



St Mary's Church, Lytchett Matravers

SAFEGUARDING CHILDREN & VULNERABLE ADULTS

POLICY & PROCEDURES

This Policy has been adopted by the Parochial Church Committee of St Mary's, Lytchett Matravers.

Policy reviewed and agreed September 2018.

This document replaces and supersedes any and all previous versions.

At St Mary's Church we provide services to a wide range of people. We have contact with children, young people and vulnerable adults. All the St Mary's Church workers, volunteers and the wider church family play an important role in helping others to live free from abuse and neglect.

It is the duty of all staff and volunteers to be actively involved in the safeguarding of children and vulnerable adults and to be alert to the possibility and signs of abuse.

The following Policy & Procedures has been adopted by the Parochial Church Council (PCC) of St Mary's Church.

Definition

The safeguarding of children and vulnerable adults is the protection of those who have suffered from, or may be at risk of physical injury, neglect, and emotional or sexual abuse. A full list of definitions is attached as **appendix 1**.

Recognition

The first indication of concern about a person's welfare is not necessarily the presence of an injury.

Concerns may be aroused by:

- Bruises, bite marks, burns/scalds, scars or fractures on a person's body;
- Remarks made by the child or vulnerable adult, another child, a parent or another adult;
- Observations of the child's or vulnerable adult's behaviour or reactions;
- Unexplained changes in the child's or vulnerable adult's behaviour or personality;
- Evidence of disturbance or explicit detail in a child's or vulnerable adult's play, drawing or writing;
- Neglect - where lack of due care for a child or vulnerable adult is creating significant risk to their health & well being.

DESIGNATED PEOPLE FOR SAFEGUARDING

Josephine Sepkes-Jones as elected by the PCC, has the designated responsibility for Safeguarding. **Claire Coakes** as elected by the PCC, has the designated responsibility as Deputy Safeguarding Officer. Anyone who has a concern about a child or vulnerable adult should contact one of these people immediately. See **emergency contacts on page 4**.

The Designated People Will:

- Work with the Vicar and the Diocesan Safeguarding Team or in case of inter regnum work with the Arch Deacon.

- Be responsible for co-ordinating action within St Mary's Church on child and vulnerable adult protection issues;
- Ensure that all staff & volunteers are familiar with this policy and procedures;
- Raise awareness about child and vulnerable adult protection and arrange training as appropriate.

SAFE RECRUITMENT PROCEDURES

St Mary's Church Safer Recruitment Policy stipulates that all staff (paid or voluntary) will complete an application form which includes detailing references. Individuals are then called for an interview and/or discussion and references requested. Only on receipt of satisfactory references will a formal offer of employment or placement be made.

All staff and volunteers who will have substantial contact with children, young people or vulnerable adults are required to be checked through The Disclosure and Barring Service (DBS). These checks are to be completed before any offer of work or placement is offered. Any disclosure of possible risk to children and vulnerable adults will be dealt with sensitively and in liaison with a Designated Person for Safeguarding.

Copies of all returned DBS checks and documentation pertaining to any child and vulnerable adult protection issues will be kept confidentially and securely locked within the organisations administration office.

If any role requires a DBS check this must be completed by the individual and the certificate seen by the verifier before the person can be commissioned and approved to start their role.

THE ROLE OF THE INDIVIDUAL

All people working with St Mary's Church must be aware that a child or vulnerable adult may be the victim of abuse. Concerns about a child, young person or vulnerable adult must be discussed with a Designated Person immediately so that if necessary, a referral can be made without delay.

Individual staff or volunteers should not investigate concerns. This is the role of the statutory agencies. However, if a child or adult does say something, it is vital to listen carefully, so that it can be reported accurately.

CONFIDENTIALITY

All children, young people and vulnerable adults have the right to expect that all staff and volunteers will deal sensitively and sympathetically with their situation.

It is important that information remains confidential and that only those who need to know should be consulted in accordance with child protection criteria. However, no one must promise to keep any information confidential in cases of, or where there is suspicion of, a safeguarding issue as these need to be reported to a Designated Person.

EMERGENCY CONTACT DETAILS

Jo Sepkes-Jones Designated Safeguarding Officer	01202 976694	07738 330503
Claire Coakes Deputy Safeguarding Officer	01202 623049	07766 183058
Stephen Partridge Vicar	01929 459444	
Heather Bland Diocesan Safeguarding Adviser	01722 411922	07500 664800
NSPCC Child Protection Helpline	0808 800 5000	

Appendix 1:

Definitions of Abuse

(adapted from The Dorset Safeguarding Children Procedures)

Abuse and neglect is a generic term encompassing all ill treatment of children or vulnerable adults including serious physical and sexual assaults as well as cases where the standard of care does not adequately support the individual's health or development.

Individuals may be abused or neglected through the infliction of harm, through the failure to act to prevent harm or by the withdrawal of emotional and /or physical nurturance.

Abuse can occur in a family or an institutional or community setting. The perpetrator may or may not be known to the individual.

Working Together to Safeguard Children 1999 sets out definitions and examples of the four broad categories of abuse which are used for the purposes of registration:

- Neglect
- Physical abuse
- Sexual abuse and
- Emotional abuse

These categories overlap and an abused person may frequently suffer more than one type of abuse.

PHYSICAL ABUSE

Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

It may also be caused when a person feigns the symptoms of, or deliberately causes, ill health to an individual. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness.

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill treatment of an individual such as to cause severe and persistent effects on their emotional development, and may involve:

- Conveying to an individual that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person;
- Imposing developmentally inappropriate expectations;
- Causing individuals to feel frightened or in danger - e.g. witnessing domestic violence;
- Exploitation or corruption.

Some level of emotional abuse is involved in all types of ill treatment; however it may sometimes be the only form of abuse identified.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening and includes penetrative (i.e. vaginal or anal rape or buggery) and non-penetrative acts.

It may also include non-contact activities, such as involving individuals in looking at, or in the production of pornographic materials, watching sexual activities or encouraging individuals to behave in sexually inappropriate ways.

NEGLECT

Neglect involves the persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of the individual's health and development.

This may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of a person's basic emotional needs.

Appendix 2:

What to do if you're worried that a child or vulnerable adult is being abused?

Concern may arise from observations of the child or vulnerable adult (e.g. injury, behaviour, appearance and nature of play or work produced) **or** as a result of something said by the child, another child, vulnerable adult **or** an adult.

DO NOT DELAY

Tell a **Designated Person, Jo Sepkes-Jones or Claire Coakes** as soon as you can. If you are unable to contact one of the Designated People or the Vicar within a reasonable timescale and the matter is urgent, contact Heather Bland. See emergency contact numbers on page 4.

Early referral gives more time to help the child, family or adult before the situation becomes severe or serious and allows preventative action to be instigated for the protection of the individual.

Make written notes

As soon as you can, and in any event within 5 hours, write down your concerns and record the facts accurately on the Child and Vulnerable Adult Protection Incident Form, available from the St Mary's Church office (**appendix 3**). Be clear when you are expressing an opinion and what your opinion is based on.

These notes must be given to the a Designated Person immediately and will help to ensure accuracy in recalling events.

CONCERN ABOUT WHAT THE CHILD, VULNERABLE ADULT OR SOMEONE ELSE SAYS

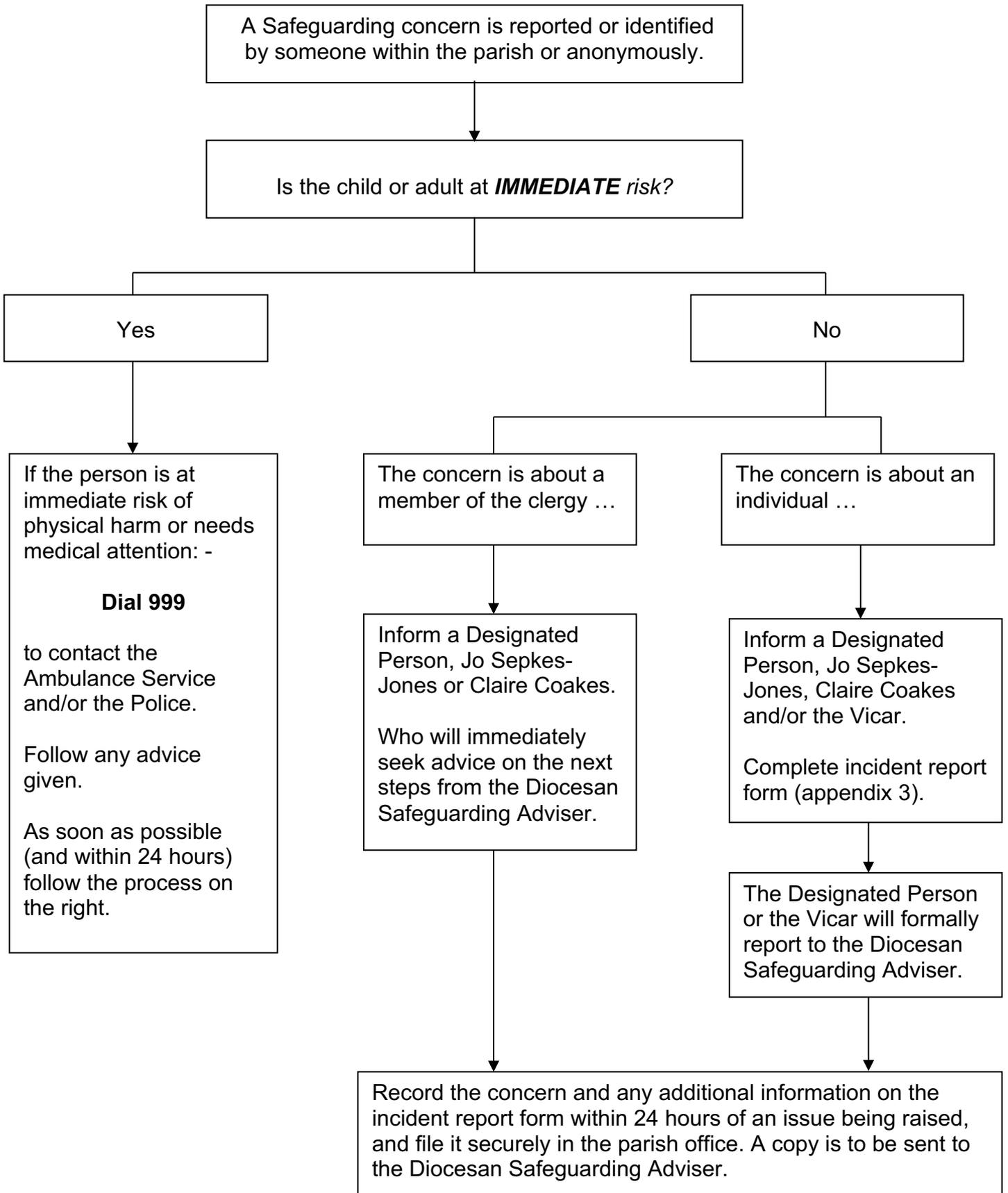
Listen - do not ask questions or interrogate.

Remain calm - If you are shocked, upset or angry the person sense this and this may prevent them from talking further.

Reassure - The person has done nothing wrong - tell her / him it is all right to talk.

Do not promise to keep it secret - Tell the person that what they have said cannot be kept secret and that you will tell someone who can help.

A Referral Flow Chart



Appendix 3:
Safeguarding Children & Vulnerable Adults
Incident Report Form

St Mary's Church, Lytchett Matravers

Your Name:
Your Position:
Child/Vulnerable Adult's Name:
Child/Vulnerable Adult's Address:
Parents/Carers Name and Address:
Child/Vulnerable Adult's Date of Birth:
Date and Time of any Incident:
Your Observations:

Exactly what the child said and what you said (Remember; record actual details and the reason/s for your concern. Remember it is not your role to investigate. Continue on separate sheet if necessary.)

Action Taken so far:

Reporting Person

Print Name:

Signature:

Date:

- Remember to maintain confidentiality and share information on a need to know basis and only if it will protect the child.
- Do not discuss this incident with anyone other than those who need to know.
- A copy of this form should be given to a Designated Person for Safeguarding at St Mary's Church.

Appendix 4:

Safeguarding Children & Vulnerable Adults – St Mary’s Church Code of Conduct

Church groups and activities should provide a warm, nurturing environment while avoiding any inappropriate behaviour or the risk of allegations being made. Safeguarding includes keeping yourself safe as well as ensuring those in your care are safe from any form of abuse or harm.

Plan your work so as to minimise situations where abuse may occur.

You should:

- Treat everyone with respect and dignity.
- Ensure that your own language, tone of voice and body language is respectful.
- Respond appropriately to people’s needs and concerns ensuring, if possible, that there are other adults around. Do not initiate physical contact in any way.
- Assuming a relative is not present; ensure another adult is informed if a person needs to be taken to the toilet. The adult is to wait outside the toilet cubicle with, where possible, the outer door held open. Don’t do things of a personal nature for a person that they can do themselves. If someone needs help with the toilet always ask them if you can come with them. If they need to change their underwear ensure they remove the underwear themselves and you only assist if needed. Parents/carer’s should always be informed if anyone has had to do things of a personal nature for a child, young person or vulnerable adult.
- Ensure that children and vulnerable adults know who they can talk to if they need to speak to someone about a personal concern.
- Administer any necessary First Aid with others around.
- Obtain consent for any photographs/videos to be taken, shown or displayed.
- Always share concerns about a child, young person or vulnerable adult or the behaviour of another adult with a Parish Designated Safeguarding Officer.

You should not:

- Initiate physical contact. Any contact should be initiated by the individual. Be aware that some do not like being hugged or touched, especially on first acquaintance. Shaking hands is courteous and often appreciated by older people. If you do touch or hug, hands should always be outside the person’s clothing and never on any part of the body which might be considered inappropriate. It is important for some people with learning disabilities to learn what form of body contact is appropriate in different social situations; this helps to keep them safe and helps them to become aware when people are behaving inappropriately and possibly exploiting them.
- Swear, be verbally aggressive or speak in a rude way to someone. If someone is aggressive towards you, seek help.
- Inflict physical punishment of any kind, nor any sanction which may ridicule or humiliate another person.
- Unnecessarily restrain someone. Very occasionally it may be necessary to restrain a person who is harming her/himself or others. Use the least possible force and

inform the parent/carer as soon as possible. All such incidents should be recorded and information given to a Designated Safeguarding Officer.

- Play rough, physical or sexually provocative games.
- Be sexually suggestive about or to an individual even in fun.
- Scapegoat, ridicule or reject an individual or group.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Give lifts to an individual on their own without the parent/carer's prior permission.
- Share sleeping accommodation inappropriately.
- Invite a child, young person or vulnerable adult to your home alone without the parent/carer's knowledge.
- Arrange social occasions with children, young people or vulnerable adults (other than family members) outside organised group occasions without the knowledge of the parent or carer.
- Allow unknown adults access to children, young people or vulnerable adults.

Additional guidelines for Group Leaders

In addition to the above, the group leader should:

- Ensure any health and safety requirements are adhered to and everyone is aware of fire and accident procedures.
- Undertake risk assessments with appropriate actions taken and records kept.
- Keep register and consent forms up to date.
- Have awareness, at all times, of what is taking place and who is present.
- Consider individuals with additional needs when planning/running events and activities, this includes the adapting of equipment and activities appropriate to their individual needs.
- Create space for children to talk – either formally or informally.
- Ensure that any group of children or young people (under the age of 18) are not left unattended at any time.
- Liaise with the Parish Designated Person for Safeguarding over good practice for safeguarding.
- Always inform a Parish Designated Person for Safeguarding of any specific safeguarding concerns that arise.

Good Practice with Colleagues

If you see another leader, worker or volunteer acting in a manner which might be misconstrued or have any concerns, speak to a Parish Designated Person for Safeguarding. Leaders should encourage an atmosphere of mutual support and care which allows all workers to feel comfortable enough to discuss inappropriate attitudes or behaviour.

