

The Anlaby Churches Safeguarding Vulnerable People & Child Protection Policy

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1. INTRODUCTION

This policy is adapted from the Diocese of York Child Protection & Safeguarding Policy, February 2015; Specimen Child Protection Policy.

2. CHURCH DETAILS

Name of Church	St Peter's Anlaby and St Mark's Anlaby Common (Known as The Anlaby Churches)
Parish	Anlaby and Anlaby Common
Address	Office: St Mark's Church, Hull Road, Anlaby Common HU4 7RR

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.

Parish Safeguarding Representative (PSR)	Jo Hepworth
Telephone Number / Email	01482 355824 / jo@anlabychurches.org.uk
Address	Office: St Mark's Church, Hull Road, Anlaby Common HU4 7RR

4. CHURCH POLICY STATEMENT

ANLABY CHURCHES SAFEGUARDING POLICY 2020

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 Councils of the Anlaby Churches (hereafter PCC) takes seriously its obligations and legal 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/youth workers, all volunteers and paid workers are given adequate support and training.
6. Will annually appoint a Parish Safeguarding Representative (PSR).
7. Will annually appoint a Children's and Vulnerable Adults' Advocate (CVAA).
8. Will annually review the Parish Safeguarding & Child Protection Policy and all associated documents.
9. Will maintain appropriate Third Party Liability insurance for the church work among children and young people.

5. THE ANLABY CHURCHES' PCCs' 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, young people and vulnerable adults.
- Relating to children, young people and vulnerable adults 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. By harm we include physical, emotional, sexual and spiritual harm.
- Encouraging and supporting children, young people, parents and carers, vulnerable adults and their families and carers.

The PCC will appoint a Children's Advocate who will be known by and available to children and adults alike, and will offer support to children and adults who have a safeguarding concern about themselves or another child.

6. PCC COMMITMENT TO WORKERS, VOLUNTEERS, THE PARISH SAFEGUARDING REPRESENTATIVE, THE CHILDREN AND VULNERABLE ADULTS ADVOCATE, AND THE PCC SAFEGUARDING LEAD PERSON.

In accepting this Safeguarding Church Policy Statement, the PCC is also committed to the workers, volunteers, the Parish Safeguarding Representative, the Children's and Vulnerable Adults' 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 Anlaby Churches' policy*), and by providing clear systems and procedures for dealing with concerns regarding the welfare or wellbeing of children, young people and vulnerable adults in the parish.
- Providing clear systems and procedures for the recruitment of workers and volunteers. (*See The Anlaby Churches' Safer Recruitment documents*)
- Maintaining good links with Diocesan and statutory childcare authorities as necessary.

7. DEFINITIONS

7.1 Safeguarding

A helpful definition of Safeguarding from the Diocese of York is as follows;

"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 0-12 years.

7.3 Young Person

A young person is aged 13-18 years.

7.4 Vulnerable Adult

A vulnerable adult is any person over the age of 18 who:

- is or may be in need of community care services by reason of mental or other disability, age or physical or mental illness
- is or may be unable to take care of themselves
- is unable to protect themselves against significant physical, emotional or spiritual harm or serious exploitation

8. KEY STATEMENTS IN SAFEGUARDING

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. Where professional expertise within the parish is unavailable, then it will be necessary to involve third party agencies and practitioners.

9. DEFINITIONS OF ABUSE WITHIN THE REMIT OF CHILD PROTECTION

The Anlaby Churches' PCCs recognise 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

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
- Failure to teach the whole counsel of God as expressed in the Bible, Thirty-Nine Articles and the Book of Common Prayer.
- Denial of the right to be taught in an appropriate manner

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 Anlaby Churches Working with Known Offenders Policy".

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

Further information can be found in the Anlaby Churches Responding to Suspicions or Allegations of Abuse or Inappropriate Behaviours Concerning Children, Young People and Vulnerable Adults in the Parish Policy (Complaints)" policy.

All concerns must be reported using the Anlaby Churches 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 Anlaby Churches Responding to Concerns, Incidents or Allegations regarding a Volunteer or Paid Worker within the Church Community Policy (Whistleblowing)".

14. SAFEGUARDING & MIXED-AGE GROUPS

At the Anlaby Churches we do not currently run groups where children and young people would attend without a responsible adult – either a parent/carer or an appropriately recruited leader or volunteer. We do not think it appropriate for this to ever be the case and so would not allow a child or young person to attend a mixed age activity without the presence of a responsible adult.

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 Anlaby Churches' PCCs have adopted the use of the Diocese of York's safer recruitment guidance. (See page 23 of 'Diocese of York

Child Protection & Safeguarding "Making the Policy Work", February 2015.)

Each new volunteer will also be asked to complete up to four forms. These forms will be kept in the Parish Office under the terms of the General Data Protection Regulations 2018.

The forms are;

1. Volunteer Agreement
2. Confidential Declaration Form
3. Anlaby Churches Application Form
4. Disclosure & Barring Service (DBS) Application Form (online)

Further information is found in "Anlaby Churches Safer Recruitment Process" and "Anlaby Churches Safer Recruitment Procedure" which are available from the Parish Administrator.

16. EXISTING VOLUNTEERS

All those who have volunteered at the church, and who continue to volunteer, in whatever capacity will be asked to complete two forms. These are;

1. Volunteer Agreement (completed once only at the start of the voluntary role)
2. Confidential Declaration Form (completed every 5 years when DBS is due for renewal)

Where appropriate, volunteers will also be invited to complete online safeguarding training (see Section 20). They must confirm with the PSR when this has been done.

Further information is found in the "Anlaby Churches Safer Recruitment Procedure".

A comprehensive database of all those involved with safeguarding is kept in a locked filing cabinet in the Parish Office. It is kept in accordance with General Data Protection Regulations 2018 and The Anlaby Churches Data Protection Policy. The database is managed by the PSR.

17. VOLUNTEER DRIVERS

17.1 Transporting Children and Young People

Following Diocese of York guidelines, the Anlaby Churches have guidance for volunteer drivers who would transport children and young people. Any volunteer who undertakes this role would be asked to complete a Volunteer Driver Agreement Form as well as following all other safer recruitment procedures.

17.2 Transporting Adults

The Anlaby Churches occasionally offer official transportation for adults who may or may not be accompanying children. Where a coach or other transportation is hired, Anlaby Churches will see and record the details of the coach company's relevant insurance documents.

No safeguarding rules govern friends offering others lifts to or from church or other church events.

18. GROUPS ATTENDED BY CHILDREN & YOUNG PEOPLE

The children's and youth work form an integral part of life at the Anlaby Churches. Currently the Anlaby Churches run four groups. These are;

- Children's Church (morning and afternoon)
- Ablaze Youth Group
- Noah's Ark Stay and Play Group
- Stars After School Club

Each group is managed within the remit of the church. Where appropriate, Protocols and other relevant documents exist to ensure the smooth running of each activity.

18.1 Registers for Children's Church, Ablaze, Noah's Ark and Stars

Registers of attendance are taken during each session. Noah's Ark has specific individual child registration forms that are completed by the responsible adult when the child first attends. These forms are retained by the group leader. They are kept in accordance with the General Data Protection Regulations 2018 and Anlaby Churches Data Protection Policy.

Registers from all groups for the previous year should be kept for a minimum of 50 years.

18.2 Parent / Guardian Consent Form

A Consent Form is available for organised Anlaby Churches activities where the child or young person would be away from their parent or guardian. This includes a section on Photograph Consent.

Parents of regular Children's Church attendees are asked to complete the Consent Form for their child.

18.3 Register with Local Authority

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

18.4 Adult to Child Ratios

There are no stipulated Adult to Child ratios in the Safer Recruitment section of the "Diocese of York Child Protection & Safeguarding 'Making the Policy Work'", February 2015 (see page 23).

Anlaby Churches has been informed that these ratios are given as guidance, noting that if parents are on the premises, and are therefore available to their child, the ratio can only be a guide;

Children aged 3-10 years 1 Adult: 3 Children

Children aged 10+ 1 Adult : 5 Children

[** Information source is a policy developed and adopted by a parish in the Diocese of York and made available by the Diocese as an example of good practice. Accessed on the Diocese's website 14 11 2018.]

19. GROUPS ATTENDED BY ADULTS

There are numerous occasions where adults meet together in the context of church life. The Leaders of these groups are required to read the Anlaby Churches' Safeguarding Policies annually. Where vulnerable adults are regularly in attendance the group Leaders must also follow the Anlaby Churches' Safer Recruitment Procedure.

19.1 Prayer Ministry

Prayer Ministry is regularly offered following services at the Anlaby Churches. During Prayer Ministry, members of the Anlaby Churches Prayer Ministry team may find themselves with vulnerable adults. The Anlaby Churches Safeguarding procedures are followed as well as the Prayer Ministry Guidelines. Members of the Prayer Ministry Team are recruited following the "Anlaby Churches Safer Recruitment Procedure". All members of the Prayer Team, and any other relevant people, follow the York Diocesan Deliverance Guidelines.

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 external courses. 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.

All safeguarding volunteers will be asked to complete Diocesan safeguarding training. Information relating to the training will be provided by the Parish Safeguarding Representative.

21. PHOTOGRAPHY & VIDEO RECORDING OF CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

The use of images is governed by the requirements of the General Data Protection Regulations 2018. 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. Verbal consent will be logged.

Written consent is kept in the locked filing cabinet in the Parish Office in accordance with the 'General Data Protection Regulations 2018' and the Anlaby Churches Data Protection Policy'.

There may be occasion as part of a church service where verbal consent may be sought from the congregation. This will be logged.

Everyone is requested to be vigilant when it comes to taking photographs and video recordings during a church service or at an Anlaby Churches organised event.

Under no circumstances must any image or video specifically of a person or a small group of people where any individual may be identifiable be uploaded onto Social Media without prior, documented consent from the person or people in the photograph or, in the case of a child or young person, from their parent or guardian. However, general scenes of events may be used on social media and the Anlaby Churches website.

21.2 Parent / Guardian Consent Form

This is available for anyone to complete at any time. Copies are available from the Church Office.

22. SOCIAL MEDIA & SAFEGUARDING

Anlaby Churches uses social media as a means to communicate and share information. All of those involved with the management and administration of Anlaby Churches 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 always displayed at the following locations;

- Church noticeboards, inside both church buildings
- St Mark's Church Hall

The poster may be displayed at other locations as appropriate.

24. PUBLICITY FOR THE SAFEGUARDING AND CHILD PROTECTION PROCEDURES

In addition to the Safeguarding & Child Protection Poster, it is intended that Safeguarding Vulnerable People and Child Protection and will feature regularly in the monthly Church Newsletter.

25. ANLABY CHURCHES' PCCs & SAFEGUARDING

Anlaby Churches' PCCs Members are all responsible for safeguarding at the Anlaby Churches under the guidance of the Parish Safeguarding Representative and the PCC Lead Person.

Safeguarding is a Standing Item at all Anlaby Churches PCC Meetings. The Parish Safeguarding Representative is a member of the Staff Team.

The Parish Safeguarding Representative is not a PCC member. This ensures that any conflict is avoided. The Parish Safeguarding Representative may attend PCC Meetings to discuss safeguarding procedures and update PCC as required.

26. PARISH INSURANCE

The Parish Insurance Policy covers all activities on and off the church premises. This includes the church hall for Children's Church and Noah's Ark. One-off events away from the usual meeting places will only be covered by the insurance if they have had prior agreement from the PCC. This must also be included in the PCC Meeting Minutes. Similarly, one-off activities, such as Anlaby Ritz, will only be covered by the insurance if they have had prior agreement from the PCC. This must also be included in the PCC Meeting Minutes.

Activities, events and adverse outcomes regarding individuals will only be covered by church insurance if this Safeguarding Policy is carefully and strictly followed.

27. HEALTH & SAFETY

Health & Safety is a concern when considering safeguarding vulnerable people and child protection. We must also protect them from the physical environment. Each PCC has a member holding the Health & Safety portfolio for each church building.

27.1 Risk Assessments

Risk Assessments of all locations must be completed at least annually between January-March. The inspections will be carried out by members of Anlaby Churches Buildings Committee.

The Buildings Team should inform the Parish Safeguarding Representative that the Risk Assessments are carried out. Locations that must be inspected include;

- St Peter's Church
- St Mark's Church
- St Mark's Church Hall
- Scout Hut
- Any other location used by children, young people and/or vulnerable adults

The Risk Assessment Form is available from the Health & Safety Committee. Hard Copies will also be kept in the Policy File in the Vestry at St Peter's and in the Church Office at St Mark's. All issues must be addressed and resolved expediently.

27.2 Accident & Incident Reporting

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

Copies of this form are available from the Health & Safety Officers and Parish Administrator. They are also available at Noah's Ark, in the Parish Office and at the back of church.

All forms must be forwarded to the Health & Safety Officers, c/o The Church Office immediately following the accident or incident to ensure that any actions are carried out expediently.

28. POLICY ADOPTION AND IMPLEMENTATION

This policy is adopted by all groups and will be reviewed annually by the Parish Safeguarding Representative and PCC Lead Person on behalf of the Anlaby Churches' PCCs.

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.

29. DISPLAYING THIS POLICY

A copy of the policy will always be kept on the Safeguarding Noticeboard at the back of church and on the church website.

30. 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 YO30 4WJ.

31. USEFUL TELEPHONE NUMBERS

Diocese of York Safeguarding Adviser

Tel: 01904 699524, 07551124951

Diocese of York DBS Administrator

Archbishop's Palace. Tel: 01904 707021

E. becci.leckenby@archbishopofyork.org

Archdeacon

Tel: 01904 623798

E. ader@yorkdiocese.org

Churches Child Protection Advisory Service Helpline

Tel: 0845 1204450

Hull Safeguarding Children's Board

Tel: 01482 448879

East Riding Safeguarding Children's Board

Tel: 01482 395500

Local Police

Tel: 101

Childline

Tel: 08001111

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.

32. RELATED DOCUMENTS

32.1 Local Documents

Policies, Procedures, Protocols

- Responding to Suspicions or Allegations of Abuse or Inappropriate Behaviours Concerning Children and Young People in the Parish Policy (Complaints)
- Responding to Concerns, Incidents or Allegations regarding a Volunteer or Paid Worker within the Church Community Policy (Whistleblowing)
- Safer Recruitment Procedure
- Working with Known Offenders Attending Church Policy
- Safer Recruitment - New Volunteer Process
- Noah's Ark Protocol
- Children's Church Protocol
- Light Lunches Protocol
- Prayer Ministry Guidelines
- Data Protection Policy

Agreements, Forms, Letters

- Logging a Concern about a Child, Young Person or Vulnerable Adult's Safety or Welfare Form
- Safeguarding Volunteer Agreement
- Volunteer Driver Guidelines & Agreement
- Confidential Declaration Form
- Parent/Guardian Consent Form
- Letter to existing volunteers to be sent each January
- Letter to referee with reference questionnaire

Posters

Safeguarding & Child Protection Poster

Health & Safety

Risk Assessment Form

Accident & Incident Report Form

Insurance Certificate

Other

Database of all volunteers and when their relevant paperwork expires

32.2 Central Documents

All central Diocesan documents are found on the York Diocese Website at the following locations:

Child Protection & Safeguarding Documents

<http://dioceseotvork.org.uk/safeguarding>

- Diocese of York Child Protection & Safeguarding Policy, March 2014
- Diocese of York Child Protection & Safeguarding Policy - 'Making the Policy Work', February 2015
- Policy for use of photographs and video recordings of children, young people and vulnerable adults
- Staying Safe in Your Church Community- poster
- Parish Child Protection Poster
- Social Media Guidelines