

# Clifton Parish Child Protection and Vulnerable Adult Safeguarding Policy



## Church Details:

### Name of Churches

Clifton Parish Church (St. Philip & St. James),  
St. Mark's, Rawcliffe  
Clifton Moor Church

### Parish

Clifton Parish

### Addresses

CPC (St Philip & St James' Church),  
Shipton Road,  
Clifton,  
York,  
YO30 6BH

St Marks Church,  
Howard Drive,  
Rawcliffe,  
York,  
YO30 5UZ

Clifton Moor Church & Community Centre,  
Rivelin Way,  
York,  
YO30 4WD

## Parish Safeguarding Representative

The PCC has appointed the following person to be Parish / Benefice Child Protection Representative to whom any allegation or concerns about abuse should be directed. The nominated person is NOT normally one of those directly working with children and young people. They will follow the guidelines and procedures for responding to any allegations of abuse.

## Parish Safeguarding Representative

Cathy Roberts

Address:

4 Dawnay Garth, Shipton-by-Beningbrough, York YO30 1BH

Telephone:

01904 470808

## CLIFTON PARISH CHURCHES



## **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: If a person has only occasional contact with young people, such as an occasional helper at young people's activities, the volunteer now needs a DBS Enhanced Disclosure to be carried out, providing proof of identity in addition to completing the Confidential Declaration Form and providing 2 referees.*

### **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.

### **Vulnerable Adults**

The churches are committed to encouraging an environment where all people and especially those who may be at risk for any reason, are able to worship and pursue their faith journey with encouragement and in safety. The churches recognize that there are different levels of vulnerability and that everyone may be regarded as vulnerable at some time in their lives. However, for the purposes of this document, safeguarding duties (as defined in the Care Act 2014) apply to an adult, who meets the following circumstances:

- Has need for care and support (whether or not the local authority is meeting any of those needs) and;
- Is not able to protect himself/ herself from either the risk of, or the experience of abuse or neglect.

*The adult experiencing or at risk of abuse or neglect will hereafter be referred to as the vulnerable adult throughout this document.*

The Parochial Church Council takes seriously its safeguarding obligations and responsibilities and is committed to:

1. Promoting the inclusion, empowerment and wellbeing of all adults, recognising that the Church has the care of the souls of all who live in its Parish.
2. Providing respectful pastoral ministry to all, recognising any power imbalance within such a relationship.
3. Safeguarding all adults who may be at risk of abuse or neglect, ensuring their wellbeing in the life of the church.
4. Equipping church workers and members to be alert to the abuse of adults and aware of their duty report any suspected abuse or neglect.
5. Promoting safe practice by those in positions of trust.
6. Recruiting with care all church workers involved in any pastoral role and using of the Disclosure and Barring Service when legal or appropriate, in accordance with the Diocese guidelines.
7. Supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be at risk.
8. Adopting the guidelines of the Church of England and the policy of the Diocese of York.
9. Adhering to the guidance and principles of the Care Act 2014 on the Safeguarding of adults.
10. Complying with the principles of the Mental Capacity Act 2005 when it may be appropriate.
11. Recognising its duty to work together with the local authority, police and local Safeguarding Adults Board and to seek their advice when necessary.
12. Supporting anyone who has suffered abuse by offering or arranging sensitive and informed pastoral care, including support to make a complaint if so desired.

## **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.

**Modern slavery:** Modern slavery encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Discriminatory abuse:** Discriminatory abuse includes forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**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/carers 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).

#### **Safeguarding Adults**

Safeguarding means protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

An adult with care and support needs who may be at risk may be:

- An elderly person;



- A person with a physical disability, a learning difficulty or a sensory impairment;
- Someone with mental health needs, including dementia or a personality disorder;
- A person with a long-term health condition; or
- Someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living.

### **Types of abuse of Vulnerable Adults**

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

**Domestic violence:** Domestic violence includes psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

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

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

**Financial or material abuse:** Financial or material abuse includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Modern slavery:** Modern slavery encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Discriminatory abuse:** Discriminatory abuse includes forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse:** **Organisational abuse** includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

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

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

**Spiritual Abuse:** The church should also be aware that spiritual abuse may occur within and outside faith communities and can arise from the inappropriate use of religious belief or practice; the misuse of authority; intrusive healing and deliverance ministries; and the denial of the right of faith or the opportunity to grow in the love of God. The provision of inclusive acts of worship will provide for the spiritual growth and wellbeing of adults with special needs.

### **PROCEDURES IF ABUSE OF AN ADULT IS SUSPECTED OR DISCLOSED**

If a church member or worker suspects that an adult is being, or is at risk of being, abused or neglected, they must take responsibility to act on their concerns. Not responding may be seen as act of abuse in itself.

- Adults may find it difficult to disclose abuse and need support to tell their story. They should be listened to without leading questions or suggestions that may influence or confuse the story. The listener should not show shock or judgment.
- If the person fulfils the criteria for being an adult at risk of abuse or neglect, or if they express suicidal thoughts, they should be informed that the information will have to be passed on as part of our duty of care, preferable with their consent (unless they lack the capacity to give this).
- Careful notes must be kept, recording factual information and direct quotes where possible. Notes should be signed and dated and kept securely.
- If the person is at immediate risk of harm or danger, the police and/or City of York Safeguarding Adults team must be contacted. The Safeguarding Representative or, in their absence the Incumbent, should be informed as soon as possible.
- If the person is not at immediate risk, the Safeguarding Representative or Incumbent should be informed in the first instance. They will consult with the Diocesan Safeguarding Adviser and may also discuss with and/or make a referral to the City of York Safeguarding Adults Team. If a criminal offence has occurred the police will be informed.
- Pastoral care and support will be offered to the person who has disclosed the abuse or is at risk of abuse and neglect. All people within the church who work with adults who may be at risk of abuse or neglect will agree to read and abide by these recommendations and the guidelines established by this church.

### **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: Peter Hallsworth (Associate Vicar) Currently a vacancy for Incumbent

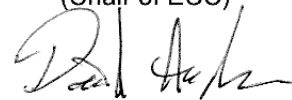
Signed:  

Print Name: Andy Goodwin  
(Churchwardens)

Steve Purton

David Anderson  
(Chair of ECC)

Signed: 



Print Name: Cathy Roberts (Safeguarding Representative)

Dated: 25<sup>th</sup> September 2017

**Useful contacts**

- Parish Safeguarding Representative  
(Cathy Roberts) 01904 470808
- Archdeacon (Sarah Bullock) 01904 699500
- Diocesan Safeguarding Adviser  
(Julie O'Hara) 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.**