5, it is best to have 3 people in the event of 1 person needing to leave the room (for example, to take a child to the toilet).

The main leader for each group should be Safely Recruited (including having had an enhanced DBS check). Other volunteers, providing that they aren't the named leader, ideally should be DBS checked; especially if they volunteer more frequently than once a month for the group.

Using Social Media

Key Points to remember:

- Updating content on the internet, for example a 'status' on a social networking site can be immediate and will usually quickly become outdated, however information posted on the internet should be considered permanent. Remember, even if you delete something it may already have been seen and re-published, or referred to elsewhere on the internet.
- It might seem like you're sharing your thoughts and feelings only with 'friends' and 'followers' in a way which is private – it is not. The law states that if one or more people can access the content it is classed as published and legal action can follow if the content is libellous, offensive or criminal in nature.
- Be mindful of staying safe online – make sure that you don't share personal information inappropriately and that your security settings are sufficient.

Social Media, the Internet & Young People

Facebook & Other Social Networking Sites:

- It is not appropriate to use a personal Facebook account and profile for your work on behalf of the church with young people. Instead you should create a professional Facebook 'page' to manage all of your communications with the young people you work with.
- Your supervisor/another youth worker should be aware of the account name and password so that they can log onto the account at any time to see and monitor all communications. Young people should be made aware that information is shared in this way.
- The organisation/church name should be clearly visible on the page you create – it is also useful to add alternative work contact details, such as a phone number or website.

- All communications via Facebook and other social networking sites are recorded, stored indefinitely and made available to statutory authorities when requested or if found to be offensive or criminal in nature.
- Any communication or content that raises concerns should be saved or printed and the concerns discussed with a supervisor and/or the Diocesan Safeguarding Team.

For more specific guidance on using Social Media, including WhatsApp groups and GDPR, please see our separate Social Media Policy.

Using Images

Images count as personal data under the current Data Protection legislation. It is therefore a legal requirement that the consent of the subject; an adult, who may or may not be vulnerable, or a child and his/her parent or guardian is obtained before the taking and using of images occurs.

The issues are the same for still photographs and films; they also apply to audio clips of individuals. This information refers to all these media types collectively as images.

General Guidance

All images must respect the dignity of the person being photographed.

Do not take pictures of children or adults who may be vulnerable without another adult present.

If children are dressed for a specific activity in less clothing than usual, e.g. for swimming, then:

focus on the activity rather than a particular child

avoid full face and body shots

consider the age of the children involved.

When an image is taken for publication or distribution, those being photographed should be aware that it is being done.

Awareness can be assumed if:

- people are attending a photo-call, or
- the intention of taking images is included in the invitation to the event and people are given the option of opting out.
- there is clear signage at the beginning of an event, especially in relation to livestreaming.

Ensure that any use of images reflects the diversity of age, ethnicity and gender of the activity.

Ensure that professional or amateur photographers commissioned to photograph events are given a copy of this guidance and agree to abide by it.

Consent

Except in the above circumstances, consent should be obtained before taking and using images, and a chance to opt out must also be given. The consent of adults who are not vulnerable may be given verbally, for those that are

vulnerable written consent is required. Children may give verbal consent, but written consent must also be obtained from their parent/carer.

Written Consent

Consent need not be in writing if it is not proposed to publish the images in any way; but if they are going to be displayed, used in a newspaper or magazine (including the Diocesan or parish newspaper or magazine), or put on a website, or other media then specific written consent should be obtained.

Images should only be used for the specific purpose agreed by the person photographed. Written consent must specify what purposes the image will be used for, and how it will be stored, if not destroyed. If the intention is to use an image on the internet, this must be clearly stated at the time that consent is sought. Further written consent is required if images are to be used in other ways than originally specified.

For children, written consent must be obtained from a parent/carer.

For vulnerable adults, images should only be used for a purpose which is explained to them, and to which they give their recorded and preferably signed informed consent, i.e. they understand and agree. They should see the photograph before being asked to give consent. The person who obtains the consent should sign and give their relationship to the person photographed, and the name and address of the organisation for which they work or volunteer. If the vulnerable adult cannot give informed consent the images should not be used, unless the individual cannot be identified from the photograph.

For any photographs submitted for use in any Diocesan communication (for instance in the Diocesan newspaper, or on the Diocesan website), it will be assumed that the parish has obtained the consent of the children, parents/guardians or vulnerable adults before such submissions are made.

In the case of a general photograph of a public event, such as a church fete, where no individual or group of people is the focus, prior consent of everyone is not practical and therefore not required. It is still appropriate to consider carefully where and how such photographs should be displayed.

Images taken by participants

If, at a church-related event, children or adults who may be vulnerable use cameras or mobile phones to take photos of each other, or if parents or carers take photos of children or adults other than their own, they should be advised that these can be used for personal use only, and should not be displayed in any publicly accessible space, including on the internet or web-based communication channels such as Facebook.

Lone Working

This guidance is intended for consideration by those working in roles which involve visiting adults (who may or may not be vulnerable) in their own homes on behalf of the church. This includes visiting adults who reside in residential/care homes.

Suggested safeguards:

- Always complete an assessment of risk before visiting someone in their own home. If there are any concerns or risks known before the visit is undertaken, give careful consideration to whether the visit is absolutely necessary, or whether you should be accompanied by another adult. A form for this is available at St John's church office.

When assessing risk be aware of the location you are visiting, any other people who may be present at the property, any pets, environmental hazards or other potential risks to your safety.

- Wherever possible, carry a mobile phone on a home visit, and ensure that someone knows where you are and when you are expected to return.
- Wherever possible avoid calling unannounced – call by arrangement, if appropriate telephoning the person just before going.
- If not known to the person you are visiting, carry identification and/or a note of introduction from the church.
- Always knock on the door before entering a room or home, respecting the person's home and possessions.
- As a general principle, don't give your home phone number or address. Instead, where possible, leave information about a central contact point – for example your parish office.
- Be clear about boundaries – keep to agreed limits on how much time you will spend with someone and how often you visit.
- Be clear about what behaviour is and is not acceptable from the vulnerable adult.

This Safeguarding Policy is a 'living document' and, as such, will be under regular review and subject to updates as and when necessary and under approval of the PCC.

If you are uncertain or require further advice, guidance or support please contact
the Diocesan Safeguarding Team.

Email: safeguarding@chelmsford.anglican.org

Phone: 01245 29 44 44

Concern Sheet

Name of person reporting:

Role:

Telephone or mobile number:

Date:

Name of the person I'm concerned about:

Date of Birth:

Address:

Reason for concern:

(continue on separate sheet if necessary)

Action taken: (To be completed by Safeguarding Officer)

Signature of Safeguarding Officer:

Date:



When it comes to Safeguarding Children, here are some things to remember...

DO:

Read our Safeguarding Policy.

Respect a young person's right to privacy, but understand what confidentiality means (e.g. can't keep a secret).

Know your limits and remove yourself from situations when you feel uncomfortable.

Make sure that your team leader knows where you are.

Talk through any concerns that you have with your team leader.

Make sure where possible that you are not alone with a young person.

Record any incidents. These include injuries, incidents of bullying or even concerns.

Be aware of tone, verbal and body language.

Be aware of a child taking a special liking to you and ensure your boundaries are clear.

Work as a team, be accountable to each other, encourage and support each other.

Talk to your team leader if you are unsure/uncomfortable about anything.

DON'T:

Be alone with a child/young person

Flirt with a child/young person or make sexually suggestive comments about or to them.

Engage in inappropriate or intrusive touching of any form. (Remember - different people feel comfortable with different degrees of touch).

Invite young people back to your home.

Give your personal contact details to a young person or take theirs for personal use.

Add a child/young person as a friend on Facebook or any other Social Media site (Twitter, Instagram etc.)

Give lifts to a child/young person.