



Formed by the churches of St. Paul – St. James – Holy Trinity

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# Safeguarding Policy

## Version 4

## July 2019

## Statement of Safeguarding Principles

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

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

We will carefully select and train all those with any responsibility within the Church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.

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

We will seek to work with anyone who has suffered abuse, developing with them 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.

### Review Cycle Information

Date of Review – 9<sup>th</sup> July 2019

Date of Approval by PCC – 23<sup>rd</sup> July 2019

Date of Next Review – June 2020

## **Bushey Parish PCC responsibilities**

Bushey Parish Parochial Church Council (PCC), with the Rector, shares the responsibility for the duty of care of the children, young people and vulnerable adults in all church activities.

The PCC undertakes to be fully aware of the contents of the Parish Policy on safeguarding

We will appoint an overall Parish Safeguarding Officer to work with the Rector and the PCC, whose role will be to implement safeguarding policies and procedures. The Officer will ensure that any concerns about a child/young person/vulnerable adult or the behaviour of an adult are referred to the diocesan safeguarding adviser. The Officer will either be an appointed member of the PCC or have the right to attend meetings, and will report at least annually on the implementation of the safeguarding policy in the parish. This position will not be held by the incumbent or their spouse

Bushey Parish PCC will keep up to date a Parish Policy consistent with Diocesan guidance, thirtyone:eight guidance and Church of England's national guidelines.

As a PCC we will ensure that people who are authorized to work with the children and young people within the parish, or who hold a position of responsibility, are properly appointed, trained and supported.

We will ensure as a PCC that people who pose a threat to children and young people are effectively managed and monitored in the church context.

As a PCC we will provide on-going safeguarding training for all its workers

We will display in church premises where children's activities take place, the contact details of the Parish Safeguarding Officer with, 'Childline' 0800 1111 and 'Parentline Plus' 0808 800 222 and NSPCC Helpline 0808 731 9256 numbers

The PCC will ensure that there is appropriate insurance cover for all activities which involve children undertaken in the name of the parish

Bushey PCC will ensure all those hiring church premises undertake to fulfil their safeguarding responsibilities towards children and young people

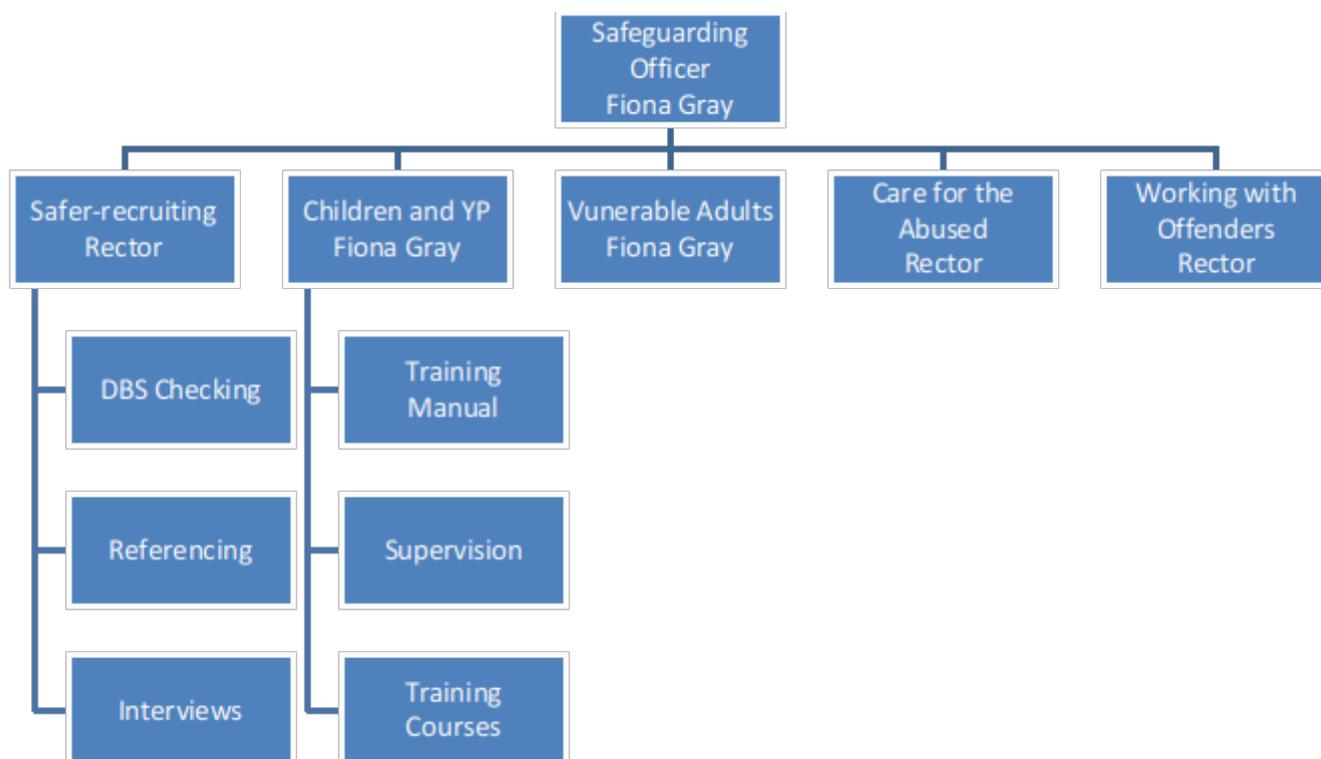
When we work with other churches we will in advance agree which denomination or organisation's safeguarding children policy to follow, including where to seek advice in urgent situations. In the event of a specific safeguarding concern, ensure that all the Ecumenical partners are also notified.

## Safeguarding overview

The Safeguarding policy has been split into 5 sections;

1. Safeguarding Children and young people
2. Safeguarding vulnerable Adults
3. Safer Recruiting
4. Care for those who have suffered abuse
5. Working with offenders (if applicable)

Each one of these sections has a different person responsible for them.



### Support

There are two main places of support when dealing with safeguarding.

The first is the Diocesan Safeguarding Adviser deals not only with children and young persons, but also vulnerable adult issues and is available, at any reasonable time, for advice and guidance.

Jeremy Hirst Tel: 01727 818107 Mobile: 07867 350886 email  
[childprotection@stalbans.anglican.org](mailto:childprotection@stalbans.anglican.org)

Secondly thirtyone:eight

Thirtyone:eight is an independent Christian charity providing professional advice, training, support and resources in all areas of safeguarding children and vulnerable adults.

Thirtyone:eight provides us with a wide range of support services including a 24 hour helpline (0303 003 11 11) staffed by qualified and experienced social workers and counsellors and includes an 'out of office hours' service for emergencies.

# Safer Recruiting

## What do I need to do when recruiting?

One of the ways that children/young people/vulnerable adults are protected from harm is to take care over the way adults are appointed when they are likely to have contact with them. All such applicants should be subject to the following:

- There is a written job description/person specification for the post
- Those short-listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A DBS check will be 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
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- The children's work leaders will be given a copy of this safeguarding policy.

## Management of workers - codes of conduct

As Church Leaders we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. The Church Leaders undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by thirtyone:eight 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.

## DBS Checking

The diocese of St. Albans has published a guide for the disclosure and barring service (DBS). This guide will be followed in all circumstances related to safer recruiting.

The guide can be found here

<http://www.stalbans.anglican.org/assets/downloads/safeguarding/recruitersguidesta.pdf>

# Children and Young People

The safeguarding of children and adults is an integral part of the life and ministry of the church. This safeguarding children and young people policy sits together with the safeguarding adults' policy. This policy is drawn from the policy for safeguarding children in the Church of England, Protecting All God's Children 2010. It provides the basis for ensuring that within our diocese we provide the safest possible environment to enable our children to grow and flourish.

This document uses as its basis the Diocese of St. Albans's commitment to safeguarding children and young people and has been adapted to suit the context of Bushey Parish. We believe that the welfare of the child is paramount and that all children should be protected from harm or abuse. To do so we will work in partnership with children, parents, carers and other agencies to promote and safeguard the welfare of our children.

## 1 Child protection and child abuse

### 1.1 What is safeguarding?

Safeguarding is the broader activities through which we are vigilant and responsive to promoting the welfare of our children and young people

The primary concept in safeguarding is recognising and responding to the potential significant harm of children. Significant harm is any single or multiple maltreatment or impairment to the health and development of a child and is determined by careful assessment.

### 1.2 Why is safeguarding important?

For too long children have died or been abused at the hands of those who should have protected them. Therefore the work of safeguarding children and young people is now guided by a significant body of legislation and policy. More details of this can be found in section 4. They serve to reinforce the importance of this work and the basis from which we should be operating. The UN Convention on the Rights of the Child (1989) challenges us to take measures to protect children from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse. Within England this is reflected in the Children Act 1989 which provides the statutory powers for the Local Authority to investigate and intervene where there are concerns for significant harm to a child. More specifically, statutory and voluntary organisations are guided by Working Together to Safeguard Children (2010), HM Government, which provides specific guidance for faith organisations. This policy has been developed against this legislation.

### 1.3 How might children be harmed?

Children can be harmed in many ways. Maltreatment of a child occurs where: their health, physical, emotional, intellectual, sexual, spiritual or social development is damaged by other people. All abuse is a betrayal of trust and a misuse of relationships and power. Church communities must be particularly vigilant to identify the inappropriate use of any religious belief or practice which may harm somebody spiritually, emotionally or physically. Abuse can be an act of commission, such as sexual abuse, or omission, such as neglect or failure to protect.

Child abuse affects girls and boys, babies and young people of all ages up to 18, including children with learning difficulties, children with physical disabilities and children from all kinds of family background. It occurs in all cultures, religions and classes.

Digital technology such as the internet and mobile phones are being increasingly used as a medium for abuse. Amongst their peers children may experience 'sexting' or be enticed to have taken or send explicit photographs of themselves. With adults it may also take the form of the production and distribution of photos or video displaying abusive images of children. Children can be entrapped by these practices.

#### 1.4 Who might harm a child?

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 by another child or children, including bullying and abuse through the use of digital technology. Someone may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Most child abuse is perpetrated by an adult, male or female, who is well known to the child, often a family member. Such trusted adults may be in the child's community; they may be trusted professionals, leaders or members of a child's church.

#### 1.5 What is the impact on children?

Child abuse can result in a child suffering significant harm and the need for court proceedings to safeguard their welfare. Abuse prevents children from achieving their full potential and undermines their dignity and rights. The harm it causes will affect children both while it is happening and in later life. It can be educational, emotional, psychological and relational. Historic accounts are therefore to be responded to with the same diligence. When abuse occurs within the context of the Church or by a Christian, it may affect the person's faith and spiritual development.

Children may suffer both directly and indirectly if they live in households where there is domestic violence. Domestic violence includes any incident of threatening behaviour, violence or abuse between adults or young people, who are or who have been intimate partners, family members or extended family members, regardless of gender and sexuality. If there is domestic violence it is now accepted that there will always be at least emotional abuse of any children in the household, and there may also be direct abuse of them.

## 2 Categories and definitions of abuse

There are four categories of abuse described in Working Together to Safeguard Children 2010, from which the following definitions are taken.

### 2.1 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.

### 2.2 Sexual abuse

Sexual abuse involves forcing or enticing a child 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.

### 2.3 Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

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

### 2.4 Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child which causes 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 in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ridiculing what they say or how they communicate. Emotional abuse 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; exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child but it may occur as the sole or main form of abuse.

### 2.5 Why children don't tell and adults don't act

It is commonly believed that a child or young person would resist abuse at all costs or immediately tell a trusted adult. In fact children often need to overcome a number of barriers which may be emotional or intellectual but are very real for them. Children and young people often don't tell because they:

- are scared because they have been threatened
- believe they will be taken away from home and put in care
- believe they are to blame
- think it is what happens to all children

- feel embarrassed and guilty
- don't want the abuser to get into trouble
- have communication or learning difficulties
- may not have the vocabulary to explain what happened
- are afraid they won't be believed

All of us have a natural revulsion upon hearing someone has maltreated a child and must resist our inclination to dismiss its possible truth in favour of a more comfortable rationale. The reasons adults do not share their concerns may be because we:

- find it hard to believe what we are seeing or hearing
- cannot believe the suspicion that may be about someone we know
- fear we might 'get it wrong' or make it worse
- fear the consequences of getting it wrong – for the child, young person or vulnerable adult, their family and/or for ourselves
- simply 'don't want to be involved'
- believe we do not have the information on what to do or who to contact.

### 3 Procedures to follow if there is a concern about a child

#### 3.1 What to do with disclosures and concerns?

Concerns about a child or young person may present themselves in a number of ways. The flow chart below will guide the response in specific situations. The core actions that should always be taken are:

- take any emergency action needed to alleviate any immediate risk to life or limb
- discuss your concerns with your Parish Safeguarding Officer
- make a brief factual note of what you have seen, heard or become concerned about (within an hour when possible)
- listen, don't ask any leading questions
- ensure safeguarding action is taken

All situations of actual or suspected child abuse should be reported without delay (within 24 hours) to the Diocese Safeguarding Team and their advice sought.

#### Making a referral to Children's Social Care

If it is agreed that a referral should be made to your local Social Care office, this will normally be done by the Incumbent, Parish Safeguarding Officer or a member of the Diocesan Safeguarding Team (DST). The following points should be kept in mind:

- give the social worker as much detail as possible: descriptions, dates, times, and what was actually said

- distinguish between fact and opinion and between what you have seen and what others have told you
- follow up your contact with the children’s social care by a letter confirming what you have said to them (within 24 hours)
- keep a record
- be prepared to have further discussions with the social services and / or a police investigation team
- continue to support the child
- you may need support for yourself - from others in the parish who know what is happening or from your clergy

### 3.2 Allegations against church officers

The guidance below relates to circumstances where it is alleged that a church officer has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against, or related to, a child
- behaved in a way that indicates that he or she is unsuitable to work with children.

Where there are concerns for the behaviour of or allegations against a church worker these should be directed immediately to the 1 – Parish Safeguarding Officer who will confirm the appropriate next action. These concerns must be reported to the 2 - Diocesan Safeguarding Officer and will be addressed drawing on the relevant policy procedures guiding paid and voluntary workers. This may involve: providing advice, supervision and training, the use of disciplinary and statutory processes or a combination of these. In England, any allegation against those working with children must be reported to the 3 - Local Authority Designated Officer (LADO) where any of the three circumstances identified above exists. This is a useful means of consultation as the LADO will advise if the situation meets the criteria and contains sufficient information to proceed and will provide support throughout the process.

### 3.3 Caring for those who may or have harmed children

For the purpose of work with children or adults at risk, no offence is considered spent under the Rehabilitation of Offenders Act 1974. It is the policy of the Church of England that all people with positive criminal records checks should undergo a risk assessment proportionate to their role and the matters disclosed. Old, minor and unrelated offences will not prohibit otherwise suitable people from working with children. The Diocesan Safeguarding Team should always be involved in this.

As well as people with cautions and convictions against children there are others whose behaviour may be considered to pose a risk to children. A protocol for ‘Managing Offenders’ should be completed for those with cautions or convictions. A ‘Covenant of Care’ agreement should be completed with those who may potentially present a risk to children even where they have not been cautioned or convicted of an offence.

### 3.4 Why should the Church be concerned?

Research from the Lucy Faithful Foundation has indicated that a higher proportion of convicted offenders against children may be found in church congregations than in the population generally. It is

therefore probable that congregations will have people who have abused children among their worshippers, some of whom will be known. Not all will have committed sexual offences; some will have been guilty of neglect, physical or emotional abuse. They may still present a risk to children. The Church is a community of sinners being forgiven, and has a duty to minister to all people. This imposes a particular responsibility not to place people in the way of temptation, and not to compromise the safety of children.

#### 4 Safeguarding responsibilities

Safeguarding is a shared responsibility and most effectively undertaken when all are working within their clear roles and responsibilities. Within the Diocese of St. Albans, safeguarding responsibilities are held by the Diocese and by Parochial Church Councils (PCC) and with specified safeguarding personnel.

#### 5 Roles in safeguarding children and young people

A complete description of all safeguarding roles can be found on the diocesan website. Below are details of the Parish Safeguarding Officer and the Diocesan Safeguarding Officer.

Martyn Hedley (DSO), Tuesday & Thursday, Tel: 01727 818 106 , email:

[safeguarding@stalbans.anglican.org](mailto:safeguarding@stalbans.anglican.org)

Jeremy Hirst (DSO), Monday & Friday, Tel: 01727 818 107, email: [safeguarding@stalbans.anglican.org](mailto:safeguarding@stalbans.anglican.org)

##### 5.1 Diocesan Safeguarding Officer

The Diocesan Safeguarding Officer is a member of the Diocesan Safeguarding Team (DST). Their role is to coordinate all the mechanisms for safeguarding practice across the Diocese through the provision of specialist advice, support, administration and monitoring.

##### 5.2 Parish Safeguarding Officer

Fiona Gray (PSO), Mob: 07902 511 392, Email: [fionascho@outlook.com](mailto:fionascho@outlook.com)

The Parish Safeguarding Officer is responsible for ensuring the coordination of any concerns about a child, or the behaviour of an adult working with children. Their role is to ensure that these are appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Team. They should attend the PCC at least twice a year and work with them to ensure the proper implementation of the safeguarding policy.

Where the Parish Safeguarding Officer becomes aware of a suspicion or concern about abuse the following steps should be followed:

–if the child is in immediate need of medical treatment or protection, contact the ambulance service or the police (very few situations will fall into this category)

–inform the rector/vicar/priest-in-charge (unless there is a valid reason not to)

–inform the Diocesan Safeguarding Team within 24 hours. This will allow you to discuss your concerns with someone experienced, and seek advice and guidance to agree the most appropriate action to take in the best interests of the child and in line with the Child Protection policies and procedures. The Local Children’s Social Care Department and the NSPCC are available for consultation on concerns.

## 6 Good practice in Safeguarding Children and Young People

The following areas are included as being specifically relevant and useful to safeguarding children and young people's activities. Further useful information can also be found in Section 4, Additional Information.

### 6.1 Working with children and young people

The House of Bishops' policy on child protection requires all clergy and lay people (including volunteers) to maintain the highest professional standards in their work and relationships with children. The Diocese has adopted a set of Guiding Principles and a Code of Safer Working Practice which are intended to serve to keep children and young people safe from harm and adults protected from false allegations or temptation. We ask all to agree to abide by these.

### 6.2 Supervision and training

The PCC should make sure that paid staff and volunteers have the opportunity to meet together regularly to discuss any concerns, and to receive support and be helped to review their work. Supervision is the formal reviewing and planning of the work of employees and volunteers. Supervisors are responsible for making the work purposeful and focused.

Training is the ongoing activity of learning for the purpose of carrying out one's responsibilities well and to the required standard. All those working with children and young people should attend safeguarding training. A programme of learning opportunities is annually provided via the Diocesan website.

### 6.3 Openness and accountability

Children and young people are best protected within environments and relationships that are trusting and open. This can be achieved by colleagues supporting each other to keep their practice within the Diocesan 'Code of Safer Working', and acting without delay on behaviour that puts a worker or vulnerable person at risk.

### 6.4 Confidentiality and information sharing

The highest level of confidentiality should be maintained at all times in relationships with both adults at risk and children. Concerns about abuse and maltreatment however, must not be kept secret or deemed confidential. Where a child is suffering or likely to suffer harm information must be shared promptly in order to protect the child (advice sought / matter reported within 24 hours). Research and experience affirm that keeping such secrets 'confidential' enables the abuse and its harm to continue and only serves to protect the abuser.

### 6.5 The hire of church premises

The welfare of children and young people is with those responsible for their care. Where external organisations are using church premises, hire arrangements must make it clear and agreed that the organisations are to abide by the PCC's safeguarding policy. A copy of the policy to be used should be attached to the hire agreement. Hirers should be asked to sign a copy of the parish safeguarding policy, even when the organisation have their own, to acknowledge that this has been seen and will be adhered to.

## 6.6 Consent

It is important to ensure that children and young people can make an informed choice about whether to be involved in specific church activities. This can be done by sending the children and young people a briefing document or meeting with them before the event / activity and talking them through what it involves. Children and young people should be given the option at any time before or during an event or activity to say if they feel unhappy or uncomfortable with what is happening and they must be listened to.

Parental consent must be obtained for all children and young people up to the age of 18 years, unless they are 16 years or over and living and working independently to their parents/ guardians and are not part of the looked after system where the local authority should then be approached.

## 7 Definitions and Indicators of Abuse – children and young people

### 7.1 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.

#### Physical signs

Bruises, black eyes and broken bones are obvious signs of physical abuse, but they are not the only ones. Other signs include:

- injuries that the child cannot explain or explains unconvincingly
- untreated or inadequately treated injuries
- injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen
- bruising which looks like hand or finger marks
- cigarette burns, human bites
- scalds and burns

#### Behavioural signs

Sometimes if a child is being physically abused they may show changes in behaviour, such as:

- becoming sad, withdrawn or depressed
- having trouble sleeping
- behaving aggressively or being disruptive
- showing fear of certain adults
- showing lack of confidence and low self-esteem
- using drugs or alcohol

## 7.2 Sexual abuse

Sexual abuse involves forcing or enticing a child 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.

### **Physical signs**

- pain, itching, bruising or bleeding in the genital or anal areas
- genital discharge or urinary tract infections
- stomach pains or discomfort walking or sitting
- sexually transmitted infections

### **Behavioural signs**

- a marked change in the child's general behaviour. For example, they may become unusually quiet and withdrawn, or unusually aggressive. Or they may start suffering from what may seem to be physical ailments, but which can't be explained medically.
- a young person may refuse to attend school or starts to have difficulty concentrating so that their schoolwork is affected
- they may show unexpected fear or distrust of a particular adult or refuse to continue with their usual social activities.
- they may start using sexually explicit behaviour or language, particularly if the behaviour or language is not appropriate for their age
- the child may describe receiving special attention from a particular adult, or refer to a new, "secret" friendship with an adult or young person

## 7.3 Neglect

Neglect is the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers);
- ensure access to appropriate medical care or treatment.

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

### **Physical signs**

- abandonment
- unattended medical needs
- consistent lack of supervision
- consistent hunger, inappropriate dress, poor hygiene
- lice, distended stomach, emaciated
- inadequate nutrition

### **Behavioural signs**

- regularly displays fatigue or listlessness, falls asleep in class
- steals food, begs from classmates
- reports that there is no carer at home
- frequently absent or late
- self-destructive
- school dropout (adolescents)
- extreme loneliness and need for affection

## 7.4 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 in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ridiculing what they say or how they communicate.

Emotional abuse 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 from 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; exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child but it may occur as the sole or main form of abuse.

### Physical signs

- speech disorders
- delayed physical development

–substance abuse

–ulcers, severe allergies

Behavioural signs

–habit disorder (sucking, rocking, biting) antisocial, destructive

–neurotic traits (sleep disorders, inhibition of play)

–passive and aggressive - behavioural extremes

–delinquent behaviour (especially adolescents)

–developmentally delayed

# Vulnerable Adults

## Summary of the Policy

We are committed to respectful pastoral ministry to all adults within our church community.

We are committed, within our church community, to the safeguarding and protection of vulnerable people.

We will carefully select and train all those with any pastoral responsibility within the Church, including the use of Criminal Records Bureau disclosures where legal or appropriate.

We will respond without delay to any complaint made that an adult for whom we were responsible has been harmed, cooperating with police and the local authority in any investigation.

We will seek to offer informed pastoral care to anyone who has suffered abuse, developing with them an appropriate healing ministry.

We will challenge any abuse of power by anyone in a position of trust.

We will care for and supervise any member of our church community known to have offended against a vulnerable person.

## Principles Underlying the Policy

Christian communities should be places where all people feel welcomed, respected and safe from abuse. The Church is particularly called by God to support those at the margins, those less powerful and those without a voice in our society. The Church can work towards creating a safe and non-discriminatory environment by being aware of some of the particular situations that create vulnerability. Issues, which need to be considered, include both the physical environment and the attitudes of workers.

## The House of Bishops Policy Statement on safeguarding adults in the Church of England

The Church of England is committed to encouraging an environment where all people and especially those who may be vulnerable for any reason are able to worship and pursue their faith journey with encouragement and in safety. Everyone, whether they see themselves as vulnerable or not, will receive respectful pastoral ministry recognising any power imbalance within such a relationship.

All church workers involved in any pastoral ministry will be recruited with care including the use of the Criminal Records Bureau disclosure service when legal or appropriate. Workers will receive training and continuing support.

Any allegations of mistreatment, abuse, harassment or bullying will be responded to without delay. Whether or not the matter involves the church there will be cooperation with the police and local authority in any investigation.

Sensitive and informed pastoral care will be offered to anyone who has suffered abuse, including support to make a complaint if so desired: help to find appropriate specialist care either from the church or secular agencies will be offered.

## **What does the term Vulnerable Adult mean?**

The broad definition of a 'vulnerable adult', referred to in the 1997 Consultation Paper "Who Decides?" issued by the Lord Chancellor's Department, is a person:

*"Who is or may be in need of community care services by reason of mental or other disability, age or illness; and Who is or may be unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation"*

In other words the people who are most likely to be the subject of mistreatment, are those people who:

- Are very frail
- Are older people
- Have a mental illness including dementia
- Have a physical or sensory disability
- Have a learning disability
- Have a serious physical illness
- Are in a period of temporary vulnerability caused by bereavement; trauma or separation.

## **What we mean by 'Abuse'**

Abuse is any behaviour towards a person that deliberately, or unknowingly, causes him or her harm, endangers their life, or violates their rights.

Abuse may be physical, sexual, psychological, and financial or may arise through neglect.

Abuse may be perpetrated by an individual, a group or an organisation.

Abuse concerns the misuse of power; control and/or authority and can manifest itself as:

- Domestic violence, sexual assault or sexual harassment
- Racially or religiously motivated assaults
- Discrimination and oppression
- Institutional abuse. This involves collective failure of an organisation to provide an appropriate and professional service to vulnerable people; it includes a failure to ensure the necessary safeguards are in place to protect vulnerable adults.

Abuse can take place in the person's home, day centre, family home, and place of employment, community setting and in public places (including churches and ancillary buildings).

Any act of abuse, whether a single act or repeated, is a violation of the individual human and their civil rights.

## **Issues of Spirituality**

Within faith communities harm may be caused to vulnerable adults by the inappropriate use of religious belief or practice. This can include:

- The misuse of the authority of leadership or penitential discipline

- Oppressive teaching
- Obtrusive healing and deliverance ministries
- The denial of the rights to faith and religious practice

Any concerns in relation to these matters should be dealt with via the procedures and guidelines accepted by the Diocese.

Spiritual growth and well-being among vulnerable adults can be enhanced by:

- Inclusive acts of worship
- Providing for dietary, dress and other requirements of faith
- Enabling adequate and reasonable access to them by representatives of their faith and ethnic community
- Accepting the integrity of the person’s religious belief and spirituality.

**Abuse can take various forms:**

*Physical Abuse*

This is the ill treatment of an adult, which may or may not cause physical injury. It includes, but is not limited to:

- |                                      |             |
|--------------------------------------|-------------|
| Hitting                              | Slapping    |
| Pushing                              | Kicking     |
| Forcing                              | Restraining |
| Withholding or misuse of medication. | Biting      |
| Squeezing                            | Suffocation |
| Drowning                             | Killing     |

*Emotional Abuse*

This is the use of threats or fear to negate the vulnerable person’s independent wishes; it includes but is not limited to:

- |                        |  |
|------------------------|--|
| Lack of privacy/choice | Denial of dignity                                  |
| Made to feel worthless | Lack of love or affection                          |
| Threats                | Humiliation  |
| Blaming                | Controlling  |
| Pressuring             | Coercion   |
| Fear                   | Ignoring the person                                |
| Verbal attitude        | Deprivation of social contact/deliberate isolation |

*Financial Abuse / Legal Abuse*

This is the wilful extortion or manipulation of vulnerable adults’ legal or civil rights including misappropriation of monies or goods; it may include but is not limited to:

Misuse of finances/lack of money  
Theft or fraudulent use of money  
Misuse of property or possessions

Exploitation  
Embezzlement

### *Neglect*

This is any pattern or behaviour by another person, which seriously impairs the individual; this can include but is not limited to:

- Failure to intervene in situations where there is danger to the vulnerable person or to others, particularly when a person lacks the mental capacity to assess risk
- Not giving personal care
- Withholding food, drink, light and clothing
- Deliberate withholding of aids such as hearing or mobility
- Restricting access to medical services
- Limiting choice
- Denial of social, religious, cultural contacts,
- Denial of contact with family
- Left alone unsupervised

### *Misuse of Medication*

This may include but not be limited to:

- Withholding medication
- Deliberate poisoning
- Inappropriate use of medication

### *Sexual Abuse*

Any sexual act carried out without the informed consent of a vulnerable adult is abuse. It includes contact and non-contact abuse.

Non-contact abuse may include but not be limited to:

- Sexual remarks and suggestions
- Introduction to indecent material
- Indecent exposure
- Teasing

Contact Abuse may include but not limited to:

- Indecent assault
- Touch
- Sexual intercourse
- Being forced to touch another person

### **Perpetrators of abuse may be:**

- Relatives and other family members
- Neighbours
- Visitors
- Carers – informal/formal
- Professional staff
- Volunteers
- Other service users
- Care practitioners
- Strangers
- Clergy
- Professional church workers
- Church members
- Member of a community group such as a place of worship or social club
- People who deliberately exploit vulnerable people
- Members of church visiting teams

From time to time Organisations can and do abuse and cause harm by the way they conduct their day to day practice - churches and Christian groups need to be aware and sensitive to this.

### **Factors which may lead to abuse**

Abuse can occur in any setting no matter where a person lives or where they are being cared for. Abuse can occur in residential or day care settings, in hospitals, in other people's homes churches and other places previously assumed safe, and in public places.

### **Abuse is more likely to occur if the vulnerable adult:**

- Rejects help
- Has a communication difficulty
- Has challenging behaviour
- Behaves in an unusual way
- Is not helpful or co-operative
- Is behaviourally disturbed or there are major changes in personality behaviour

### **Research has shown that mistreatment is more likely to occur if carers:**

- Feel lonely or isolated and have no one to talk to
- Are under stress due to poor income or housing conditions
- Have other responsibilities i.e. work, family
- Are showing signs of physical or mental illness
- Are becoming dependant on alcohol or drugs
- Family relationships over the years have been poor
- Live where family violence is the norm

**Other factors to look for include:**

- Carer has their own problems
- Carer perceived the dependant adult as being deliberately awkward
- Vulnerable adult has few/no social contacts
- Vulnerable adult may have limited use of verbal communication or have preferred use of alternative communication systems

**Indicators of abuse**

The lists below are purely indicators. The presence of one or more does not necessarily confirm abuse.

**Physical Abuse:**

- A history of unexplained falls or minor injuries
- Bruising or burns of unusual location or type
- Finger marks
- Being excessively withdrawn and or compliant
- Appearing frightened of / avoiding physical contact

**Emotional Abuse:**

- Person in state of neglect
- Difficulty in making choices because they have never been allowed to make them for themselves
- Low self esteem
- Making derogatory statements about a person's ability when they are present

**Individual features may include but are not limited to:**

- Very eager to please and appear subservient
- Change in appetite
- Unusual weight gain / loss
- Tearfulness
- Inappropriately dressed
- Unkempt and unwashed

**Financial Abuse:**

- Unexplained or sudden withdrawal of money from accounts
- Extraordinary interest by family members and other people in the vulnerable person's assets
- Inability to budget and pay bills that is out of character with previous behaviour
- When a trustee who has the 'Power of attorney' is not making appropriate arrangements for the use of that money or property.

**Neglect:**

- Excessively and inappropriately craving attention

- Marked change in relationship between vulnerable adult and others
- Poor physical state of person and / or their home

**Sexual Abuse:**

- A change in the person's usual behaviour
- Withdrawal, choosing to spend the majority of time alone
- Overt sexual behaviour / language by the vulnerable person
- Self inflicted injury
- Disturbed sleep pattern
- Torn, stained, or bloody underclothes

Abuse can be intentional or unintentional, passive (e.g.) neglect, or active (e.g.) hitting.

It may be part of a significant pattern of behaviour or a one-off incident. It can take place in the person's home, day centre, family home, community settings - anywhere.

A single act of abuse or repeated acts of abuse is a violation of the individual's human and civil rights.

**Survivors of abuse and the Church**

Many survivors have problems with attending church and it can be that some of those on the fringes of church communities include survivors.

These are some specific things that can be difficult:

- Saying the Lord's Prayer (believing that they must forgive immediately or God will reject them)
- Specific words can trigger unwanted feelings or images, such as 'Father', 'sin', 'let Jesus come into you', 'overshadow'.
- The Peace can frighten survivors because they often don't want to be touched, particularly hugged.
- The emphasis on sin can be so difficult that some survivors leave the Church altogether.
- Anointing and touch is very difficult for someone whose body boundaries have been violated.

Holy Communion can be extremely problematic.

- Words such as 'blood' and 'body' can trigger memories of the abuse.
- Some can't cope with anyone behind them so queuing to get to the altar is difficult.
- Having to get physically close to others might lead to unwelcome smells, such as deodorant, aftershave or the smell of alcohol.
- Kneeling to receive communion or a blessing may trigger memories of abuse.

Those who have been ritually or spiritually abused face particular difficulties. Triggers may include ritual symbols and equipment such as the altar, candles, chalice, crosses and crucifixes, the sacrificial lamb,

etc. People abused by those in ministry may have been told it was ordained by God, a special service to those who serve the Lord, a blessing from God, Spirit-led, etc.

Sensitivity, care and ideally informed input are needed to help people work through these issues to discover the liberating truth of the Gospel.

The sense of pollution is frequently internalised. Some survivors even feel that if they go to church they will 'pollute' the service of others; such is their feeling of guilt and shame.

It is important to recognise the vulnerability and possible 'childlike' state of survivors, especially when they are in crisis or the early stages of healing. They can be over-compliant and easily manipulated. Power abuse within pastoral care is a real danger.

### **Guidelines for parishes & clergy when working with vulnerable adults**

All volunteers who are official church volunteers are to carry identification for their role and official records of their function are to be kept in the parish.

Where people are visiting residential homes, nursing homes, hospital or hospices, it is advisable to provide the managers of the home with a list of volunteers expected to visit. Where people visit vulnerable people on their own, volunteers should plan their visit and keep a detailed record of it.

The following is a list of people who are likely to need registration under the policy:

- Those who visit residential homes for the elderly
- Those who take Communion to the sick in their home, institution or hospital
- Those who are involved in luncheon clubs
- General community groups (a clause should be added to the hire of hall agreements to include vulnerable people)
- Those who visit people living in sheltered accommodation
- Those who undertake pastoral visiting in the parish
- Those who offer transport services
- Those likely to come into regular contact on their own, e.g. Verger

### **Lay people and Clergy have a clear duty when abuse is suspected or discovered.**

Their duty is:

- To contact the emergency services first, e.g. police, ambulance, if in a life threatening situation, then report the abuse to the local authority Safeguarding Adults Service.
- To report suspected acts of abuse
- To be alert to what abuse means and take seriously what they are told
- To think about what they see and ask if it is acceptable practice

- To work strictly in accordance with anti- racist, anti sexist, anti-ageist and anti disability practices
- To ensure the safety of the person suspected of being mistreated as well as their own safety
- To be alert to hints, signals and non-verbal communication that could indicate abuse, which is being denied or deliberately hidden.

**What to do if someone discloses abuse to you:**

- Stay calm and try not to show shock
- Listen carefully rather than question directly
- Be sympathetic
- Be aware of the possibility that medical evidence might be needed

**Tell the person that:**

- They did the right thing by telling you
- You are treating this information seriously
- It was not their fault

**DO NOT:**

- Press the person for more details
- Stop someone who is freely recalling significant events as they may not tell you again
- Promise to keep secrets: explain that the information will be kept confidential, i.e. information will only be passed to those people who have “a need to know”
- Make promises that you cannot keep (such as “This will not happen to you again”)
- Contact the alleged abuser
- Be judgemental (e.g. “Why didn’t you run away?”)
- Pass on information to anyone who doesn’t have a “need to know” i.e. do not gossip

**Recording**

At the first opportunity make a note of the disclosure and date and time and sign your record.

You should aim to:

- Note what the people actually said, using their own words and phrases.
- Describe the circumstances in which the disclosure came about.
- Note the setting and anyone else who was there at the time.

- Record only factual information, **DO NOT** write your opinions.
- Use a pen or biro with black ink, so that the report can be photocopied.
- Be aware that your report will be required later as part of a legal action or disciplinary procedure.

Lay people should then inform the parish priest, unless they are the suspected abuser, then either contact the Area Dean or the Vulnerable Adults Officer.

The parish priest should contact the Vulnerable Adults Officer if they receive any reports of concerns or disclosure.

### General Helplines

National Domestic Violence Helpline 0808 200 0247 [www.nationaldomesticviolencehelpline.org.uk](http://www.nationaldomesticviolencehelpline.org.uk)

Parentline Plus 0808 800 2222 [www.parentlineplus.org.uk](http://www.parentlineplus.org.uk) • Helpline for parents

Samaritans 0845 790 9090 [www.samaritans.org.uk](http://www.samaritans.org.uk)

Stop It Now 0808 1000 900 [www.stopitnow.org.uk](http://www.stopitnow.org.uk) Helpline for abusers, potential abusers and others concerned with sexual abuse

Women's Aid 0808 2000 247 [www.womensaid.org.uk](http://www.womensaid.org.uk)

Voluntary organisations for people who may be vulnerable

Action on Elder Abuse 080 8808 8141 [www.elderabuse.org.uk](http://www.elderabuse.org.uk)

Age Concern England [www.ageconcern.org.uk](http://www.ageconcern.org.uk)

Alzheimer's Society 0845 300 0336 [www.alzheimers.org.uk](http://www.alzheimers.org.uk)

Help the Aged 020 7278 1114 [www.helptheaged.org.uk](http://www.helptheaged.org.uk)

Livability 0207 452 2000 [www.livability.org.uk](http://www.livability.org.uk)

- Working with disabled people for social inclusion, empowerment and justice

MENCAP 0207 454 0454 [www.mencap.org.uk](http://www.mencap.org.uk)

MIND — The National Association for Mental Health 0845 766 0163 [www.mind.org.uk](http://www.mind.org.uk)

RNIB — The Royal National Institute for the Blind 0845 766 9999 [www.rnib.org.uk](http://www.rnib.org.uk)

RNID — The Royal National Institute Deaf People 0808 808 0123 [www.rnid.org.uk](http://www.rnid.org.uk)

Scope 0808 800 3333 [www.scope.org.uk](http://www.scope.org.uk)

- The main national organisation for those with cerebral palsy

Through the Roof / Churches For All 01372 749955 [www.throughtheroof.org](http://www.throughtheroof.org)

- Christian body who help to improve access of disabled people to the Church

## **Resources for adult survivors of abuse**

Christian Survivors of Sexual Abuse

Address only: 38 Sydenham Villas Road, Cheltenham, Glocs.

- Support and self-help for survivors

MACSAS 0808 801 0340 [www.macsas.org.uk](http://www.macsas.org.uk)

- Support and networking for survivors of sexual abuse by those in ministry

NAPAC 0800 085 3330 [www.napac.org.uk](http://www.napac.org.uk)

- National Association for People Abused in Childhood

RESPOND 0808 808 0700 [www.respond.org.uk](http://www.respond.org.uk)

- For survivors or abusers with learning difficulties

Survivors UK 0845 122 1201 [www.survivorsuk.org](http://www.survivorsuk.org)

- Support for male survivors S:Vox [www.svox.org.uk](http://www.svox.org.uk)

- Support and self-help for survivors

## **Pastoral care**

Holyrood House: Centre for Health and Pastoral Care 01845 522850 [www.holyroodhouse.freeuk.com](http://www.holyroodhouse.freeuk.com)

- Offering counselling and psychotherapies

## **Useful websites**

Dept. for Education and Skills [www.dfes.gov.uk](http://www.dfes.gov.uk)

Dept. of Health [www.dh.gov.uk](http://www.dh.gov.uk)

Home Office [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

Independent Safeguarding Board [www.isa-gov.org.uk](http://www.isa-gov.org.uk)

Criminal Records Bureau [www.crb.gov.uk](http://www.crb.gov.uk)

Church of England [www.cofe.anglican.org](http://www.cofe.anglican.org)

## **Resources and information - Relevant publications**

House of Bishops, Promoting a Safe Church: policy for safeguarding adults in the Church of England, 2006. Church House Publishing

House of Bishops: Protecting All God's Children: The Child Protection Policy for the Church of England. 2004 Church House Publishing.

No Secrets, Department of Health, 2000. Available from Department of Health, PO Box, London SE1 6XH, or from:

[www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_4008486](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4008486)

Safeguarding Adults: a national framework of standards for good practice and outcomes in adult protection, ADSS, 2005.

Time for Action: A report of Sexual Abuse Issues. 2002. Church House Publishing.

# When a disclosure of abuse occurs

What to do if you receive a report of abuse

The following procedures are designed to support you in dealing with disclosures of abuse that may arise in the course of your work with children and young people. For the purposes of this work a child is a person under the age of 18 years.

Dos and Don'ts

## DO

- Make it clear that you cannot be asked to keep a secret
- Listen to the child or young person, let them express their views and feelings without interruption, accept what they are saying
- Reassure the child or young person that they have done the right thing in telling someone
- Explain that you must pass this information on
- Make notes of what was said using the child or young person's words whenever possible
- Speak to a Parish Priest or line manager (unless the subject of an allegation)
- Refer to the Diocesan Child Protection Adviser
- If the subject of the allegation is the Parish Priest contact the Archdeacon or Diocesan Child Protection Adviser (the Bishop cannot be involved as per Clergy Discipline Measure)

**Do not investigate any allegation**

## DO NOT

- Show shock or disbelief
- Agree to keep the disclosure a secret
- Make a promise or suggestion that you can stop the abuse
- Ask questions seeking further detail – you risk contaminating evidence
- Investigate any allegation – specially trained professionals undertake this role
- Contact the alleged perpetrator
- Make any statement or comment to the press
- Remember, you do not investigate

**Referral procedure for those with responsibility for children**

Any child who is or has been exposed to danger of abuse must be protected without delay. Think clearly about the cause for concern and make brief notes (dated and timed), recording the facts as you understand them. You have a duty to refer your concern. Unless it would cause a delay, you must discuss your concerns with your Parish Priest, providing that he/she is not the cause of the concern. You should also speak with the Diocesan Child Protection Adviser; she/he is also available if the priest is unsure of what action to take.

If, however, the child is in immediate danger you should contact the police straight away.

In the case of a clear allegation or a strong suspicion the case must be referred to the Police or Children and Young People's Services. Clarify who is making the referral. The decision as to how the parents should be informed will be made in conjunction with the Local Authority or Police Representative.

If one of the clergy is the subject of the allegation, the Diocesan Child Protection Adviser and/or the Archdeacon must be consulted for advice. You are advised that, in consultation with the Diocesan Child Protection Adviser, any serious incident should be reported to your insurers. This enables them to be prepared should any claim arise.

All communications must be handled in a sensitive manner and should be steered by the Diocesan Communications Department. Should a journalist or broadcaster make an enquiry, you must refer them to the Diocesan Communications team at the Diocesan Office, Holywell Lodge, St. Albans.

Remember the Diocesan Child Protection Adviser is there to help in any uncertainty:

Martyn Hedley (DSO) Tel: 01727 818 106, email: [safeguarding@stalbans.anglican.org](mailto:safeguarding@stalbans.anglican.org)

Jeremy Hirst (DSO) Tel: 01727 818 107, email: [safeguarding@stalbans.anglican.org](mailto:safeguarding@stalbans.anglican.org)

## Supporting those affected by abuse

### **Those who have been abused**

Bushey Parish PCC are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse that have contact with or are part of the Church. Bushey PCC will provide support and counselling for those who need help, where they feel their training and experience is appropriate. They will call upon the professional skills of members of the congregation or seek out help from outside agencies, where appropriate.

The Church Leaders are always ready to work co-operatively with other agencies for the good of those who have been affected by abuse.

### **Working with offenders**

When someone attending the Church is known to have abused children, or is known to be a risk to vulnerable adults the Church Leaders 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.

The Church Leaders will seek the help of thirtyone:eight in forming a contract, which will set boundaries for the offender when they are in the Church environment. If the offender fails or refuses to keep to the contract, the Church Leaders will prohibit the offender from attending Church activities and events. If it is believed the offender may go elsewhere, the local authorities, other local churches and organisations should be informed.