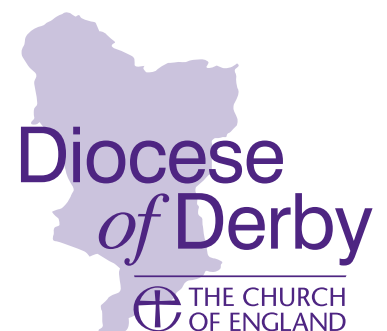




Safeguarding in the Parish: A Reference Guide

October 2016



Safeguarding in the Parish: A Reference Guide

Key contact details in the Parish of:

Parish Safeguarding Link:

Clergy:

Diocesan Safeguarding Team (DSA /ASAs):

Diocesan Youth Worker / Children Worker:

Archdeacon:

Local Council (Children):

Emergency / Out of Hours Social Care:

Local Council (Adults):

Emergency / Out of Hours Social Care:

Other Key numbers:

Please record the relevant contact name and numbers for your parish

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Preface

The Rt Revd Dr Alastair Redfern,
Bishop of Derby



I commend this important document to you; it is the result of work undertaken by the Diocesan Safeguarding Management Committee's Procedures Group and others who have helped in the latter stages of production. This document replaces all former documents which should no longer be used.

Robust safeguarding arrangements are important at all levels of the Diocese because children, young people and adults in need of protection are an important part of the church's family. The way we treat them is vital to our ability to keep them safe and is central to our Mission in the communities in which we serve. This is central to our Gospel message of hope, and trust in our Lord, as well as ensuring that our church congregations can be a safe, welcoming place for all who seek sanctuary and support.

These procedures are mandatory to all who are employed or who work in a voluntary capacity within this Diocese; the guidelines are the minimum standards of good practice and have been designed to ensure that this valuable work can proceed in safety and with confidence.

I wish to record my appreciation to all who have played a part in producing these documents.

+ Alastair

1: Introduction

Welcome to this “Safeguarding in the Parish – A Reference Guide”.

This guide will give you the key safeguarding information everyone needs at a parish level. It will also direct you to more information held in the full procedure document, ‘Diocese of Derby Safeguarding Policy, Procedures and Guidance’ (2016). It also refers to the Church of England’s National Policies and Practice Guidance, all of which can be found on the Diocesan Safeguarding web page (www.derby.anglican.org/safeguarding) or on the main Church of England website (www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults.aspx).

You must follow national practice guidance documents, which all say that:

‘The House of Bishops commends them for use by parishes, dioceses and the national church institutions. Where relevant, they should also be applied to other Church of England Settings, for example cathedrals, religious communities and theological colleges. Failure to implement and adhere to this practice guidance may invalidate your insurance.’

The procedures and this reference guide fit in with Local Safeguarding Children and Adults Procedures, so you may need to look at those too. There are two key national statutory guidance documents, published by the government that all organisations, including churches, must follow:

- ‘Working Together to Safeguard Children – a guide to inter-agency working to safeguard and promote the welfare of children.’ 2015
- ‘Care and Support Statutory Guidance – issued under the Care Act 2014’. Section 14: Adult Safeguarding

Always remember that anyone with a potential role to play in safeguarding children, young people and adults should be familiar with this document and know when to consult the national Church of England and governmental documents mentioned above.

The Diocesan Safeguarding Team will keep the full procedure document up to date and will let parishes know about any changes. Together with the ‘Diocese of Derby Safeguarding Policy, Procedures and Guidance’ (2016), this reference guide represents our commitment to the Church’s national policies, principles and practice guidance, and to promoting and ensuring best safeguarding practice across the Diocese. This is relevant to everyone, whether you are in our churches or Cathedral, our ‘Fresh Expressions’ groups, parishes and communities, church schools, youth clubs or voluntary groups – wherever the church is engaged with children, young people and adults across the Diocese of Derby.

2: Key Safeguarding Principles

The Diocese of Derby has adopted and endorses the Church of England national statement of safeguarding principles. The following statements are based on those principles.

‘The Church of England works in partnership with other Christian Churches and other agencies in delivering safeguarding.

We will:

- Care for, nurture, and give respectful pastoral ministry to all children, young people and adults
- Safeguard and protect all children, young people and adults
- Create safe, caring communities that provide a loving environment where victims of abuse can report or disclose abuse and find support
- Use best practice to help prevent abuse.

To make this happen, we will:

- Carefully select, support and train everyone with any responsibility within the Church, in line with the principles of Safer Recruitment.
- Respond straight away to every complaint that an adult, child or young person may have been harmed, and co-operate with the police and local authority in any investigation.
- Always try to offer informed pastoral care and support to anyone who has been abused. With them, we will try to create an appropriate ministry that shows we realise how important it is to understand the needs of people who have been abused, including their feelings of alienation and/or isolation.
- Try to protect survivors of sexual abuse from the possibility of further harm and abuse.
- Challenge any abuse of power, especially by anyone who is in a position of respect and responsibility, and is trusted by others.
- Offer pastoral care and support, including supervision, and referral to the appropriate authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.
- In all these principles we will follow legislation, guidance and recognised good practice.’

We believe that everybody has a role to play in making sure our Diocese has effective safeguarding arrangements in place. Our people based in the parishes are particularly important.

3: Safeguarding in the Parish context

In this guide, the term 'parish' refers to the Incumbent and members of the PCC (who are those responsible for ensuring that the safeguarding policy is implemented). It also refers to any church officer (paid or volunteer) who, at work, comes into contact with children, young people or adults who might need protection.

There are some roles that will have particular responsibilities for safeguarding. These include clergy or licensed ministers, PCC members who have been given safeguarding as a brief, PCC appointed Parish Safeguarding Link/s (covering children, adults or both), Children's work Co-ordinators, paid Youth or Families Workers, Leaders of children's or adult groups and those heading up pastoral ministry.

Parish Safeguarding Links (PSL):

- The Parish Safeguarding Link (PSL) is the safeguarding lead for children and/or adults within the parish. Alongside the clergy, licensed ministers and PCC members with a safeguarding brief, these are the people responsible for promoting the 'Diocese of Derby Safeguarding Policy, Procedures and Guidance' (2016) and this guide. They make sure that the PCC approves and adopts this document every year.
- PSLs should make sure that the 'Diocese of Derby Safeguarding: What to do if you have concerns...' flowchart is displayed prominently in all churches and church buildings and wherever there are activities happening under the auspices of the Church. Information about Child Line, NSPCC and Elder Abuse and Domestic Violence Helplines should be put up next to the flowchart. Posters are available from the Diocesan Safeguarding Team.
- PSLs should make sure that any safeguarding concern is dealt with by the parish in line with the policies of the Church of England and this guidance. They must make sure that any actions taken by the parish are agreed in advance with the Diocesan Safeguarding Team (DST).
- PSLs must report to their PCC every year, before the Annual Parish Council Meeting (and at other times if they are asked to). This report should include a review of safeguarding activity in the previous year and any plans to promote effective safeguarding activity in the Parish over the coming year (see proforma on the Safeguarding pages of the Diocesan Website). The annual report must be shared with the DST alongside the PCC Minute relating to its acceptance.
- PSLs will pull together information about those in their Parish who need safeguarding training. In liaison with the DST, they will arrange access to any training required, in line with the national Church of England Safeguarding Learning and Development Programme. PSLs will keep local training records that they will share every year with the DST.

The PSLs will make sure that:

- Everyone who plans to work with children or adults in need of protection is recruited in line with the national 'Practice Guidance: Safer Recruitment' June 2015 (see Diocesan website). This will include making sure that those who need a Disclosure and Barring Service (DBS) check follow the process and are checked before taking up their role.
- All those wanting to work with children and/or adults in need of protection have a written volunteer contract, signed by their line manager and the PSL before taking up their role.
- All relevant volunteers, staff and post-holders (such as churchwardens, PCC members and parish/church officers) have signed to say they have read this guidance document and are willing to use it in any work they do within the church (see Volunteer Safeguarding Code of Conduct).

For a full role description for PSLs please see the Diocesan Safeguarding Website.

PCC and Parish officers:

- The PCC is responsible for approving, adopting and promoting the 'Diocese of Derby Safeguarding Policy, Procedures and Guidance' (2016) and this guide, and for monitoring general safeguarding activity (not casework) in the Parish.
- Safeguarding should be a regular agenda item at PCC meetings (at least 3 times each year). The PCC should get reports of activity relating to the previous year's work and planning for the future from the PSLs at a meeting before the APCM.
- The PCC should support the PSLs and the clergy in all safeguarding matters and make sure that there are sufficient resources and capacity for the PSLs to carry out their role and responsibilities.
- The PCC should make sure that there is sufficient insurance cover relating to public liability, that any policy covers church activities away from parish premises and that the parish insurance policy is kept up to date.

Clergy, Licensed Ministers and Church staff

- The Incumbent minister is ultimately responsible for what happens in the parish under the auspices of church activity. In a leadership context, the Clergy, Licensed Ministers and Church staff all have a duty to promote best practice in Safeguarding across the parish/benefice.
- Clergy, Licensed Ministers and Church staff (along with the PSLs) should make sure that any safeguarding matter is dealt with by the parish in accordance with the policies of the Church of England and this guide. In doing so they will ensure that any actions taken by the parish are agreed, in advance, with the DST.
- Where a decision is taken to deviate from the agreed procedures, the Incumbent must provide the DST written confirmation from their insurers that Public Liability cover is not affected.
- Clergy, Licensed Ministers and Church staff should support the PSLs in their role and provide all the appropriate resources, support and guidance.

4: Responding to Safeguarding issues: What to do

The following information is drawn from the full 'Diocese of Derby Safeguarding Policy, Procedures and Guidance' (2016).

4.1 Promoting Safe Practice

A significant step in safeguarding those who are most vulnerable is to create a culture where we uphold and promote everybody's rights to safety, respect, equality of opportunity and access to resources.

Promoting positive and safe practice means:

- we hope for, and expect, the best from everyone but are not naïve about the nature and extent of harm that some may face or have already faced.
- we are not naïve about the risk that some people may pose to others – including within the Church context. We can be open and welcoming without disregarding the need for others to experience the church community as a safe place or sanctuary.

To achieve a positive safeguarding culture, we need to:

- openly promote the 'Safeguarding Policy Statement' and its link to our Christian values.
- show others how our Christian values influence our attitudes and actions.
- understand that fundamentally all abuse is about the misuse of power in interpersonal relationships.
- act compassionately to everyone, but always be looking out for harmful behaviour.

- prevent the risk of harm where we can.
- respond whenever there are concerns about someone's well-being and safety (including our own) or the behaviour and attitudes of anyone, whatever their role or position.
- challenge behaviour and activities that may put others at risk of harm.
- share information in line with the principles and guidance in this document.

4.2 Preventing the Risk of Harm

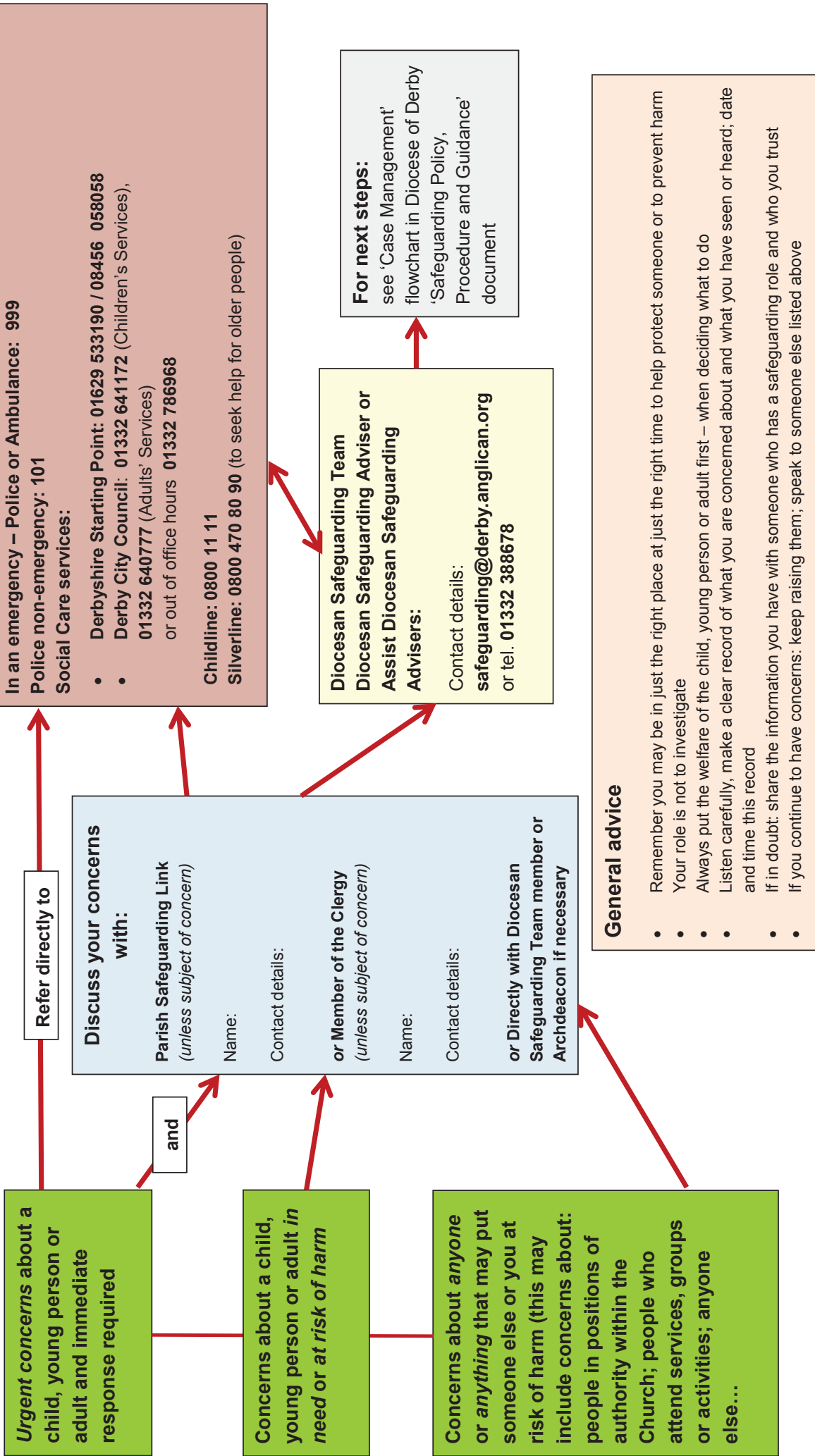
Preventing risks, or stopping them at an early stage, is vital to effective safeguarding. Having the right people in post is key, and following good practice guidelines is essential to keep everyone safe. So, there can be no short cuts to the recruitment of church officers (whether paid or volunteers); in completing risk assessments of activities or premises; or to raising awareness about situations of concern at an early stage. Remember, however unlikely something is, sometimes it will happen. You can find helpful guidance on a range of issues including adult to child ratios, advice on taking photos, hire arrangements for church premises and lone working etc. in the full 'Diocese of Derby Safeguarding Policy, Procedures and Guidance' (2016).

4.3 Responding to All Safeguarding Concerns

Everybody is expected to recognise, respond, report and record any concerns about the safety or well-being of a child, young person or adult in need of protection.

Parishes are expected to follow the process set out in the 'Diocese of Derby Safeguarding: What to do if you have concerns...' diagram shown below. This flowchart should be displayed prominently in all churches and buildings where church activities take place. All volunteers, leaders and helpers, and those with specific roles and responsibilities in a parish must be familiar with the details of the process and the information it contains.

Diocese of Derby Safeguarding: What to do if you have safeguarding concerns...



General advice

- Remember you may be in just the right place at just the right time to help protect someone or to prevent harm
- Your role is not to investigate
- Always put the welfare of the child, young person or adult first – when deciding what to do
- Listen carefully, make a clear record of what you are concerned about and what you have seen or heard; date and time this record
- If in doubt: share the information you have with someone who has a safeguarding role and who you trust
- If you continue to have concerns: keep raising them; speak to someone else listed above

4.3.2 Helpful Definitions (From Working Together 2015 and Care Act 2014 Guidance)

(A): Children

Children	Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection. Neither does it matter if they are undertaking a responsible role (e.g. Young Leaders or Helpers).
Safeguarding and promoting the welfare of children	Defined for the purposes of this guidance as: <ul style="list-style-type: none"> • protecting children from maltreatment; • preventing impairment of children's health or development; • ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and • taking action to enable all children to have the best life chances.
Child protection	Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
Abuse	A form 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 others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.
Physical abuse	A form of abuse which 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	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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 (including cyber 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	<p>Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.</p> <p>The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).</p> <p>Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p>
Neglect	<p>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:</p> <ul style="list-style-type: none"> • 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); or • ensure access to appropriate medical care or treatment. <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>
Spiritual Abuse (Taken from Protecting All God's Children 2010)	<p>Within faith communities, harm can also 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 intrusive healing and deliverance ministries. Any of these could result in children experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful, it should be referred for investigation in co-operation with the appropriate statutory agencies. 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 grow in the knowledge and love of God.</p> <p>If anyone in the Church is uncertain whether or not abuse has taken place, he or she can contact the Diocesan Safeguarding Adviser or the local authority children's social care team.</p>

You may also find the NICE Guidelines helpful in recognising the signs and symptoms of abuse, maltreatment and neglect:

'Guidance for the public': <http://publications.nice.org.uk/when-to-suspect-child-maltreatment-ifp89>

(B): Adults

Adult Safeguarding	<p>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.</p> <p>This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.</p>
Physical abuse	Includes assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
Domestic violence	Includes psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
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	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	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	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 (often in the Sex Trade), servitude and inhumane treatment.
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	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	Includes 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	This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

(C): General

Multiple Abuse	Incidents of abuse may be one-off or multiple, and affect one person or more. It is important to spot any patterns of harm. This means that you will need to share your information to enable others to identify any patterns. Remember – you may only hold a small part of the total information that is known.
Patterns of Abuse	Includes serial abusing in which the perpetrator seeks out and ‘grooms’ individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse; long-term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations, or persistent psychological abuse; or opportunistic abuse such as theft occurring because money or jewellery has been left lying around.

It is most important to remember that if you have any concerns about the welfare of a child, young person or adult, then you need to share that information with the DST and follow the flowchart.

4.3.3 Taking Action

To report any safeguarding concern to the Diocesan Safeguarding Team either:

- telephone on: 01332 388678
- complete the on-line Report a Concern Form (www.derby.anglican.org/safeguarding) or
- write to the DST, Derby Church House, Full St. Derby DE1 3DR (only for non-urgent matters)

Everyone should follow these points, which are based on the 'Church of England Safeguarding Model of Good Practice 2014 number 2'.

What to do if...

You have concerns about possible abuse (including allegations):

- In an emergency, call emergency services 999.
- Unless it involves them, consult the Parish Safeguarding Link (PSL) and the person you report to (your line manager or leader).
- Decide together whether to seek advice first or whether to make an immediate referral to police or care services (https://www.derbyshire.gov.uk/social_health/children_and_families/sup_port_for_families/Starting_point_referral_form/default.asp) or Early Help Referral Form (<http://www.derby.gov.uk/health-and-social-care/children-and-family-care/early-help-assessment/>).
- Always contact the Diocesan Safeguarding Team.
- Complete the Safeguarding Case Record (<http://www.derby.anglican.org/safeguarding>) of what happened, your concerns and your actions and copy them to the DST (a unique reference number will be given to you for future correspondence).
- The PSL will let your parish priest know, unless the priest is the person of concern.
- The PSL and DST will tell you who else can be informed. Unless you have permission to talk to others, keep the matter confidential.

A child, young person or adult tells you they have been abused

- Listen and keep listening. Do not interrupt them.
- Take all disclosures seriously and follow the flowchart.

- Do not investigate or ask questions unless it is to clarify what they have already said.
- Do not promise confidentiality. Tell them you need to share this with the DST.
- Reassure them that they are not to blame.
- Tell them what you are going to do and that they will be told what happens.
- Make careful notes of what is said, record dates, times, events and when you were told. Notes must be written up within 24 hrs.
- Report it to the person to whom you are responsible, the PSL or to your priest unless they are the person of concern.
- Only tell those who need to know.

Things to remember every day

- Treat everyone with respect, setting a positive example for others.
- Respect personal space and privacy.
- Make sure your actions cannot be misrepresented by someone else.
- Challenge any unacceptable behaviour in a constructive and helpful manner.
- Do not put anyone, including yourself, in a vulnerable or compromising situation.
- Do not have inappropriate physical or verbal contact with others, including the use of IT communication devices.
- You must not keep allegations or suspected abuse secret. Always follow the Diocesan safeguarding flowchart if you have any concerns about someone's well-being or need for protection.

Emergency situations

If you see a serious safeguarding situation where a child or adult is in immediate danger or needs immediate medical help – or if you hear information about it happening – you must call the emergency services on 999. Do not delay.

Reporting and communicating with statutory agencies

- In most circumstances, the DSA for the diocese in which the abuse is alleged to have taken place, should be the prime communicator with statutory agencies. He/She should make sure that there is close collaboration and co-operation between the church and all agencies involved in the situation.

- The Local Authority Designated Officer (formerly known as the LADO) may advise that the matter should be reported to Children and/or Adult Services if there are children or adults in need of protection living at (or visiting) the home of the alleged abuser, or they may report the matter themselves and tell the police. The DST will make sure this process happens.
- If the decision is made to report to statutory agencies, it should be done immediately by phone. Then it must be followed up in writing, and a record made.
- A decision not to refer should also be recorded and kept under constant review with the DST as the case progresses.
- Where there is no referral to statutory agencies, the Diocese should investigate the matter internally. The responsibility for making enquiries will be agreed between the PSL and the DST.
- Once all the information is collected, if the DST or any senior member of staff thinks there is enough evidence to consider it a serious safeguarding situation, the situation should be managed according to section 7 below.

Children

All concerns about the welfare of children must be referred to either the police or Local Authority Children's Services without delay. Who does this will be agreed between the PSL and the DST. Get the advice of the Local Authority Designated Officer for Children's Services for clarity about whether the threshold for referral has been reached.

Adults

All concerns about the protection of an adult must be referred to Local Authority Adults Services by either the adult who is the alleged victim or the DST. The police should also be informed if it is believed a crime has been committed. Get the advice of the Designated Adult Safeguarding Manager (DASM) for clarity about whether the threshold for referral has been reached.

Consent of the adult

If possible, get the consent of the adult concerned before making a referral.

Referrals may be made without consent in the following circumstances:

- if the person appears to lack capacity. Anyone can assess capacity. The decision should be made by the person that the alleged victim is communicating with. If there are concerns about capacity because of illness, disability or vulnerability, get advice from the Designated Adult Safeguarding Manager (DASM).
- if others are at risk of harm or being harmed by seeking the consent of the adult, or where sharing the information with statutory agencies may prevent crime(s) from being committed.

An adult who alleges abuse as a child

- Where an adult discloses abuse that happened to them in the past (non-recent abuse), responding pastorally to the alleged survivor should be the priority. But current risks posed by the alleged abuser must be considered, and the DST will establish whether others may be at risk.
- Where the alleged abuse took place within the context of the church, the DST will arrange for an Authorised Listener (see section 4.4 below) to support the alleged victim/survivor. The needs of the alleged survivor are very important, but when a decision is being made about whether to inform statutory agencies, it is even more important to think about others who may still be at risk. The alleged survivor will be told about the limits on confidentiality where there is a continuing risk of harm to others.
- Once the details of the alleged abuser are known, a referral must be made to the police and Children and/or Adult Services. If the person of concern is in a Position of Trust, a referral will also be made to the Local Authority Designated Officer.
- If the adult is unwilling at this stage to report to statutory agencies themselves, the DSA should make the report without including the name of the alleged victim.

- The matter may be reported without identifying the alleged survivor to the police, or to Crime stoppers (0800 555 111) or the National Society for the Prevention of Cruelty to Children (NSPCC) (0808 800 5000).

A church officer who discloses that s/he is at risk of harming a child or adult

- If a church officer discloses that s/he is at risk of harming a child or an adult, the DST should refer them to a specialist agency for support in preventing abuse taking place.
- Where it is felt that a referral to statutory agencies is needed, the church officer should be encouraged and supported in making the referral themselves. The DST will share the information with the Local Authority Designated Officer or Designated Adult Safeguarding Manager.
- If at any stage the concerns reach the threshold of a 'serious safeguarding situation' follow the steps set out in section 7 below.

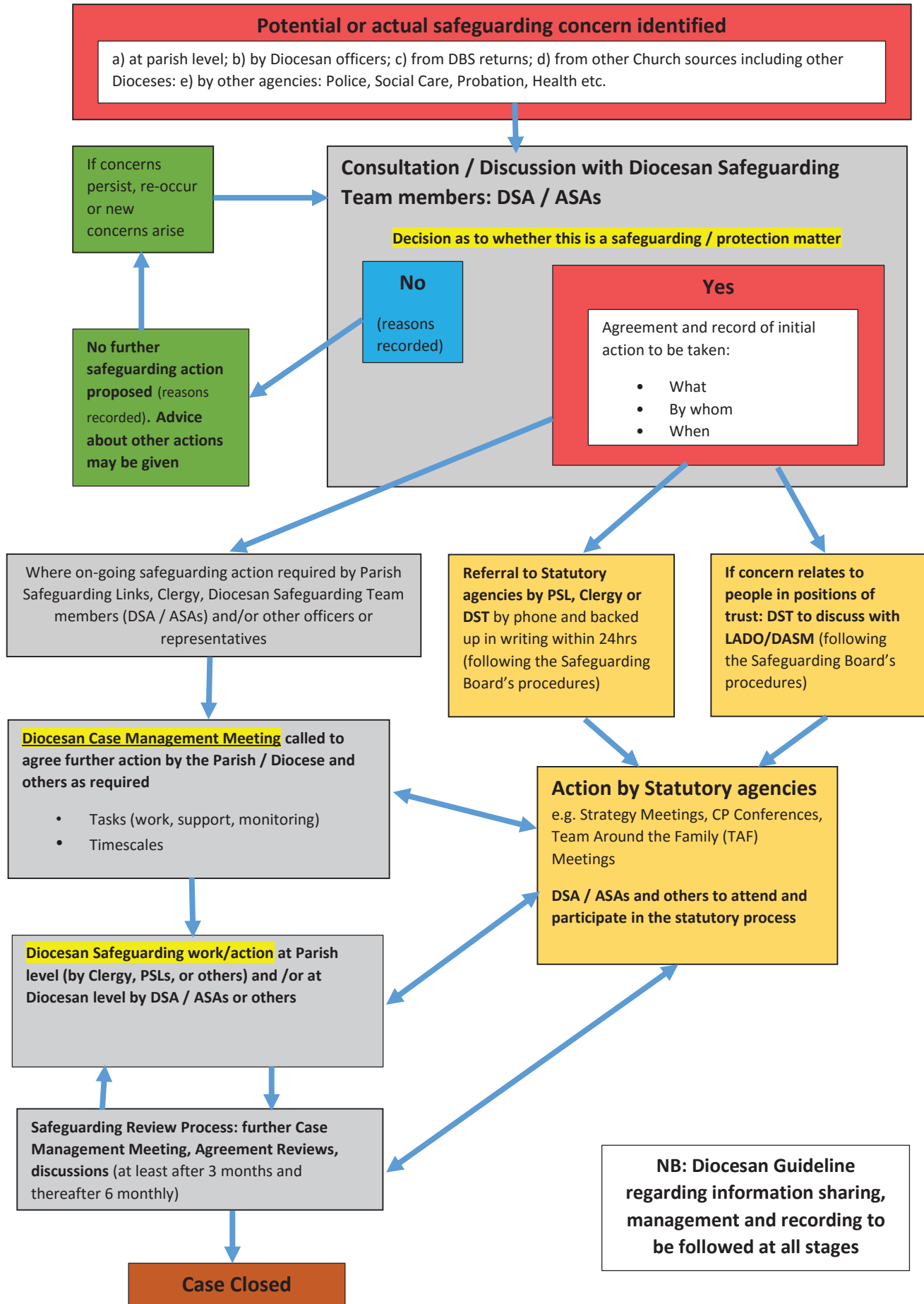
Domestic violence and abuse: children and adults

- A report to the statutory agencies will be made, preferably with the consent of the alleged adult victim of abuse. This may be made by the alleged victim, or with support from the DST. Children not directly involved in the violence are still considered to be at risk and a referral must be made to the statutory agencies.
- If the alleged victim is aged 16 or 17 years, the matter should always be reported to Children's Social Care.
- Whether or not the matter is reported to the statutory agencies, the alleged victim should be signposted to support from the local Independent Domestic Violence Advocate (IDVA), or support from other organisations that can offer help and advice on current and future options.

4.3.4 How the DST will respond to safeguarding reports

The DST will offer advice and support. The following diagram provides general guidance on the processes and actions for the DST when they are contacted about any safeguarding matter – including in situations where someone may not be sure that there is anything to be concerned about.

Diocese of Derby Safeguarding 'Case' Management



4.4 Supporting people who have experienced abuse or maltreatment

‘For some survivors the church, usually in its local setting, is already a place of refuge, recovery and healing. We must work towards all churches being such places.’

Rt Revd Paul Butler,

Chair of the Church’s National Safeguarding Committee.
(July 2013)

4.4.1 Supporting those who may have experienced abuse or maltreatment:

Those who have experienced trauma from abuse or maltreatment may approach you for help. You should be mindful of your role and the implications of offering help that cannot be maintained or where you do not have specialist skills /knowledge. So, if you are approached, you should:

- Explain to the person that you will need to tell the DST and get advice.
- Discuss with the DST whether specialist services are needed.
- If the person alleges abuse from within the church, follow 4.3.3 above.
- Agree with the DST which specialist services are most appropriate and agree the level of pastoral support that the parish will offer.
- Keep the DST informed at regular reviews, if a specialist service is needed in the future

In addition to individual approaches, parishes should keep in mind the impact that abuse can have on survivors for general ministry. For example:

- Abuse can be more apparent within the church context.
- Awareness of possible unexpected reactions in worship.
- Responsibility to correct commonly held myths around abuse.
- The difficulty most survivors have in making a disclosure.
- Listening and responding well as this sets the

tone of how the church responds to allegations of abuse.

- The impact on listeners and their need for support.
- ‘False’ allegations of abuse can occur, even if infrequent.
- Disability increases the potential for abuse as needs are increased.
- Spiritual abuse can accompany other forms of abuse or be a form on its own.

4.5 Managing and Supporting people who pose a risk

4.5.1 Introduction

While welcoming all to God’s offer of salvation, it is important not to be naïve about the risk that some people may pose to others, whether they are visitors, regular members of congregations or groups, or those in positions of responsibility. Because we are an open and welcoming community, it opens up the possibility that we may welcome those who may have caused harm to others or may be a current risk. The Church of England expects those who pose a risk to others to be assessed and a plan drawn up to manage that risk. This plan is called a Safeguarding Agreement and will be managed by the DST.

When making an assessment, the DST will work closely with any statutory agencies involved and with the church where the person wants to attend. The Safeguarding Agreement is informed by good practice, which includes:

- Accepting the capacity for individuals to change, while acknowledging that patterns of offending behaviour can be complex and the motivation to offend may be powerful – beyond someone's wish or ability to control.
- Being cautious about assuming an uncritical link between repentance, forgiveness and behavioural or attitudinal change.
- Being aware of the use and abuse of power and the dynamics of 'grooming' and manipulative behaviour (towards friends, relatives, adults, leaders, congregations, organisations and institutions).
- Responding with compassion and respect for all.
- Using the 'balance of probability' when assessing risk.
- Where there is a conflict of interest, the welfare of children will always be the parish's main concern.

4.5.2 Managing and supporting offenders and those who may pose a risk – everybody:

There are a number of different ways that someone who may pose a risk to others might come to the attention of the Church. Where the person of concern is a Church officer, the DST may (depending on the alleged behaviour) need to follow the national guidance 'Responding to Serious Safeguarding Situations' (2015). The parish may become aware of a concern through:

- Statutory agencies
- Prison Chaplains or national voluntary organisations working in prisons
- Local community or Church community knowledge
- Disclosure of alleged concerning behaviour
- Self-disclosed or through the DBS process

Whenever the parish gets information that a person may pose a risk to others, the DST must be informed so the parish can be supported and advised on the process of assessment.

The DST will work with the parish to:

- Identify any specific factors for their parish that need to be included in the Safeguarding Agreement.
- Identify members of the Church Community to act as Supervisors, following the Supervisor Role Description and Person Specification.
- Help make sure that Supervisors attend training run by the DST, and attend regular reviews of the Safeguarding Agreement, in line with the 'Risk Assessment for Individuals who may Pose Risk to Children or Adults' (2015).
- Identify additional members of the Church Community to offer pastoral support for the subject of the Safeguarding Agreement.
- Work in partnership with the DST and any statutory agencies involved to reduce the likelihood of further behaviours that pose a risk to others.
- Work with the DST to make sure that information about the Safeguarding Agreement is only shared in line with the 'Diocese of Derby Safeguarding Policy, Procedures and Guidance' (2016).

PSLs:

- Work with the Incumbent to identify Supervisors.
- Advise the DST on specific factors that relate to the local church setting.
- Advise the DST on any specific groups that might be at greater risk from the presence of a Safeguarding Agreement.
- Make sure the Safeguarding Agreement is implemented effectively.
- Make sure that the parish Insurers are aware that a Safeguarding Agreement is in place if told to do so by the DST.
- Liaise with the DST on any concerns relating to the effectiveness of the Safeguarding Agreement.

- Include the number of Safeguarding Agreements in the parish when completing the annual Safeguarding Report to the PCC.

Incumbents and Parish Officers:

- The Incumbent should help the PSL identify suitable Supervisors in the church community.
- Give pastoral support to Supervisors.
- Give pastoral support (or help others give pastoral support) to the subject of the Safeguarding Agreement.
- Make sure that Church Wardens, clergy and Licenced ministers know about the Safeguarding Agreement (but not the details, without the permission of the DST).
- Church Wardens should undertake the above duties of the Incumbent in the event of the church community being in a period of Interregnum.

The church will respond proportionately to any allegations that someone poses a risk to others and this includes the:

- Outcome of the investigation
- Range of outcomes for the alleged abuser
- Alleged abuser's response to the outcomes
- Risk assessment and risk management plan
- Alleged abuser's response to the management plan
- Need for any Disciplinary action
- Referral to the Disclosure and Barring Service
- Response to victims and survivors

The DST will follow the practice guidance in 'Risk Assessment for Individuals who may Pose Risk to Children or Adults' (2015).

4.6 Managing information, confession, confidentiality and consent

4.6.1 Managing information

When managing information, including recording and sharing it with others, the following seven 'golden rules' should be followed .

- 1) Remember that the Data Protection Act is not a barrier to sharing information. It simply gives you a framework to make sure that personal information about living persons is shared appropriately.
- 2) Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- 3) Seek advice if you are in any doubt, without disclosing the identity of the person if you can.
- 4) Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
- 5) Consider safety and well-being: base your decisions about sharing information on the safety and well-being of the person and others who may be affected.
- 6) Necessary, proportionate, relevant, accurate, timely and secure: make sure that the information you share is necessary for your purpose, that it is shared only with people who need to have it, that it is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- 7) Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, who you have shared it with, and why.

4.6.2 Records

Everybody is expected to follow the 'Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church' (2015).

The Diocese of Derby has a comprehensive guidance document ('Diocese of Derby: Safeguarding Record.' July 2015) that sets out what should be recorded in relation to safeguarding concerns. These include expectations concerning:

- The nature of the actual recording
- The requirements for safely storing and processing data
- What information can be shared

It contains information on:

- Principles of good safeguarding recording
- Sharing information
- Capacity and consent
- Confidentiality
- Confession
- What should be recorded
- Safeguarding records, storage, access, confidential emails, archive and retention policy
- A model template for safeguarding records including the 'Safeguarding Case Record Form'

4.7 Responding to complaints about Safeguarding work

4.7.1 Introduction

Following this parish guidance document and the full 'Diocese of Derby Safeguarding Policy, Procedures and Practice Guidance' (2016) is the best approach to managing complex safeguarding issues.

Individuals may have concerns and complaints at the way a safeguarding matter is handled. There may be other aspects of safeguarding practice or services in the Diocese that cause concern or complaint. For example, the degree of support or supervision available, the nature of the advice given, the content and process of training or the ability to access services.

It is important the Diocesan Complaints Procedure (<http://www.derby.anglican.org/en/about-us/safeguarding-information-menu/safeguarding->

[information.html](#)) is used and the DST will guide parishes on how to proceed. The Diocese is committed to learning from comments about our safeguarding work. These comments help us identify areas for improvements in practice, processes and systems (including the way any complaints are managed or handled). When the parish gets a complaint about how a safeguarding matter has been managed, the DST should be told or if the complaint is about the DST, the Director of HR should be told.

4.8 Training and Development

4.8.1 Ensuring confidence and competence

The national Church has produced a Safeguarding Learning and Development Framework outlining the training needs for all those involved in work with children and adults within the Diocese. The Diocese has gone even further than the national Framework to make sure that all the training provided meets our local need and the standards expected from the Local Safeguarding Boards (See section 4.8 of the full Policy, Procedures and Practice Guidance 'Diocese of Derby Safeguarding Training Pathway' (2016).

Parishes will have a range of experience within their teams, so they are expected to promote training and assist in the delivery of training locally in Deaneries, if that is relevant. The DST has developed many training methods to reflect different learning styles. Anyone who needs training can access it speedily and have confidence in the quality of the materials.

The PSL is responsible for keeping a list of everybody who has attended training, needs training, or needs refresher training. There is an expectation that all those working with children or adults will have completed the following requirements before starting any role in the parish:

- Everyone is expected to complete the basic C0 and C1 training modules before starting their duties.
- All church officers must complete the training requirement for their role and levels of responsibility.
- Each parish should complete an audit of who needs training and monitor take-up of training.

- Safeguarding training should be renewed at least every three years, but all those who play a role in safeguarding should be encouraged and supported to do additional training in between the refresher courses.
- Successful training will improve practice. Parishes should evaluate how training has improved the church officer's performance.
- Where a parish identifies a training need not covered by the 'Diocese of Derby Safeguarding Training Pathway' (2016) they should notify the DST.

4.9 Quality Assurance and Governance

4.9.1 Introduction

Everybody has a responsibility to challenge inappropriate behaviour of other church officers either directly (if they have the confidence to do so) or by raising concerns with the PSL and line manager/leader. Any concerns about policy practice or guidance should be shared with the DST.

4.9.2 Assuring the quality of our safeguarding work – additional specific guidance for people in particular roles:

Volunteers and Group Leaders should:

- Make sure that they, in their own practice, follow the Diocese of Derby Safeguarding Policy, Procedure and Practice Guidance (2016). Everyone is expected to challenge unsafe practice directly and share information about any safeguarding issues with the PSLs or the DST.
- Leaders will make sure that no member of staff is asked to undertake any duties in an unsafe environment.

PSLs must:

- Keep a list of validated leaders and helpers in their Parish.
- Check that any groups working with children or adults in need of protection, who hire parish premises, have a suitable safeguarding policy, that the leaders have an appropriate DBS certificate and that the group leader signs an appropriate hire agreement form including conditions for having keys to buildings.
- Make sure that any group hiring parish premises for Regulated Activity must complete an Activities

Risk Assessment (see Safeguarding pages on the Diocesan website) and make arrangements for any risks that fall under the responsibility of the parish to be addressed.

- Keep a list of all key holders to church premises.
- Make sure that the PCC has taken out appropriate third party public liability insurance.
- Report to the PCC every year on the implementation of safeguarding policy within the Parish and give the DST that report.
- Help the DST keep an up-to-date record of everyone who needs to do safeguarding training – and who has completed the appropriate training.
- Make sure that all church officers have completed appropriate training to the required level for their duties and responsibilities and report any gaps to the DST.
- Take the lead role alongside the Incumbent to complete the Parish Audit of Safeguarding Arrangements (see proforma on the Diocesan Safeguarding website) every 5 years or within 12 months of a new Incumbent arriving.
- Make sure that the completed Safeguarding Audit is discussed and actioned by the PCC and that updates are reported in the Annual Safeguarding Report.

PCC and Parish officers should:

- Have 'Safeguarding' as a standing item on the PCC agenda and, where appropriate, review any safeguarding activity that has taken place, review training take-up, consider the effectiveness of the implementation in practice of this guidance document.
- Review compliance against the expectations of Parishes as set out in the national Policies ('Protecting All God's Children' 2010).
- Receive the Parish Safeguarding Audit from the PSL and deal with any gaps.

Clergy, licensed ministers and Church staff:

- Incumbents are responsible for ensuring good governance (e.g. passing policies through PCC), and making sure that the PCC has proper oversight of Safeguarding arrangements.
- Licensed ministers are responsible for supporting this process of PCC oversight.
- Church Workers may have delegated responsibilities especially during any Interregnum.
- Incumbents and other church staff will contribute to lessons learned exercises and help to make any changes with the DST.

4.10 Continuing Development in Safeguarding

4.10.1 Continuing to develop effective safeguarding work in the Diocese – everybody:

Information, insight and lessons learned from quality assurance and governance processes need to be used to inform action plans with 'SMART' goals. These are goals that are specific, measurable, achievable, relevant and time-bound. This should happen at every level of activity in the Diocese (Parish, Deanery, Diocese and all relevant groups or bodies such as PCC, Deanery Synod, Safeguarding Management Committee, Cathedral Chapter, Bishop's Leadership Team, Bishop's Council, and Diocesan Synod).

Ideally, these plans should be complementary and shared so that, together, they give a clear picture of the continuing development of safeguarding work across and within the whole Diocese.

4.10.2 Continuing to develop effective safeguarding work in the Diocese – additional specific guidance for people in particular roles:

PSLs must:

- Report to PCC every year, including a review of work in the previous year, progress on any completed Safeguarding Audits and proposed work for the next year. A copy of the report to the PCC will be sent to the DST.
- Make sure that any concerns or identified areas for development are shared with the DST or others, as appropriate

PCC and Parish officers should:

- Include safeguarding as a standing item on PCC agenda covering the following areas:
 - Referral numbers
 - On-going activity (anonymised)
 - Safeguarding agreements (numbers only)
 - Training (provided and needed)
 - The Parish Safeguarding Audit and Reviews
 - Issues raised as a result of Safeguarding Activity Risk Assessments.

- Raise awareness within congregations and users of parish buildings, of the respective Safeguarding responsibilities.
- Make sure that any concerns or identified areas for development are shared with the DST or others, as appropriate.

Clergy, licensed ministers and Church staff should:

- Make sure that any concerns or identified areas for development are shared with the Archdeacon, PSL, PCC, and the DST or others, as appropriate.
- Raise awareness within congregations and users of parish buildings, of the respective Safeguarding responsibilities.
- Complete an annual review of the PSL's performance, ability and training needs.

Julian Hodgson
Diocesan Safeguarding Adviser
June 2016

Notes

Notes

For more information about Safeguarding in the Diocese of Derby
please visit our website: www.derby.anglican.org/safeguarding

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