



Wickham Road, London SE4 1LT.

# CHILD PROTECTION & ADULT SAFEGUARDING POLICY & PROCEDURES

## AIM AND PURPOSE

At St. Peter's we take all aspects of child protection and safeguarding seriously acknowledging children's and adults' right to protection from abuse, regardless of gender, ethnicity, disability, sexuality or beliefs, and understand that this right encompasses the child or adult's wellbeing. We will follow legislation, statutory guidance and recognised good practice in order to protect children and vulnerable adults in our Church.

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting children, vulnerable adults, paid staff and volunteers. This includes clear procedures for taking appropriate action when safeguarding concerns are raised involving children and adults within our Church, or those who attend our activities and events.

## AVOIDING HARM

We promote a caring environment in which there is an informed vigilance about the dangers of abuse. Activities such as social events, ministry streams of any kind (Love Brockley to Sundays) and Kids Church will be organised in such a way as to promote a safe environment and minimise the risk of harm to children and adults.

We annually appoint a Parish Safeguarding Officer and Deputy Parish Safeguarding Officer (see Appendix 5) who have specific responsibilities for safeguarding, although we recognise that safeguarding is a whole Church responsibility. The Parish Safeguarding Officer is the person to whom all concerns or allegations should be addressed. In the absence of the Safeguarding Officer, the Deputy Parish Safeguarding Officer should be contacted. Their details can be found in Appendix 1 - Key Contacts.

We follow a safer recruitment process for the selection and appointment of people to the Church who work with children or vulnerable adults, whether voluntary or paid, lay or ordained, and are committed to providing support, supervision, resources and training to those who work with children and adults.

We will use rigorous and careful supervision and risk assessments to protect people from the risks associated with known offenders who have contact with the congregation. Risk assessments will also be undertaken in relation to any services provided by the church, including those involving

employed staff or volunteers. This will be done in consultation with and advice from the Diocesan Safeguarding Officer.

## ADDRESSING ALLEGATIONS OF HARM

Following disclosure of an offence, the Parish Safeguarding Officer and the Incumbent will contact the Diocesan Safeguarding Officer immediately for guidance, and will follow their advice on how to proceed from there, having done a risk assessment and drawn up a plan of action.

This policy conforms to the following documents:

- A Safe Church (Diocese of Southwark, 2020)
- Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children (DfE, 2018)

The PCC will produce a brief Safeguarding Policy Statement for wider circulation.

## WHO THIS POLICY APPLIES TO

This policy is approved by the Parochial Church Council (PCC) and applies to:

- All those who attend our Church
- Paid staff and volunteers, both lay and ordained
- Organisations who use our building

Children and parents/carers will be informed of this policy and the procedures contained in it.

The term 'children' refers to those under the age of 18 years.

## DUTY OF CARE AND CONFIDENTIALITY

We have a duty of care to all vulnerable members of the Church, whether children or adults. We maintain confidentiality at all times except in circumstances where to do so would place the individual or another individual at risk of harm.

All concerns and allegations of abuse will be responded to appropriately, including referral to the statutory authorities where necessary. We will cooperate with these authorities in any investigation, will follow multi-agency decisions and maintain confidentiality of any investigations to those directly involved.

All records relating to an allegation, disclosure or incident and DBS checks will be kept using an electronic filing system.

## PREVENTING ABUSE

Activities will be organised so as to promote a safe environment and healthy relationships, whilst minimising opportunities for harm, misunderstanding or false accusation. We will develop a culture where paid workers, children and vulnerable adults feel comfortable to point out inappropriate attitudes and behaviour in each other.

For each event a risk assessment will be carried out, appropriate consent forms will be used (for children's activities), records will be kept and adequate insurance will be in place.

We are committed to safer recruitment and selection of all paid staff and volunteers, lay and ordained, and will ensure that:

- Applicants complete an application form
- Paid workers (which includes service providers) will have a job description and person specification
- Paid workers and volunteers have a current Disclosure and Barring Service (DBS) certificate that permits them to work with children and/or vulnerable adults
- Two independent references are obtained for paid workers
- Paid workers are interviewed by more than one person

Safeguarding training will be provided at regular intervals and support given to paid workers and volunteers in their role.

If we become aware of someone within the Church known to have harmed a child or adult in the past, we will inform the Diocesan Safeguarding Officer and cooperate with them and the relevant statutory authorities to put in place a plan to minimise the risk of harm to children and adults.

Organisations wishing to use our building for activities with children or adults must confirm in writing that they will follow the principles of this policy as a condition of their sharing agreement.

## HOW TO RECOGNISE ABUSE

The definitions of abuse differ between children and adults. A copy of the definitions relating to children is attached to this policy at Appendix 3. The definitions of abuse in relation to adults are attached at Appendix 4.

We believe that domestic abuse in all its forms is unacceptable and recognise that it affects not only the adults but also the children in that family.

## PROCEDURE IN THE EVENT OF A CONCERN OF ABUSE

If there is an immediate threat of harm, Lewisham social care emergency duty team should be contacted there and then (see Key Contacts in Appendix 1).

Where it is judged that there is no immediate threat of harm, the following will occur:

- The concern is discussed with the Parish Safeguarding Officer who consults with the Incumbent to reach a decision as to whether a referral to the statutory authorities needs to be made (see Key Contacts in Appendix 1).

- A confidential record is made of the conversation and the circumstances surrounding it using the Safeguarding Incident Record (Appendix 2).
- The person about whom the allegation is made must not be informed

### WHAT TO DO IF THERE IS A DISCLOSURE OR ALLEGATION OF ABUSE

If a child, young person or adult makes a disclosure that they are being abused and/or an allegation of abuse against someone, it is important that the person being told:

- Stays calm and listens carefully
- Reassures them that they have done the right thing in telling
- Does not ask leading questions or investigate
- Does not promise to keep secret what they have been told
- Explains that they might need to tell someone else if anyone is at risk of harm
- Immediately informs the Parish Safeguarding Officer or, in her/his absence, their Deputy who will inform the Incumbent before making a decision regarding referral to the relevant statutory authority (if the allegation concerns either the Parish Safeguarding Officer or Deputy then the Incumbent must be informed who will contact the Diocesan Safeguarding Officer immediately - see Key Contacts in Appendix 1).
- Makes a written record of the allegation, disclosure or incident ensuring that it is signed and dated using the Safeguarding Incident Record (Appendix 2)

Appropriate agencies are informed when an individual is under immediate danger or harm - the Parish Safeguarding Officer and Incumbent will seek a second opinion from the Diocesan Safeguarding Officer if uncertain about the best process moving forward.

The Parish Safeguarding Officer will inform the Diocesan Safeguarding Officer of any referral made to a statutory agency.

### HANDLING AN ALLEGATION AGAINST A PAID WORKER OR VOLUNTEER

Where an allegation of abuse is made against a paid worker or volunteer, the concern should be reported immediately to the Parish Safeguarding Officer who, without delay, will advise the Incumbent and make a decision regarding referral to the Diocesan Safeguarding Officer (see Key Contacts in Appendix 1).

Should an allegation be made against the Incumbent, the Parish Safeguarding Officer will immediately inform the Archdeacon of Lewisham and Greenwich and the Diocesan Safeguarding Officer (see Key Contacts in Appendix 1).

The matter will be dealt with following the relevant Diocesan policy procedures which may involve: providing advice, supervision and training, the use of disciplinary and statutory processes (including suspension from their role if a Police investigation is involved) or a combination of these.

Any such allegation must be reported to the Local Authority Designated Officer (LADO) or adult social services, as appropriate, where any of the following three circumstances exists:

- The individual has behaved in a way that has harmed, or may have harmed, a child/vulnerable adult
- The individual has possibly committed a criminal offence against, or related to, a child/vulnerable adult

- The individual has behaved in a way that indicates that he or she is unsuitable to work with children/vulnerable adults

A referral must be made to the Police and/or Local Authority where it appears that a criminal offence has occurred against a child or vulnerable adult.

In all such cases it will be the joint responsibility of the Parish Safeguarding Officer and the Incumbent, unless either of them has had an allegation made against them, to work closely with the Diocesan safeguarding team and to keep detailed records of actions and conversations.

## REVIEW

This Policy and the procedures will be reviewed annually in January by the PCC taking into account current legislation, Government and Diocesan advice, and current good practice.

*Appendix 1*

## KEY CONTACTS INFORMATION

ROLE	NAME	TEL NOS	EMAILS
Parish Safeguarding Officer	Margret Plant	0208 691 8484 07940 049 799	<a href="mailto:margretplant@gmail.com">margretplant@gmail.com</a>
Deputy Parish Safeguarding Officer	Anne Whyte	07405 136 249	<a href="mailto:anne@stpetersbrockley.org.uk">anne@stpetersbrockley.org.uk</a>
Lewisham Social Care		0208 314 9154 0208 314 6660 0208 314 6000 (out of hours)	
Lewisham Police Community Safety Unit		0208 284 5855	
Diocesan Safeguarding Adviser	Moira Murray Out of hours	0207 939 9423 07982 279 713 (24 hours)	<a href="mailto:moira.murray@southwark.anglican.org">moira.murray@southwark.anglican.org</a>
Archdeacon of Lewisham & Greenwich	Alastair Cutting	0207 939 9408	
Local Authority Designated Officer	Finola Owens	0208 314 3114	

SAFEGUARDING INCIDENT RECORD

DETAILS OF PERSON COMPLETING THIS RECORD	
Full name (please print):	
Address:	
Contact tel. number/s:	

Is this an ALLEGATION / DISCLOSURE / EVENT / OBSERVATION ? (circle as appropriate)

DETAILS OF CHILD/YOUNG PERSON/ADULT	
Name (please print):	
Address:	
Telephone number:	
Date of birth:	Age:

RECORD OF INCIDENT (continue on a separate sheet if necessary)	
Date & time of incident:	
Location of incident:	
Other people present (witnesses):	
<p><i>Please ensure you are as accurate and detailed as possible.</i></p> <p><i>Use quotes wherever possible - DO NOT interpret what was said using your own words.</i></p> <p><i>Include details of any injuries shown to you - DO NOT ask or look for these.</i></p> <p><i>Record what you said as well as what the child, young person or adult said.</i></p>	

Now complete the reverse of this record.

<p>Who have you spoken to about this incident?</p> <p><i>Give name of person, their role, the date and time.</i></p>	
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To which external bodies has this incident been reported? (please tick those reported to)		
Police	Children's Social Care	Adult Social Care
NSPCC	Diocesan Safeguarding Officer	Diocesan Safeguarding Team
Other (please state):		

<p>OUTCOME &amp; FEEDBACK</p>
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NAME

.....

POSITION HELD IN CHURCH

.....

SIGNATURE

.....

## WHAT IS ABUSE AND NEGLECT OF CHILDREN?

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

### PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to a child 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 from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## NEGLECT

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

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

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

## WHAT IS ABUSE AND NEGLECT OF VULNERABLE ADULTS?

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

### PHYSICAL ABUSE

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

### PSYCHOLOGICAL OR EMOTIONAL ABUSE

These are acts or behaviours which cause mental distress or anguish or negate the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

### SEXUAL ABUSE

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

### NEGLECT, OR ACT OF OMISSION

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired.

### FINANCIAL OR MATERIAL ABUSE

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

### DISCRIMINATORY ABUSE

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability, etc. Discriminatory abuse exists when values, *Parish Church of St. Peter, Brockley, SE4 1LT. Reviewed in April 2021.*

beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

### INSTITUTIONAL ABUSE

This is the mistreatment or abuse of a vulnerable person by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

## ROLE OF THE PARISH SAFEGUARDING OFFICER

### PURPOSE OF THE ROLE

- To coordinate safeguarding policy and procedure in the church.
- To be the first point of contact for safeguarding issues.
- To be an advocate for good safeguarding practice in the church.

### RESPONSIBILITIES

To coordinate safeguarding policy and procedure in the church

- To familiarise themselves with church and Diocesan safeguarding policies and procedures.
- To ensure that church safeguarding policies and procedures are reviewed annually, kept up-to-date and are fit for purpose.
- To make others in the Church aware of the church policies and procedures.
- To ensure that paid workers and volunteers have up-to-date Disclosure and Barring Service certificates, processing checks as necessary and keeping an up-to-date record of the date and number of each certificate.
- To ensure that all information in relation to safeguarding issues is handled confidentially and that all records are filed and stored securely.
- To take appropriate action in relation to any safeguarding concerns which arise within the church.
- To inform the Diocesan Safeguarding Officer at the time of any referral made to a statutory agency or of any information received from such an authority.
- To provide a summary safeguarding report annual to the Parochial Church Council.

To be the first point of contact of safeguarding issues

- To be the named person that children, vulnerable adults, Church members and outside agencies can talk to regarding any issue relating to safeguarding.
- To be aware of the names and telephone numbers of external agencies, including those at the Diocese.
- To cooperate with external agencies in safeguarding investigations relating to people within the church.

To be an advocate for good safeguarding practice in the church

- To promote sensitivity within the Church towards all those affected by the impact of abuse.
- To promote positive safeguarding procedures and practice and ensure procedures are adhered to.
- To arrange and/or promote opportunities for training in safeguarding to any relevant members the leadership team and Church members.
- To update their own safeguarding training every three years.
- To seek appropriate support and advice in carrying out this role.
- To make arrangements for a suitable person to carry out this role when they are away and to publicise who this is and the dates of the alternative arrangements.

## TOILET PROCEDURE AT KIDS' CHURCH

### AGES 0-3 (SHOOTING STARS)

- Do not change children's nappies.
- If you think a child may need their nappy changed, please phone the relevant parent in church to let them know, their details are on the register.

### AGES 3-11 (PRESCHOOL, COMETS & ROCKETS)

- Parents and guardians are encouraged to take their children to the toilet before their children go into their groups
- Children in kids' groups meeting the church building or the vicarage garden should use the toilet next to the Back Chapel
- Children of these ages should be able to go to the toilet by themselves but will need to be accompanied there and back by a volunteer with a DBS.
- This volunteer must carry with them a phone and a copy of the register. Should a child need any assistance in the toilet, please call their parent/guardian.
- If a child asks to go to the toilet, only volunteers with a DBS check (all regular volunteers should have a DBS check) should leave the room with the child and take more than one child with them.
- Leaders should ask if any other children would like to use the toilet too, then let children use the toilet one by one whilst the leader stays in the corridor.
- If a child does not like the door closed, leaders can explain to the child that toilet time is private time and they can hear you but not see you (you can talk to them whilst they are in there). This also serves the purpose of others hearing you outside the toilet. Close the door slightly and ask them to call out when they are finished and are washing their hands.
- Encourage children to wash their hands.
- Leaders should stand where they can see into the main Preschool/ Comets room and wait for the child in the corridor while they are using the toilet. Do not enter the toilet with the child or assist the child with wiping. If a child needs assistance, the volunteer should inform the child that they will call the relevant parent/guardian to assist them.

## ADDITIONAL APPENDICES AND PROTOCOLS

*Parish Church of St. Peter, Brockley, SE4 1LT. Reviewed in April 2021.*

1. Safer Recruitment Appendix - in process
2. Love Brockley Appendix - in process
3. Domestic Abuse Appendix - in process
4. Volunteer Policy - in process
5. St Peter's Youth Zoom Protocol. Saved in Shared Drive - requires details and signature from each parent or guardian.
6. St Peter's Kids Zoom Protocol. Saved in Shared Drive - requires details and signature from each parent or guardian.