

Clifton Parish Church, St Mark's Rawcliffe and Clifton Moor Church

"We want people to know and worship Jesus, and be transformed by the welcome in his family, the joy of godly habits – discovering how to serve others and share their faith."

Child protection and vulnerable adults safeguarding policy statement

Clifton Parish Churches are committed to the protection, safeguarding, care and nurture of all children and adults within the church community.

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

Therefore in the churches provision and ministry, the PCC

1. Accepts responsibility for the activities of the children's and youth groups operating under its auspices.
2. Will actively seek to protect and safeguard the physical, emotional and spiritual welfare of children and young people while in the care of the church.
3. Will have clear procedures for responding to suspicions or allegations about abuse, or inappropriate behaviours towards children and young people by any member of the church, and procedures for working with known offenders attending the church.
4. Will ensure that both employed and volunteer children's and youth workers and all other persons working within the church who may have contact with children or young people through this work are properly and appropriately selected and appointed as set out in the Diocese of York document: "Diocese of York Child Protection and Safeguarding Policy".
5. Will ensure that children's/youth workers and volunteers are given adequate support and training.
6. Will annually appoint a Parish Safeguarding Representative.
7. Will annually review the Parish Child Protection and Vulnerable Adult Safeguarding Policy and procedures.

8. Will maintain appropriate Third Party Liability insurance for the church work among children and young people.

Commitment to children and young people in accepting the Church Child Protection Policy Statement, the PCC as agent of the whole church family in this Parish and within the Diocese of York is also committed:

A: To the children by:

- Listening to and valuing children and young people.
- Relating to children and young people effectively and appropriately.
- Ensuring their protection and minimizing risk of harm by their involvement in any church or related activities, both at the normal meeting place and when away from the normal meeting place.
- Encouraging and supporting children, parents and carers.
- To provide safe, relevant and engaging children's and youth work of the highest quality possible and with adequate resources (bearing in mind the limitations of plant and human resources).

B: To workers, volunteers and the Parish Safeguarding Representative by:

- Giving and enabling appropriate support and training.
- Providing clear systems and procedures for dealing with concerns or allegations about abuse.
- Providing clear systems and procedures for the recruitment of workers and volunteers, including an Allegations of Child Abuse or Unsuitability to Work with Children Policy.
- Maintaining good links with Diocesan and statutory childcare authorities as necessary.

Recruitment of children and youth leaders, including DBS disclosure

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

In Brief: (*see Guide to Disclosure*)

Anyone involved in the church's work with children and young people in this parish/benefice must:

1. Provide proof of their identity (e.g.: Passport, Birth Certificate).
2. Provide 2 referees (who have known the applicant for at least 3 years).
3. Complete a 'Confidential Declaration' form in accordance with The Children Act 1989 and Rehabilitation of Offenders Act 1974/5.
4. Obtain an up to date and satisfactory 'Enhanced Disclosure' check from the Disclosure and Barring Service (DBS).

NOTE: Where a person has only occasional contact with young people, such as a supervised steward or helper at occasional events, the volunteer only need provide proof of identity, 2 referees and complete the Confidential Declaration Form. Any increased involvement will necessitate a DBS Enhanced Disclosure to be carried out. Refer to the Church of England Safer Recruitment Guidance December 2015.

People who pose a risk to children

If there is good reason to believe that someone attending the church may pose a risk to children, either as a result of a criminal conviction or for any other reason, the first concern will be a commitment to the protection of all children and young people. Whilst extending appropriate pastoral care to an individual, the Incumbent, Churchwardens and the PCC Safeguarding Representative (or authorised agent such as the Rural Dean), will discuss with the Diocese Safeguarding Adviser then meet with the individual and discuss boundaries that the person will be expected to keep. A written agreement will be appropriate in such cases. The Archdeacon will be informed and the Archdeacon, Diocese Safeguarding Adviser and PCC Safeguarding Representative will be supplied with a copy of the written agreement.

DEFINITIONS

A Child is defined as anyone under the age of 18 years of age who by definition is in need of protection and support.

A Vulnerable Adult is defined as anyone over the age of 18 who is "In need of support or who is at risk of harm."

Child protection – definitions of abuse

The PCC recognises the following categories of abuse used by every local authority in England and Wales.

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

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger

- ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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

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

Emotional abuse: Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

Spiritual Abuse: Spiritual abuse, whilst not a 'recognised' abuse as such, can be considered on a par with Emotional Abuse, in that inappropriate expectations may be imposed upon children and young people. It may involve conveying to children the dire consequences of sinfulness so causing children to accept what someone is preaching / teaching / saying through bullying and causing children to be fearful. To say "You won't go the heaven if you get run over by a bus on your way home" is a form of bullying, exploitation of emotions, manipulation of young minds and a corruption of the Gospel message. This is not to stilt the message that a loving God wants each of us to respond to his love, but abuse can happen when fear tactics are used to get conversion results. Instead, allowing reflection and an ability at any age to consider carefully what is being taught should be the norm.

A child may suffer more than one category of abuse.

Child protection – procedures for referrals

The role of Church members and nominated PCC Safeguarding Representative in the event of an allegation or suspicion of abuse:

- Church members, including children's and youth work leaders and volunteers, may have concerns about possible or actual inappropriate conduct or abuse which may have occurred within a church setting or within another context, but which is drawn to their attention in a church setting; in either event the following procedures should be observed.
- The role of a church member is not to investigate beyond establishing the basic facts so that a decision can be made about what further action, if any, needs to be taken (such as a referral to the investigating agencies).
- Allow the child to speak, but be very careful not to say anything that may suggest or prompt a particular answer. Anything said by the child should be recorded, using the actual words used by the child.
- Reassure the child that you are listening carefully to them, but refrain from promising to 'keep a secret'. Make it clear that you may have to tell someone else who can help to sort things out.
- Concerns or an allegation must be shared with the nominated PCC Safeguarding Representative as soon as possible, or in their absence, with either the Incumbent or Churchwarden or another trusted adult, or with the Diocese Safeguarding Advisor. If the concern or allegation is about any of these people DO NOT share the concern with them. The concerns MUST be recorded, as must decisions of how to proceed, including rationale for those decisions and consultation with any other persons.
- If both are satisfied that the concerns are unfounded you need take no further action. However, the aforementioned record MUST be kept, and a copy should be forwarded to the Diocese Safeguarding Advisor.
- If the concern is a childcare issue (i.e. not thought to be abuse related, but where the parents/carer or child may need support from relevant agencies), the nominated PCC Child Protection Representative should make a referral to Social Services. However to do this will require parental permission. Seek further advice from Social Services or the Diocese Safeguarding Advisor.
- If concerns remain the nominated PCC Safeguarding Representative should contact the Diocese Safeguarding Advisor.
- If there are concerns that a child is suffering or is likely to suffer significant harm or is in immediate danger of harm, then a referral to Social Services or the Police should be made at once by the church member or the Safeguarding Representative. Clearly state that you are making a "Child Protection Referral". Identify yourself and the church you are representing. You must also advise the Diocese Safeguarding Advisor and if she or he is not available the Archdeacon.
- Any concerns in relation to child protection issues should be logged and retained securely by the Diocesan Safeguarding Advisor.

Additional role of the PCC Child Protection Representative

- The PCC Safeguarding Representative should support any church member raising or reporting a concern or allegation and make sure that the above procedures have been carried out appropriately.
- Unless it is inappropriate in view of the nature of the allegation, the Incumbent or Churchwardens should be informed of any referral being made as well as the Archdeacon. Do not discuss with anyone else.
- Careful consideration should also be given as to whether the Parish's insurers should be contacted and advised of the incident or allegation.
- If the PCC Representative is unsure, or feels they need to take further advice, they should contact the Diocese Safeguarding Advisor in the first instance, Social Services or alternatively the Churches Child Protection Advisory Service Help line.
- In the event of the Safeguarding Advisor being unavailable within a reasonable time, the local Archdeacon should be contacted. Alternatively telephone the Churches Child Protection Advisory Service Help Line (see useful telephone numbers).

Types of abuse of Vulnerable Adults

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

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

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

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

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

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

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

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

- Harm can be caused by the inappropriate use of religious belief or practice
- Misuse of authority
- Intrusive healing and deliverance ministries
- The denial of the right of faith or the opportunity to grow in the knowledge and love of God

Communicating Electronically

This concerns the use of mobile phones, email, SMS (text) messages, MSN Messenger, Social Networking sites and other electronic communication methods.

The issues involved in communicating electronically are not very different from those in face to face communication, except that the person is not with you, so neither of you can use facial expressions or body language to clarify your meaning, nor can any person using some methods of electronic communication (e.g. web chat) be absolutely certain exactly who they are communicating with. It is also normally private, so others are not there to provide a context and background. Finally, it usually creates a detectable record, which could, if necessary, be printed out and used in evidence.

Those who wish to abuse young people often start with electronic communications and then attempt to lure young people into an unprotected face to face meeting. Therefore, good practice is to communicate in such a way that achieves its purpose without unintentionally encouraging habits in young people, which could be dangerous.

For further details relating to Electronic Communication, please see our separate E-Safety, Social Media Policy.

Safeguarding Records

Safeguarding records will only be seen by those who need to have proper access to them, the Incumbent, Parish Safeguarding Representative and in the absence of the Safeguarding Representative, Church Wardens.

The Safeguarding Files are stored in a lockable fire proof cabinet in the Parish Office.

Additional information and practical guidelines

This policy is a synopsis of a longer, more detailed set of policy guidelines: Diocese of York Child Protection and Safeguarding 'Making the policy Work', February 2015. For details of practical application please take a look at our volunteer handbook.

Health and Safety and Risk Assessments

For information relating to Health and Safety and Risk Assessments, please see our separate Health and Safety Policy which includes Risk Assessments.

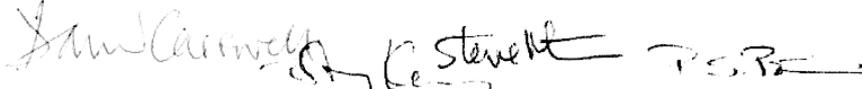
All of these documents are available on request, or at <http://cliftonparish.org.uk/safeguarding/>.

Policy Review

This policy will be reviewed annually usually at the September PCC meeting by the PCC of Clifton Parish.

Policy adoption

This policy is adopted and will be reviewed annually by the PCC of Clifton Parish.

Signed: 

Print Name: David Casswell Tim Kelly Steve Purton Phil Bunting
(incumbent) (churchwardens) (steward)

Dated: 26th September 2016



Tim Kelly resigned. New church warden elected 9th October 2016: Andy Goodwin

Useful contacts

- Parish Safeguarding Representative (Cathy Roberts) 01904 470808
- Archdeacon (Sarah Bullock) 01904 699500
- Diocesan Safeguarding Adviser (Dave Finan) 07551 124951
- Churches Child Protection Advisory Service Help line 0845 1204550
- York Children's Advice and Assessment Service 01904 551900
out of hours number 08450 349417
- Local police 101
- Ecclesiastical Insurance Group (*Contact with EIG should only be undertaken following discussion with the Archdeacon or Diocesan Safeguarding Adviser if it is with regard to a confidential child protection related complaint or concern*).

Write to:

The Managing Director, Ecclesiastical Insurance Group
Beaufort House
Brunswick Road
Gloucester GL1 1JZ

and marked "Strictly Private and Confidential."

If it is an emergency telephone 01452 528533.

A SIGNED AND DATED COPY OF THIS POLICY WILL BE SENT ANNUALLY TO THE DIOCESAN SAFEGUARDING ADVISER.