



Safeguarding Policy

Wheathampstead Parochial Church

Council

January 2014



Table of contents

SECTION 1 Details of the place of worship/organisation.....	2
SECTION 2 Recognising and responding appropriately to an allegation or suspicion of abuse ...	5
SECTION 3 Prevention	9
SECTION 4 Pastoral Care	110
SECTION 5 Practice Guidelines.....	122
APPENDIX 1 Leadership Safeguarding Statement	133
APPENDIX 2 CCPAS Safeguarding Poster	155
APPENDIX 3.1 Statutory Definitions of Abuse (Children).....	166
APPENDIX 3 .2 Signs of Possible Abuse (children & young people).....	188
APPENDIX 3.3 Responding to a child who is seeking to make a disclosure	200
APPENDIX 4 Checklist for response if child/adult makes a disclosure.....	222
APPENDIX 5 Volunteer Declaration Statement	233
Appendix 6 Code of conduct for workers/volunteers	24

The Safeguarding Policy

SECTION 1

Details of the place of worship/organisation

Name of Place of Worship/Organisation:	Wheathampstead PCC
Address:	St Helen's Church, High Street Wheathampstead St ALBANS AL4 8AA
Tel No:	01582 834031
Email address:	sthwh@live.org.uk
Membership of Denomination/Organisation :	Church of England
Charity Number:	Wheathampstead PCC registered charity no 113924
Regulators details:	regulated by the Charity Commission
Insurance Company	
Public Liability Insurance	Ecclesiastical Insurance Co.

Details of activities with children & vulnerable adults

We are the parish of St Helens and St Peter's, within the diocese of St Albans and the Church of England. We hold weekly Sunday worship at both churches and regular mid weekly activities for children and families. There are also occasional special events.

Tots' Time

is a weekly session for preschool children. It is held in term-time, in church and lasts for approximately 50 mins, including a social time at the end. The children are always accompanied by a parent or carer. The number attending averages 20 children and there are 4 to 6 helpers. All leaders are DBS checked.

Junior Church:

Our Junior Church at St Helen's meets during the 9.30 Parish Communion Service during term time. At Junior Church the youngest children meet in the Vestry Scramblers (3-5 years,); whilst the older children are taken over the road to the nearby St Helen's CE Primary school, Brewhouse Hill AL48AN (safeguarding processes are in place for this walk, with headcounts being taken, Leaders wear high-visibility jackets and the children walk in pairs). These are Climbers (5-7 years) Adventurers (7-9), Seekers (9-10) and Pathfinders (11+). We have around 50 children on our registers and a team of 12 leaders running the sessions across the five groups on a rota basis. All leaders are DBS checked. There is also a parent run crèche area within the church with toys and books suitable for children under three.

We also have family worship in church and the team who run this are all DBS checked. In the school holidays children and adults worship together and there can be some provision for children or young people e.g. DVD shown to the children by at least 2 adults who are DBS checked in the Vestry, or games outside, or taken over to St Helen's School.



Youth Work

There are weekly meetings for our youth group. Adult leaders facilitate worship, run small groups in their homes and organise games. Other Youth Work will include outings to be led by adult leaders with at least 2 DBS checked adults.



Older Children being involved within activities in church such as junior church, choir and bell ringing:

We like to support older children who are increasing their own understanding of working with children. We try to encourage them to volunteer within areas in church thus developing their skills and supporting their worship.

In line with our policy on using volunteers in church they will be asked to fill out a *volunteer's declaration statement* giving their personal contact details, some personal information and a comment of introduction by a member of the church community. They will also be asked to provide a letter from their school.

If there are children under 18 involved in a church activity, the person supervising the activity needs to be DBS checked.

Support for Vulnerable Adults

We welcome the opportunity to support those who have become frail, or unable to access church or other places without help. Many do this as individuals but where this is undertaken within the remit of the church the church will ensure those involved have been checked as to their suitability for the role. This will involve completing a *volunteer's declaration statement* as described above.

Involving new church members in activities with Children or Vulnerable adults

In order to safeguard our children and vulnerable adults we ask new members of our church to become familiar with the church and the ethos and practices for approx. 6 months before they become directly involved in supporting these individuals. We then ask as part of the volunteer's declaration form (see Appendix 5) that they are sponsored by someone who is a long standing regular church member. We recognise the need to deal sensitively with this issue to not offend or discourage new members from involving themselves into the church family.

Disclosure and Barring Scheme Checks (incorporating PCC policy for CRB checking)

These have replaced CRB checks and are applied for by the church for any individual who will have the opportunity to work closely with children or vulnerable adults on a regular basis. If the adult is likely to be perceived as a safe point of contact for the child, or if the adult is to be placed in a position where they may be exposed to accusation by the child, clearance is needed. Within this parish, the process is managed by Jennie Griffiths as lead recruiter, assisted by Mel Tay as deputy. The system is administered by E-bulk on-line system from CCPAS, which is an efficient way of obtaining a DBS check. The volunteer is sent a link, completes information on-line via a website, provides the required ID to the Lead Recruiter, and then the request is sent through electronically. Checks must be renewed every 5 years.

There are certain positions which have been identified as in need of clearance:

- All working with children and young people in church particularly those in Junior Church, tots time, leading the Ark, Impact or Story Lady
- Director of Music/ Choirmaster and Bell Captains
- All Clergy (these are obtained through the Diocese)
- Those involved in Pastoral Care or Care of Adults when they are vulnerable as part of the church team
- Safeguarding Officers
- Churchwardens

Our commitment

As a Leadership (Leadership as used in this policy is defined as the PCC as trustees of the church, with the Rector and Churchwardens) we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We have a responsibility to protect them from harm as a result of contacts or situations they are placed in whilst in the care of adults in church. Our responsibility extends also to protecting adults working with children from being placed in situations where accusations can be made about their behaviour through assessing risk in situations and also by providing training. We also have a responsibility towards any abused child who might chose to make a disclosure to us as an adult that we simply **receive** the information without comment, **record** in the child's words, **refer** the information on to the safeguarding officer either in the parish or at the Diocese office.

As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with Diocese of St Albans Children's Work Dept. The document "Protecting All God's Children" 4th edition 2010 – the policy for protecting children in the Church of England has also been used as guidance. The PCC acknowledges the permission of the CCPAS to use their standard in preparing this policy document.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers/volunteers and will regularly review the operational guidelines attached.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- file a copy of the policy and practice guidelines with CCPAS and the Diocese of ST Albans, and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.



SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse



Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. *Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
2. *Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Definitions of abuse – Appendix 3.1

Signs and symptoms of abuse – Appendix 3.2

How to respond to a child wishing to disclose – Appendix 3.3

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers/volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis through CCPAS or St Albans Diocese or recommended outside agencies.

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

All those supporting children and vulnerable adults will be offered training in safeguarding provided by a registered provider. Any costs will be met by the church budget. Those who have responsibility within the leadership of the church must also undertake safeguarding training. All training should be updated each five years

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Hilary Hollick** tel no: 01582 832567 (hereafter the 'Safeguarding Co-ordinator') who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to the Children's Work Co-ordinator **Lucy Price** tel no: 01582 833330 (hereafter the 'Deputy'). If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above.
The local Children's Social Services office telephone number is 0300 123 4043 including out of hours.
The local Adult Social Services office telephone number is 0300 123 4042 including out of hours.
- Where required the Safeguarding Co-ordinator should then immediately inform the Diocesan Child Protection officer. The Diocesan Child Protection Advisor is Christopher Lees. He can be contacted on 01299 841269 or 07811 467511. The email address is childprotection@stalbans.anglican.org
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of the place of worship/organisation will follow the church procedure. If, however, the individual with the concern feels that the Safeguarding Co-



ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.



The role of the safeguarding co-ordinator/deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.

Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.

- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

The following procedure will be followed where there is a concern that an adult is in need of protection:

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

Procedures for RESPONDING TO ALLEGATIONS OF ABUSE are dealt with as a checklist in Appendix 4 and should be worked through systematically in making a response. This section should include details of the safeguarding co-ordinator and their deputy, as well as details of the statutory agencies to contact (local and national).

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against a worker/volunteer (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA)/Local Authority Designated Officer (LADO).

Sections 6.20 – 6.30 'Allegations of abuse made against a person who works with children' in UK Government Guidelines (Home Office, Department of Health) Working Together 2010 states that local authorities should have a designated officer to manage cases where an accusation is made against someone working with children (whether working in a paid or voluntary capacity). These individuals are often known as Safeguarding Advisers or Local Authority Designated Officers. Where accusations involve a worker then speak to social services and the police and ask social services whether the individual discussed needs to be referred to them for investigation.

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the ISA (Independent Safeguarding Authority) Vetting and Barring Scheme lists of those people deemed unsuitable for working with children or vulnerable adults. Where you are liaising with a Safeguarding Adviser (SA)/Local Authority Designated Officer (LADO) discuss with them about the need to refer to the ISA.



SECTION 3

Prevention



Safe recruitment (paid staff)

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written role description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview and responses recorded and retained. There will always be at least 2 people, agreed with the safeguarding co-ordinator, in addition to the candidate at the interview.
- The exact format of the person specification, self-declaration form and interview will be determined by the nature of the position being applied for.
- Written references have been obtained, and followed up where appropriate only for paid positions
- A DBS disclosure has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy summary and knows how to report concerns.

Safe recruitment (volunteers)

The Leadership accepts such a full process is inappropriate for volunteers and has developed a shorter process

- There is a written role description indicating the responsibility and requirement for the volunteer to ensure they understand the expectations within the commitment
- Those applying have completed a volunteer declaration form (Appendix 5).
- There has been a discussion with at least 2 people present in addition to the potential volunteer and safeguarding protocols have been discussed.
- Some form of written reference has been given by a member of the church or a professional person.
- If the volunteer is to have access to children or vulnerable adults on their own, a DBS check has been undertaken.
- Suitable training including mentoring as appropriate has been provided and the volunteer supported to understand and enjoy their role.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and volunteers and ensuring they receive support and supervision. All workers and volunteers will be issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.



SECTION 4

Pastoral Care



Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship/organisation. The leadership can provide referrals to Christian counselling.

Working with offenders

When someone attending the place of worship/organisation is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. Our procedures will involve a risk assessment, contact with the Diocese and the drawing up of guidelines/code of conduct with the individual including regular monitoring and review.

SECTION 5

Practice Guidelines

As an organisation/place of worship working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

The code of conduct and any good practice guidelines will be placed as Appendix 6 to the policy

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS' safeguarding standards. The partner organisations which would use the church regularly are Wheathampstead Churches Together, the local schools and uniformed organisations, Wheathampstead Friends and Outdoor Child.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

The CCPAS safeguarding poster is prominently displayed in the church with the name and the telephone number of the safeguarding Officer.

Signed by: _____

Date: _____



APPENDIX 1

Leadership Safeguarding Statement



The Leadership, (the Rector, Churchwardens and PCC) recognises the importance of its ministry/work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on: January 16 2014

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.
- We provide all adults involved in the teams working with children or vulnerable adults with appropriate training and a copy of our checklist on receiving a disclosure (appendix 4) for their easy reference.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers/ volunteers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.

- Following guidelines issued by St Albans Diocese in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.

We recognise:

- Children’s Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency’s headquarters.
- Safeguarding is everyone’s responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Hilary Hollick	Child Safeguarding Coordinator
Lucy Price	Deputy Child Safeguarding Coordinator
Hilary Hollick	Adult Safeguarding Coordinator
Lucy Price	Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from the church office, St Helen’s Church, Wheathampstead. A copy of our safeguarding policy has been lodged with CCPAS and St Albans Diocese Child Protection Office.

Signed by leadership/organisation

Signed _____

Date _____



Safeguarding is a priority here

We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.

We work to a formal safeguarding policy and it can be seen on request from:

If you have any concerns regarding the safety or welfare of a child you can speak to:

_____ or _____

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

_____ or _____

They have been appointed by the leadership in this place of worship/organisation to respond to any safeguarding concerns.

Signed _____ Date _____
Leadership of place of worship/organisation



The Churches' Child Protection Advisory Service is an independent Christian charity providing child protection advice and support throughout the UK.

You can contact CCPAS' 24 hour helpline on:

0845 120 45 50

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Kidscape
0845 120 5204

Stop it Now
0808 1000 900

MindinfoLine
0845 766 0163

Through the Roof
01732 737041

Action on Elder Abuse
0808 808 8141



Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

ENGLAND

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

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.

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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

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 (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.



Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.



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); or
- ensure access to appropriate medical care or treatment.

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

Signs of Possible Abuse (children & young people)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc. which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders – anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food,
- Untreated illnesses,
- Inadequate care, etc.

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.



Self-harm (including eating disorders)

National Statistics (2001) report that according to parents, about one in fifty of 11 – 15 year olds have tried to harm, hurt or kill themselves (the highest rate being among 13 – 15 year old girls). Among 5 – 10 year olds, just over one in 100 have tried to harm, hurt or kill themselves.



The incidence of self-harm was greater for those children and young people coping with stressful life events such as:

- Separation of parents, serious illness, death of parent or close relative
- An increase in the parent's mental health problems
- An increase in the degree of family discord
- An increase in the frequency of punishment

A study (March 2003), commissioned by the Samaritans, found young people more likely to harm themselves if they had friends who had already done so.

In total, more than 6,000 pupils aged 15 and 16 were quizzed from 41 schools across England. They were asked about suicidal thoughts and self-harming behaviour.

The survey found that:

- Young people who harm themselves often have difficulty coping with everyday problems
- Rather than employing positive strategies such as talking to someone about the situation, they were more likely to blame themselves, sit in their room or drink alcohol
- Only 20% of those who self-harmed felt they could speak to a teacher about something that was really bothering them
- People who self-harm were shown by the survey to be more anxious, depressed and to have lower self-esteem than those who do not

The two most common reasons for self-harm are, 'To find relief from a terrible state of mind' and 'because I wanted to die'.

The Samaritans is one organisation that runs courses for those interested in developing skills in helping people who self-harm.

Responding to a child who is seeking to make a disclosure

Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

HELPFUL RESPONSES

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

Taking Care of Touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child, young person or vulnerable adults needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child, young person or vulnerable adult, rather than the worker.
- Avoid any physical activity that may be sexually stimulating.



- All children, young people and vulnerable adults are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.
- When giving first aid (or applying sun cream etc.), encourage the child, young person or vulnerable adult to do what they can themselves but, in their best interests giving appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse should always be reported.



Checklist for response if child/adult makes a disclosure.

If there is a concern that a child, young person or vulnerable adult may have been abused or a direct allegation of abuse is been made, it is important the person receiving this information does the following:

- Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and a drawing of its location and shape on the child's body.
- Write down exactly what has been said, when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.
- Pass all information to Safeguarding co-ordinator or Deputy and do not report this to the parent or anyone else. This information is confidential.

These notes should be passed on to the safeguarding co-ordinator to assist them should the matter need to be referred to Adult or Children's Social Services or the police. Any referral should be confirmed in writing within 48 hours and you should expect an acknowledgement of your written referral within one working day of receiving it.

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Hilary Hollick** tel no: 01582 832567. (email hj.hollick@virginmedia.com) (hereafter the 'Safeguarding Co-ordinator') and a meeting should be arranged to pass over the written record of the conversation. This should not be sent by email.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to the Deputy Safeguarding Co-ordinator, **Lucy Price**, tel no: 01582 833330 (lucyrprice@hotmail.com)
- If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services, the police or Diocesan Child Protection Office,(see below)

The local Children's Services office telephone number is 0300 123 4043 including out of hours.

The local Adult Services office telephone number is 0300 123 4042 including out of hours.

Where required the Safeguarding Co-ordinator should then immediately inform the Diocesan Child Protection officer. The Diocesan Child Protection Advisor is Christopher Lees. He can be contacted on 01299 841269 or 07811 467511. The email address is childprotection@stalbans.anglican.org



APPENDIX 5

Volunteer Declaration Statement



This form is to be completed by any person volunteering in church in a capacity where their responsibility involves contact with children or vulnerable adults. It is designed to safeguard both the volunteer and those they are supporting by ensuring relevant information is known and shared. Thank you for your co-operation.

Name of Volunteer

Address of Volunteer

.....

Phone number Mobile no

Email

Thank you very much for offering to help as a volunteer. Please fill in the answers which are appropriate to the volunteering role you are offering to undertake,

What role are you offering to do?

If your role involves direct contact with children, young people or vulnerable adults we require you to complete a self-declaration form leading to a DBS check which is used to check you have no relevant convictions.

Are you happy to complete these forms?

.....

If your role involves driving we ask you to provide your full driving licence and current motor insurance certificate either to the administrator, or the safeguarding officer and a copy will be made and affixed to this form for the records.

License & Insurance seen (signed)

It is our policy when accepting offers from people volunteering to ensure they have been known by us for a reasonable time.

When did you start attending St Helen's/St Peter's?

We also ask you to ask a long standing member of the church (over 3 years) whom you know well to act as your sponsor and we will ask them to provide a few sentences as a reference.

Sponsors name

**Position in church
and/or length of time attended**

Thank you again for offering to help in this way in church. We look forward to your involvement.