



St Stephen's Church  
Safeguarding Policy Guidance

October 2017

Copies of this policy guidance are available at the Church Office, the Cross Way, the church and on the church web site [www.st-stephens.org.uk](http://www.st-stephens.org.uk)

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## 1. Introduction

This document is the safeguarding policy guidance for St Stephen's Church, Richmond Road, Twickenham. It covers all relevant activities provided by the church both on and off church property.

St Stephen's is a friendly, vibrant church in Twickenham, west London. We are members of the Church of England. We seek to serve our members and the people of our local community with a range of Sunday services and midweek events that cater for people of all ages.

The following policy statements are recommended by the Diocese of London for child protection. This policy guidance also incorporates our concern for the adults at risk within our care.

### Child Protection Policy Statements

- We commit ourselves to nurture, protect and safeguard all our members, particularly our children and young people.
- We recognise that our work with children and young people is the responsibility of the whole church community.
- We undertake to exercise proper care in the selection, appointment and support of those working with children, whether paid or volunteer.
- We wish to support parents and carers who have responsibility for bringing up children.
- We accept and endorse the principles of the *Children Act 1989*, the *House of Bishops' Policy Statement Protecting All God's Children (2010)*, *Working together to Safeguard Children (2013)* and *Diocese of London Policy for Safeguarding in the Diocese of London (2012) revised 2015*.

The Parochial Church Council (PCC) appoints church safeguarding officers and champions for children, young people and adults at risk to be a voice and a supporter of these groups within the business, activity and development of the church, with emphasis on their safety and well-being. The Diocesan guidelines state that the safeguarding officer(s) are responsible for co-ordination of any concerns about a child, young person or adult at risk, or the behaviours of an adult working with vulnerable groups. Their role is to ensure that these are appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Team. They are required to attend the PCC at least twice a year and work with them to ensure proper implementation of the safeguarding policy. They are not to be clergy. The Champions is the voice of the children and adults at risk within the parish at PCC meetings. They don't have a direct role in safeguarding but are expected to work closely and confidentially with the Church Safeguarding Officer(S) and parish clergy to inform / report / discuss any concerns, seeking their support and advice when necessary.

Resolution to approve the following individuals for safeguarding and champion posts for 2017-2018 as per Diocesan guidelines:

- Safeguarding Coordinator: Caryn Weber
- Safeguarding Officers: David Wilson & Caryn Weber
- Children's Champion: Janice Pratt
- Youth Champion: Gail Foot
- Seniors Adult at Risk Champion: TBA
- Drop-In Adult at Risk Champion: Christopher Hughes

As part of the mission of the church, the PCC is committed to:

- listening to, relating with, and valuing children, young people and adults with risks, whilst ensuring their protection and well-being within church activities;
- encouraging and supporting parents, families and carers; and
- ensuring that those working with these groups are given support and training.

The PCC takes seriously its responsibility to protect the welfare of children, young people and adults at risk entrusted to the church's care. This policy guidance aims to help the church, its staff, volunteers and members to promote the wellbeing of these groups, to protect them from harm and to ensure that the correct action is taken should a safeguarding concern arise. All who work with children, young people and adults at risk will be encouraged to read this document.

The policy and guidance will be reviewed annually.

The PCC is committed to an on-going training programme for all who work with children, young people and adults at risk within the church. The Safeguarding Coordinator will be responsible for ensuring adequate training is implemented internally and with appropriate organisations. Records will be kept of training courses attended by staff members and volunteers.

## **2. Definition of terms**

### **Safeguarding**

The safeguarding of children and adults is an integral part of the life and ministry of the church, set out clearly in legislation and is everyone's responsibility. We believe the welfare of the child is paramount, with the needs of the child being put above the needs of adults, and that all children should be protected from abuse and harm. To do so we will work in partnership with children, parents, carers, the Diocese of London and other agencies to promote the welfare of our children. Safeguarding may be seen as taking all reasonable measures to ensure that the risks of harm to children and adults at risk are minimised. Where there are concerns about an individual's welfare, it is taking appropriate action to address those concerns, working to agreed local policies and procedures and in full partnership with other local agencies.

Safeguarding could include keeping an individual safe from maltreatment, neglect, violence & sexual exploitation; safe from accidental injury & death; safe from bullying & discrimination; safe from crime & anti-social behaviour. It is the provision of security, stability and care within the environment that we are responsible for. It needs to be recognised that the safeguarding of adults differs from the safeguarding of children. The systems and processes that organisations have to ensure safety, or to report harm, may be similar for both, but adults with capacity have the right to decide what they want to happen in situations where abuse or harm occurs. Their opinions and choices must be taken in consideration.

The church seeks to do more than just safeguard children, young people and adults at risk, but to provide Christian love, affection and encouragement, which enables and nurtures their growth in faith and their relationship with God. It provides this in a secure and welcoming environment. It also seeks to support them, both spiritually and practically, as much as reasonably possible, as part of the local wider community.

### **Definition of a 'child'**

A 'child' is defined as anyone under the age of 18 years, except in an employment setting where the age limit is 16. An organisation or individual does not need to have a DBS check done if they are employing/working with a 16 or 17 year old in an employment setting.

### **Definition of a 'adult at risk' (previously known as Adult at Risk)**

The term 'adult at risk' does not apply to people just because they may be older or have a disability. Government guidance (Department of Health, No Secrets 2000) describes an adult at risk as, any person over the age of 18 years "who is or may be in need of community 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 his or herself against significant harm". Within faith settings it is also recognised as a person who has suffered personal adversity making them in particular need of pastoral support. Some of the factors that increase vulnerability include:

- sensory or physical disability or impairment
- Learning disability
- Physical illness
- Chronic or acute mental ill health (including dementia)
- Addiction to alcohol or drugs
- Failing faculties in old age and
- Permanent or temporary reduction in physical, mental or emotional capacity through life events such as bereavement/loss, abuse or trauma.

Mistreatment or abuse can occur in any relationship and may result in significant harm or exploitation.

At times there will be member of our church that may not have the capacity to make decisions that may have consequences for themselves and/or for others. These may relate to daily care, health, finance or property. The Church has a duty to empower and protect such individuals and is supported by legislation to do so. (The Mental Capacity Act 2005)

All church activities which support an individual deemed vulnerable/at risk must follow these five principles as outlines in the 'Mental Capacity Act', 2005:

- An assumption of capacity – all adult, even those felt to be lacking in mental capacity have the right to make their own decisions and must be assumed to have the capacity to make decision about their own safety unless it is established otherwise
- Individuals should be supported in making their own decisions-giving all appropriate help and support before considering any decision on their behalf;
- Respect the right to make unwise decisions- recognising that the person retains the right to make seemingly eccentric or unwise decisions;
- Act in their best interest- decision made on behalf of a person who lacks capacity must be in their best interest and the least restrictive on their basic rights and freedoms;
- Take the least restrictive option- when making a decision on behalf of a person who lacks capacity, consideration needs to be given to whether it's possible to act in a way that would interfere less with the person's rights and freedoms of action.

DBS checks will be carried out on staff and/or volunteers who are supporting adults at risk and who are engaging in regulated activities. Regulated activities are defined by the Safeguarding Vulnerable Act Group 2006 from 10<sup>th</sup> September 2012. Regulated activity continues to exclude any activity carried out in the course of family relationships, and personal, non-commercial relationships. A person whose role includes the day to day management or supervision of any person, who is engaging in regulated activity, is also in regulated activity.

The following are considered to be regulated activities:

- Providing Health Care
- Providing Personal Care
- Providing Social Work
- Assistance with general household matters

- Assistance in the conduct of a person's own affairs
- Conveying (this transport does not include trips taken for purposes other than to receive health care, personal care or social work (for example, trips for pleasure are excluded).

### **Abuse**

The Department of Health, No secrets guidance (updated January 2015) states that "abuse is a violation of an individual's human and civil rights or dignity by any other person or persons.

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it."

These are the main different types of abuse:

- **Physical**

Including hitting, shaking, slapping, pushing, kicking, restraint or inappropriate sanctions.

- **Sexual**

Including rape and sexual assault or sexual acts to which the vulnerable person has not consented, could not consent or was pressured into consenting.

- **Psychological or emotional**

Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. This can include spiritual abuse, or an abuse of power, not respecting the right of an individual to choose for themselves.

- **Financial or material**

Including theft, fraud, exploitation, pressure about wills, property or inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits.

- **Neglect or acts of omission**

Including ignoring medical, physical or psychological care needs. This would include failure to provide adequate food, shelter, warmth and clothing; failure to reasonably protect an individual from harm or danger; or a failure to access appropriate health care, medication, social care, education services.

- **Discriminatory**

Including racist, sexist behaviour and harassment based on a person's ethnicity, race, culture, sexual orientation, age or disability, and other forms of harassment, slurs or similar treatment.

- Institutional abuse

This can sometimes happen in residential homes, nursing homes or hospitals when people are mistreated because of poor or inadequate care, neglect and poor practice that affect the whole of that service.

Any or all of these types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance. Incidents of abuse may be multiple.

### **3. Roles and responsibilities within the church**

#### **Safeguarding officer/s**

The safeguarding officers are the people nominated by the PCC to whom all serious concerns or allegations of abuse will be reported. These people will act on the PCC's behalf in referring all such allegations or suspicions of abuse to the most appropriate authorities. Where possible, the role should be shared between a man and a woman.

These officers will:

- actively support the safeguarding principles of the church;
- know what the safeguarding policy says and endorse it;
- be aware of the correct action to take if a concern or allegations of abuse is reported;
- be responsible for referring all allegations or suspicions of abuse to the appropriate authorities;
- work with the statutory authorities as they investigate any allegations or suspicions of abuse;
- maintain confidentiality in any allegations or suspicions of abuse;
- seek advice or help when they require further knowledge or experience;
- support those within the organisation who hold safeguarding roles; and
- ensure that all legal obligations and requirements are adhered to where these may influence the safety of children or Adult at Risk, e.g. fire, health and safety, entertainment licenses, insurance etc.

Where one safeguarding officer is absent, or when it is inappropriate for him/her to be involved, the alternate will hold all responsibility to carry out this role. They will carry out these responsibilities when:

- the first safeguarding officer is absent or unable to carry out his/her responsibilities for any reason;
- an accusation is made against the first officer or someone close to them, making it inappropriate for them to deal with the issue; or
- an individual involved in an allegation or suspicion of abuse would prefer a safeguarding officer of a particular gender.

The role of Safeguarding officer is currently held by David Wilson & Caryn Weber

#### **Safeguarding Coordinator**

The safeguarding Coordinator will:

- prepare and maintain a church safeguarding policy and guidance for annual review, ensuring that all the information is correct, up to date and in line with best practice;
- ensure the church safeguarding policy and guidance is made available to church members and others;
- inform church leadership on good practice issues;

- have an overview of all parish activities involving children, young people and adults at risk, keeping a record of these activities;
- maintain a list of all those involved in church activities involving children, young people and adults at risk;
- ensure that the church safeguarding policy and guidance procedures are followed in regard to these activities, considering all staff and volunteers involved;
- be familiar with the Diocesan guidance and ensure that the leaders and volunteers of activities involving children, young people and adults at risk are fully aware of and are implementing this guidance;
- facilitate and arrange relevant training and encourage volunteers, workers and leaders to attend
- be the key link between the Diocese and the parish concerning safeguarding matters;
- work in partnership with other statutory/faith agencies where necessary; and
- ensure that accurate records are kept in relation to safeguarding procedures and/or concerns.

### **Section X checkers**

Section X checkers have been given authority to check the original identity documents of any job or volunteer applicant on behalf of the Diocese. They will attend relevant training.

### **Champions for children, youth and adults at risk**

The Champions are a key role in ensuring that the voices and needs of the children, young people and adults at risk are heard.

PCC is responsible to appoint a 'Children's Champion', Youth Champion and Adults at Risk Champions who will give children, young people and adults at risk a voice within the work of the parish and is there to ensure the question 'How does this impact on our children and adults at risk?' is always asked. It is recommending that the person fulfilling this role is not the Church Safeguarding Officer. This is a voluntary role responsible to the Safeguarding Coordinator and parish priest.

#### **Main Responsibilities**

- To engage and build positive relationships with children, young people, adults at risk and other members of the congregation and parish.
- To actively communicate with children, young people and adults at risk and ensure that their perspectives and wishes are reflected.
- To raise the profile of their role in the parish by providing information about the activities for children and young people that are available (i.e. articles in the weekly notices / parish magazine).
- To make use of the Children's Charter to develop provision for children and young people within the areas of worship, welcome, nurture and mission.
- Be responsible for asking the necessary questions to ensure the presence, needs and interests of children are recognised and promoted within the parish, attending a PCC meeting at least twice a year in order to achieve this. (One of which should be the meeting at which the safeguarding policy is discussed and reviewed.)
- Work closely and confidentially with the Church Safeguarding Coordinator and parish clergy to inform / report / discuss any concerns, seeking support and advice when necessary.
- To keep up-to-date with developments in ministry with children and young people in the Diocese by liaising with the Children's Ministry Advisor and Children's Society Youth Project team as appropriate and reading the Children's Ministry newsletter on the Diocesan web site.

Preferred qualities / skills for the role of Children's Champion

- Be a regular member of the congregation, demonstrating a commitment to the parish's work with children and / or young people who shows respect for, and empathy with, children and young people.
- Have the necessary communication skills to be able to speak with children / young people and be able to clearly state their needs.
- Have a child-focused approach with some experience relevant to the role (i.e. teacher, youth worker, experience of caring for children).
- Be willing to attend training in Safeguarding initially on appointment and then to regularly update this knowledge (at least every 3 years).
  - Be a part of the Safeguarding Team at St Stephen's, attend a termly team meeting.

People may raise general concerns with the Champions, which they may then pass on to the relevant member of staff, or to the PCC if appropriate. Although not a requirement of the role, the Champion may also act as an independent person for group members to talk to if they have a personal concern, but this will depend very much on the particular skills of the person appointed and the trust that group members have in him or her. If a Champion could be made aware of, or suspect, an abusive situation, they should follow the procedure as described in section X of this policy.

The Bishop's Adviser and Safeguarding Officers are available to help and support the Champions and Safeguarding Officers in their roles.

Diocesan Safeguarding Adviser (DSA)-AnnetteGordon@london.anglican.org / 020 7932 1224;  
 Bishops Advisor, Children's Ministry- Sam Donoghue Tel: 020 7932 1255;  
 Safeguarding Administrator Tel: 020 7932 1189.

Advice is also available from the Churches' Child Protection Advisory Service (CCPAS) Tel: 0845 120 4550 Web site: <http://www.ccpas.co.uk/>

### **Volunteer/s**

A volunteer is 'a person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative.'

(The Police Act 1997 (Criminal Records) Regulations 2002)

## **4. Safeguarding requirements - ensuring safe recruitment**

### **Procedures for making appointments**

'Safe Employment and Care Practices' are those which ensure reasonable care and caution are exercised and which minimise future risks. Appointments are an area where 'safe care' practices should be routinely followed. They form part of a network of checks and balances which will minimise the possibilities of appointing inappropriate people to work with children, young people and/or adults at risk.

Good recruitment and vetting procedures will include:

- clear role descriptions for each post, what the post involves and the kind of person to occupy it;
- effective interviewing;
- making references work by asking specific questions of the referee; and
- making use of the Disclosure and Barring Service.

### **Appointments of Clergy and others holding the Bishop's License**

All necessary checks on these appointments are undertaken by the Bishop's office.

### **Appointments of paid staff (excluding clergy) as well as volunteers (18years +) whose work will allow access to children, young people:**

The recruiting process will include:

- Job application form
- Confidential Declaration
- Declaration of Safeguarding
- Volunteers Agreement/ role description
- at least two references;
- an interview; and
- DBS Disclosure

### **Appointments of volunteers (18years +) whose work will allow access to Adult at Risk:**

The recruiting process will include:

- a Personal Detail Form/Self Declaration Form;
- Confidential Declaration (if DBS required)
- Declaration of Safeguarding
- Volunteers Agreement
- at least two references;
- an interview; and
- DBS Disclosure where the activity they will be involved in would be considered a regulated activity (see p 15).

### **Appointments of volunteers (under 18years) whose work will allow access to Children and Youth:**

The recruiting process will include:

- Self-Declaration Form;
- at least two references;
- Declaration of Safeguarding
- an interview; and
- Volunteers Agreement

All volunteers that are under 18 years of age are children by law. No DBS disclosure is required. Young leaders should be supervised at all times and their role is to assist adult leaders.

### **Elements of safe recruitment and appointment Advertisement**

The position, whether paid or voluntary, will be advertised in the right site, whether locally or nationally. As well as a brief description of the role, the advert will also state the need for DBS checks and the church's commitment to safeguarding principles.

### **Job descriptions**

Job descriptions are always issued for paid staff. Good practice suggests that volunteers should have them too. In addition to the job description for paid staff, there will also be a person specification – this is just a description of the kind of person likely to be suited to the job - it describes their ideal skills and experience.

The job description will detail:

- the person to whom the employee/volunteer is accountable;
- the person(s) whose work they will supervise (if any);
- the elements of their job or role;
- what they are responsible for;
- explicit reference to any Diocesan or church policy or guidance where relevant, e.g. safeguarding or child protection.

### **Application/declaration form and confidential declaration**

An application/declaration form will be completed by any applicant of any age, whether paid or voluntary, who is likely to be in contact with children, young people and/or adults at risk, requesting information relevant to their application and asking for references.

Completion of these forms requires the subject to declare details of any convictions, cautions and investigations, along with any court orders or actions related to children and young people. It obviously requires honesty by the applicant, but provides a useful starting point at which pertinent matters can be brought up.

To maintain proper confidentiality, declaration forms will only be seen by a limited number of people including the incumbent. They will be kept in a secure place and retained indefinitely in case an allegation is made at some time in the future.

### **References**

Two references will be collected. These will be from people who are 18 and over, not members of church staff and not members of the applicant's family. For a paid employee, where the applicant has worked in another setting, one reference will be from that employer. Reference requests include quite specific questions that the referee has to address. Where replies seem unclear or vague, they will be followed up. For people under the age of 18 years, one reference should be from a teacher/head of year or head teacher.

### **Interview**

For any role or work in the parish involving contact with children, young people or adults, at risk (whether paid or voluntary) the potential candidates will be interviewed.

A potential employee with a specific responsibility for children, young people or adults at risk should be able to demonstrate their awareness of their legal obligations and general responsibilities for safeguarding. The church's policy and expectations in relation to safeguarding and should be discussed.

The interview process for volunteers may be less formal, but needs to ensure that the person is suitable for the work. These interviews will be carried out by the ministry leads.

### **Access to children, young people and adults at risk**

It is recommended that volunteers are not appointed to any work involving children, young people or adults at risk until they have been regular members of the congregation, or familiar to the lead worker, for a sufficient length of time for them to become known and trusted.

An assessment will be made regarding the type of involvement and extent of the contact with children, young people and/or adults at risk that the role requires. Based on this, a decision should be made as to whether a DBS Disclosure is appropriate.

A person will not be employed as a paid worker or volunteer if:

- they have previous offences against children, young people or adults at risk;
- where it is known that an individual has a record of violent or inappropriate behaviour and/or
- where references do not support the applicant's suitability for such an appointment.

### **Disclosure and Barring Services (DBS checks)**

St Stephen's Church provides a range of activities for people of all ages and abilities. Where these activities fall into the category of a 'regulated activity' as defined by the *Safeguarding Vulnerable Groups Act 2006*, everyone aged 18 and over, in a position to gain the trust of a child or a Adult at Risk, should have a DBS check, the level of this check will depend on the level of activity involved.

A DBS disclosure provides a full picture of an individual's criminal history, but is a snap shot of an individual's criminal record status. It is not currently updated if an individual commits a crime following a DBS check, although this may happen in the future. The London Diocese requires DBS checks to be updated as a minimum every five years.

The London Diocese is our Registered Body through which St Stephen's processes all its DBS applications (Registered Body number 20540700005). All volunteer applications are processed for free, but St Stephen's pays £44 for any employed staff who need to undergo a DBS check. This includes any member of staff who is paid in any way, even if living costs only (e.g. interns)

The responsibility for making sure that individuals are DBS check is carried out will rest with the Parish. The church must consider each of its regular activities, and any new or one off activities, as to whether its staff or volunteers need to be DBS checked.

Without a DBS check employees and volunteers can be employed but not engaged in a regulated activity or direct involvement with the children or youth.

If the church is recruiting people from overseas or people who have lived overseas for more than a year, a DBS check will still be carried out, but it may not provide a complete picture of any criminal record history. The DBS cannot currently access overseas criminal records or other relevant information as part of its disclosure service.

The PCC has the legal duty to check that any paid employees have the right to be in the UK or to undertake the work in question.

### **Identity documentation**

The DBS application process requires that the applicant present a range of identity documentation. These will be carefully checked according to Diocesan guidelines.

### **Mentoring and/or support**

It is good practice to support a new or inexperienced worker/volunteer with a mentor or someone with more experience for a period of time, to enable the new worker to gain the information, skills and confidence to work more autonomously. Supervision and/or support should be ongoing to a degree that is required to ensure good and safe working.

### **Probationary period followed by review**

Paid staff will be given a contract of employment. All initial contracts will be for probationary periods of between three and six months. Good practice suggests an explicit review and

appraisal towards the end of this period before the appointment is confirmed. Feedback may be sought from the worker's colleagues.

All initial contracts will be for probationary periods of between three and six months. A questionnaire will be sent at both the three and six month periods to the volunteers to assess their progress and satisfaction. In response to their comments the ministry leads will contact the volunteer as required. The probation period for a volunteer is not established within a formal contract.

### **Information and training**

All paid staff and volunteers who are recruited will be asked to read the safeguarding policy and guidance. They will be informed of the reporting procedure for concerns or incidents. They will also be offered appropriate training when available.

Volunteers will be given regular opportunities to meet together with a leader to discuss work programmes and areas of concern

### **Information storage**

Application and self-declaration forms and the outcome of DBS checks, recorded on the parish log sheets, will be kept indefinitely.

All these files will be kept securely and will not be used for any other than their original purpose. Information will not be disclosed to other parties without the consent of the individual whom it is about, unless there is legislation or other overriding legitimate reason to share the information (for example, the prevention or detection of crime). Under the *Data Protection Act 1998* any volunteer or worker has the right to see the records held about them, subject to certain conditions.

## **5. Safeguarding requirements - providing safe activities**

The church provides numerous activities involving contact with children, young people and adults at risk which come under the definition of a 'regulated activity'. This means that those providing these activities can gain the trust of a child or adult at risk, will need to undergo a DBS check, the level of this check depends on the activity and group that are worked with, whether they be in a paid or voluntary role.

### **Regulated activity**

Is defined as:

- Activity of a 'specified nature' involving frequent, intensive and/or overnight contact with children and/or Adult at Risk (e.g. teaching, training, care, supervision, advice, treatment and transportation)
- Activity allowing frequent or intensive contact with children and/or adults at risk that is in a specified place (e.g. care homes and schools)
- Fostering and child minding
- Activity that involves people in certain defined positions of responsibility (e.g. school governor)

The term 'regulated activity' will apply when the activity is:

- Frequent: the activity takes place once a week or more. This does not apply to the provisions for fostering, child minding and those who have defined positions of responsibility

- Intensive: the activity takes place on 4 or more days in any 30 day period or overnight. This does not apply to the provisions for fostering, child minding and those who have defined positions of responsibility
- Overnight: the activity takes place overnight. This only applies to teaching, care, advice and treatment.

#### **Activities of a 'specified nature':**

The scheme covers the following activities, which involve contact with children, young people and/or adults at risk. The examples given are intended to be illustrative, not exhaustive: Teaching, training or instruction, care or supervision of children provided frequently, intensively or overnight, e.g. youth workers and Sunday school teachers.

An individual who is employed or is a volunteer for an organisation and visits Adult at Risk in their own homes, if the activity is frequent, intensive or provided overnight.

Driving a vehicle frequently or intensively to convey children, young people. This includes minibus/ bus drivers taking children to or from organised camps or outings. It does not cover transport arrangements made between families and friends on a personal basis. Occasional or 'one off' drivers do not need to be checked.

The activities of St Stephen's are listed below. Each activity and each worker or volunteer involved will be considered against the criteria above. Where the activities fall under the above term of 'regulated' all staff or volunteers who help will have completed an Personal Details and Confidential Declaration forms and will have had character references taken. Where necessary, those aged 18 and above will have been DBS checked.

#### **Activities for seniors**

***Each situation needs to be assessed based on the activity and involvement whether a DBS check is required. All volunteers are required to follow the safer recruitment process but may not be DBS checked. The Leaders of each area of ministry are most likely required to be DBS checked.***

- Monday Lunch Club
- Monday Fellowship
- Chairobics
- Services at Dalemead and Lynde House
- Healing service
- Thursday Bible Group
- Befriending/ prayer ministry
- Day trips

These activities may also include the provision of transport

#### **Activities for adults**

- Counselling
- Thursday night drop-in (Leaders/managers-DBS checked, helpers- safer recruiting)
- Day trips
- Drop-in Alpha

#### **Worship and pastoral care**

- The worship pastor and/or the worship intern or leader provide worship support or worship opportunities for young people within the church.
- Pastoral Care

- Communion

**Activities involving Children and Youth will always require a DBS check unless the children remain in the care of their parents/guardians. The leaders of any group with children will require a DBS check.**

#### **Youth activities**

- Generator
- Younger Youth
- Older Youth
- Young Leaders training
- Mentoring
- Weekends away

#### **Children and Young Families' activities**

- Kid's Church
- Toddler Church
- Saturday clubs or holiday clubs, e.g. Rainbow Club
- Schools work
- Communion preparation
- Little Acorns (leaders need to be DBS, helpers need to follow safer recruiting)
- Crèche (leader)
- Parenting course crèche
- Day Time Alpha crèche

#### **Activities outside the church**

Where possible those who represent or go from the church to activities outside the church, who may be spending considerable time with children, young people and/or Adult at Risk, will undergo the same safe recruitment checks, e.g. Asha Trips to Delhi

Those who participate regularly in services and visits to Dalemead and Lynde House should have a DBS check done and should abide by good practice guidance.

#### **Outside hirers of the church and Cross Way**

Any non-church group responsible for children, young people and/or Adult at Risk using any St Stephen's Church premises on a regular basis will be asked to sign terms of hire. In this is a statement that the church expects them to share our concern for these groups and to make appropriate provision for their protection, sign the St Stephens Safeguarding policy, provide a copy of their safeguarding policy, sign the fire evacuation instructions, carry out a risk assessment and provide a copy of their public liability insurance.

#### **Obtaining and using digital or photographic images of children and young people**

When people join St Stephens they will be asked if they mind having digital or photographic images of themselves taken. If they do, they will be asked to inform the church office who will do their utmost to avoid including those people in photographs.

Parental/guardian general consent will be sought when a child/young person is registered to join a regular church group. This record must be stored securely.

At a church event it is suggested that it is made clear to those attending that photography or filming will be occurring and that those who do not wish their image to be taken, keep themselves away from the camera.

For specific events where photographs are wanted and attendees may not be church families, e.g. Rainbow Club, permission will be obtained from all people (children and adults) who can be clearly identified in a photograph, video, or web cam image. It will be made clear why that person's image is being used, what it will be used for, and who might want to look at the pictures. In the case of children and young people under the age of 18, permission will be sought from a parent/guardian.

Photographs or recordings taken at events attended by large crowds do not require permission for publication as permission from a crowd in a public area is not necessary.

A form is available to get written permission from the child's parent/s or guardian. This should be stored securely.

### **Good practice guidance for going into peoples' homes or other community locations**

During this activity, you may be working with children, young people and/or Adult at Risk. You may also be going into peoples' homes where the residents come under the definition of Adult at Risk. This includes those in residential or nursing care, those with mental health needs and those who are being cared for, or receiving care from, the local council.

We are asking you just to be aware of any possible risks in terms of safeguarding, this is for your own protection and for those we are serving.

Please:

- never let yourself be alone in a room with a child, young person or Adult at Risk/resident, unless there is no alternative;
- if you are visiting someone in their room in a care home, try to go with another person if possible. If this isn't possible, tell someone where you are going and keep the door/s open;
- if you are asked to accompany a child to the cloakroom, use the disabled toilet and stand outside of the door, in the passage way, leaving the door ajar. Make sure your team member know where you are.
- be aware of how others might interpret your actions, e.g. touch – it's sad but avoid hugs, a hand on an arm or a shoulder is enough;
- watch over your colleagues. Don't allow them to get into situations that may make them open to any kind of blame;
- if an incident occurs or you are worried in any kind of way, report it to your group leader immediately. Make an accurate and objective record of anything that was said or done.

## 6. Safeguarding requirements – meeting external body requirements

### Ofsted - Childcare registration requirements since 2008

From September 2008 there have been new arrangements for registering with Ofsted as a childcare provider, with both voluntary and compulsory parts to the Childcare Register for childcare providers, and an Early Years Register.

- Their guidance (*Guide to registration on the Childcare Register*) lays out the criteria for compulsory registration and examples for voluntary registration. There is also guidance on what activities are exempt from registration. The majority of St Stephen's activities that provide some kind of childcare, e.g. crèche, Kids Church Little Acorns, do not need to be registered. However, Ofsted will need to be informed each year of the Easter Holiday Rainbow Club. There are forms to do this on the Ofsted web site.

Even if the church does not have to register their activities with Ofsted, the activities should still meet their required standards for care. These include:

- Staffing levels

These are the required staffing levels for registered children's groups.

0 - 2 years      1 leader for every 3 children      1:3

2 - 3 years      1 leader for every 4 children      1:4

3 - 8 years      1 leader for every 8 children      1:8

over 8 years 1 leader for the first 8 children and then one extra leader for every extra 12 children.

Young leaders (under 18's) should not be counted as part of the team leaders but as part of the number of children. Young leaders should never be left to lead or accompany children to toilets on their own.

It is good practice for each group to have at least two adults and it is recommended that where possible a gender balance between workers is maintained. Leaders should be suitable for working with children, have been properly recruited and encouraged to take part in further training.

- Physical Environment

The place where the children meet should be safe, secure and suitable for their purpose. There should be adequate space for the number of children and the activities they engage in. The space should be clean, warm and welcoming. Consider who else may have access to the space while the children are present.

- Toilets

1 toilet and 1 hand basin per 10 children is the ideal.

- Outside space

If children have access to an outside space, make sure that the boundaries and exits are secure and in good repair. Check whether any plants, ponds or permanent features are hazardous, and how children are protected from them.

- Equipment

Furniture, equipment and toys should be appropriate for their purpose, be well maintained and conform to safety standards.

### **Charity Commission**

St Stephen's is a registered charity, no: 1131378. Its trustees are the PCC.

Charity trustees are responsible for ensuring that those benefiting from, or working with, a charity are not harmed in any way through contact with it. They have a legal duty to take all reasonable steps within their power to ensure that this does not happen.

Trustees are expected to find out what the relevant law is, how it applies to their organisation, and to comply with it where appropriate. They should also adopt best safeguarding practice as far as possible.

The Charity Commission always asks organisations working with children for information about the policies and procedures which they have in place for keeping children safe, and also DBS certificates in respect of trustees where the charity is legally entitled to obtain these.

DBS checks for trustees are compulsory where charities which are classed as "child care organisations". St Stephen's does not fall within this category. St Stephen's will DBS check those trustees who have direct roles and responsibilities for children, young people or Adult at Risk within the work of the church.

'Under Charity Commission regulations a Serious Incident occurs where a result has, or could, entail '...a significant loss of funds or a significant risk to the charity's property, work, beneficiaries or reputation. They should be reported as soon as possible.

As far as allegations of abuse are concerned Charity Commission guidance states:

'You (the place of worship or organisation) should report this if any one or more of the following occur:

- There has been an incident where the beneficiaries of your charity have been or are being abused or mistreated whilst under the care of your charity or by someone connected with your charity such as a trustee, member of staff or volunteer
- There has been an incident where someone has been abused or mistreated and this is connected with the activities of the charity.
- Allegations have been made that such an incident may have happened regardless of when the alleged abuse or mistreatment took place
- You have grounds to suspect that such an incident may have occurred.'

The Charity Commission states that these are 'zero tolerance' issues which would always be investigated by them. Serious incidents also include not having adequate safeguarding policies in place and failure to carry out criminal records checks on workers and trustees (where legally possible); in summary, anything that could affect the good reputation of the charity.

Those charities whose incomes exceed £25,000 must declare all Serious Incidents as part of their Annual Returns. Failure in the latter respect also signifies failure regarding the charity's legal obligations.'

Ref CCPAS

## 7. Responding to a concern, an incident or an allegation

Not all concerns will be related to possible abuse, but maybe more related to the person's general well-being. The church seeks to support all its members, both spiritually and practically. The nature of the concern and its degree of seriousness will dictate the action to be taken. See page \*

Where the concern involves an adult, the Safeguarding Officer must talk to the individual concerned first, considering that they have the right to consent or withhold consent to the concern being reported. Where an individual does not have the capacity to give consent, the action taken must always be in the individual's best interest.

In any circumstance only people who need to know should be involved. This is usually the witness/reporting person and the group lead, and possibly the person leading the event/activity at which the concern was raised or incident occurred, if different from above.

Under no circumstances should a worker or volunteer carry out their own investigation into an allegation or suspicion of abuse. The correct procedure must be followed.

All incidents and accidents that cause concern **must** be recorded. Any action taken, conversations held, telephone calls made **must** all be recorded. Completed records should be stored in the Incidents/Accidents file in the Safeguarding storage unit.

**If a child, young person or a Adult at Risk is in immediate danger or has sustained a serious injury you must call the emergency services on 999.**

If you are concerned about a child, young person or Adult at Risk, or if an allegation has been made to you:

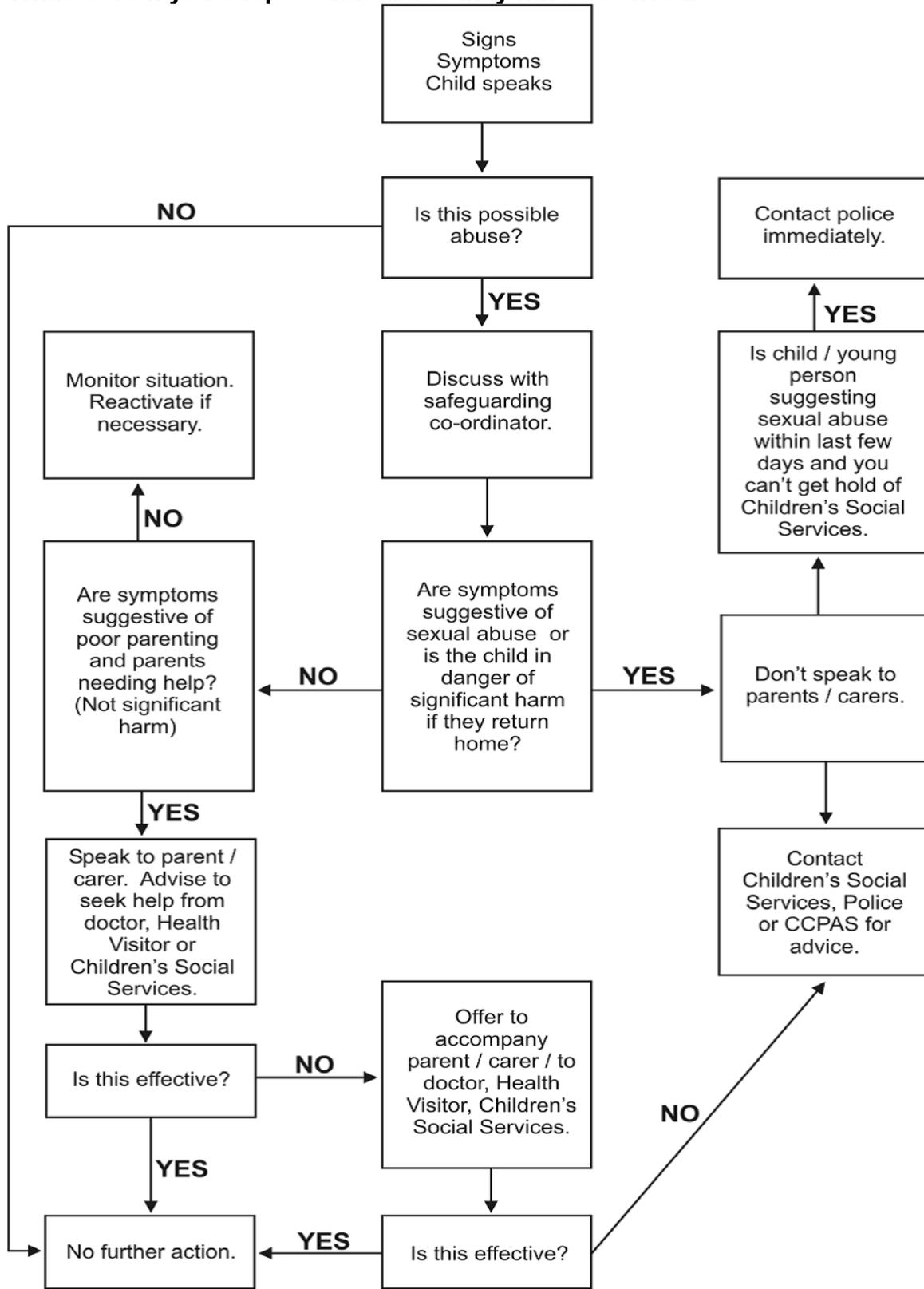
- Make notes as soon as possible, writing down exactly what was said to you, when it was said, and details of any activity which was taking place at the time. Record dates and times of these events, and when you made the record. If you see signs of injury, record what you see. You may find it easier to do this by a simple diagram. Keep all handwritten notes, even if these have been typed subsequently.
- You must report serious concerns as soon as possible to the **Safeguarding Officer/s**, who are nominated by the PCC as the Safeguarding Officers to act on their behalf in referring all allegations or suspicions of neglect or abuse to the statutory authorities. Pass on your notes so that they are fully informed.
- It may be preferable to report to one or the other considering who is involved in the concern, their gender, their role within the church or community etc., or if one of the Safeguarding Officers is directly involved in the matter of concern.
- It is then the Safeguarding Officer's responsibility to clarify the precise details of the concern or allegation and to consider if it warrants further action. If it does, he/she will report\* the concern to the Churches' Child Protection Advisory Service (CCPAS) and the relevant team at Social Services if necessary, see contact details on page 27. The Duty Officer at Social Services will advise as to whether the Child Protection Police should be informed.

\*Where the concern involves an adult, the Safeguarding Officer must talk to the individual concerned first, considering that they have the right to consent or withhold consent to the concern being reported. Where an individual does not have the capacity to give consent, the action taken must always be in the individual's best interest.

- Where there is less concern and the child or adult is not at risk of significant harm, the Safeguarding Officer may need to consider, along with relevant staff, how the situation should be handled. This might involve speaking to parents or family/carers and offering support. It is important to take older children's wishes into account when deciding whether to talk to parents/carers unless other children are potentially at risk.
- If the Safeguarding Officer is unsure about the seriousness of the concern, or what action should be taken, he/she should ring CCPAS for advice. CCPAS can also advise on adult protection concerns.
- The Safeguarding Officer should contact social services and/or CCPAS if there is any concern about a child's safety or if, for example, a child is afraid to return home.
- If abuse is suspected, the child's parents or adult's carers **should not** be told, unless this is advised by Social Services.
- Medical help should be sought if needed, advising the doctor of any concerns or suspicions.
- If an allegation of abuse or harm is made against a church worker or volunteer, the Safeguarding Officer may need to suspend the worker or volunteer whilst any reporting or investigation is being carried out. The priority is to protect children, young people and Adult at Risk from possible further abuse or from being influenced in any way by the alleged perpetrator. Again, advice should be sought from CCPAS or from social services as soon as possible.
- If both Safeguarding Officers are unavailable you should report your concern to the CCPAS or the local Social Services. The absence of the Safeguarding Officer/s should not delay any action being taken.
- **Suspicious must not be discussed with anyone other than those nominated above.** However, if you are unsure whether to report the concern, advice can be sought anonymously from the Safeguarding Administrator, CCPAS or the NSPCC. CCPAS can also advise on adult protection concerns.
- It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or to seek their advice, although we encourage members of the church to follow the procedure details here. If, however, you feel that the church officers have not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct.

**All documentation must be signed, dated and kept for an indefinite period in a secure place. (Safeguarding storage unit)**

**What to do if you suspect that abuse may have occurred.**



## **Recognising and Responding to Abuse**

The following signs may be indications of abuse, but they should not be taken in isolation. They may or may not be indicators that abuse has taken place, but the possibility should always be considered. **NB: Be careful not to jump to conclusions.** There might be other explanations. Many symptoms of distress can point to abuse but there are other explanations too– bullying, self-harm. This (together with conflicting medical opinion) has sometimes been the reason for falsely accusing people of sexual abuse.

Remember racial, cultural and religious factors. We need to understand the people with whom we work and their backgrounds. However, everyone has the right to be protected from harm.

### **Physical**

- Injuries not consistent with explanation
- Bruises on a baby
- Injuries to unexposed parts of the body
- Lack of medical attention/untreated illnesses
- Repeated urinary infections/unexplained tummy pains
- Eating disorders - anorexia, bulimia
- Neglect - under nourishment, failure to grow, constant hunger, gorging food, inadequate care
- Cuts/scratches/burns/substance abuse

### **Emotional**

- Stands on his/her own
- Part of all other abuse
- Abusive/condemnatory language
- Domestic abuse
- Parents/carers with health issues, psychiatric/addictive conditions
- Changes/regression in mood or behaviour, e.g. where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety, attention-seeking behaviour.
- Nervousness, frozen watchfulness.
- Obsessions or phobias.
- Sudden under achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Persistent tiredness.
- Running away, stealing, lying.

### **Sexual**

- Any allegations made by a person concerning sexual abuse.
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age- inappropriate sexual play.
- 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.

(Ref CCPAS)

## **Listening to a child's story of abuse**

Precise guidance is not easy, but the following may help.

### **General Points:**

- Listen to the child – give your full attention to what they say.
- Accept what the child says (however unlikely the story may sound).
- Keep calm and look at the child directly.
- Be honest. Tell them that you will always need to tell someone else – **Don't promise confidentiality.**
- The child may think that you are able to stop the abuse without anything else happening. This may not be possible, so do not make promises or reassurances that can't be kept.
- Remember that the child may want the abuse to stop, but may still love the abuser
- Even when a child has broken a rule, they are not to blame for abuse.
- Be aware that the child may have been threatened for telling their story to anyone.
- Never push for information or ask leading questions. This will invalidate what they say.
- If possible, try to have another adult present whilst the child speaks, but don't insist on this if it would inhibit him/her.
- Reassure the child that they were right to tell you and that you will support them in whatever may happen next.
- As soon as you can, record as carefully as possible what the child has said, how they said it, and how they appeared emotionally. Write down what you said. Be as factual as possible.
- Keep these records securely and indefinitely.

### **Helpful things to say or show:**

- 'I believe you.' (or showing acceptance of what the child says).
- 'I'm 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 child they were right to tell you, and that you believe them.

Let the child know what you propose to do next, and that you will let them know what happens – *(you may have to consider referring to Social Services/Police to prevent a child/young person returning home if you consider them to be seriously at risk of further abuse).*

**Immediately refer to the Child Protection Officer/s or, in their absence talk to CCPAS or Social Services.**

### **Action for the Safeguarding Officer/s**

**If a serious concern is raised about a child, young person or Adult at Risk, if there are signs of physical injury or symptom of neglect: the Safeguarding Officer will:-**

- gather together and clarify the information that is available in a form that can be handed over to the appropriate authorities. Copies should be taken of any written reports before they are handed over.
- consider whether the signs and symptoms are indicative of abuse, or whether the individual is in danger of significant harm. The Safeguarding Officer may contact the Church Child Protection Advisory Service (CCPAS) for advice at this stage. CCPAS will confirm its advice in writing for church records.
- seek emergency medical attention where necessary, informing medical staff of any concerns, declarations or suspicions of abuse.
- **NOT**, under any circumstances, carry out his/her own investigation into an allegation or suspicion of abuse.
- will contact CCPAS if the signs and symptoms do indicate abuse, providing all the details available. CCPAS may recommend that the Safeguarding Officer contacts the relevant team at Social Services. NB: Where the concern involves an adult, the Safeguarding Officer must talk to the individual concerned first, considering that they have the right to consent or withhold consent to the concern being reported. Where an individual does not have the capacity to give consent, the action taken must always be in the individual's best interest.
- **NOT** contact the parents/carers of the individual where abuse is suspected.
- may consider contacting the parents/carers if the signs and symptoms do not indicate abuse. He/she may describe the concerns raised and encourage them to seek medical or social support. An offer of support from the church may be made if it appropriate and possible to fulfil.
- keep under review any situation that has not been reported to the Social Services or the police. If there is no improvement in the person's circumstances, or further concerns are raised, the Safeguarding Officer will contact CCPAS and/or Social Services.
- seek and follow the advice of the CCPAS where he/she is unsure whether to refer a case to Social Services. CCPAS will confirm its advice in writing for church records. If it is still unclear, or there is disagreement as to the appropriateness of a referral to Social Services, those involved still retain a responsibility as members of the public to report serious matters to Social Services, and should do so without hesitation.
- record the actions, conversations and events which have taken place and keep records in a secure place.

The PCC will support the Safeguarding Officer/s in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

## **8. Contact details:**

**Churches' Child Protection Advisory Service** Tel: 0845 120 4550  
PO Box 133, Swanley, Kent, BR8 7UQ

**NSPCC helpline 0808 800 5000**

### **To report concerns about a child:**

Child protection in Richmond upon Thames is the responsibility of the Local Safeguarding Children Board (LSCB). The LSCB is made up of representatives from the Council's Children Services, the Metropolitan Police, local health service, mental health services and the legal profession, working together to safeguard all children who live in or go to school in Richmond upon Thames.

If you are concerned that a child is being abused you can phone **Social Services Initial Response Team** on 020 8891 7969.

For emergency queries outside of office hours you can call the **Emergency Out-of-Hours team** on 020 8744 2442.

**To report concerns about an adult at risk:**

If you are concerned that an adult is being abused you can phone **LBRUT Adult and Community Services** Telephone: 020 8891 7971  
Text: 07800 002439

Tell the person that you speak to that you are worried about possible adult abuse. You will be put in touch with the most appropriate person to talk to.

For emergency queries outside of office hours you can call the **LBRUT Adults Emergency Duty Team** on 020 8744 2442

If the person you are concerned about lives outside the Borough, LBRUT should provide you with the appropriate number to ring.

**Local Police numbers:**

**Richmond Police Station**

Telephone: 0300 123 1212

Opening Hours: 08:00 - 20:00 daily

**Twickenham Police Station**

Telephone: 0300 123 1212

Opening Hours: 24 hours a day

The Council works closely with the local police. They have a specialist team who deal with Child Protection. You can contact them on 020 8247 6331.

**Some possible useful links and contacts:**

- **NAPAC** (National Association of people abused in childhood) <https://nacpac.org.uk> NAPAC's trained staff speak with survivors of any type of childhood abuse over the phone, exploring the options available to them such as support groups and counselling to help empower callers to move forward. Calls are confidential, free from UK landlines and mobiles and can be made anonymous. **Call on 0808 801 0331**

- **NSCPCC** - [www.nscpcc.org.uk](http://www.nscpcc.org.uk)

This website provides information you need on keeping children safe and what to do with concerns.

- **The Samaritans** have round the clock, 24 hours a day, 365 days a year telephone response. If you need a response immediately, it's best to call on the phone. This number is

FREE to call. You don't have to be suicidal to call. Call on 116123 or they have an office in Ealing - 02085602345 (office opening hours)

- Online safeguarding concerns – seek help and advice from CEOP (Child Exploitation and Online Protection Centre). There may be a button to click on the site you are using. If not, go to <http://www.ceop.police.uk/safety-centre>.