

Updated
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Incorporating
amendments
1, 2 and 3

Safeguarding Policy

Working with children, young people and
vulnerable adults in our Church and local
community

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Safeguarding Policy Statement

The Diocesan Policy Statement

Definitions:

- According to the Children's Act (1989) a child is 'a person under 18 years of age for most purposes'.
- According to the Church of England report *Promoting a Safe Church*, a vulnerable adult is 'Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation or specific circumstance 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'.
- Within the Diocese of Gloucester, the phrase "other situations" is taken to include those who are vulnerable for medical and social reasons and also those who are vulnerable by virtue of their economic position or their status under 'immigration' laws (for example those who are asylum seekers or refugees).

1. The PCC accepts the following diocesan policy statement and guidelines on working with children, young people and vulnerable adults.

- a. Scripture teaches that all people are special because they are made in the image of God, deserving of the best quality of relationships and care. This is therefore true for children, young people and vulnerable adults who should be respected and protected. Jesus warned that those who exploited or abused children deserved profound condemnation. Within the Kingdom of God, children matter in their own right and are to be taken seriously.

- b. Christ himself entered into a state of vulnerability on the cross, subjected to mistreatment and abuse, and so Christ is identified with those who are found in a state of vulnerability. Some of the factors that increase vulnerability include:
- i. a sensory or physical disability or impairment
 - ii. a learning disability
 - iii. a physical illness
 - iv. mental ill health (including dementia), chronic or acute
 - v. an addiction to alcohol or drugs
 - vi. the failing faculties of old age
 - vii. a permanent or temporary reduction in physical, mental or emotional capacity brought about by life events, including bereavement, previous abuse or trauma, and instability of economic or legal circumstances
- c. Christ's redeeming work and presence includes many gifts, especially gifts of healing, reconciliation, wholeness, empowerment, and responsibility, and this ministry is a witness and an inspiration to the Church. We are committed to promoting activities and awareness which will help ensure that people:
- i. are treated with respect and dignity
 - ii. have their privacy respected
 - iii. are able to lead as independent a life as possible
 - iv. have the protection of the law
 - v. have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion, or cultural background
 - vi. are able to engage in effective communication
 - vii. are heard
- d. The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. Clergy and laity who work for the Church in a paid or voluntary capacity need to exercise the greatest care when working with those for whom they have been given responsibility.
- e. The highest standards should be maintained therefore in all pastoral, counselling, educational, worship and recreational circumstances. The exploitation of any relationships for any purpose will not be tolerated.

- f. The Diocese of Gloucester is committed to creating a culture of informed vigilance which takes children, and adults who are vulnerable, seriously – and will work closely, and in partnership with, the local authority and statutory authorities to ensure that we offer best practice advice and guidance.
- g. The Diocese of Gloucester accepts the principle of The Children Act (1989) that the welfare of the child is paramount, and will follow the Home Office Code of Practice: “Safe from Harm”, and the House of Bishops’ “Protecting all God’s Children” and “Safer Recruitment” advice and guidelines.
- h. If allegations of abuse are made, then the Diocese of Gloucester will respond without delay and collaborate fully with the statutory and voluntary agencies concerned with investigating such allegations of child abuse. It will not conduct investigations on its own and will work in partnership with the police, local authority, and others to follow legal compliance, and to ensure we are able to offer informed pastoral care to any child, young person, or adult who has suffered abuse.
- i. It will be standard practice in the Diocese of Gloucester to require completion of a common declaration form in accordance with guidelines of the Children Act 1989, from the following categories of people prior to selection or appointment for work within the Diocese:
- all candidates for ordained ministry and accredited lay ministry
 - all clergy and accredited lay ministers moving into and within the diocese
 - employees of the Diocesan Board of Finance who are likely to have opportunities for contact with children and young people
 - volunteers who support the work of the Diocesan Advisory Boards and Committees on a regular basis
- j. It is Diocesan policy that all PCCs should have in place a policy for Safeguarding/child protection – and that this is reviewed annually and a copy supplied as part of the requirements of the Archdeacon’s Visitation.

- k. The Diocese will ensure that clergy and nominated local people are kept informed of changes in law, process etc – and that training is available for those who are responsible for/oversee local parish safeguarding practices.
- l. The Diocese of Gloucester will seek to ensure that each paid post or volunteer position for which it is asked to act in the disclosure process is assessed for the appropriateness of a DBS disclosure, that any advertisement or other indication of an employment or volunteering opportunity will indicate where appropriate the level of disclosure that will be sought, and that the conditional nature of any offer of employment or volunteering role until the receipt of satisfactory disclosure information is clearly indicated.
- m. The Diocese of Gloucester will seek to ensure that a candidate for a paid post or volunteer position for which it acts is asked in writing to list any convictions, or other disqualifying behaviour, that might be revealed in the disclosure process. This is in order to assist the recruitment decision process and in the knowledge that it will only be taken into account when relevant to the post in question. Also, that the candidate should be invited to submit any conviction or related information in writing prior to interview in an envelope clearly marked 'Private and Confidential' which should be handed to the person specifically identified for this purpose in the recruitment process.
- n. The Diocese of Gloucester is committed to a process of five-year rechecking of employees and volunteers for whom this is appropriate, as part of its ongoing strategy for the protection of children and vulnerable adults.
- o. The Diocese of Gloucester is committed to the safe storage and disposal of disclosure information in line with such guidance as may from time to time be provided by the Disclosure and Barring Service and in line with Data Protection requirements.
- p. The Diocese of Gloucester is committed to the fair and sensitive use of disclosure information and will take every step to ensure that it, and those for whom it acts as an umbrella body, seek to achieve and maintain models of best practice. Where an applicant feels that disclosure information has not been handled in a fair and sensitive way an appeal process will be available, details of which can be

obtained in writing from the Diocesan Human Resources Manager at Church House, Gloucester.

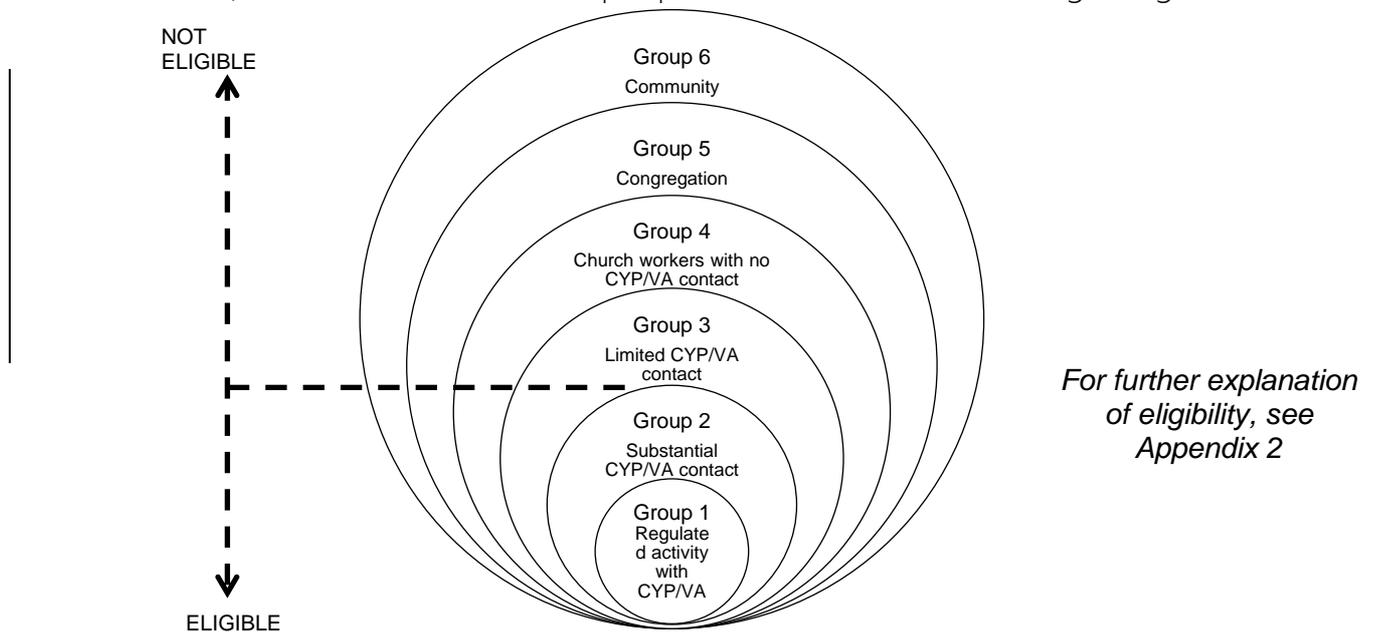
- q. The Diocese of Gloucester will work closely with local churches to care for and supervise through appropriate contracts of behaviour, any member of our church community known to have offended against a child.

Safeguarding Policy for the PCC of St. John The Evangelist, Churchdown and Innsworth

2. The PCC:

- a. Accepts the diocesan policy statement and guidelines on working with children, young people and vulnerable adults.
- b. Seeks to provide a caring, warm and consistent atmosphere and environment in which children, young people and vulnerable adults can develop and grow and in which they feel safe. Children, young people and vulnerable adults will be treated as individuals and with equal concern.
- c. Recognises the following areas of work with children and young people:
 - Church outings (when representatives of the church are acting *in loco parentis*)
 - Fundays
 - Open The Book
 - Teaching of children during services
 - TOTSand the following areas of work with vulnerable adults (albeit accepting that adults who happen to be vulnerable may be involved in any aspect of the church's life):
 - Church outings
 - Prayer Ministry
 - Special Senior Friendship teas/services
- d. Will ensure that everyone involved in the care of children, young people and vulnerable adults, whether through paid employment or volunteer roles, is personally made aware of the diocesan policy and the PCC policy.
- e. Will ensure that everyone involved in the care of children and young people, or in work specifically aimed at vulnerable adults, will be interviewed by the parish priest, or appropriate other, and asked to complete the disclosure process. (It will be strictly confidential and, except under compulsion of law, will be seen only by the above named person or those acting on the Bishop's behalf).

- f. Will, together with the incumbent, and those appointed as evidence checkers under the new Diocesan arrangements, ensure that DBS (Disclosure and Barring Service) checks are obtained for people who fall into the following categories:



- g. Will ensure that all information on those who work with children, young people and vulnerable adults is kept locked away safely and confidentially.
- h. Will ensure it reviews its employment and volunteer recruitment practices so that every position sets out clearly what level of disclosure (where appropriate) applies, that no one is active in that role until the required disclosure has been received, and that any subsequent risk assessment has been completed satisfactorily.
- i. Will ensure that candidates for a paid post or volunteer position submit in writing any convictions or other disqualifying behaviour that might be revealed in the disclosure process in order to assist the recruitment decision process. (This information will only be taken into account when relevant to the post in question. It should be submitted in an envelope clearly marked 'Private and confidential' and handed to the person specifically identified for this purpose in the recruitment process).
- j. Will ensure that it complies with the rolling programme of DBS rechecks that are administered through the diocese.

- k. Will ensure that everyone involved in working with children, young people and vulnerable adults is clear about the nature of the work they have agreed to do and the name of the person to whom they are responsible.
- l. Nominates Julie Kucharski to be the Nominated Person for safeguarding, who will share with the incumbent the responsibility for child protection, and act as a point of contact for those raising concerns about vulnerable adults, and to whom all cases of suspected or alleged abuse must be reported immediately.
- m. Will ensure the named person/parish priest will be responsible on the PCC's behalf for implementing and monitoring the PCC's policy
- n. Will ensure that training opportunities are encouraged.
- o. Will ensure that the PCC and the Diocesan Human Resources Manager are informed of the names of those who work with children, young people and vulnerable adults and are notified of any changes.
- p. Will make adequate provision for insurance cover for all activities for children, young people and vulnerable adults in line with the House of Bishops' guidance.
- q. Will make a copy of this policy available to all employees and volunteers of this church, and to parents/guardians.
- r. Will review this policy annually at the APCM and ensure that a copy of this policy will be presented to the Archdeacon at the Visitation.
- s. Will ensure that any individual organisation renting/using its premises for activities involving children, young people and vulnerable adults, is aware of its own individual responsibility to have appropriate safeguarding policies and processes in place.
- t. Will ensure that any complaint made regarding a child, young person or vulnerable adult for whom we are responsible who may have been harmed or is in significant danger will be reported immediately and that we will fully cooperate

with statutory agencies during any investigation into allegations concerning a member of the church community.

- u. Will inform the statutory agency of any suspected criminal offenders or concerns that we are made aware of in respect of our contact with children, young people and vulnerable adults, and will inform and work closely with the Diocesan Human Resources Manager and all statutory agencies throughout.
- v. Will offer informed pastoral care to any child, young person or adult who has suffered abuse and provide them with details of local and national support agencies.
- w. Will work closely with the diocese to ensure that we effectively supervise and support any member of our church community known to have offended against a child, young person or vulnerable adult.
- x. Will ensure that we work closely with the diocese to ensure that any required DBSs or other required checks and references, including the five year rolling re-check programme, are complied with.
- y. Will work closely with the diocese in ensuring appropriate people are trained and updated on good practice, legal changes etc.
- z. Will ensure that a copy of this policy will be displayed on the parish notice board alongside a ChildLine poster which can be downloaded from www.nspcc.org.uk free of charge.

Signed:
Name/title
Dated:

By the churchwardens

Signed:
Name/title
Dated:

Signed:
Name/title
Dated:

Appendix 1: Guidelines for nominated person for safeguarding

The reason for having a nominated person in each parish is to ensure that another person shares with the parish priest the responsibility for safeguarding. It is not intended that it should be an arduous or very time consuming appointment, but its importance should not be underestimated.

Protecting children, young people and vulnerable adults requires continuing vigilance and ensuring the nominated person's identity is well known to all children and parents in the parish. He or she will be a person to whom the children's and youth leaders may turn for support and advice, particularly if they have concerns about a child or the behaviour of another worker.

Responsibilities

The nominated person in each parish:

- should be familiar with the contents of the booklets and be jointly responsible with the parish priest for the implementation of these guidelines.
- Shares in the responsibility with the parish priest and PCC for the protection of children who come into the care of the church.
- should take an interest in the work of his/her church with children and young people so that he/she knows the children and youth leaders and is familiar with the type of activities undertaken by children's and youth groups
- should be involved with the careful selection and appointment of children's and youth leaders and should be one of the interviewers of prospective volunteers or paid workers.
- should ensure that the PCC have a full list of volunteers working with children and young people in the settings appropriate to that church/benefice

- should be alert to any unusual behaviour or inappropriate relationship on the part of any church worker with a child or young person.
- should, in the event of suspicion or an allegation of abuse, know when to seek advice from one of the Diocesan Advisers and when it is necessary to inform Social Services immediately.

General

The nominated person in each parish:

- should be known in the parish and especially to those who are working with children.
- should understand, and question, how church activities can ensure that children are best protected.
- should develop their activities with the PCC to monitor good practice and suggest better ways of doing things.
- should ensure Children's Workers know who to talk to if the Nominated Person is not available.
- should seek appropriate advice and keep up to date on best practice.
- may phone Diocesan Human Resources Manager to explore answers to any questions.
- must be clear about the insurance cover for the church, so that appropriate and proper action can be made.

Allegations

- You need to know the appropriate telephone numbers:

Local Authority Designated Officer for Allegations (LADO)
Jane Bee – 01452 426994

The Safeguarding Children Service Child Protection Unit
01452 583638 (office hours 9am to 5pm)

Police Child Protection Unit (24 hrs)
01242 261112 (if no reply 01242 276086)

Social Services Child Protection Unit
01452 425144
(office hours 9am to 5pm)

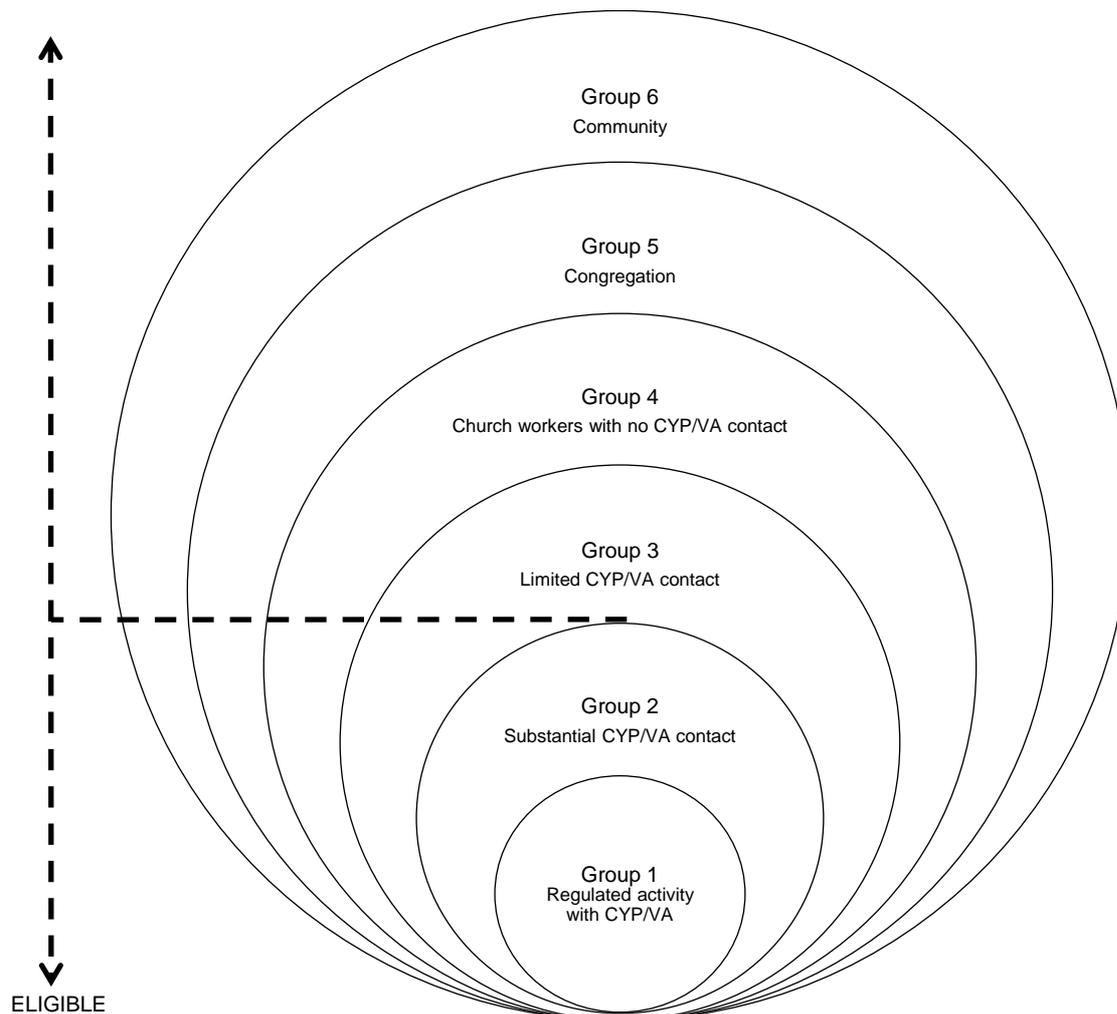
The Diocesan Human Resources Manager is:
Judith Knight, Church House,
01452 835526/01452 410022

- If an allegation is made then the Nominated Person must immediately get in touch with one of the investigating agencies (The Safeguarding Children Service or Police) and inform the Diocesan Human Resources Manager that this has been done, being clear about the difference between an allegation and a suspicion or concern. (Social Services can be phoned to give advice about a suspicion or concern, so that the Nominated Person can be clear about the way forward).
- If an allegation is made against an authorised minister, then the Nominated Person should immediately be in touch with the Diocesan Human Resources Manager (who will inform the Bishop of Gloucester or the individual should contact the Bishop or Archdeacon directly), after they have spoken to The Safeguarding Children Service or the Police.

A confidential record must be kept of any accusation and this will include a record of phone calls, letters and conversations about the allegation. These records will be sent to the Diocesan Human Resources Manager, using a reliable and confidential means, ideally delivered by hand to Church House.

Appendix 2: Criminal Record Check Eligibility Circles in Relation to Children, Young People (CYP) and Vulnerable Adults (VA)

NOT
ELIGIBLE



ELIGIBLE:

Group 1 – Those who undertake 'Regulated Activity' with children, young people or vulnerable adults. There is a legal requirement to check whether the individual is barred from 'Regulated Activity'. The changed definitions for 'Regulated Activity' came into force from 10th September 2012. The barred check is usually done through the enhanced criminal record check.

Group 2 – Eligible for enhanced criminal record checks because of substantial involvement with children, young people or vulnerable adults but not within the changed narrower definition of 'Regulated Activity', (for instance, because they are supervised). The Government has said that work that was previously part of 'Regulated Activity' (before the change in definition) will continue to be eligible for enhanced checks. Checks

for this group will NOT include information about whether the individual is barred.

Note: Only people of 18 and over should do Church work within Groups 1 and 2, and so NO criminal record check to be undertaken for anyone aged 16-18.

NOT ELIGIBLE:

Group 3 – Those who work for the Church and have limited contact with people (including children and vulnerable adults) through their role, but this contact is insufficient to cross the threshold for eligibility. Enhanced criminal record checks cannot be carried out for this group. Examples include – gardener, cathedral shop assistant, church steward.

Note: the DBS (Disclosure & Barring Service, formerly CRB and ISA) has found that too many ineligible applications from Group 3 are being made for enhanced checks. They seek church cooperation in limiting such applications.

Group 4 – Those who work for the Church and where it would be useful to know about any convictions but, as their work does not relate to children, young people or vulnerable adults, safeguarding provisions do not apply. Enhanced criminal record checks cannot be carried out for this group. Basic disclosures can be requested for this group (currently only available via Disclosure Scotland, but anyone can apply) and other checks could be carried out for those that are charity trustees. However, it should be noted that basic disclosures do have their limitations. Examples could include – treasurer, secretary.

Groups 5 and 6 - People within the congregation or known through community engagement. Enhanced criminal record checks cannot be carried out on these groups. Any concerns need addressing through working with the police or social care as appropriate. Specific information can be requested from the police either through normal 'Working Together' arrangements or through the Child Sex Offenders Disclosure Scheme, (commonly known as 'Sarah's Law'). Managing individuals who pose a specific risk is done in cooperation with the Probation Service and MAPPA (multi-agency public protection arrangements.)

Note: there could be a significant risk when a member of one of these groups becomes known and trusted within the church, and then allowed to move into Group 1 or 2 without checks, because of the sense of trust the person has engendered (this can be understood as part of the process known as 'grooming'). This is one of the main reasons for the emphasis on safer recruitment processes in all situations.

Appendix 3: **Guidelines for those in positions of trust or exercising pastoral ministry with vulnerable people**

1. Introduction

1.1 Many dioceses have produced helpful guidance on the professional conduct of clergy and lay people. The Convocations of York and Canterbury have also produced *Guidelines for the Professional Conduct of the Clergy*. All those involved in pastoral ministry, whether paid or unpaid, clergy or lay, should be working within this or a similar set of guidelines. Following such guidelines should not only protect vulnerable people but also ensure that workers are not wrongly accused of abuse or misconduct.

<http://www.churchofengland.org/media/1168846/guidelines%20for%20the%20professional%20conduct%20of%20the%20clergy.pdf>

2. Pastoral relationships

2.1 Exercising any kind of ministry involves workers developing an understanding of themselves and how they relate to others, how they increase the well-being of others and how they ensure their own well-being and safety.

2.2 People in positions of trust necessarily have power, although this may not be apparent to them, therefore respecting professional boundaries is particularly important. Many pastoral relationships can become intertwined with friendships and social contacts making this guidance even more necessary.

- Church workers should exercise particular care when ministering to persons with whom they have a close personal friendship or family relationship.
- Church workers should be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.
- Church workers who exercise a healing ministry should be trained in the theology and non-intrusive practice of that work.
- Church workers should recognise their limits and not undertake any ministry that is beyond their competence or role (eg therapeutic counselling, deliverance ministry, counselling victims of abuse and domestic violence, or

their perpetrators, or giving legal advice.) In such instances the person should be referred to another person or agency with appropriate expertise.

3. Conversations and interviews in a ministry context

3.1 Formal interviews and information conversations in a ministry context are pastoral encounters. Church workers should be aware of their language and behaviour. For example, innuendoes or compliments of a sexual nature are always inappropriate. When a person asks questions or seeks advice around topics of a sexual nature, the worker should be discerning about the motives and needs of the person and question their own ability to assist.

3.2 The church worker should consider in advance:

- the place of the meeting, arrangement of the furniture and lighting, the worker's dress;
- the balance of privacy for conversation with the opportunity for supervision (open doors or windows in doors, another person nearby);
- the physical distance between people determined by hospitality and respect, being aware that someone may have suffered abuse or harassment in the past;
- whether the circumstances suggest a professional or social interaction;
- the propriety or danger of visiting or being visited alone, especially in the evening and the personal safety and comfort of all participants;
- establishing at the outset the nature of the interview in respect to subject matter, confidentiality and duration;
- the appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted.

3.3 Record keeping and privacy

- Church workers may want to keep an informal record of pastoral encounters. The content of any encounter should only be recorded with the person's consent unless it is a matter of child protection or might be a record of suspicion of abuse or mistreatment
- Any record should be factual and avoid rumour or opinion.
- Records concerned with abuse should be kept indefinitely (at least 50 years).

- The publishing, sharing or keeping of personal data or images should follow the appropriate legislation.

4. Working with colleagues

4.1 The standards maintained within a pastoral relationship are equally relevant in relationships with colleagues. Harassment or bullying should never be condoned. All workers need to be aware of the possibility of stress within the work place. The needs of family should be acknowledged and all who work together should acknowledge the boundaries between work and home, allowing sufficient time for relaxation and holidays.

4.2 Everyone who works with vulnerable people should know to whom they are accountable and have a designated person with whom to discuss their work. Such mentoring is especially necessary for those undertaking a continuing individual pastoral ministry of counselling, or when their ministry takes them outside normal church work.

4.3 When leaving office or relinquishing any task church workers should relinquish any pastoral relationship except with the agreement of any successor.

5. Sexual conduct

5.1 The sexual conduct of church workers may have an impact on their ministry within the Church. It is never appropriate for workers to take advantage of their role and engage in sexual activity with anyone with whom they have a pastoral relationship.

5.2 Workers should be aware of the power imbalance inherent in pastoral relationships and their conduct should be of the highest standards at all times. Church workers should avoid situations where they feel vulnerable to temptation or where their conduct may be misinterpreted.

5.3. Church workers must take responsibility for their words and actions if wishing to make physical contact with another adult (eg a hug may be misunderstood) or talk to them about sexual matters. This will include seeking permission, respecting the person's wishes, noticing and responding to non-verbal communication, refraining from such conduct if in doubt about the person's wishes.

6. Financial integrity

6.1 Financial dealings can have an impact on the church and the community and must always be handled with integrity. Those with authority for such matters should maintain proper systems and not delegate that responsibility to anyone else.

- Church workers should not seek personal financial gain from their position beyond their salary or recognised allowances.
- Church workers should not be influenced by offers of money.
- Church workers should ensure that church and personal finances are kept apart and should avoid any conflict of interest.
- Money received by the church should be handled by two unrelated lay people.
- Any gifts received should be disclosed to a supervisor or colleague where it should be decided whether they could be accepted.
- Care should be taken not to canvass for church donations from those who may be vulnerable eg the recently bereaved.

Appendix 4: Abuse: What to look for, what to do

1. Kinds of abuse

Definitions of abuse (England and Wales)

The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, the Department for Education and Employment and the Home Office in their joint document, 'Working Together to Safeguard Children' (2006) are as follows:

Abuse and neglect

- Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

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.

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.

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.

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 / 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.

Spiritual abuse

- Abuse can occur in all cultures and religions. Within faith communities harm can be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or obtrusive healing and deliverance ministries, any of which may result in children experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful it should be referred for investigation in the usual way.
- Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children should help to prevent harm occurring in this way. Other forms of spiritual harm include the denial to children of the right to faith or the opportunity to explore a range of belief systems including growth in the knowledge and love of God.

Organised abuse

- Organised or multiple abuse may be defined as abuse involving one or more abusers and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.
- Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

(A child may suffer more than one category of abuse.) You therefore may wish to change the definition of abuse in your child protection policy.

2. The following may be signs of abuse

Those who work with children have a responsibility to be aware and alert to signs that all is not well with a child. It is important to keep an open mind and consider carefully what is causing you concern. This is not an exhaustive list but just some examples to be aware of.....

- Physical abuse: unexplained injuries or those that have received no medical attention, hidden injuries, signs of neglect;
- Sexual abuse: allegations made by the child or young person, preoccupation with sexual matters, sexual activity through words, play or drawings, severe sleep disturbances with fears and phobias, being sexually provocative with adults;
- Emotional abuse: regression of behaviour, nervousness, sudden under-achievement, inappropriate relationships with peers/adults, attention seeking, running away/stealing/lying, looking uncared for.
- Other: unexplained reluctance of children to be left in the care of an individual – unexplained mood changes.

NB: Physical abuse and neglect are difficult to hide. Sexual abuse can be almost impossible to identify and prove. Many symptoms of distress can point to abuse but there may be other explanations. It is important

therefore, that the above signs are not taken as indications that abuse has taken place. They should make us stop and think, but not necessarily jump to conclusions.

3. What should you do if you become aware or you are told that a child, young person or vulnerable adult is being abused?

- If someone wants to talk about abuse, it is usually very difficult for them to do so. Let them know that you will listen to anything they have to tell you, but that there are some things so serious that you have to tell someone else.

Do not promise confidentiality;

- Do not dismiss your concerns;
- Accept what they say, keeping calm and looking at them directly;
- Listen carefully and do not stop someone who is revealing painful events;
- Never push for information or ask leading questions
- Be aware that the person may have been threatened;
- Reassure the person they were right to tell you;
- Let the person know what you are going to do next and that you will let them know what happens;
- If the person is in immediate danger call the police or an ambulance;
- Keep any evidence, do not clear it away
- Do not confront the alleged abuser
- Make notes as soon as possible, writing down exactly what was said and when he/she said it.

Record the date, time and location and whether other people were present. Keep the hand-written record.

4. What to do if you suspect abuse

- The person who first suspects or is told of alleged abuse is responsible for ensuring that his/her concern is taken seriously
- Suspicion may vary from a vague disquiet about possibly inappropriate behaviour to clear evidence of serious abuse with many intermediate levels

- Information may reach you from a variety of sources:
 - a child or young person claiming that he/she has been abused
 - another child or young person who is concerned
 - a member of the child's family
 - a fellow worker of the suspect
- someone who believes he/she is the object of malicious or unfounded rumour
- think through your own concerns

5. If you suspect abuse or feel that inappropriate behaviour is taking place but the way forward is unclear, take the following action

If abuse or inappropriate behaviour is suspected, inform one of the following people of your concerns:

- the Nominated Person responsible for child protection in your parish; or
- your parish priest; or the Diocesan Human Resources Manager
- If the suspicions concern your parish priest or an authorised lay worker you should consult the Diocesan Human Resources Manager immediately.

It is important to be aware of the far-reaching consequences of making a referral and naming names. The Diocesan Human Resources Manager is available to help if you have any doubt.

6. If there is evidence of abuse or an allegation is made

While no one will want to react without careful consideration, when there may be evidence, and/or where an allegation has been made it is important to avoid delay in order to forestall further abuse. An allegation may be made against a parent or carer, or against a member of staff/volunteer working with children.

- There is a key difference between allegations made against a parent/carers, when you should inform Safeguarding Children Service and/or the police immediately
- The Safeguarding Children Service Child Protection Unit
01452 583638 (office hours 9am to 5pm)
- Police Child Protection Unit (24 hrs)
01242 261112 (if no reply 01242 276086)

- Where an allegation concerns a staff member or volunteer
You should immediately inform the Diocesan Human Resources Manager (01452 410022 / 01452 835526) who will inform Jane Bee, the LADO (Local Authority Designated Officer) so that links are immediately made to the local Allegations Management Board – on no account should other investigations begin prior to this, because these may interfere with a criminal investigation.

Clear evidence is

- where a child or young person is making a clear allegation of abuse
- where injuries to the child are raising strong suspicions

7. If the alleged abuse is taking place under the care of the Church or one of its organisations you should also inform one of the following:

- ✓ the parish priest;
or
- ✓ the Nominated Person responsible for child protection in your parish
and/or
- ✓ the Diocesan Human Resources Manager named at the back of this booklet.

The diocesan policy will then be followed with appropriate pastoral care given.

If you suspect a child or young person is at risk of abuse you must do something!

Appendix 5: Code of behaviour when working with children and young people

- Do treat everyone with respect
- Do provide an example you wish others to follow
- Do plan activities that involve more than one other person being present or, at least, which are within sight or hearing of others
- Do respect a young person's right to personal privacy within the appropriate professional boundaries
- Do have separate sleeping accommodation for leaders and young people
- Do provide access for young people to talk to others about any concerns they may have
- Do encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Do maintain a healthy adult lifestyle to role model to young people
- Do remember that someone else might misinterpret your actions, no matter how well intentioned
- Do recognise that caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse.
- Do not permit abusive youth peer activities e.g. initiation ceremonies, ridiculing, bullying
- Do not play physical contact games with young people
- Do not have any inappropriate physical or verbal contact with others
- Do not jump to conclusions about others without checking facts

- Do not allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes
- Do not exaggerate or trivialise child-abuse issues
- Do not show favouritism to any individual
- Do not make suggestive remarks or gestures
- Do not rely on just your good name to protect you
- Do not believe "it could never happen to us"

Appendix 6: Confidentiality policy for those working with children and young people

When is information confidential?

- The Children's Legal Centre document says: "It is generally accepted that a duty of confidence arises where confidential information comes to the knowledge of a person (the confidant), in circumstances where that person has notice, or has agreed, that the information is confidential".
- In a youth work setting circumstances should include if the young person makes any attempt to restrict the environment or the audience. For example, asks to talk in private, moves you away from others before talking, talks in a whisper and watches the whereabouts of others.
- A confidence may even seem trivial, but it does not mean it should be treated with any less discretion. It is not for youth workers to judge what personal information is.

How do I know if information should be treated as confidential?

- There are three principles to be applied in assessing whether information given is to be treated as confidential;
 - The information must be confidential unless the information is in the public domain and is generally accessible to others, and then it is no longer confidential.
 - The information must not be useless or trivial.
 - The information must have been given in circumstances where the confidant must reasonably have understood that what was said was confidential.

What are the legal aspects?

- The concept of a 'confidential relationship' is recognised by law. Certain professions have an obligation of confidentiality, by the nature of the relationship that exists between the worker and the client. There can be little doubt that the youth worker is included in this group. A young person therefore has the right to have their confidence respected and the youth worker has an obligation to maintain and respect that right.

- There exists exceptional circumstances where confidentiality cannot be maintained and a young person's wishes must be overridden, defined as being where:
 - The young person is in a life-threatening situation (including self harm)
 - Inaction might place them or someone else in a life-threatening situation
 - A young person is threatened by an abuser
 - The rights of other young people who have not been consulted would be infringed
 - Someone else could be harmed

However, they do not include disclosure about a young person's

- Drug use
- Illegal activity
- Sexual activity

What should I do if I have to disclose confidential information?

- When a decision is taken to disclose confidential information the following procedure must be followed:
 - Inform Senior Leader (e.g. Line Manager, Parish Priest or Diocesan Child Protection Officer). This can be done directly or the youth worker can inform their immediate line manager, who will then pass the information on. Speed is of the essence, especially in cases where exceptional circumstances apply. There is an emergency call out system and this should be used.
 - An action plan following guidelines and attached flow chart will be agreed with the Senior Leader which could include an agreement as to who informs Social Services. In these circumstances youth workers have a statutory duty to inform Social Services of 'suspected or identified abuse', whether sexual or physical, which would include information disclosed about another young person.

- Whenever possible this should be done with permission of the young person, who may need a lot of in depth support from the youth worker to be able to make this decision. However, with or without the permission of the young person involved, the information must be passed on to Social Services.
- Confidential 'file notes' need to be used to record all actions taken.

Appendix 7: Guidelines on touching children and young people

- Keep everything in public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be construed as, sexually stimulating to the adult or child.
- Children are entitled to determine the degree of physical contact with others except in exceptional circumstances, i.e. when they need medical attention or for their own safety.
- Team members should take responsibility for monitoring one another in the area of physical contact and should express concerns to the Nominated Person.
- Touch should not be prolonged.
- Corporal punishment in any form should never be used.

Also

- Clear guidelines should be given to workers about listening to what children say.
- The guidelines in '*Abuse: What to look for, what to do*' (Appendix 4) and professional help should be sought if any disclosure of abuse is made.

Appendix 8: Supervision of children and young people

It is important to have a high enough ratio of adult supervisors to children for any visit. The factors to take into consideration include:

- Sex, age and ability of group
- Pupils with special educational or medical needs
- Nature of activities
- Experience of adults in off-site supervision
- Duration and nature of the journey
- Type of any accommodation
- Competence of adults, both general and on specific activities
- Requirements of the organisation/locale to be visited
- Competence and behaviour of pupils
- First Aid cover

Staffing ratios for visits are difficult to prescribe, as they will vary according to the activity, age, group, location and the efficient use of resources. However, a general guide for visit in normal circumstances might be as an example: One adult for every six children.

Group leaders should assess the risks and consider and agree an appropriate safe supervision level for their particular group. There should be a minimum of one adult in charge. In addition to the adult in charge there should be enough supervisors to cope effectively with an emergency. Parents and Carers should always be aware of the level of supervision.

Below are suggested ratios of adult to child, recommended for a specific indoor/outdoor activity or holiday event. These are the ratios required in regulations governing day care for under 8s.

Adult : Children

Two years and under

One : Three

Three years One : Four
Four to eight years One : Eight

Organisations such as OFSTED, the NSPCC, can offer more detailed advice and guidance on safe ratios.

Appendix 9: Transporting children

Our advice on transporting children is as follows:

- Only those who have gone through the church/organisation recruitment procedures for workers should transport children.
- All drivers should have read the child protection policy of the church/organisation and agree to abide by this.
- Parental consent should be given and all journeys should be carried out with the knowledge of the leadership.
- Seat belts should be worn, the driver should have adequate insurance and the vehicle should be road worthy.
- Drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited till other children have been dropped off, the driver should explain that it isn't convenient to talk. Then arrange to meet with the child/young person at a location where there can be other adults around. (Remember a child/young person may want to talk to the driver about an abusive situation).
- Having checked drivers (application form, interview, references etc.) it is reasonable to expect that they may be alone with a child for short periods e.g. dropping off the last child. Ensure a discussion takes place as to the most suitable child to be dropped off last and plan routes accordingly. (We have not suggested two workers in a car as this in itself does not guarantee protection for a child – there have been incidents where workers have acted together and two adults in a car with one child could be less of a protection.)
- At the collection or dropping off points do not leave a child on their own. Make sure that an appropriate adult collects children. Obviously look at instances where it may be unwise for a particular driver to transport a child e.g.

where they have had a disagreement that evening, where a child/young person has a 'crush' on a driver etc. and arrange for someone else to transport the child/young person.

Arrangements when using mini buses

In addition to the above, consider the following:

- Ensure full compliance with mini bus regulations.
- Ensure that you have adequate supervision. As well as a driver, another responsible adult sitting with the children/young people will be needed.
- Ensure the responsible adult has also undergone appropriate recruitment and selection in accordance with the church/organisation's procedures.

Appendix 10: Self harm

Introduction

Self harm is the act of deliberately injuring yourself physically. It can be unnoticed harm, such as hitting or punching yourself, or taking small doses of poisonous or reactive substances. It can also include acts of visible damage, such as cutting or burning. At the present time the UK has the highest rate of self harm in Europe and self harm leads to around 15,000 Accident and Emergency Unit attendances each year. About one in 10 teenagers say that they deliberately self harm. It generally starts in adolescence, the average age is 13; and peaks in early or mid 20s if no help is sought. It is not just a problem for girls, although more girls than boys seek help. It is strongly linked with problems of low esteem and confidence.

How can we help

- Talk about what is going on.
- Help them see that you understand – and help them to understand.
- Ensure their safety in episodes of self harm.
- Encourage them to get some help.
- Get some support yourself.

One of the difficult and frustrating issues about self harm is that it can easily be manipulated. Sufferers feel that the only way that they will get love, care and attention is if they force you to show it and they can do this by self harming. Such manipulative behaviour includes threatening to harm themselves if you don't call round, making sure you see scars or evidence of harm, showing reluctance to improve and being easy to relapse following any step forward.

This means:

- Keep very clear boundaries.
- Try not to react to manipulation.
- Try not to confront it when you experience it.
- Do not handle the situation alone.

Practical suggestions

- Discuss why people self harm.

- Teach or try different ways of dealing with negative emotions.
- Teach the whole youth group.
- Be willing to share how you deal with emotions, being aware of your own strategies.

Note:

1. Self harm can be 'catching'. If one person begins to self harm it is possible that others in the group will want to do the same.
2. Self harm is not the same as attempted suicide. Self harm is an attempt to feel better, not to die. Suicide, in contrast, stems from the desire not to feel at all any more.

Appendix 11: Eating disorders

Introduction

These are generally thought to affect up to two per cent of the female population, but some studies suggest much higher rates than this. The Eating Disorder Association (EDA) estimates that around 1.15m people in the UK are suffering from eating disorders. Only 60,000 on average are receiving treatment.

There are a number of different types of eating disorders. The two most common are anorexia nervosa and bulimia nervosa.

The potential medical consequences can be very serious.

There is evidence that there are many causes for eating disorders. These causes may be the initial diet, concern about body image, family dysfunction, and relationship difficulties. There are also more serious causes such as low confidence and self esteem, perceived responsibility for other people's happiness, revulsion against life, abuse etc. In all these cases action needs to be taken.

Action

If you are concerned about someone:

- whatever you do, do something
- early identification is important
- be aware – particularly if you are working with young people who are high risk
- cover background issues with everyone if you can – e.g. self esteem – discuss weight issues
- if you find out there is a problem, don't panic, think: "Am I the best person to tackle this?"
- do talk to them – but try to avoid focusing on food or weight
- be on their side and engage
- bring hope and support as they start to seek help
- don't go it alone – get support yourself

Appendix 12: First aid

It is vitally important to know any medical information about children and young people in your group, and to have, where possible, an appropriate person with responsibility for first aid in your organisation.

What level of qualification is needed?

The level of first aid expertise required in your work is dependent on the group and/or organisation you are working for. Even where there is no legal requirement for formal training, it is a useful skill for any person to possess. Churches and youth groups should therefore seriously consider having someone equipped to carry out basic first aid.

It goes without saying that formal first aid training must be provided by a recognised organisation and in order to obtain recognised status as a First Aider, training must be undertaken on a regular basis. This ensures that up to date information regarding changes in medicine and practice are taken on board. Refresher training usually needs to be done every three years.

Training organisations

Organisations such as the St John Ambulance Brigade, St Andrew's Ambulance Corps or the British Red Cross are the most well known organisations for providing a recognised qualification in first aid.

An appointed person is someone who oversees first aid requirements and supervises any incident that arises.

You should therefore:

- Ensure that all premises used by children have a properly equipped first aid kit.
- The first aid kit should be clearly located and recognisable. Its contents should be stored in a waterproof container and a designated worker should regularly check the contents. A white cross on a green background must identify all first aid containers.

- Make sure that an accident book is available, properly used and that any notifiable incidents (under health and safety regulations) are recorded and dealt with.
- Ensure information regarding any trained first aiders is readily accessible.
- Make sure everyone is aware who is responsible for first aid.
- Provide a sign giving the nearest available telephone for emergency calls.

You should be aware of the need to support children and young people with medical needs to enable them to fully participate in events and activities. This is part of meeting the requirements of the Disability Discrimination Act 1995.

The legal implications of treatment

In the UK there is generally no legal obligation on an individual to assist a person requiring first aid, providing they were not the cause of the casualty requiring treatment.

Where children and young people are being cared for by children's/youth workers they should exercise a duty of care towards them.

If a youth worker provides first aid to a young person, can the young person make a claim for damages if something goes wrong? In general there are two ways in which the risk of personal liability can be minimised. The first is through good practice and the second is by taking out adequate indemnity insurance.

A member of the general public with no specific first aid training will only be considered negligent if he performs an act that a reasonable and prudent person in his position would not have done in the same situation, or omits to do something that a reasonable person would have done.

The actions of a worker who is trained in first aid would be judged on the individual circumstances. They could only be held liable if the standard of care fell below that which a reasonably competent person with the same level of qualification and experience has.

It follows therefore that provided the worker who is first aid trained administers first aid in accordance with current guidelines; it is unlikely that a successful claim could be brought. Liability is only likely to arise if first aid is carried out incorrectly and with disregard to accepted practice and guidelines.

As children's workers undertake a general duty of care towards children and young people it would be advisable to check any insurance cover provided by the church/organisation in relation to indemnity.

Organisations and training resources

St. John Ambulance

Website: www.sja.org.uk

British Red Cross

9 Grosvenor Crescent

London SW1X 7EJ

Website: www.redcross.org.uk

Appendix 13: Useful telephone numbers

Children and Young People's Directorate at Gloucestershire County Council

| Helplines | Telephone number |
|---|--|
| Report concerns to Customer Service Operator on | 01452 426565 (Mon to Fri, 8am to 5pm) |
| Safeguarding Children Services | 01452 583636 |
| <ul style="list-style-type: none"> • for concerns about a vulnerable adult | 01452 426868 |
| <ul style="list-style-type: none"> • for concerns about a child | 01452 426565 |
| <ul style="list-style-type: none"> • for concerns about the behaviour of a member of staff | |
| <ul style="list-style-type: none"> • working or volunteering with children | 01452 426994 |
| <ul style="list-style-type: none"> • Police – Child Protection | 01242 261112 |
| Cheltenham General Hospital (switchboard) | 08454 222222 |
| Gloucester Royal Hospital (switchboard) | 08454 222222 |
| NSPCC Gloucester | 01452 300616 |
| Rape Crisis | 01452 526770 |
| ChildLine | 0800 1111 |
| Samaritans | 01242 515777 |
| SHARE – Young People's Counselling Service | 01452 500300 |
| GUIDE (Information for all health, social care and disability enquiries) | 01452 331131 |

Gloucestershire Safeguarding Children Board website is www.gscb.org.uk

