

## **The Beck & Trent Group of Churches**

*St Laurence, Norwell; St Andrew's, Caunton, St Mary's, Carlton on Trent; Holy Rood, Ossington; All Saints, Sutton on Trent; St Giles, Cromwell;*

# **Policy and Procedures for the Safeguarding of Children and Young People in our Church**

## Principles of the House of Bishop's Policy for Safeguarding Children

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 see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

### Principles

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and all adults.
- The safeguarding and protection of all children, young people and adults when they are vulnerable.
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

We will carefully select and train all those with any responsibilities within the Church, in line with safer recruitment principles, including the use of the Disclosure and Barring Service.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

In all these principles we will follow legislation, guidance and recognised good practice.

This principle statement will be renewed annually and progress in carrying it out will be monitored by The Safeguarding Coordinator who is:

**Mr Chris Perrett, Telephone: 01636 822426. Email: [perrett.grassthorpe@gmail.com](mailto:perrett.grassthorpe@gmail.com)  
Harvest Barn, Grassthorpe, Newark, Notts, NG23 5QZ**

This statement was agreed by the Group Council of the Beck & Trent Group of Parishes on 19<sup>th</sup> June 2017.

Signed.....	(Incumbent)
Signed.....	(Churchwarden, All Saints, Sutton on Trent)
Signed.....	(Churchwarden, St Mary's, Carlton on Trent)
Signed.....	(Churchwarden, St Laurence, Norwell)
Signed.....	(Churchwarden, Holy Rood, Ossington)
Signed.....	(Churchwarden, St Andrew's, Caunton)

## Procedures for Implementing the Parish Policy

### 1. Benefice Safeguarding Coordinator

Mr Chris Perrett, Telephone: 01636 822426. Email: [perrett.grassthorpe@gmail.com](mailto:perrett.grassthorpe@gmail.com)  
Harvest Barn, Grassthorpe, Newark, Notts, NG23 5QZ

### 2. Contact Details for the Main Leader of Each Children's, Youth and Mixed Age Groups

The Revd Canon Mark Adams, Tel: 01636 555082. Email: [vicar@becktrent.org.uk](mailto:vicar@becktrent.org.uk)

### 3. The Following Ratio of Adults (over 18) to Children should be:

Ages 0-2            1 to 3

Ages 2-3           1 to 4

Ages 3-8           1 to 8

Age 8+   1 for first 8 children followed by 1 to 12

Each group is to have at least 2 adult workers present and a gender balance should ideally be maintained in mixed gender groups.

### 4. Groups with Mixed Ages

When we have groups of mixed ages, such as the music group or groups where the children remain under the direct supervision of their parent/carer, the Leader of the group will be checked according to the recruitment procedures laid out below.

### 5. Introduction

This document outlines the diocesan procedures for safeguarding children and young people and dealing with allegations of abuse. These procedures aim to be in line with national policy, guidance from within the Anglican Church, and Local Authority multi-agency policies.

The overall policy of the Anglican Church for safeguarding children and young people is set out in "Protecting all God's children" (PGC). All parishes should have a copy of this for detailed reference. Please see link

<http://www.churchofengland.org/media/37378/protectingallgodchildren.pdf>

### 6. Our commitment

The church, in all aspects of its life, is committed to and will champion the safeguarding of children, both in society as a whole and in its own community. It fully accepts, endorses and will implement the principle first enshrined in the Children Act 1989: the welfare of the child should be paramount. (PGC p 8)

We are committed to actively work within the framework of good practice set out in the Nottingham and Nottinghamshire inter-agency framework of standards for good practice.

Documents providing more detailed guidance are listed out in section 9 below.

## 7. Identifying Abuse

Abuse is a violation of an individual's human and civil rights by any other person or persons.

### Examples of Abuse:

National guidance identifies four examples of abuse in relation to children:

- (i) **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing harm to a child. Physical harm may also be caused when a parent or a carer fabricates the symptoms of, or deliberately induces, illness in a child.
- (ii) **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 also involve: seeing or hearing the ill-treatment of another, for example in domestic violence situations: serious bullying (including cyber-bullying), 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.
- (iii) **Sexual abuse** involves forcing or enticing a child or young person 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 masturbating, 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.
- (iv) **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.

## **8. Safe Recruiting**

Those responsible for an appointment should follow the principles outlined on the next page when seeking to appoint someone to a post involving direct contact with children and young people. This follows the recommendations given by the Home Office in the Safe from Harm publication and the House of Bishops policies on safe recruitment.

The forms in the appendices section 12 of the handbook, Children and Young People First is the resource for this and is available in the church office.

## PROCEDURE TO FOLLOW WHEN APPOINTING VOLUNTEERS AND EMPLOYEES

1

- Prepare a job description
- Applicant to complete an application form

2

- Ask for two referees, one of which should be from outside the Beck & Trent Group of Churches, eg. their current employer or previous church

3

- Applicant to complete a Confidential Declaration form
- Applicant to complete a DBS application if appropriate.

4

- Hold an appropriate interview

5

- Offer the post subject to a probationary period (usually 3 months)

6

- Confirm the appointment in writing and agree a start date, subject to satisfactory DBS check and references.

7

- Be formally commissioned to their role and given a copy of the Pocket Guide.

8

- Review at the end of the probationary period.

## 9. Good Practice Guidelines

Every volunteer and paid worker with children and young people should be given a copy of the 'Pocket Guide to Safeguarding Children', which is available on request from the Diocesan Safeguarding Adviser at Family Care. They should also be aware of Children and Young People First 2004 and specific good practice guidance is available from Protecting All God's Children 2010.

## 10. Procedure to follow in the case of suspicion and disclosure of abuse

Pocket Cards are a useful reminder of actions to take if:

- there is an allegation of abuse
- you are concerned about a young person
- you are concerned about the behaviour of an adult
- it comes to your notice that someone may be committing abuse

If you need to take action, contact Chris Perrett. If he is not available the first point of contact should be a Churchwarden.

### The A to B to C process

'A' gives information to 'B' who contacts 'C'

Person having concern/taking disclosure	= A
Benefice Safeguarding Coordinator/clergy/Paid Lay staff	= B
Safeguarding Adviser for Diocese	= C



Please **record** what you have heard, what your concerns are and what action taken.

Children should be given every opportunity to learn that no-one has the right to do anything to them that makes them feel uncomfortable.

Nottinghamshire County now has a Multi-Agency Safeguarding Hub, designed to help agencies work together on safeguarding cases. The MASH is the **single point of contact for all professionals** to report safeguarding concerns. Passing information and concerns to the MASH is best done by the Diocesan Safeguarding Adviser. MASH Telephone: 0300 500 8090.

Nottingham City has a contact point in the city Telephone: 0115 915 5555.

## 11. Activities Away from Church Premises

- All off-site activities should have a Risk Assessment approved by the relevant PCC.
- No child can be taken off-site for activities without the written consent of their Parent / Guardian / Carer.
- Details of the event must be given and Permission Slips with a request for Medical Details must be filled in.
- When taking children off-site, a detailed programme and list of contacts should be left with someone in the Parish

## **12. Support, Supervision and Training of Children's Workers and Youth Workers**

Everyone should avoid working alone with Children and Young People and there should always be more than one responsible adult available so that there is mutual supervision. Should one of the adults become ill or get called away, the other adult must call for additional help.

The Diocese will provide opportunity for Safeguarding Training which volunteers must attend a minimum of every 3 years.

## **13. The Passing of Information to New Screeners and/or Incumbents**

After a Volunteer or Employee has resigned from Youth or Children's work, information on their work will be kept for an indefinite period, in case it is needed for references for a new position at another church or for working with children elsewhere.

Confidential or sensitive information must only be passed on by the Incumbent (or Churchwarden during a Vacancy)

## **14. Records**

Each group keeps records of its regular membership with details of:

- Contact numbers for parents/carers in case of emergency
- Regular Medication and Allergies
- Accidents in Children's Group, recorded in a book in the church centre.

During each session Leaders are expected to know numbers of Adults, Children and Young People present

The Parish Administrator has records of

- All children's workers and their roles.
- Confidential declaration forms and references in a secure place.
- DBS checks completed and the relevant disclosure numbers and dates for renewal
- Training undertaken by each worker.
- All incidents and concerns

## **15. Implementation of the Policy**

The Benefice Safeguarding Coordinator will be responsible for monitoring the policy to see that it is being practised. This includes ensuring that all helpers are aware of good practice guidance and making sure new work is properly risk assessed.

## **16. Procedure for Regular Reporting to the Group Council**

The Benefice Safeguarding Coordinator will report annually to the Group Council at the final meeting before each APCM on Safeguarding matters, New Groups, New Workers and Training Needs.

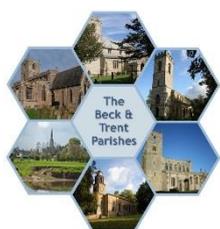
The Policy and Procedures were last reviewed and agreed by the Group Council on 19<sup>th</sup> June 2017.

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Incumbent

## Appendix: Useful telephone numbers

Diocesan Safeguarding Adviser:	0115 960 3010
County Children's & Adult Social Care:	0300 500 8080 0300 456 4546 (out of hours)
City Social Care Children & Adult Social Care	0115 915 5555 0115 876 1000 (out of hours)
Police	101
CCPAS Helpline	0845 120 4550
NSPCC Helpline	0808 800 5000
Child Line	0800 1111



## The Beck & Trent Parishes

The Church of England in Carlton-on-Trent,  
Caunton, Cromwell, Norwell, Ossington  
& Sutton-on-Trent

[www.becktrent.org.uk](http://www.becktrent.org.uk)



Diocese of Southwell & Nottingham