

# **ALL SAINTS' CHURCH SAFEGUARDING POLICY**

This policy needs to be read alongside the following Diocesan policies which have been adopted by All Saints Church:

- Safeguarding Policy Statement
- Responding to Safeguarding Allegations in the Parish
- Parish E-Safety Policy
- Expressing Concerns and 'Whistleblowing': Policy and Guidance

**RATIFIED BY THE PCC ON**

**8<sup>th</sup> March 2018**

**REVIEW DATE**

**March 2019**

**All Saints' Church Safeguarding Policy - information for paid employees and volunteers who will have contact with children and vulnerable adults.**

All Saints' is a medium to large sized Anglican Church. We have a range of activities ranging from Creche for the very young, through to groups for our most senior members. All Saints' Church and Centre is used by many different groups for a wide variety of activities. The local community accesses the premises as well as members of All Saints'.

We would describe ourselves as an evangelical (Bible Believing) church, which seeks to help people come to faith, grow in their faith and to work out practically what day to day living involves for the Christian. Sharing, Growing and Serving.

All Saints' Church believe that we should provide our children with the highest standard of care and that the experience of growing up within the church family community should be enriching. We also believe that we have a duty of care to vulnerable adults.

To ensure that our children and vulnerable adults are looked after as well as possible and that **you** are not put in a vulnerable position, the PCC has agreed procedures and recommended good practice to be followed based on; Chichester Diocese Simple Quality Protects Safeguarding Documentation.

If you are called to work as a key volunteer in the Church:

- You will be asked to fill in a form that asks for contact details, relevant experience, relevant qualifications and details of 2 referees.
- You will be given information about what your responsibilities will be and the expectations of the role.
- You will receive C1 diocesan training as soon as possible
- You will be asked to read the All Saints Safeguarding Policy and/or the All Saints Safeguarding Leaflets
- You will need a satisfactory DBS check

**Important Telephone Numbers:**

**Robert Lovatt Vicar Tel: 01323 410033**

**Jo Whiteman Parish Safeguarding Officer Tel: 01323 734150 Mob: 07801436441**

**Other Safeguarding Team Members: Pat Moore Tel: 01323 638960 Mob: 07496058435 and Sue Walker Tel: 01323 411165 Mob: 07940889136**

**Local Police Protection Team Tel: 101 or 999 in an emergency**

**Colin Perkins Diocesan Safeguarding Officer Tel: 01273425792**

**Local Children's Services Single Point of Advice Team**

**Office Hours Tel: 01323 464222 / Out of Hours: 01273 335906 or 01273 335905**

**Local Adult Services Tel: 03456080191**

The Leadership of All Saints' Church is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that **we all** have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of Worship unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults and follow safer recruitment principles in the form of the diocesan recruitment flowchart

## **How to Respond to Allegations and Concerns**

### **What to do if a child discloses a safeguarding issue or makes an allegation.**

- Listen and keep on listening.
- Don't question.
- Avoid passing judgement on what you are told.
- Never promise confidentiality.
- Explain what you intend to do and don't delay in taking action.
- Contact the Safeguarding Coordinator Jo Whiteman 07801436441 or another member of the team: Sue Walker 01323 411165 or Patricia Moore 01323 638960 or Robert Lovatt.
- If you are unable to contact any of the above ring Local Children's Services Single Point of Advice Team Office Tel: 01323 464222 / Out of Hours: 01273 335906 or 01273 335905 or the Police on 101 asking for the local safeguarding team.
- As soon as possible write down objectively what the child has said. Sign and date and give to the safeguarding team.

### **What to do if a vulnerable adult discloses a safeguarding issue or makes an allegation.**

- Listen and keep on listening.
- Don't question.
- Avoid passing judgement on what you are told.
- Never promise confidentiality.
- Explain what you intend to do and don't delay in taking action.

Contact the Safeguarding Coordinator Jo Whiteman 07801436441 or another member of the team: Sue Walker 01323 411165, Patricia Moore 01323 638960 or Robert Lovatt. If you are unable to contact any of the above ring Local Adult Services on 0345 6080191 or the Police on 101 asking for the local safeguarding team.

- As soon as possible write down objectively what the vulnerable adult has said. Sign and date and give to the safeguarding team.

**What to do if you have a concern, or are made aware of a concern, regarding a child.**

- Record concerns objectively. Include where possible dates/times, the nature of the concern and the people involved. This includes the name of the person who reported the concern to you. You have a duty to pass on any concern you are made aware of to the safeguarding team.
- Sign and date and give to the safeguarding team.

**What to do if you have a concern, or are made aware of a concern, regarding a vulnerable adult.**

- Record concerns objectively. Include where possible dates/times, the nature of the concern and the people involved. This includes the name of the person who reported the concern to you. You have a duty to pass on any concern you are made aware of to the safeguarding team.
- Sign and date and give to the safeguarding team.

## Code of behaviour

### **All clergy, paid employees and volunteers should:**

- Treat all children and young people with the respect and dignity befitting their age.
- Watch their language, tone of voice and body language.
- Never use physical punishment, this must never be even if they have the parent's explicit permission for this.
- Ensure that another adult is informed if a worker needs to take a child to the toilet. Toilet breaks should be organised for young children.
- If known in advance, a parent's permission must be sought if a child or young person is to be seen on his or her own. Another adult must be nearby and the child or young person must know this.
- Ensure that each group includes a female helper or has a female helper within calling distance.
- Ensure that children and young people know that they can speak to an independent person in the parish, or contact "**Childline**", if they need to talk to someone.
- Have the "**Childline**" telephone number prominently displayed: **0800 1111**.

### **Clergy, paid employees and volunteers should not:**

- Invade a child's privacy whilst washing or toileting.
- Play rough physical or sexually provocative games.
- Be sexually suggestive about a child or to a young person, even in fun.
- Touch inappropriately or obtrusively.
- Scapegoat, ridicule or reject a child or young person.
- Show favouritism to any one child or young person or group.
- Allow a child or young people to involve the worker in excessive attention seeking that is overtly physical or sexual in nature.
- Give lifts to children or young people on their own. If this is unavoidable ask the child or young person to sit in the back of the vehicle.
- Share sleeping accommodation with young people.
- Invite a young person to the worker's home alone.
- Permit abusive peer activities, e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown adults access to children. Visitors should always be accompanied by a known person.

**Be prepared for your colleagues to remind you if you forget any of the requirements for good practice and be prepared to help a colleague by advising them in return**

### **Parish Safeguarding Officer (PSO)**

The Parochial Church Council (PCC) is responsible for appointing a Parish Safeguarding Officer to be responsible under them for implementing the Diocesan policy in the Parish.

The representative will be responsible for:

- Implementing the Diocesan Policy.
- Making any extra recommendations required for the particular circumstances of the parish and having those agreed by the PCC.
- Receiving, with the incumbent, any concerns about children or adults in the parish and making sure that proper advice is sought and proper referrals made.
- Being the link person between the Diocesan Safeguarding Officer and the Parish.

The PSO may also be responsible for:

- Being the named independent person that children are encouraged to talk to
- Supporting the children's and young people's workers and pastoral team through regular meetings.
- Providing or arranging provision of training in safeguarding for key volunteers.

The PSO should work closely with the incumbent and is co-opted on to the PCC. He or she should make a report to the PCC at least once a year and also to the Annual Parochial Church Meeting.

The Church Manager administers the process of applying for DBS and associated checks.