

SAFEGUARDING POLICY GRACE CHURCH

1 CHURCH DETAILS

Name of church: GRACE CHURCH (hereafter, “the church”)
Location: CHICHESTER, BOGNOR REGIS AND MIDHURST
Affiliation: A COMMISSION CHURCH IN ASSOCIATION WITH NEWFRONTIERS

2 SAFEGUARDING REPRESENTATIVES

The leadership of the church have appointed the following people to be safeguarding representatives. Any allegation or concerns about abuse should be directed to these people. They will follow the guidelines and procedures for responding to any allegations of abuse. The leadership will support the Co-ordinator and Deputy in their role, and accept that any information they may from time to time have in their possession will be shared in a strictly limited way on a need to know basis.

Senior Safeguarding Co-ordinator: CATHERINE KIMBANGI
Site based Safeguarding Deputies: NEIL HALL (Chichester)
KATHRYN BISHOP (Bognor Regis)
SAM FEAVER (Midhurst)

3 INTRODUCTION TO POLICY

This document is based on advice and information given by the Churches’ Child Protection Advisory Service and has been prepared in accordance with the principles contained in 2010 CCPAS Safe and Secure Standards.

A copy of this policy and all amendments will be filed with CCPAS. This Policy must not be copied by other churches/organisations without the written agreement of CCPAS.

4 POLICY STATEMENT

The leadership of the church take seriously their responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to the church’s care. It is our aim to provide a safe environment for everyone where safeguarding and good working practice is a high priority. We recognise that many people today are the victims of neglect, and physical, sexual and emotional abuse. Therefore the church will:

- Actively seek to protect and safeguard the physical, emotional and spiritual welfare of all people while in the care of the church.
- Have clear procedures for responding to suspicions or allegations about abuse (including those made against leaders or members of the church), and procedures for working with known offenders attending the church.
- Ensure that both employed and volunteer workers (working with either children and youth, or vulnerable adults) are properly and appropriately selected and appointed.
- Ensure that children’s/youth/vulnerable adult workers and volunteers are given adequate support and training.
- Review the Safeguarding Policy and procedures every year.

5 WHO ARE WE SAFEGUARDING?

The Children Act 1989 states the legal definition of a child is 'a person under the age of 18'. 'Young person' is not a legal term, for the purposes of the policy and procedures, a young person is someone who might not perceive themselves as a child, but who is still in the age range of the legal definition, and therefore fall within the term 'child'.

A vulnerable adult is a person, aged eighteen and over, 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (Department of Health, 2000). The Safeguarding Vulnerable Groups Act 2006 defines a vulnerable adult as someone aged eighteen and over who:

- is in residential accommodation, (Section 59 (2)(a) indicates this in connection with care or nursing or a residential special school)
- is in sheltered housing,
- receives domiciliary care,
- receives any form of health care,
- is detained in lawful custody,
- is by virtue of an order of a court under supervision by a person exercising functions for the purposes of Part 1 of the Criminal Justice and Court Services Act 2000 (c. 43),
- receives a welfare service of a prescribed description, (Section 16 (5)(a) indicates this includes counselling or advice)
- receives any service or participates in any activity provided specifically for persons who has particular needs because of his age, has any form of disability or has a prescribed physical or mental problem. (Dyslexia, dyscalculia and dyspraxia are excluded disabilities)
- receives payments (directly or via payments made to another on his behalf) in pursuance of arrangements under section 57 of the Health and Social Care Act 2001 (c. 15), or
- requires assistance in the conduct of his own affairs. (Section 59 (10)(a) indicates this is where a lasting power of attorney exists)

6 COMMITMENT TO CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

As part of the mission of the church, we are committed to:

- Listening to, valuing, and relating effectively and appropriately to all children, young people and vulnerable adults.
- Ensuring the protection of children, young people and vulnerable adults and minimising 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, young people, vulnerable adults, parents and carers.
- Providing safe, relevant and engaging children's and youth work of the highest quality possible and with adequate resources.
- Ensuring that all workers with children, youth workers and vulnerable adults are given appropriate support and training.
- Providing clear procedures for dealing with any suspicions or allegations of abuse.

- Providing clear procedures for the recruitment and appointment of all workers and volunteers.
- Ensuring that all workers and volunteers have an appropriate, up to date and satisfactory 'Enhanced Disclosure' check from the Criminal Records Bureau (CRB)

7 SIGNS OF POSSIBLE ABUSE (children & young people)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders – anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging
- Depression, aggression, extreme anxiety
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses
- Inadequate care, etc

**These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.*

8 SIGNS OF POSSIBLE ABUSE (vulnerable adults)

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting

- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

Psychological

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

Neglect or Omission

- Malnutrition, weight loss and/or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

Discriminatory

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

Institutional

- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

9 WHAT TO DO IF YOU SUSPECT THAT ABUSE MAY HAVE OCCURRED

Under no circumstances should a worker carry out their own investigation into the allegation or suspicion of abuse. You must report concerns as soon as possible to the Safeguarding Co-ordinator. In the absence of the Co-ordinator the matter should be brought to the attention of the Deputy Co-ordinator.

If the suspicions in any way involve the Co-ordinator then the report should be made to the Deputy Co-ordinator. If the suspicions in any way implicate both the Co-ordinator and the Deputy Co-ordinator, then the report should be made in the first instance to CCPAS Churches' Child Protection Advisory Service, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 45 50 to seek advice and the best course of action to take.

You should not discuss your suspicions with anyone other than those nominated above.

It is, of course, the right of any individual as a citizen to make direct referrals to the safeguarding agencies or seek advice from CCPAS. However, we hope that members of the church will use this procedure. If, however, you feel that the Co-ordinator or Deputy has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct. We hope by making this statement that we demonstrate the commitment of the church to effective safeguarding.

9.1 ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT

If a child or vulnerable adult has a physical injury or symptom of neglect, the Co-ordinator will:

- a) Speak with the person concerned or their parent/guardian and suggest medical help/attention is sought for them. The doctor will then initiate further action, if necessary. If appropriate, the parent/guardian/vulnerable adult will be encouraged to seek help from the Social Services Department.
- b) If the parent/guardian/vulnerable adult is unwilling to seek help, then it may be appropriate for a church worker to offer to go with them. If they still fail to act, the Co-ordinator should, in cases of real concern, contact Social Services for advice.
- c) Where the Co-ordinator is unsure whether or not to refer a case to the Social Services, then advice from the CCPAS will be sought and followed. The CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.

9.2 ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Co-ordinator will:

- a) Contact the CCPAS for advice/support, or the appropriate Social Services or Police Team directly. The Co-ordinator will **not** speak to the parent/carer (or anyone else).
- b) If, for any reason, the Co-ordinator is unsure whether or not to follow the above, then advice from the CCPAS will be sought and followed. The CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
- c) Under no circumstances will the Co-ordinator attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter.
- d) Whilst allegations or suspicions of sexual abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy should not delay referral to the Social Services Department.
- e) Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Co-ordinator or Deputy as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.

9.3 ALLEGATIONS OF OTHER TYPES OF ABUSE (VULNERABLE ADULTS)

If a vulnerable adult has any symptoms of abuse not covered above or says things that may lead to the suspicion of abuse, the Co-ordinator will:

- a) Speak with the vulnerable adult about their concerns and suggest appropriate help is sought for them as needed. The external support agency will then initiate further action, if necessary.
- b) If the vulnerable adult is unwilling to seek help, then it may be appropriate for a church worker to offer to go with them. If they still fail to act, the Co-ordinator should, in cases of real concern, contact Social Services or the Police for advice.
- c) Where the Co-ordinator is unsure whether or not to refer a case to the Social Services or Police, then advice from the CCPAS will be sought and followed. The CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
- d) The church recognises its legal duty to work with other agencies in safeguarding vulnerable adults and in responding to abuse. All workers involved with vulnerable adults

have a responsibility to be mindful of issues related to vulnerable adult safety and welfare and a duty to report and refer any concerns however “minor” they appear to be.

IT IS NOT THE JOB OF WORKERS TO INVESTIGATE THESE CONCERNS

In cases where it is deemed that a vulnerable person lacks sufficient understanding to make informed decisions about his/her own care and treatment, parents/carers have a right to be informed about any concerns about the vulnerable person’s welfare or any action taken to safeguard and promote the vulnerable adult’s welfare, providing this does not compromise the vulnerable adult’s safety.

The Safeguarding Co-ordinator will then contact the Local Authority Adult Safeguarding Unit in order to discuss appropriate action. The Local Authority Adult Safeguarding Unit is responsible for coordinating action in vulnerable adult cases, including liaison with police.

Note: It is important to convey that the Adult Protection Unit will need to assess the situation and would want to work with the vulnerable adult in determining what could/should happen next. They would wish to respect the vulnerable adult’s wishes and feelings provided no one is at immediate risk of harm.

If the vulnerable adult is fully aware of what could happen, they can:

- choose whether they want to speak now or have time to think about it
- be as informed as possible regarding the implications of passing on this information.

10 HOW TO REACT WHEN A PERSON WANTS TO TALK ABOUT ABUSE

It is not easy to give precise guidance but the following may be of help:

General points...

- Above everything else listen and keep calm
- Show acceptance of what the person says (however unlikely the story may sound)
- Look at them directly
- Be honest
- Tell them you will need to let someone else know – don’t promise confidentiality
- Remember, even when they have broken a rule, they are not to blame for the abuse
- Be aware that the person may have been threatened or bribed not to tell
- Never push for information.

Helpful things to say or show...

- You have done the right thing in telling
- I believe you (or showing acceptance of what they say)
- Thank you for telling me
- That must have been really hard
- I am glad you have told me
- It’s not your fault
- I will help you

Avoid saying...

- Why didn’t you tell anyone before?
- I can’t believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as “I am shocked, don’t tell anyone else”

Concluding...

- Again, reassure the person that they were right to tell you and that you believe them
- Let the person know what you are going to do next and that you will let them know what happens
- Immediately refer to someone appropriately qualified
- Consider your own feelings and seek pastoral support if needed

11 SAFEGUARDING RECORD FORMS

Complete a Safeguarding record form as soon as possible (preferably within one hour of the person talking to you), writing down exactly what the child, young person or vulnerable adult said, when he/she said it and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of the event or conversation and when you made the record. Keep all hand written notes, even if subsequently typed and pass all these to the Safeguarding Co-ordinator as soon as possible. **Do not discuss the event or conversation, or show the written notes to anyone else.**

12 ALLEGATIONS AGAINST WORKERS AND VOLUNTEERS

Where an allegation is made against a worker or volunteer (however unlikely the allegation may sound) you **must** ensure that this is recorded on a safeguarding record form within one hour and the Safeguarding Co-ordinator is informed ASAP. As well as the items listed in section 10 above please also ask the child, young person or Vulnerable Adult if there were any witnesses. **Do not discuss the event or conversation, or show the written notes to anyone else, including the worker or volunteer concerned. In this situation your local safeguarding authority can be contacted. The phone number for West Sussex is 01403 229900.**

13 SAFEGUARDING - GOOD WORKING PRACTICE

There are a number of general principles regarding the attitude and behaviour of workers and volunteers towards children, young people and vulnerable adults which are common to all age groups. These are listed below. In addition, specific groups have more detailed guidelines on issues of practice which your team leader will discuss with you.

- Workers and volunteers should treat all children, young people and vulnerable adults with dignity and respect in attitude, language used and action at all times.
- Workers and volunteers should respect the background and culture of those in their care. They should have a commitment to equal opportunities and therefore treat everyone as individuals with equal concern. However, it is crucial that workers understand that background, culture, particular beliefs and practices should not be used as an excuse for abuse. Some practices within particular cultures may need to be challenged.
- All workers and volunteers should have reasonable health, mental stability and integrity. All workers need encouragement and help, particularly when they are first appointed. All workers should attend planning meetings and training to help them develop their skills and work as a team.

In addition the following principles will be observed for children and young people:

- If a child or young person is invited to your home, ensure this is with the knowledge of the team leader, and/or a parent is aware, and the reasons for the visit are explained clearly, including length of time and supervision.
- Ensure that arrangements for transporting children and young people are with the knowledge of the team leader, and/or have parental approval. When travelling alone with a child or young person, ensure they are sitting at the back of the car. Avoid mixed gender transporting alone.

- Seek, through permission slips, parental consent for children to attend groups and activities.
- A register of all attendees at children and youth events including adult leaders and assistants will be kept for a period of 1 year after the date of the event.
- The recommended adult to child ratio, as defined by Ofsted, will be maintained with a **minimum of 2 leaders** over the age of 16, of which at least one must be over 18, no matter what size group of children and with both male and female leaders for mixed groups wherever possible. A greater ratio is necessary for trips.

Ages	Adults	:	Children
Under 2	1	:	3
2	1	:	4
3 – 7	1	:	8
8 and over	1	:	10

- Sole charge is not advised, but it is recognised that there are sometimes unavoidable extenuating circumstances. The leader will therefore minimise any risk as a matter of priority (e.g.: remain in a public part of the building, ask a parent or other acceptable adult to sit in).
- No person under 18 years of age should be left in sole charge of any children of any age.
- When going away from the normal meeting place, the trip will be well planned in advance; having done a risk assessment where necessary and will at the outset gain advice from the Safeguarding Co-ordinator. The trip will have appropriate levels of leadership and will obtain written parental consent.

Ages	Adults	:	Children
Under 2	1	:	3
2	1	:	4
3 – 7	1	:	6
8 and over	1	:	8

- Ofsted regulations state that if any child provision for under 8's exceeds two hours per day and for more than 6 days a year, the local Social Services Department **MUST** be informed and registered with.

14 USE OF PHYSICAL RESTRAINT

We have a non-restraint policy. However, if ever it is necessary to use physical restraint on a child, young person or vulnerable adult, the following points should be remembered:

- Restraint should only be used to prevent the person from harming themselves or others – NOT as a form of punishment.
- Never cover a person's head or neck or block airways.
- Whenever a person is restrained ensure that it is witnessed by another adult and that both the restrainer and the witness independently record all that happened on record sheets.
- All record sheets should be given directly to the Safeguarding Co-ordinator without being shown to anyone else.

15 APPOINTMENT OF WORKERS

15.1 APPOINTMENT OF ADULT WORKERS

All workers must be members of Grace Church and must have the approval of the leadership to work with children.

Leadership approval means that through discussion with the potential worker, the leadership is confident that they have clearly understood the gospel message and are baptised as a public statement of this. Where appropriate, contact will be made with any previous

churches attended by the applicant. If a person has indicated that they wish to work with children, this will be raised as part of that discussion.

All potential workers must be given a description of the role that they are being considered for. They must also be made aware of the role profile of any worker, ie the requirements in terms of character and conduct.

Once a prospective worker has been interviewed and approved by the leadership the safeguarding Co-ordinator will issue an application pack. The Safeguarding Co-ordinator will record the date that all application packs are issued and follow up any packs not returned within one month. The Safeguarding Co-ordinator will review all forms and relevant documentation when they are returned, and apply for an enhanced level DBS disclosure via CCPAS for the applicant. Once a clear DBS disclosure certificate has been returned to and inspected by the Safeguarding Co-ordinator, the applicant will be allowed to take up their position.

The new worker will be in regular contact with the children's group leader and will be invited to training/planning meetings relating to the work.

15.2 APPOINTMENT OF YOUTH ASSISTANT WORKERS

Youth Assistant Workers are defined as children below the age of 18 and in school year 7 and above who want to help with the children's work. All Youth Assistant Workers must either be members of Grace Church or have parent(s) that are members or be committed members of the Grace Church youth group; must have the approval of the leadership and their parent(s) to work with children and must have completed a Youth Assistant Worker application form before commencing their position.

Once a prospective Youth Assistant Worker has been approved by the leadership the Safeguarding Co-ordinator will issue an application pack. The Safeguarding Co-ordinator will record the date that all application packs are issued and follow up any packs not returned within one month. The Safeguarding Co-ordinator will review all forms when they are returned and inform the applicant and group leader of the outcome.

All new workers will work along side, and under the direction of, a more experienced worker or group leader. The group leader will discuss and review the new workers progress with the worker during the first few months. This will be considered a 'trial period' by all concerned.

Youth Assistant Workers are able to assist with children's work but they will not be given any adult responsibility for children. They are included as children when calculating the adult to child ratio (see section 8).

16 SUPERVISION AND PASTORAL CARE OF OFFENDERS

If there is good reason to believe that someone attending the church may pose a risk to children or Vulnerable Adults 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, young people and vulnerable adults. Whilst extending appropriate pastoral care to an individual, the leadership and/or Safeguarding Co-ordinator will meet with the individual and discuss boundaries that the person will be expected to keep. A written agreement will be appropriate in such cases, a copy of which will be kept by the Safeguarding Co-ordinator.

When someone who is known to have abused children or vulnerable adults, or may pose a risk to children or vulnerable adults moves on to another church, the leadership will forward the relevant information to the new church leaders if known.

17 POLICY ON THE RECRUITMENT OF EX-OFFENDERS

We will treat any applicant for any position (paid or voluntary) within the church fairly and not discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

Having a criminal record will not necessarily debar an individual from working/volunteering to help with children, young people and vulnerable adults within the church. Only convictions or conviction information that is deemed relevant. We implement a fair policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the conviction or conviction information is relevant.

We will request an Enhanced disclosure only where it is necessary and relevant to the position sought. All workers and volunteers with children and young people will be required to have an Enhanced criminal record disclosure. Where the position requires a disclosure we will make this clear on the application form, advert and any other information provided about the post.

Failure to reveal relevant information could lead to withdrawal of an offer of employment (paid or voluntary) and/or your involvement with children, young people and vulnerable adults.

When receiving a disclosure which shows any allegation of abuse against a child or vulnerable adult, we will take into consideration –

- Whether the allegation is relevant to the position being offered.
- The seriousness of the offence revealed.
- The length of time since the offence took place.
- Whether the applicant has a pattern of offending behaviour.
- Whether the applicant's circumstances have changed since offending took place.
- CCPAS can offer advice on these matters for individual blemished disclosures.

18 SUPPORT FOR THOSE AFFECTED BY ABUSE

The church will endeavour to provide appropriate assistance to those who may be affected by abuse, whether the abuse was recent or occurred many years in the past. This assistance may include the provision of spiritual counselling and prayer, or referral to other organisations as appropriate.

19 EQUAL OPPORTUNITIES POLICY

The church operates an equal opportunities policy. A copy of the equal opportunities policy is available on request.

20 REVIEW OF THIS POLICY

The Leadership, or appointed representatives, shall review this policy, its effectiveness and its implementation year.

21 APPENDIX – COPY OF ALL FORMS

Copies of these appendices are available from the church office.

- 21.1 Application forms to work with children, young people and/or vulnerable adults**
- 21.2 Self-Declaration form**
- 21.3 Parental consent form**
- 21.4 Safeguarding Report Form**