Safeguarding Vulnerable People

& Child Protection Policy

Lower Wharfe PCC

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**1. INTRODUCTION**

This policy is adopted from the Diocese of York Child Protection & Safeguarding Policy, February

2015; Specimen Child Protection Policy.

**2. CHURCH DETAILS**

**ST MARYS BOSTON SPA**

**ALL SAINTS BRAMHAM**

**ST PETERS WALTON**

**3. PARISH SAFEGUARDING REPRESENTATIVE**

The Parochial Church Council (PCC) has appointed the following person to be Parish Safeguarding Representative to whom any allegation or concerns about abuse should be directed. The nominated person is not normally one of those directly working with children and young people. They will follow the guidelines and procedures for responding to any allegations of abuse.

Emma Collar

227 High Street

Boston Spa

Ls23 6AQ

Tel: 07834875638

**4. CHURCH POLICY STATEMENT**

**YORK DIOCESE PARISH/BENEFICE CHILD PROTECTION & SAFEGUARDING POLICY 2013**

This church recognises and values children and young people (anyone under the age of 18) as equal partners in the life and ministry of the church, and desires to encourage them to explore, discover and live out the Christian Gospel. The Parochial Church Council (hereafter PCC) takes seriously its obligations and responsibilities to protect and safeguard the welfare of any child or

young person (i.e. under the age of 18 years) entrusted to the church's care.

Therefore in the church's provision and ministry, the PCC

1. Accepts responsibility for the activities of the children's and youth groups operating under

its auspices.

2. Will actively seek to protect and safeguard the physical, emotional and spiritual welfare of children, young people and vulnerable adults while in the care of the church.

3. Will have clear procedures for responding to suspicions or allegations about abuse, or inappropriate behaviours towards children, young people and vulnerable adults by any member of the church, and procedures for working with known offenders attending the church.

4. Will ensure that both employed and volunteer children's and youth workers and all other persons working within the church who may have contact with children, young people or vulnerable adults through this work are properly and appropriately selected and appointed

as set out in the Diocese of York document: "Child Protection and Safeguarding "making the Policy Work", February 2015.

5. Will ensure that children's *I* youth workers, all volunteers and paid workers are given adequate support and training.

6. Will annually appoint a Parish Safeguarding Representative.

7. Will annually review the Parish Safeguarding & Child Protection Policy and all associated documents.

8. Will maintain appropriate Third Party Liability insurance for the church work among children and young people.

**5. THORPE ARCH PCC’S COMMITMENT TO CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS**

In accepting the Diocese of York Child Protection and Safeguarding Church Policy Statement, the

PCC is also committed to children by:

• Listening to and valuing everyone, including children and young people.

• Relating to children and young people effectively and appropriately.

• Ensuring protection for everyone and minimizing risk of harm by any 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, parents and carers.

**6. LOWER WHARFE PCC’S COMMITMENT TO WORKERS, VOLUNTEERS AND THE PARISH SAFEGUARDING REPRESENTATIVE**

In accepting the Diocese of York Child Protection and Safeguarding Church Policy Statement, the

PCC is also committed to the workers, volunteers and the Parish Safeguarding Representative by:

• Giving and enabling appropriate support and training.

• Providing clear systems and procedures for dealing with 'Suspicions or Allegations of Abuse or Inappropriate Behaviours Concerning Children, Young People and Vulnerable Adults in the Parish' *(See the Benefice of Bramham’s policy).*

• Providing clear systems and procedures for the recruitment of workers and volunteers.

• Maintaining good links with Diocesan and statutory childcare authorities as necessary.

**7. DEFINITIONS**

**7.1 Safeguarding**

In his first quarterly 'Safeguarding Bulletin', 2016, the Diocese of York Safeguarding

Adviser stated:

"Safeguarding applies to all persons no matter what age, gender or race. A safeguarding issue can be with regard to an individual or to a group. Safeguarding relates to physical, sexual and emotional issues, and can also relate to the vulnerability, capacity and capability of a person.

A broad definition of Safeguarding is to "protect someone from harm or damage with an appropriate measure. Protection against attack, loss or injury. A precautionary measure. An expected stipulation or contract, an expected conduct. To provide a safe journey whilst engaged in a particular place. To preserve or to guard against, to shield. To provide a safe passage."

7.2 **Child**

A child is aged 0-13 years.

7.3 **Young Person**

A young person is aged 13-18 years.

**7.4 Vulnerable Adult**

A vulnerable adult may be anyone aged 18 and over.

**8. KEY STATEMENTS IN SAFEGUARDING**

In his first quarterly ‘Safeguarding Bulletin', 2016 the Diocese of York Safeguarding

Adviser stated:

“Safeguarding is everybody's business.

If it doesn't look right or it doesn't feel right it probably is not right.

The evident resilience of the person does not indicate that they are not being affected by the issue.

Safeguarding needs to consider support and pastoral care to the victim and a positive risk management, with pastoral response, to the perpetrator.”

**9. DEFINITIONS OF ABUSE WITHIN THE REMIT OF CHILD PROTECTION**

LOWER WHARFE PCC recognises the following categories of abuse used by every local authority in

England and Wales.

A child may suffer more than one category of abuse.

**Neglect:** Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

• provide adequate food, clothing and shelter (including exclusion from home or abandonment)

• protect a child from physical and emotional harm or danger

• ensure adequate supervision (including the use of inadequate care-givers)

• ensure access to appropriate medical care or treatment.

• It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Physical Abuse:** Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Sexual Abuse:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or

non-penetrative acts. They may include non-contact activities, such as involving children in looking

at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Emotional Abuse:** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate

expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Whilst not a recognised abuse, spiritual abuse can be considered on a par with emotional abuse, in that inappropriate expectations may be imposed upon children and young people.

Emotional abuse may also include discrimination including racist, sexist, based on person's age, disability or sexuality and other forms of harassment.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Organised Abuse:** Organised abuse is defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

**10. DEFINITIONS OF ABUSE OF VULNERABLE ADULTS**

This section is taken from page 26 of 'Diocese of York Child Protection & Safeguarding "Making the Policy Work", February 2015'.

**Physical:** including hitting, shaking, biting, grabbing, withholding food or drink, force-feeding, wrongly administering medicine, unnecessary restraining, failing to provide physical care and aids to living.

**Sexual:** including sexual assault, rape, inappropriate touching/molesting, pressurising someone into sexual acts they don't understand or feel powerless to refuse.

**Emotional or psychological:** including verbal abuse, shouting, swearing, threatening abandonment or harm, isolating, taking away privacy or other rights, bullying/intimidation, blaming, controlling or humiliation.

**Financial or material:** including withholding money or possessions, theft of money or property, fraud, intentionally mismanaging finances, borrowing money and not repaying.

**Neglect:** including withholding food, drink, heating and clothing, failing to provide access to health, social and educational services, ignoring physical care needs, exposing a person to unacceptable risk or failing to ensure adequate supervision.

**Discriminatory abuse:** including slurs, harassment and maltreatment due to a person's race, gender, disability, age, faith, culture or sexual orientation.

**Institutional abuse:** including the use of systems and routines which neglect the person receiving care in any formal care setting.

**Spiritual abuse** is of concern within and outside faith communities and can manifest as:

• Harm can be caused by the inappropriate use of religious belief or practice

• Misuse of authority

• Intrusive healing and deliverance ministries

• The denial of the right of faith or the opportunity to grow in the knowledge and love of God

**11. HANDLING KNOWN OFFENDERS ATTENDING CHURCH**

If there is good reason to believe that someone attending the church may pose a risk to children, either as a result of a criminal conviction or for any other reason, the first concern will be a commitment to the protection of all children, young people and vulnerable adults.

Further information can be found in the "Benefice of Bramham Working with Known Offenders Policy".

**12**. **RESPONDNG TO SUSPICIONS OR ALLEGATIONS OF ABUSE OR INAPPROPRIATE BEHAVIOURS (COMPLAINTS)**

Further information can be found in the "Benefice of Bramham Responding to Suspicions or Allegations of Abuse or Inappropriate Behaviour Concerning Children, Young People and Vulnerable Adults in the Benefice Policy ".

All concerns must be reported using the “Benefice of Bramham Logging a Concern about a Child, Young Person or Vulnerable Adult's Safety or Welfare" Form.

**13**. **RESPONDING TO CONCERNS, INCIDENTS OR ALLEGATIONS REGARDING A VOLUNTEER OR PAID WORKER WITHIN THE CHURCH COMMUNITY POLICY (WHISTLEBLOWING)**

Further information can be found in the "Benefice of Bramham Responding to Concerns, Incidents or Allegations regarding a Volunteer or Paid Worker within the Church Community Policy (Whistleblowing)".

**14. SAFEGUARDING & MIXED-AGE GROUPS**

There are currently no groups in the Parish which are mixed age (for example house groups, singing ). If any groups do become mixed-age ( because a child or young person joins) we will ensure that a leader is identified and recruited in line with the Diocese of York safer recruitment process and that appropriate safeguarding procedures are followed.

**15. SAFER RECRUITMENT- RECRUITING VOLUNTEERS TO WORK WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

Great care will be exercised in the appointment of suitable workers and volunteers to the church's work with children, young people and vulnerable adults. The PCC will use the guidance issued from time to time by the Diocese of York in relation to recruitment, induction, training and supervision of volunteers and employees.

Each new volunteer will receive a volunteer role description, an appointment letter and an induction letter including information about safeguarding. Two references will be taken up for each new volunteer.

Each new volunteer will also be asked to complete up to three forms. Copies of the first two forms will be kept in the Parish Office under the terms of the Data Protection Act 1998.

The forms are:

1. Volunteer Role Description

2. Confidential Declaration Form

3. Disclosure & Barring Service (DBS) Application Form

**16. EXISTING VOLUNTEERS**

All those who have volunteered at the church with children, young people and vulnerable adults and who continue to volunteer, in whatever capacity will be asked to complete three forms. These are:

1. Volunteer Role Description (completed once only at the start of the voluntary role)

2. Confidential Declaration Form (completed every 5 years)

3. Disclosure & Barring Service (DBS) Application Form (completed once every 5 years)

Each volunteer will have an annual review with the incumbent or his or her nominee and this will make reference to safeguarding procedures. Where appropriate volunteers will also be required to complete diocese safeguarding training. They must confirm with the Parish Administrator when this has been done.

A comprehensive database of all those involved with safeguarding is kept in a locked filing cabinet in the Parish Office. The database is managed jointly by the Vicar and Parish Administrator.

**17. VOLUNTEER DRIVERS**

Lower Wharfe PCC does not currently offer to officially transport adults, children or young people to organised church events and activities. Transport to events is by private arrangement.

**18. GROUPS ATTENDED BY CHILDREN & YOUNG PEOPLE IN THE BENEFICE OF BRAMHAM**

Lower Wharfe PCC has delegated its responsibility for oversight of childrens’ and youth work to the Benefice of Bramham Youth Work Committee subject to reporting requirements. The childrens’ and youth work which currently occurs in the Benefice is St Mary’s Sunday School, Ark, Discoverers, Young Life and holiday clubs including the annual summer holiday club. A register of attendance is taken at each group or club. Registration forms are kept for each child or young person regularly attending a group or club. These attendance forms are kept in the Benefice of Bramham Parish office.

**Parent *I* Guardian Consent Form**

A Consent Form is available for organised Benefice activities where the child or young person will be away from church premises. This includes a section on Photograph Consent.

**Register with Local Authority**

It is not necessary to register these groups with the Local Authority.

**19. GROUPS ATTENDED BY ADULTS**

There are numerous occasions where adults meet together in the context of church life part from church services. If any of these are regularly attended by vulnerable adults and if a member of the clergy is not usually present, one or more leaders will be nominated and they will be required to comply with this policy and take advice from the incumbent and Safeguarding Representative on any sensitive issues.

**20. TRAINING & SUPPORT FOR ALL VOLUNTEERS**

Training and support is available for all volunteers. This is through guidance within the church setting and also through safeguarding courses run by the Diocese of York. It is up to each individual or group to organise their own training and to share knowledge with each other as appropriate.

The Parish Safeguarding Representative is always available to talk to individuals and groups. She is able to attend organised sessions and meetings as required.

All relevant volunteers will be asked to complete a short Diocese online safeguarding training package when it becomes available. This will take approx. 45 minutes. Information relating to the training will be provided by the Parish Safeguarding Representative or the Parish Administrator. Appropriate volunteers will be alerted to other Diocese safeguarding training as appropriate.

**21. PHOTOGRAPHY & VIDEO RECORDING OF CHILDREN, YOUNG PEOPLE** &

**VULNERABLE ADULTS**

The use of images is governed by the requirements of the Data Protection Act 1998. This states that a person must have given explicit permission before any personal details can be published. Where the person is a child or young person, the permission, otherwise known as consent, must be given by their parent or guardian.

The Diocese of York requires that an assessment is made about whether publishing a photograph or video recording in any format might pose a risk to the child, young person or vulnerable adult.

Further information is found in the 'Diocese of York Policy for use of photographs and video recordings of children, young people and vulnerable adults'.

**21.1 Local Photography & Video Recording Consent**

Consent may be verbal or written. Written consent may be given as part of a Consent Form.

Written consent is kept in the locked filing cabinet in the Parish Office in accordance with the 'Data

Protection Act 1998' and 'Benefice of Bramham Data Protection Policy'. A record of any verbal consent will be kept in the same place

There may be occasion as part of a church service where verbal consent may be sought from the congregation. Everyone is requested to be vigilant when it comes to taking photographs and video recordings during a church service or at a Parish organised event.

Under no circumstances must any image or video be uploaded onto Social Media without prior consent from the person in the photograph or, in the case of a child or young person, from their parent or guardian.

**22. SOCIAL MEDIA & SAFEGUARDING**

The Benefice of Bramham uses social media as a means to communicate and share information. All of those involved with the management and administration of the Benefice’s social media must follow the 'Diocese of York Social Media Guidelines'.

It is advised that everyone reads these Diocese of York Guidelines as they offer an insight into the role social media plays within the church community.

**23**. **SAFEGUARDING AND CHILD PROTECTION POSTER**

The Child Protection and Safeguarding Poster is displayed at each church in the Benefice of Bramham

**24. LOWER WHARFE PCC & SAFEGUARDING**

All PCC Members are all responsible for safeguarding in the parish of Lower Wharfe under the guidance of the Parish Safeguarding Representative.

Lower Wharfe PCC has formed ( together with Thorp Arch PCC) the Benefice of Bramham Youth Work Committee and has delegated to this committee its responsibilities for youth and childrens’ work within the Benefice. This delegation is subject to a full written report being made to the PCC at least once per year and subject to youth and childrens’ work appearing on the agenda of every meeting of the Lower Wharfe PCC so that any issues or questions may be raised.

The Safeguarding Representative is a member of Lower Wharfe PCC but may attend any PCC meeting upon request.

**25. PARISH INSURANCE**

The Parish Insurance Policy covers all activities on and off the church premises.

**26. HEALTH & SAFETY**

Health & Safety is a concern when considering safeguarding vulnerable adults, children and young people.

**26.1 Risk Assessments**

Risk Assessments of all church premises where children, young people or vulnerable adults meet regularly must be completed at least annually.

The Parish Safeguarding Representative will be involved with any such Risk Assessments.

The Risk Assessment Form is available from the Parish Administrator. Risk Assessments will be kept by the Parish Administrator. Risk Assessments of any off-site activities must be undertaken before the relevant activity occurs.

**26.2 Accident & Incident Reporting**

All accidents and incidents must be reported on the Accident & Incident Form.

Copies of this form are available from the Parish Administrator.

**27. POLICY ADOPTION AND IMPLEMENTATION**

This policy will be reviewed annually by the Parish Safeguarding

Representative and incumbent on behalf of the PCC.

Should any outside groups use church premises they would be invited to use this policy and its related documents if they do not have their own.

**28. DISPLAYING THIS POLICY**

A copy of the policy will always be displayed at church and on the Benefice website.

**29. SENDING A COPY OF THIS POLICY TO DIOCESAN SAFEGUARDING ADVISER**

A signed and dated copy of this policy must be sent annually after its regular review to the York

Diocesan Safeguarding Adviser, Diocesan House, Clifton Moor, York Y030 4WJ.

**30. USEFUL TELEPHONE NUMBERS Diocese of York Safeguarding Adviser**

Tel: 01904 699500, 07551124951

**Diocese of York DBS Administrator**

Archbishop's Palace. Tel: 01904 707021

**Archdeacon**

Tel: 01904 623798, E: [archdeacon.](mailto:archdeacon.of.york@yorkdiocese.org)[of.york@yorkdiocese.org](mailto:of.york@yorkdiocese.org)

**Churches Child Protection Advisory Service Helpline**

Tel: 0845 1204450

**York Children’s Social Care**

Tel: 01904 551900

**Local Police**

Tel: 101

**Childline**

Tel: 0800 1111

**NSPCC**

Tel: 0808 800 5000

**Ecclesiastical Insurance Group (EIG)**

Tel: 01452 528533

EIG will deal with all confidential child protection complaints or concerns. They must only be contacted following discussion with the Archdeacon or Diocesan Secretary.

**31 RELATED DOCUMENTS**

**31.1 Local Documents**

**Policies, Procedures, Protocols**

• Benefice of Bramham Policy on Responding to Suspicions or Allegations of Abuse or Inappropriate Behaviours Concerning Children and Young People

• Benefice of Bramham Policy on Responding to Concerns, Incidents or Allegations regarding a Volunteer or Paid Worker within the Church Community Policy (Whistleblowing)

• Benefice of Bramham Safer Recruitment Procedure

• Benefice of Bramham Working with Known Offenders Attending Church Policy

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**Agreements, Forms, Letters**

* Logging a Concern about a Child, Young Person or Vulnerable Adult’s Safety or Welfare Form
* Sample Volunteer Role Description
* Sample Volunteer Application Form
* Confidential Declaration Form

Parent/Guardian Consent Form

* Letter to welcome new volunteer including induction and safeguarding information
* Letter to referee with reference questionnaire

**Posters**

Safeguarding & Child Protection Poster

**Health & Safety**

Risk Assessment Form

Accident & Incident Report Form

**Other**

Database of all volunteers and when their relevant paperwork expires

**31.2 Central Documents**

All central Diocesan documents are found on the Safeguarding section of the York Diocese Website

This policy was approved and adopted by Lower Wharfe PCC at its meeting on Tuesday 23rd April 2019

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Signed by the Chair of the Meeting Date

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Name of the Chair of the Meeting