

**Diocese of Bristol**  
**Parish of St Mary's Church Almondsbury**

**March 2024**

**Safeguarding Children, Young People and Vulnerable Adults:  
Policy and Procedure**

*“Every person has a value and dignity which comes directly from the creation of male and female in God’s own image and likeness. Christians have a duty to value, understand and respect the rights of Children and Adults as people of faith in the life of the church”* Diocese of Bristol Safeguarding Policy 2023

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## □ Policy Context

In developing this policy the parish of St Mary's Church , Almondsbury commits to following the safeguarding policies of the Church of England, safeguarding policy and guidance as issued by the Diocese of Bristol and commits to working within legislation and statutory guidance as related to the Safeguarding of Children, Young People and Adults.

The main relevant polices and guidance documents are:

### **Church of England:**

Protecting all God's Children 2010

Promoting a Safe Church 2006

Promoting a Safer Church – Policy Statement 2017

Responding Well to Domestic Abuse 2017

Responding Well to victims and survivors of Abuse 2021

Responding to, assessing and managing Safeguarding concerns or allegations against Church Officers 2017

Roles and Responsibilities of Church Office Holders and Bodies 2017

Safeguarding Children, Young People and Vulnerable Adults 2021

Safer Environments and Activities 2019

The Code of Safer Working Practice 2019

Safeguarding Records Joint Practice Guidance 2015

Safeguarding Records Retention Tool Kit 2015

General Statement on Safeguarding Children in Towers 2015

Parish Safeguarding Handbook 2019 Framework

Safer Recruitment and People Management Practice Guidance 2021

Safeguarding Learning and Development Framework 2021

### **Further information can be found in the Safeguarding e-manual**

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual>

and Policies and Practice Guidance pages

### **Diocese of Bristol:**

Safeguarding Policy 2023

Allegations Management Procedure 2023

Ministering to those who may present a risk 2023

### **These documents can all be found on the Diocese of Bristol website:**

<https://www.bristol.anglican.org/aboutus/safeguarding/safeguardingresources/> and descriptions are given where these policies are referenced in this policy document.

### **Statutory Guidance:**

**Working Together 2018:** This guidance from the Department of Education describes safeguarding processes and the safeguards that every organization must have in place, including faith organizations when safeguarding children. Read or download a PDF version of the guidance from <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> or view online at [www.workingtogetheronline.co.uk](http://www.workingtogetheronline.co.uk)

**Care and Support Statutory Guidance 2016** This guidance from the Department of Health describes safeguarding processes for adults and the responsibilities of different organizations: <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>

## **2. Policy Statement**

It is the responsibility of all members of the parish of St Mary's Church , Almondsbury to give paramount importance to the nurture and care of children, young people and vulnerable adults in a safe and secure environment. It is about preventing harm to children and adults wherever possible.

### **We recognize that:**

- The welfare of the child, young person or vulnerable adult is paramount.
- Everyone has different levels of vulnerability and each of us may be regarded as vulnerable at some time in our lives
- All children, young people and adults who may be vulnerable (regardless of age, disability, gender, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation) have the right to equal protection from all types of harm or abuse which can occur in all families and communities.
- Working in partnership with children, young people, vulnerable adults and their parents, carers and other agencies is essential in promoting their welfare.

### **We will develop a culture in our church that:**

- Enables a safe and caring community to provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- Enables and encourages concerns to be raised and responded to openly and consistently and protects children, young people and adults who may be vulnerable from actual or potential harm.
- Ensures all people feel welcomed, respected and safe from abuse.
- Values, listens to and respects children, young people and adults who may be vulnerable, encouraging them to be active contributors to the church community.
- Encourages adults who may be vulnerable to lead as independent a life as possible.

### **When concerns are raised we will:**

- Respond without delay to every concern raised that a child, young person or vulnerable adult may have been harmed, or may be at risk of harm, through abuse or neglect.
- Work with police, local authority and other partners in any investigation, including where allegations are made against a member of the Church community.
- Challenge any abuse of power, especially by anyone in a position of trust.

### **If abuse has occurred we will ensure:**

- Informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, including support to make a complaint if so desired.
- Supervision is provided for any member of the Church Community known to pose a risk of harm to others.
- Appropriate pastoral care is provided to any member of our church against whom an allegation is made.

### **In all recruitment we will**

- Carefully select those with any responsibility within the Church (including voluntary workers) in line with the Church of England Safer Recruitment and people management Practice Guidance 2021 (See St Mary's Church, Almondsbury Parish Safeguarding Guidelines part of this document) and provide ongoing supervision, support and training.

### **In our publicity we will:**

- Share information about good safeguarding practice with children, young people and vulnerable adults, their parents, carers and all those working and worshipping with them.
- On the Parish website, we will ensure there is clear information available regarding our safeguarding arrangements, including a copy of the Parish Safeguarding Policy (this document) and other relevant information.

## **3. Who is a child, young person, adult who may be vulnerable?**

**Children and young people:** for the purposes of this policy means anyone under the age of 18 years. Children and young people may be abused by an adult or child, male or female. It is far more common for a child or young person to be abused by a person known to them than by a stranger. This could be a parent, family member, friend, teacher, minister or anyone else. Children may be abused in person or via electronic media, they may experience harm as a result of seeing or hearing the abuse of others.

Where conflicts of interest arise between the welfare of the child and that of adults, the child's well-being must always be of paramount importance and priority.

**Adults who may be vulnerable:** The Care Act 2014 defines an adult to whom statutory safeguarding duties apply as an adult who:

- *Has needs for care and support (whether or not the Local Authority is meeting any of these needs)*
  - *Is experiencing, or at risk of abuse or neglect*
  - *As a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.*
- (Care and Support Statutory Guidance 2016)

The definition may apply to anyone 18 years old or over who may not be able to protect themselves from abuse, harm or exploitation, which may be by reason of illness, physical, sensory or learning disability or impairment, mental illness, use of drugs or alcohol. Increased vulnerability may be temporary or permanent and may be visible or invisible.

An adult may be abused or neglected by family (including spouses, parents and children), friends, carers (paid and unpaid), strangers and professionals and members of the community. Those at risk may live alone or may live with family or in a care setting e.g. residential home.

## **4 What is abuse and neglect?**

Please see the table attached as **Appendix 5**. This outlines the forms of abuse noted in legislation related to safeguarding children, young people and adults alongside some examples and potential indicators that abuse or neglect may be occurring.

## 5. What to do if you are concerned that abuse or neglect may be happening

You may see or hear something of concern or someone may tell you something of concern (a disclosure). If a child, young person or adult tells you that they have experienced abuse, are experiencing abuse or are concerned that they may be at risk:

Do	Don't
Listen. Try to move to a quiet space if possible	Tell them to speak to someone else
Let the person talk at their own pace and say what they want to say. If you need to clarify points ask open questions like: Tell me.. what happened, Explain ... about the incident Describe ...where it was , what happened	Investigate. Ask leading questions e.g. why did they do that, was it 'name', did it hurt you?
Take it seriously	Try not to react as though unbelieving or shocked
Reassure. Confirm they are doing the right thing by telling you.	Tell them not to tell stories
Tell them you need to share the concern with the right people e.g. Parish Safeguarding Officer, police, social care	Promise to keep a secret or tell people who don't need to know.
Record what was said and the facts as accurately as possible as soon as possible but within 24 hours	Try to just remember it
	Contact the person the allegation is about

**Whether a child, young person or adult has shared a concern with you or you have seen or heard something of concern...**

**If the situation is urgent i.e.** there is an imminent risk of harm: contact the police on 101 or 999 as appropriate or contact the Local Authority Children or Adults safeguarding Teams:

### **South Gloucestershire Safeguarding Children Team**

**Telephone number** - 01454 86000 Monday to Thursday 9am to 5pm  
Friday 9am to 4.30pm

**Telephone number** - 01454 615165 Out of hours/Weekends

### **South Gloucestershire Safeguarding Adults Board**

**Telephone Number** - 01454 868007 Monday to Friday 9am to 5pm

**Telephone number** - 01454 615165 Out of hours/Weekends

Once you have sought advice from the police or the Local Authority and the situation is made safe, inform the Parish Safeguarding Officer as soon as possible of the concern and actions taken, provide a written record of this. If the concern is about the Parish Safeguarding Officer contact the Incumbent or Diocesan Safeguarding Officer

**If the situation is of concern but is not urgent:** Contact the Parish Safeguarding Officer to report

the concern and provide a written record (if the concern is about the Parish Safeguarding Officer contact the Incumbent or Diocesan Safeguarding Officer). They will decide with you whether to discuss with the child, their parents or carers or the adult and any carers and whether a referral to the Local Authority Children or Adults Safeguarding Team is needed or any other action.

**Note:** Anyone can report a concern directly to police or the Local Authority at any time.

The parish of St Mary's, Almondsbury hopes that all will follow this policy but where there is any concern that an issue has not been reported and should be or any reluctance to inform the church of an incident, the parish of St Mary's, Almondsbury wishes to make clear that the most important point is that those concerns are reported to the appropriate authority so that they can be acted upon where needed.

**If there is an allegation that a person in a position of trust (minister, PCC member, staff member or volunteer) has abused or neglected a child or adult or that such a person may present a risk to a child or adult:** The Diocese of Bristol 'Allegations Management Procedure' will be followed (copies of this procedure can be found on the Diocesan website, and copies are held by the Parish Safeguarding Officer, Clergy and in the Parish Office). In brief this procedure requires that:

- The concern should be reported as above; report should reach the police and the Local Authority within 1 working day.
- The concern should not be made known to the person against whom the allegation is raised without agreement with the police and/or the Local Authority.
- Next steps will be decided in conjunction with the police, Local Authority representatives (including Local Authority Designated Officer where there is a concern for the welfare of a child), the Diocesan Safeguarding Officer and parish representatives (usually PSO, Incumbent and Churchwardens).

**If a person is identified who has a caution or conviction for abuse of children and/or adults who may pose a risk to others:** (usually those with convictions for sexual or violent offences) the Diocese of Bristol guidance 'Ministering to those who may pose a risk' (Copies of this guidance can be found on the Diocesan website, and copies are held by the Parish Safeguarding Officer, Clergy and the Parish Office) will be followed. In brief this guidance advises that that Parish Safeguarding Officer and Diocesan Safeguarding Officer are made aware and that the individual is informed that:

- To support their being part of the congregation as safely as possible, contact will be made with the police, probation and other agencies connected with their case.
- The Diocesan Safeguarding Officer and Church leaders will need to know of their circumstances.
- That a risk assessment will need to be completed
- And that a written agreement will be needed between the individual and the Church which agrees when the individual will or will not be involved in church services and activities, boundaries of behaviour and support offered. These written agreements will be managed by a small reference group consisting of the Vicar, Associate Vicar, Parish Safeguarding Officer, Church Wardens, Supportive Friend (a member of the Church) and the Diocesan Safeguarding Case Worker who have delegated authority to deal with these agreements on

behalf of the PCC.

## 6. Confidentiality and consent

**Confidentiality:** The Parish of St Mary's, Almondsbury accepts the principle that only those with a need to know should be made aware of safeguarding concerns or other confidential information. All staff, ministers and volunteers are expected to share confidential information appropriately and to ensure that written records and verbal information is shared responsibly and stored securely.

**Consent:** The Parish of St Mary's, Almondsbury accepts that all people have a right to make their own views and wishes known and that these wishes should be followed wherever possible.

**Children:** Where there is a concern that a child is experiencing or at risk of abuse or neglect they may ask those that know not to tell anyone. The Parish of St Mary's, Almondsbury accepts that we cannot do this; these concerns must be reported to the appropriate authorities to enable the child or young person to receive appropriate help and support. The Parish of St Mary's, Almondsbury asks all staff, ministers and volunteers to explain this to children in their care when appropriate. Where there is concern that a child is experiencing or is at risk of abuse or neglect. The Parish of St Mary's, Almondsbury expects that parents and carers will be communicated with and will have their consent sought for information to be shared with the Local Authority or other agencies. This should happen except where there is concern that to do so would place a child at increased risk or where a parent or carer may be involved in the sexual abuse of the child. In those circumstances advice of the Local Authority or police should be sought before informing the parents or carers of the concern. Where the allegation is against an individual who may have access to other children or vulnerable adults the referral should be made without seeking consent from parents or carers - how they are made aware of the concerns will be decided alongside the statutory agencies.

**Adults:** Adults have the right to make their own decisions about their lives. Consent should be sought from an adult before information is shared about them. However, where an adult withholds consent for a safeguarding concern to be shared with statutory authorities (police and local authority), this should be accepted, **except** where there may be others at risk (e.g. if the abuse or neglect is happening in a care home or hospital or the abuser has access to other vulnerable adults or children) or where there is reason to doubt that the individual has capacity to make that decision or where there is imminent risk of serious harm. Advice should be sought from statutory services (Adult social care or police) or the Diocesan Safeguarding Officer where there is any doubt as to whether a concern should be referred.

## 7. Record Keeping

Records of all safeguarding concerns will be kept by the Incumbent. They will keep a record of the initial concern and all actions taken. The records will be securely held in a secure cabinet at the Vicarage. All those involved with any safeguarding concern must ensure that they provide to the Parish Safeguarding Officer and Incumbent any records related to that case for secure storage.

Records will be retained as per Church of England guidance 'Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church' 2015 (Available on the Diocese of Bristol website).

The Parrish of St Mary's, Almondsbury does not have access to secure email systems. Therefore great care should be taken where email is used to ensure that confidential information is not open to being accessed by unauthorised individuals. Individual's confidential information should not be communicated via email (e.g. any information should not make the individual identifiable by name,

address etc.).

Records must be maintained of staff and volunteer training and DBS checks. These will be maintained by the Parish Safeguarding Officer using the Safeguarding Hub, part of the Parish Dashboard.

### 8. Safer Recruitment and ongoing support and supervision

All recruitment of staff and volunteers will be undertaken in line with Church of England policy 'Safer Recruitment and People Management 2021' See Almondsbury Parish Safeguarding Guidelines (part of this document) for further information.

Recruitment of staff and volunteers will only be undertaken by those delegated such responsibility from the PCC.

Recruitment of staff and volunteers will only be undertaken according to the agreed process.

All recruited staff and volunteers will be made known to the PCC.

No one who has not been safely recruited will be permitted to work unsupervised with children, young people or adults who may be vulnerable.

In brief: All staff and volunteers will:

- Have all recruitment checks completed and approved prior to starting in the role.
- All eligible staff and volunteers will have a repeat DBS disclosure every 3 years. Any lapsed DBS check will require the post holder to stand down with immediate effect until the checks have been completed
- Attend safeguarding training as required by the Church of England
- Attend any other training as decided by the PCC
- Have a named supervisor

### 9. Roles and Responsibilities

Name	Responsibilities
Parochial Church Council (PCC)	<ul style="list-style-type: none"><li><input type="checkbox"/> Agree, implement, monitor and review annually this safeguarding policy and all associated policies</li><li><input type="checkbox"/> Ensure all staff and volunteers are recruited safely</li><li><input type="checkbox"/> Agree and implement supporting good practice guidance and processes</li><li><input type="checkbox"/> Ensure adequate insurance for all activities</li><li><input type="checkbox"/> Recruit and provide adequate support to Parish Safeguarding Officers</li><li><input type="checkbox"/> Ensure all staff and volunteers are adequately trained and supervised</li></ul>
Parish Safeguarding Officer (PSO)	<ul style="list-style-type: none"><li><input type="checkbox"/> Respond to all safeguarding allegations and concerns according to policy and guidance</li></ul>



	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor and report to the PCC regarding adherence to policy and practice</li> <li><input type="checkbox"/> Arrange safeguarding training and ensure the records are maintained using the Safeguarding Hub and all Certificates are held in the Parish Office</li> <li><input type="checkbox"/> Process DBS disclosures for the church and ensure the records are maintained using the Safeguarding Hub</li> <li><input type="checkbox"/> PSO cannot be the Incumbent/ Priest in Charge</li> </ul>
Incumbent	<ul style="list-style-type: none"> <li><input type="checkbox"/> Act as a point of contact should there be any safeguarding allegation or concern regarding a PSO</li> </ul>
Church Wardens	<ul style="list-style-type: none"> <li><input type="checkbox"/> Take part in the allegations management procedure when required</li> <li><input type="checkbox"/> Take part in an 'agreement' as per 'ministering to those that may present a risk'</li> </ul>
Activity Leaders	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the Safeguarding policy and associated good practice guidance</li> <li><input type="checkbox"/> Ensure that activities are run according to good practice guidance</li> <li><input type="checkbox"/> Report any safeguarding concerns as per policy</li> <li><input type="checkbox"/> Ensure all volunteers are safely recruited</li> <li><input type="checkbox"/> Ensure all volunteers have in date training and DBS check as required</li> <li><input type="checkbox"/> Ensure all new volunteers receive agreed induction</li> <li><input type="checkbox"/> Supervise agreed volunteers</li> </ul>
Staff and Volunteers	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the safeguarding policy and associated good practice guidance</li> <li><input type="checkbox"/> Report any safeguarding concern as per policy</li> </ul>
Church members	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be aware of the safeguarding and associated policies</li> <li><input type="checkbox"/> Report any concerns as per policy</li> </ul>

## 10. Additional Related Policies

**Photographs and videos:** It is the policy of the parish of St Mary's, Almondsbury that no one should take photographs of children or young people without the written consent of that child's parent or carer and the consent of that child where they are old enough to give consent.

Where photos are to be taken, consent will be gained from the parents and carers in advance, using the agreed form. This will stipulate who will take the photos, for what purpose they may be used, how they will be stored and after what period they will be destroyed.

All photos and videos taken for the parish of St Mary's, Almondsbury should be stored securely on devices belonging to the PCC. No photo or video should be left stored on personal photography or videography equipment.

No photo will be taken, shared or used for any purpose which shows a child in any state of undress.

Children will not be named in publicity related to photographs or video.

Where an event may be photographed and is open to the public, signs will be displayed noting that photos and/or videos may be taken, and inviting anyone not wishing to be in any photos or videos used to make this known to a named person. The photographer/videographer will be named on these signs and will wear id.

Where there is an event where the public are invited to take photos at the designated point (e.g. at the end of the Nativity Play), parents and carers will be given the opportunity to remove their child/ren if they do not wish them to be photographed.

Only those delegated with that responsibility by the PCC may ask for the parental consent and arrange the taking of any photos or videos.

**Communications and Social Media:** It is the policy of the parish of St Mary's, Almondsbury that no one employed on a paid or voluntary basis, serving as a PCC member or as a licensed minister will contact children or young people directly via social media, email, phone or text without the knowledge and consent of that child or young person's parent or carer.

Where such contact needs to be made (for example a text to advise of a change of time for an activity) the child's parent or carer will be asked for consent in advance and the parent or carer will be copied into that communication.

Very rarely contact may be made with a child or young person without the knowledge of the child's parents or carers (for example where there are serious safeguarding concerns for a child and it would increase the risk to the child to contact the parent). In this case the person making contact with the child must agree in advance with the Parish Safeguarding Officer that this is appropriate, a second adult should be copied into all communications e.g. Parish Safeguarding Officer or Incumbent and must keep a record of all communications and provide these to the Parish Safeguarding Officer for the case record.

Where a group wishes to have a social media account to publicise or communicate regarding their group or activity the following will apply:

- The account shall not be a personal account belonging to any group member or leader; it will be a separate group account.
- More than one adult will be the administrator for the account so that all content and messages can be seen by more than one adult.
- All users will be made aware that bullying, harassment or other anti-social behaviour will not be tolerated. Information will be available to all users about how to raise a concern about the conduct of others and who with.
- Steps must be taken to prevent people outside the group having access to the names or personal details of anyone who is part of the group (e.g. if a group Facebook page is used, the account settings should prevent group members being identified and any message sent to anyone other than the administrator).
- All those in a leadership role will ensure that their language is professional and appropriate

(e.g. not adding 'xx' to messages, not using nicknames that are not what the leader is called by everyone else, avoiding addressing others by endearments which would be ambiguous, such as 'love').

- Further advice and information regarding online safety is available from the Diocese Safeguarding team.
- For more information of the 'Use of Social Media' see Appendix 4

### **Hire of Church Premises for non-Church events and activities (whether a fee is chargeable or not)**

Organizations and individual users meeting at the parish of St Mary's, Almondsbury will be expected to adhere to this safeguarding policy or where they work regularly with children, young people or adults who may be vulnerable, to have their own safeguarding policy.

The Parish of St Mary's, Almondsbury is responsible for overseeing users and ensuring that the agreed hire process and forms are in use. This will include obtaining a copy of the hirers safeguarding policy where relevant and providing a copy of this policy.

### **11. Policy implementation and Review**

This policy is agreed by the parish of St Mary's Church Almondsbury PCC on 12<sup>th</sup> March 2024

All staff, volunteers and ministers are required to abide by this policy and associated good practice guidance.

This policy will be made available on the Church website; a copy will be available in church.

This policy will be monitored via the Parish Dashboard and the annual report to the PCC

This policy is to be reviewed annually.

**Next Review Due: March 2025**

## SAFEGUARDING GUIDELINES

### To be read in conjunction with Safeguarding Policy

To implement the Safeguarding Policy St Mary's Church Almondsbury adopts the following good practice guidelines:

#### A. Management of Children and Young People's Activities

##### 1. *In all circumstances*

1. All adults (defined as persons aged 18 and over) working with children and young people must be appointed after due completion of the current approval procedure and obtained Enhanced DBS clearance. If a Regulated Activity, such as personal care, is to be undertaken then the Barred List will be checked by the DBS.
2. Adults who occasionally volunteer (up to 2 times per year) to assist with children's and young people's activities need not obtain DBS clearance or complete current approval procedure. However group leaders must obtain approval from the Vicar and Parish Safeguarding Officer prior to the volunteer joining a children's/young people's activity. They must always work where there are at least two approved workers and must always be under the supervision of an approved worker. They must not take sole responsibility for a child or group of children/young people.
3. All Groups must have regard to these guidelines in preparing their programme, and review their work and Safeguarding regularly as a standing agenda item. Training in Safeguarding issues is to be carried out in consultation with the Parish Safeguarding Officer. Any concerns raised at meetings or during church work are to be discussed with the Parish Safeguarding Officer.
4. Leaders of Groups must ensure that the Group's programme and in particular any off site activity has been notified to the PCC and that the PCC has agreed to the Programme and activity taking place and accepted responsibility. The PCC must minute its acceptance of responsibility and ensure that adequate insurance cover is in force.
5. All appointed adults must receive a copy of and follow this document including Appendix 5 (Categories of abuse – Categories, Definitions, and Indicators of Harm) and Appendix 2 (Code of Conduct)
  - ⤴ Two or more approved adults must be present with a group. If only one approved adult is available then the group activity must be cancelled. The leader of the group should have regard to the nature of the group's activities and ensure that there is an appropriate level of supervision. Ratios of adult to child as recommended by NSPCC are :-
    - ⤴ 0 - 2 years  
1 adult to 3 children
    - ⤴ 2 - 3 years  
1 adult to 4 children
    - ⤴ 4 - 8 years  
1 adult to 6 children

- ▲ 9 - 12 years  
1 adult to 8 children
- ▲ 13 - 18 years  
1 adult to 10 children

6. All adults must work in the sight and sound of another approved adult. One adult is not permitted to be alone with a child or young person when others cannot observe and hear them. This may mean groups sharing a communal space or working with doors open.
7. No approved adult shall arrange to meet a child or young person on or off church premises without the parent /carer present unless acting as a mentor under the Church's One-On-One Policy.
8. A group must not be taken off the premises without the appropriate number of approved adults. (See section 32 for exceptional circumstances).
9. Each group must keep a register of children's, young people's and approved adults' attendances at meetings, and file historic papers in the Church Office with the Parish Administrator,
10. Keep up to date registration and consent forms, and all historic records to be filed in the Church Office with the Parish Administrator.
11. An annual information and medical form (produced and updated by the Parish Safeguarding Officer in accordance with Diocesan Guidelines) must be completed for each child/ young person attending a group, and be available at each session of the group.
12. Only an approved person or parent/carers is allowed to accompany a child alone to another part of the building (e.g. to visit the bathroom), and only an approved adult or the child's parent/carers may assist with personal care.
13. During any activity anyone wishing to take photographs/videos of children/young people must obtain permission from the leader of that activity and parent/carers of the children. Permission must also be obtained from parents/carers if any such photographs are to be displayed publicly. Any photographs posted in a public place (e.g. notice boards, church magazines, websites etc.) should aim to obscure the identity of any individual child.
14. Clear information about group venues and times must be provided to parents/carers. Parents/ carers are to be informed that they have the responsibility for escorting children to and from meetings safely.
15. A husband and wife or partners must not be the only leaders of a group, visit or activity.
16. If all the children/young people are of one gender then the leadership may be all of that gender but if there is a mix of boys and girls, and if resources permit, the leadership group should try to reflect the gender mix of children/young people.

***Safety of venues for groups and activities:***

17. Leaders and helpers should pay careful attention to the safety of venues whether in public or private buildings. They should be aware of safety procedures in the venue, including telephone for emergency use, fire exits, provision of a first aid kit and safety in kitchen areas. In the interests of safety, the group leader should carry a working mobile phone.
18. It is important that venues used by groups are safe from unwelcome people and that children cannot wander out of the building.

19. Have an up to date risk assessment of the activity – to be reviewed annually or following an incident.

## **2. Adult Groups with children attending**

20. In adult groups which may include children or young people, such as choir, music or bell ringing, and where parents/carers are not present, the Leader shall be an approved adult and shall identify three or more approved adults within the group and ensure that at least two approved adults are present at any session where children/young people are present. If a child is accompanied by a parent or carer then only the leader of the group needs to be approved.

21. All other Guidelines apply to these groups

## **3. Off-Site Visits**

22. All proposed off-site visits must be notified with as much detail as possible in advance to the PCC through the Secretary or Chairperson and can only take place when approval has been obtained.

23. One approved adult must be the designated 'leader' of the visit and is responsible for ensuring that the Safeguarding Policy is followed

24. A Risk Assessment must be carried out using the sample provided by the Parish Safeguarding Officer, and if any excessive risk is anticipated then this must be notified to the Parish Safeguarding Officer.

25. Written consent for the visit must be obtained from parents/carers, preferably using the specimen provided by the Parish Safeguarding Officer.

26. Each adult should have a list of all children on a visit and must have a list of those children/young people for whom they have specific responsibility.

27. If there is only one approved adult available to take a group off site then the group may join with a group from another church, in which case the approved adults take joint responsibility for the children. The adults accompanying the other church group must be approved by their own PCC and have current Enhanced DBS certificates. (Certificate numbers to be recorded). Permission for such an event is at the discretion of the Incumbent, Church Wardens and PSO.

## **4. Transport**

28. Parents/carers have responsibility for escorting children to and from meetings safely.

29. Children and young people must not be taken in private cars without parent/carers permission except in emergency.

30. All drivers are responsible for ensuring that they have proper insurance cover for carrying passengers.

31. There must be two adults in any car transporting children, one of whom must be an approved person, and there must be a minimum of two children, except in emergency.

32. If in an emergency it is necessary for one adult to transport one child or young person only, the child or young person must sit in the rear seat, and the fact that this journey took place must be reported to the group leader or Parish Safeguarding Officer.

33. Each driver is responsible for ensuring that correct child seats are used where needed.

34. A driver with an "unspent" driving conviction shall not transport children or young people.

## **B. Appointment of a Parish Safeguarding Officer**

1. The Parish Safeguarding Officer is appointed by the PCC, is independent of the leadership of any church group and has completed the current approval procedure. Details of how to contact the Parish Safeguarding Officer is to be displayed publicly.

2. The Parish Safeguarding Officer is available for children, young people and vulnerable adults to talk to, and has guidelines on how to respond to requests for help or confidential disclosures.
3. The Parish Safeguarding Officer to be available to all members of the congregation if they wish to report a concern about possible abuse or to report actual abuse to themselves or someone else in the church.
4. The Parish Safeguarding Officer is responsible for:-
  - a) Ensuring that the Safeguarding Policy is understood and implemented by all groups and activities in the Parish.
  - b) Knowing when and how to contact the Diocesan Safeguarding Officer and/or Social Services to make a referral or seek advice.
  - c) Being on the Interview Panel under Item C.
  - d) Providing leaders with guidance, training and support by visits, meetings and other activities.
  - e) Recording the names of those approved under this policy and advising the PCC of these from time to time. These records are held by in the Parish Office
  - f) Make an annual report to the PCC and the church, and report to the PCC at each PCC meeting
  - g) Following the Diocesan Guidelines in the event of suspected abuse.
5. The Parish Safeguarding Officer for Almondsbury is **Mrs Liz Tierney**.  
(Tel No. 0797791609 or almondsburychurchpso@gmail.com)

### **C. Approval of Volunteers or of Paid Staff**

1. All volunteers or paid staff seeking on or after 1 November 2006 to work with children and young people in Church Groups and activities approved by the Parochial Church Council shall:-
  - a) Complete an Application Form, a Confidential Declaration Form, apply for a Disclosure and Barring Service Enhanced Disclosure and supply names and addresses of two referees who can comment on the experience of the Applicant in work with children & young people.
  - b) Attend an Interview with a panel consisting of the PSO and 2 other members of the Church approved by the PCC (another PCC member and a Leader of the activity that the person will be involved in). Such interviews will always follow the satisfactory receipt of the forms in (a) above.
  - c) Take up the role after successfully completing the internal vetting process, obtaining appropriate DBS clearance, and completing Basic Awareness online Training
  - d) Following Diocesan Policy, DBS checks will be renewed every 3 years.
2. The Parish is committed to recognition of each individual's abilities, skills, experience and qualifications and will take every step to ensure that these are given appropriate weight and consideration in the appointment or recruitment process.
3. The Appointment of volunteers or paid staff will be confirmed by the PCC on receipt of the advice of the panel interviewing the applicant, and is always subject to the receipt of a satisfactory Enhanced Disclosure. The PCC shall keep a record of persons approved and included in the PCC minutes. Details are held on the Safeguarding Hub.
4. The Parish is committed to the fair and sensitive use of Disclosure Information. Should an Applicant feel that this has not happened then the matter can be referred to the office of the Bristol Diocesan Secretary (First Floor, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol BS34 8YU) who will instigate an independent assessment

of the issues in question. The Applicant should submit the appeal or complaint in writing, stating their name and address, the nature of the complaint or appeal, the date of the Disclosure document, the identity of the person or body responsible for making the appointment and any other relevant information.

5. All existing and newly appointed volunteer and paid staff must undertake training as decided by the PCC following Diocesan and/or Church of England advice either online or at a Diocesan approved course.
6. Confidential material relating to an Application shall be stored securely and retained indefinitely within the Parish Office.

## **D Safeguarding Adults in Church**

1 Those wishing to be involved in the pastoral support of adults must follow the same vetting procedure as those working with children as set out in paragraph 5 below. Enhanced DBS clearance must be obtained for working with adults. If a Regulated Activity is to be undertaken such as personal care or handling of money then the Barred List will be checked by the DBS.

2. The Parish Safeguarding Officer must undertake a DBS check for working with adults. (This is in addition to any DBS clearance for children's work). The person must be interviewed and approved in the normal way by the PCC as for any voluntary position.

3. The PCC to record the names and details of all pastoral support church groups and teams. The leaders of these groups to be approved by completing the vetting procedures set out in para. 5 below and their names recorded by the PCC.

4. **All** members of groups (listed below) involved with the pastoral support of individual people in the community are to be approved (under para.5 below) and their names recorded by the PCC.

5. The approval procedure will be the same as used in the recruiting for Children's work Guidelines.

- ⤴ Complete an Application Form
- ⤴ 2 References to be requested
- ⤴ Complete a Confidential Declaration Form
- ⤴ Interview
- ⤴ Apply for an Enhanced DBS Disclosure.
- ⤴ Undertake Basic Awareness online Training

6. All appointed volunteers must undertake training as decided by the PCC following Diocesan and/or the Church of England advice either online or a Diocesan approved course face-to-face.

**NB Volunteers who have previously completed these procedures need only apply for Enhanced DBS Disclosure.**

6. The Group Leader of the Pastoral Groups will keep a list of people to be visited. This will need to be kept safely for 7 years.

7. Members of the Pastoral Groups will keep a diary record of the date, time and place of



all visits made and any actions taken and this record to be made available to the Leader of the Group on request.

8. The Good Practice Guidelines should be observed by all groups when pastoral visiting. (see Appendix 3)

9. Pastoral Groups in which **all** members need approval:-

Pastoral Team

Home Communion Team

### **E Safeguarding Training**

Below are lists the highest level of training each role requires to undertake (Note does not include clergy, Lay ministers) – and this training may be taken face to face/Zoom, and all previous levels may be undertaken online.

Basic Awareness (Note this can only be done online)

- Hand bell Leader
- Bell Ringers
- Communion Servers
- Refreshments
- Flower Arrangers
- Welcomers
- All Church Officers which is defined is anyone appointed/ elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid

Foundation Training – and must be completed within 1 year of the appointment. (Note this can be done online)

- Verger
- Duty Wardens
- PCC members
- Pastoral Assistants
- Home Group Leaders
- Organist
- Church Admin Staff
- Children Helpers (Leaders have to do undertake the Leadership Training)

Leadership Training and must be completed within 1 year on the appointment.. This is being done via Zoom.

- Children Group Leaders (All Age Service, Messy Church, Toddlers, Oasis)
- Bell Ringing Tower Captain
- Parish Safeguarding Officer
- Lead Recruiter (who administers the DBS process if not the Parish Safeguarding Officer)
- Church Wardens
- Pastoral Assistants Leader

Refresher Training and must be completed within 3 months of the renewal date

- This is expected to be undertaken every 3 years for most roles.
- For each role, the course to be taken is the highest level of safeguarding training that was previously undertaken.

### Transferable Training

- Any safeguarding training which has been taken within the Diocese is transferable to or from another church
- If safeguarding training has been taken in another Diocese, this can be transferable provided proof of completion can be provided.

Specialist Training – The following courses are required to undertaken and refreshed every 3 years

### Safer Recruitment & People Management Training

- Parish Safeguarding Officer
- Lead Recruiter
- Churchwarden – if they are involved in Safer Recruitment
- Line Managers

Domestic Abuse

Pastoral Assistants

Children Group Leaders (All Age Service, Messy Church, Toddlers, Oasis)

Parish Safeguarding Officer

PCC members including Churchwardens

Home Group Leaders

**Approved by PCC:- 12 March 2024**

## Appendix 1: Useful Contact numbers

- Our Parish Safeguarding Officer (PSO) is: **Liz Tierney 07977991609** or [almondsburychurchps@gmail.com](mailto:almondsburychurchps@gmail.com)
- Our Diocesan Safeguarding Officer (DSO) can be contacted on 0117 906 0100.
- If advice is needed on a safeguarding issue and the PSO or DSA are not available, the Thirtyone:Eight provide a helpline that can be contacted on 0303 0031111. Please state that you are calling from a Diocese of Bristol church and contact your PSO as soon as possible to report that you sought advice from Thirtyone:Eight and action taken.
- **South Gloucestershire Safeguarding Children Team**  
**Telephone number** - 01454 86000 Monday to Thursday 9am to 5pm  
Friday 9am to 4.30pm  
**Telephone number** - 01454 615165 Out of hours/Weekends
- **South Gloucestershire Safeguarding Adults Board**  
**Telephone Number** - 01454 868007 Monday to Friday 9am to 5pm  
**Telephone number** - 01454 615165 Out of hours/Weekends
- Police 999 (Emergency) or 101 (Non-Emergency)

## Appendix 2: Code of Conduct

### Code of Safer Working Practice

All those working on behalf of the parish with children, young people and vulnerable adults must:

- Treat all individuals with respect and dignity
- Ensure that their own body language, tone of voice and spoken language are respectful
- Ensure that children, young people and vulnerable adults know who they can talk to about a personal concern
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their group leader and/or Parish Safeguarding Officer. Sign and date the record.
- Obtain written consent for any photographs/ videos to be taken, shown, displayed or stored
- Administer any First Aid with others around

In addition, for children and young people must:

- Always aim to work with or within sight of another adult
- Ensure that another adult is informed if a child needs to be taken to the toilet. Toilet breaks should be organized for younger children
- Respond warmly to a child who needs comforting, but make sure there are other adults around.
- Ensure that the child and parents are aware of any activity that requires physical contact and its nature before the activity takes place

All those working on behalf of the parish with children, young people and vulnerable adults must **not**:

- Invade an individual's privacy whilst washing and toileting
- Use any form of physical punishment
- Be sexually suggestive about or to an individual or group
- Scapegoat, ridicule or reject an individual or group
- Permit abusive peer activities (e.g. initiation ceremonies, ridiculing or bullying)

- Show favoritism to any one individual or group
- Allow an individual or involve you in excessive attention seeking
- Allow unknown adults to access children, young people or vulnerable adults who may be vulnerable, Visitors should always be accompanied by an approved person
- Allow strangers to give children, young people or adults who may be vulnerable in the group, lifts
- Befriend children, young people or adults who may be vulnerable on social media
- Take photographs on personal phones or cameras as this means that images are stored on personal devices

In addition, for children and young people must **not**:

- Give lifts to children you are supervising on their own or your own (unless there are exceptional circumstances e.g., in an emergency for medical reasons or parents/carers fails to collect a child and no other arrangements can be made to take a child home in such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity)
- Smoke or drink alcohol in the presence of children and young people
- Arrange social occasions with children and young people (other than events which also include adult family members/carers) outside organized group occasions.

## **Acceptable Touch**

Sympathetic attention, humour, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, is wholly appropriate. The following guidelines regarding touching are suggested:

- **Always** ask permission
- Be mindful of your body position
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors
- Touch should be in response to a child's needs and not related to the helper's needs. It should be age appropriate, welcome and generally initiated by the child, not the church officer or volunteer
- Avoid any physical contact that is or could be construed as sexual and/or abusive or offensive
- Allow the child to determine the degree of physical contact with others except in

exceptional circumstances (e.g. when they need medical attention)

In addition:

- You can allow people you support to give you brief hugs if you feel comfortable with this
- You can allow people you support to hold hands or link arms with you to help with travel and stability
- You should discourage people you support from touching your face. You can offer your hand instead.
- You should discourage people you support from sitting on your lap. You can offer to sit side by side.
- You should avoid using touch if the person you support is very distressed and is unlikely to tolerate it

Ensure that all church officers and volunteers at all levels must take responsibility for monitoring one another in the area of physical contact. They should be encouraged to challenge one another if necessary. Concerns about possible abuse or inappropriate behaviour should always be reported..

## **Appendix 3: Good Practice Guidelines when working with vulnerable adults**

Here are some general guidelines to follow to minimize the risk to vulnerable adults and to protect those involved with them from false accusations.

Pastoral Assistants need to be aware that they are representing the church, even if they are visiting a friend or someone they know well.

1. Consider all conversations to be confidential and seek permission if some information needs to be passed on.
2. Be aware of language or behaviour which may be interpreted as over familiar or sexual. Gestures of comfort may be unwanted or misunderstood.
3. Don't commit more than is possible and keep to any promises made
4. Avoid behaviour which could give the impression of inappropriate favoritism or which encourages a special relationship
5. Avoid giving any financial advice or applying pressure for financial gain
6. Know your limitations and do not undertake any pastoral support beyond your competence. It may be necessary to refer to another person or agency
7. Be aware of dangers of dependency in pastoral relationships and seek advice or supervision from the team leader or Parish Safeguarding Officer when such concerns arise.

It is important to:

- A. Seek guidance from the team leader or the Parish Safeguarding Officer if it is suspected that a person is being mistreated**
- B. Keep a diary of all visits with name, date, time, place and any actions to be taken. The person visited should be informed that a record is being kept. The Pastoral Assistant Log can be found in the Lone Working Policy.**

### When visiting a person in their own home

- Be aware that you are a visitor in a person's home and respect this.
- Consider and discuss with the team leader whether it is appropriate to visit on your own or if another pastoral assistant should be present.
- Check that the person wants to be visited – don't presume – and check this at intervals if it is a series of visits.
- Arrange times to suit them and their family/ carers – if living alone they may not want to answer the door after dark.
- If the person does not know you be prepared to show them some identity and your connection with the church
- On entering a home let the adult show you where to go and where to sit. You should stay there unless invited to follow them into the kitchen for instance

- Do not go upstairs or into any bedrooms unless invited to with the person
- If the person is confined to bed either regularly or temporarily then remember to knock and wait before entering the bedroom. Sit on a chair not on the bed and leave the door ajar.
- In order to protect yourself you must be aware that it is better not to touch personal belongings such as wallets, handbags etc. If you are asked to fetch something, take the whole item without looking inside
- Do not administer any medicines to someone in their own home
- Check if a person has any dietary restrictions before giving gifts of food or chocolates
- Do not accept gifts of money or goods. If a person wishes to donate to the church it should be done in an official way agreed by the church
- If you are asked to do shopping for a person this will need an agreed system and checked with the family or carer. The Pastoral Assistant also needs a DBS check with included Regulated Activity.
- **Record visits on the Pastoral Assistant Log – date, time, people present, any concerns to pass on etc.**
- **Explain clearly if and when you will return**

#### When visiting a Care Home or Hospital

1. Follow the guidance in the setting regarding signing in and out
2. Check when are appropriate times to visit for the person themselves, not just the setting
3. Be aware of which areas of the setting are open to visitors
4. Aim to introduce yourself to care staff so they know your face
5. Don't get involved in any way with the person's care in terms of medication, diet
6. Don't attempt to lift or move the person as this could be a risk to yourself as well as to them – care staff have been trained in manual handling so find one of them if movement is required
7. Remember that abuse can take place in such settings and suspicions or concerns should always be reported



## Appendix 4: Use of Social Media

Social media sites enable users to create and share content and keep in touch with other users. They include maintaining a profile on a networking site such as Facebook, Twitter (X), Instagram, Snapchat; writing or commenting on a blog, whether it is your own or the blog of another person; and taking part in discussions on web forums or message boards. For many, especially young people, using social media is an extension of physical face-to-face relationships. It is therefore important that churches also engage with their community and worshippers through these platforms. However, this must be done safely to avoid the risk of:

- Forming inappropriate relationships.
- Saying things you should not, such as offensive, sexual or suggestive comments.
- Blurring the boundaries between public work/ministry and your private life.
- Grooming and impersonation.
- Bullying and harassment.

### The role of the PCC

The PCC must approve the use of social media and mobile phones by the church. Where there are Facebook or similar online groups set up on the church's behalf, the PCC must ensure there is a **named person** to whom all workers are accountable.

The named person must be a church officer, and should be aware of the account name and password so that they can at any time log on to the account to monitor the communications. The named person should be proactive in fulfilling this role.

Communications must be shared with the named person. Church officers remain bound by professional rules of confidentiality. Where there is concern that a young person or adult is at risk of abuse, or they themselves pose a risk of abuse to others, safeguarding procedures must always be followed.

### Guidance for church officers

#### **Do:**

- ✓ Have your eyes open and be vigilant.
- ✓ Maintain the up most integrity – honesty, transparency, consistency and accountability are key. Treat online communication with children, young people and adults as you would communication that is face to face. Always maintain the same level of confidentiality.
- ✓ Report any safeguarding concerns that arise on social media to the PSO and the DSO (Diocese Safeguarding Officer).
- ✓ Always assume that everything you write is permanent and may be viewed by anyone at any time; and that everything can be traced back to you personally as well as to your colleagues or the church. Always think before you post.
- ✓ Draw clear boundaries around your social media usage associated with your private life and your use of different social media for public ministry. Keep church account/s and profiles separate from your personal social media account/s e.g. only use a Facebook page, Twitter or blogs for public ministry, while keeping a separate Facebook profile for private life.

- ✓ Always ask parents/ carers for written consent to:
  - Use and store photographs of children/young people from activities or events in official church publications, or on the church's social media, website and displays.
  - Use telephone, text message, email and other messaging services to communicate with young people.
  - Allow young people to connect to the church's social media pages.
- ✓ Only use an approved church/ministry account to communicate with children, young people and/or vulnerable adults. The named person should be able to access this and review conversations, and the account should be visible to young people and their parents. Young people must be made aware that any communication will be viewed by all users. Save any messages and threads through social networking sites, so that you can provide evidence to the named person of your exchange when required.
- ✓ Avoid one-to-one communication with a child or young person.
- ✓ Use clear and unambiguous language in all communications and avoid abbreviations that could be misinterpreted.
- ✓ Save and download to hard copy any inappropriate material received through social networking sites or other electronic means and show immediately to the named person, PSO, incumbent or, if appropriate, Diocesan Safeguarding Officer.
- ✓ Use passwords and log off promptly after use to ensure that nobody else can use social media pretending to be you.

**Do not:**

- Use a personal Facebook or any other social media account in your work with children, young people or vulnerable adults.
- Add children, young people or vulnerable adults as friends on your personal accounts.
- Facebook stalk (i.e. dig through people's Facebook pages to find out about them).
- Say anything on social media that you would not be happy saying in a public meeting, to someone's face, writing in a local newspaper or on headed notepaper.
- Comment on photos or posts, or share content, unless appropriate to your church role.
- Use visual media (e.g. Skype, Facetime) for one-to-one conversations with young people - use only in group settings.

**In particular, do not allow content to contain or share links to other sites that contain:**

- Libellous, defamatory, bullying or harassing statements.
- Breaches of copyright and data protection.
- Material of an illegal nature.
- Offensive sexual or abusive references.
- Inappropriate language.
- Anything which may be harmful to a child, young person or vulnerable adult, or which may bring the church into disrepute or compromise its reputation.

**Mobile phones**

Wherever possible, church officers should be supplied with a mobile phone dedicated for

work purposes. This allows for the phone to be switched off outside working hours, and for usage to be accountable. This means that the work phone number is the only number that young people or adults are given, and the church officer's personal number can remain private. Texts or conversations that raise concerns should be saved and passed on to the named person or the PSO/incumbent (or if unavailable the DSO)

**Appendix 5: Categories of Abuse and additional information**  
**Categories, Definitions and Indicators of Harm (Last updated April 2017 v4)**

<b>Type Of Harm</b>	<b>Definition</b>	<b>Examples</b>	<b>Indicators</b>
<b>Physical</b> Adults and Children	Non-accidental harm to the body. From careless rough handling to direct physical violence. Unlawful or inappropriate use of restraint or physical interventions.	Hitting, slapping, pinching, shaking, pushing, scalding, burning, dragging, kicking, physical restraint, locking an individual in a room or a car.	History of unexplained falls or minor injuries, bruising which is characteristic of non-accidental injury – hand slap marks, pinch marks, grip marks, bite marks, scalds, flinching, reluctant to undress.
<b>Sexual</b> Adults and Children	Direct or indirect involvement in sexual activity without capacity and/or consent. Individual did not fully understand or was pressured into consenting.  Note: A child under 16 years old can never consent to any sexual act	Coercion to be involved in the making or watching of pornographic material. Coercion to touch e.g. of breasts, genitals, anus, mouth, masturbation of either self or others, penetration or attempted penetration of vagina, anus, mouth with or by penis, fingers and or other objects	Pregnancy in a woman unable to give consent, difficulty in walking or sitting with no apparent explanation, torn, stained or bloody underclothes or bedding, Bleeding, bruising to the rectal and/or vaginal area, bruising. Behavioural changes, sexually explicit behaviour, explicit language, self-harm, obsession with washing, fear of pregnancy may be exaggerated
<b>Emotional</b> Adults and Children	Behaviour which has a harmful effect on an individual's emotional well-being or development, causing mental distress undermining their self-esteem and affecting individual's quality of life. Wilful infliction of mental suffering by a person in a position of trust and power.	Shouting, coercion, bullying, blaming, insulting, ignoring, threats of harm or abandonment, intimidation, harassment, humiliation, depriving an individual of the right to choice and their privacy, dignity, self-expression, deprivation of contact, undermining self-esteem,	Loss of interest, withdrawn, anxious or depressed, frightened, avoiding eye contact, irritable, aggressive or challenging behaviour, unexplained sleep disturbance, self-harm, refusing to eat, deliberate soiling, unusual weight gain or loss

Type Of Harm	Definition	Examples	Indicators
		isolation and over-dependence. Failure to provide a loving environment for a child.	
<b>Neglect</b> Adults and Children	Failure of any person who has responsibility for the charge, care or custody of an adult at risk or child to provide the amount and type of care or treatment that a responsible person could be expected to provide.	Fail to meet basic needs including food, environment, access to health care and education, failure to provide for social needs.	Unwashed/ dirty appearance, clothes too small/big, untreated sores or infections, isolation.
<b>Financial</b> Adults	The unauthorised taking (theft), deprivation or misuse of any money, income, assets, funds, personal belongings or property or any resources of an adult at risk without their informed consent or authorisation.	Misuse of power of attorney or appointee ship. Money and possessions stolen, misuse or misappropriating money, valuables or property, possessions or benefits, undue pressure in connection with wills, property, inheritance or financial transactions, denying the adult at risk the right to access funds, unauthorised disposal of property or possessions, being asked to part with money on false pretences,	Unexplained or sudden inability to pay bills, Power of Attorney obtained and misused when a person lacks or does not lack mental capacity to understand, unexplained withdrawal of money with no benefits, person lacking goods or services that they can afford, extortionate demands for payments for services
<b>Organisational</b> Adults	Involves the collective failure of an organisation to provide safe, appropriate and acceptable standards of service to adults at risk.  Mainly relates to health and social care	Lack of individualised care, inappropriate confinement or restriction, sensory deprivation, inappropriate use of rules, custom and practice	Whistle blowing policy not in place and accessible, insufficient employees training and development. Organisational standards not meeting those laid down by regulatory bodies, service users not treated with dignity

Type Of Harm	Definition	Examples	Indicators
	provision but aspects may be relevant to Church settings		and respect, diverse needs not recognized and valued in terms of age, gender, disability, ethnic origin, race or sexual orientation, services not flexible
<b>Discriminatory Adults</b>	Exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals.	Verbal abuse, harassment or similar treatment, unequal treatment, deliberate exclusion from services such as education, health, justice and access to services and protection, harmful or derisive attitudes, inappropriate use of language	Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice
<b>Modern Slavery</b>	Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.	Adult or Child trafficked into UK or between places in UK for purpose of sexual abuse or labour. Adult or Child forced to work as domestic servant. Adult or child forced to work as sex worker, farm labourer, car cleaner.	Individual may not have their passport or Identity documents. They may not have access to or contact with friends and family. May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds. May not know where they are or who they are with.
<b>Self Neglect</b>	A wide range of behaviour involving neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.	May not react to or appropriately fulfil needs for health care, food, warmth. May live in an environment that is an environmental or fire risk and not take any measure to reduce risk or inadequate measures.	Environment which is poorly maintained, dirty, animal infested, cramped to the degree that it places the individual's well-being at risk. May have untreated or inadequately treated physical health issues.

Type Of Harm	Definition	Examples	Indicators
<b>Domestic Violence</b>	Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Age range 16+	Includes: psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence; Female Genital Mutilation; forced marriage.	Appears to be afraid of partner / of making own choices, behaves as though she/he deserves to be hurt or mistreated, low self-esteem or appear to be withdrawn, appears unable or unwilling to leave perpetrator, makes excuses for or condones the behaviour of the person alleged to have caused harm, blames abuse on themselves
<b>Spiritual Abuse</b> <sup>12</sup> (not defined in Statutory Guidance)	Inappropriate use of religious belief or practice	The misuse of the authority of leadership or penitential discipline, oppressive teaching or intrusive healing or deliverance ministries which may result in various types of harm.	Could be any of the above.

<sup>1</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/175437/Action Plan - Abuse linked to Faith or Belief.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/175437/Action_Plan_-_Abuse_linked_to_Faith_or_Belief.pdf)

<sup>2</sup> <https://thirtyoneeight.org/get-help/resources/practice-guides-text/spiritual-abuse/>

### **Some Additional Information:**

**Child Sexual Exploitation:** All children and young people can be at risk of sexual exploitation. This includes boys and girls of any age. This is a form of sexual abuse. Whilst young people can give consent to sexual acts from the age of 16 (so long as they have the capacity to do so) they continue to be at risk of sexual exploitation beyond their 16<sup>th</sup> birthday. **Any concern that a child or young person may be at risk of or experiencing sexual exploitation must be reported immediately to Children's Social Care or the police.** Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterized in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

**Female Genital Mutilation:** Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. It has been estimated that over 20,000 girls under the age of 15 are at risk of female genital mutilation (FGM) in the UK each year, and that 66,000 women in the UK are living with the consequences of FGM. However, the true extent is unknown, due to the "hidden" nature of the crime. The girls may be taken to their countries of origin so that FGM can be carried out during the summer holidays, allowing them time to "heal" before they return to school. There are also worries that some girls may have FGM performed in the UK. Any concern that a child or adult who may be vulnerable may be at risk of FGM must be reported immediately to the relevant Local Authority or directly to police.

**Terrorism and Extremism:** Any person may become drawn into extremism or sympathy with such views and into terrorism. This will often happen through contacts made via the internet but a culture that supports this can develop in any community group, school or faith organization. The Counter-Terrorism and Security Act 2015 places duties on certain bodies, not including faith organizations (except where such an organization runs a school or other relevant premises) to have due regard to the need to prevent people from being drawn into terrorism. Everybody should be alert to any indication that a person or group may be developing or has developed an interest or ideology that may include harm to others. **Any concerns related to this whether for a child or adult must be reported to the police without delay.**

**Position of Trust:** The Sexual Offences Act 2003 has been amended to clarify the meaning of a person in a 'position of trust'. Under the new law, A has a position of trust in relation to B if they actually and knowingly coach, teach, train, supervise or instruct B on a regular basis in a sport or religion.

The age of consent for sexual activity in the UK rises from 16 years to 18 years where one person in a position of trust is involved. The implications of this change in the law is to make it illegal for religious leaders and sports coaches to engage in sexual activity with those aged 16 and 17 years.