



Parish of Holy Trinity Bingley with St. Wildfrid Gilstead Safeguarding Policy & Procedures Document.

It is acknowledged that this document has been produced with the assistance of the Diocese of Leeds, the Bradford Safeguarding Children Board and Bradford Education Authority.



Parish of Holy Trinity Bingley
with St Wilfrid Gilstead

PARISH SAFEGUARDING POLICY & PROCEDURES

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Parish of Holy Trinity Bingley with St Wilfrid Gilstead

“Safeguarding children is the responsibility of us all”

Lord Laming.

INTRODUCTION

This policy is for the use of all clergy, volunteers, any paid staff, the congregation and visitors. The policy can be shared with the parents and carers of the children and young people to whom we offer a service.

Holy Trinity with St Wilfrid’s Church communities recognises its responsibility to safeguard and promote the welfare of children within the legal framework of the Children Act 1989. Anyone under the age of 18 is considered to be a child/young person.

It is sometimes difficult to acknowledge that abuse can happen within a church, but any group or organisation working with children needs to be alert to the possibility of abuse occurring. It is the responsibility of us all at Holy Trinity with St Wilfrid’s to put the welfare of children and young people first and to recognise behaviours that can put children at risk.

As a parish we are aware that many children and young people are the victims of different kinds of abuse and that they can be subjected to social factors that have an adverse impact upon their lives, such as domestic abuse or substance misuse.

At Holy Trinity with St Wilfrid’s we aim to create a safe and respectful environment in our church community within which all children and young people can thrive. We can, on rare occasions, fail to achieve this but we continue to try.

We are committed to:

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

**Protecting All God’s Children
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THE RESPONSIBILITIES OF THE PARISH

Parish of Holy Trinity Bingley with St Wilfrid Gilstead has:

- ❖ Adopted and implemented a policy and procedures for safeguarding children and has accepted as a minimum the House of Bishops' policy on Safeguarding Children, but, informed by additional diocesan procedures and recommended good practice, is responsive to local parish requirements;
- ❖ Appointed a child protection officer [CPO] to work with the incumbent and the PCC to implement the policy and procedures. The CPO will ensure that any concerns about a child or the behaviour of an adult are referred to the Diocesan Safeguarding Adviser. The CPO is a member of the PCC and will report at least annually on the implementation of the policy in the parish. The CPO is not the incumbent or their spouse.

FURTHER INFORMATION ON THE ROLE OF THE CHURCH CHILD PROTECTION OFFICER IS AVAILABLE ON THE LEEDS DIOCESAN WEBSITE www.leeds.anglican.org/

In addition, the Parish will:

- ❖ Consider appointing someone, different from the CPO, to be a children's advocate;
- ❖ Display in church premises where children's activities take place, the contact details of the CPO and/or advocate along with the telephone numbers for Childline. (See '*Children in Church*' on www.leeds.anglican.org/ website);
- ❖ Ensure that all those authorised to work with children are appropriately recruited according to safer recruitment practice, and are trained and supported;
- ❖ Ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of the parish and
- ❖ Review the implementation of the safeguarding children policy, procedures and good practice, at least annually.

GOOD PRACTICE GUIDANCE

The following points are intended to assist our parish community in its duty to safeguard children's welfare and should be followed by everyone. If a situation arises which is not covered below, "common sense" should be applied, but at all times the welfare of the child is of paramount importance and over-rides all other considerations.

- ❖ Everyone is responsible for children while on the church's premises and must make sure that health and safety guidelines are adhered to;
- ❖ Everyone working with children should be encouraged to attend basic child protection training;
- ❖ Wherever possible, steps should be taken to ensure that an adult is not left alone with a child;
- ❖ Under no circumstances should visitors be allowed to wander around the premises unaccompanied when children and young people are present;

- ❖ Appropriate adult / child ratios should be observed at all times;
- ❖ People working with children should be alert to strangers frequently waiting outside the church premises with no apparent purpose;
- ❖ Children should not be collected by people other than their parents unless notification has been received that another adult, known to the child, will be collecting them;
- ❖ If a child is not collected after a session it is reasonable to wait approximately half an hour for a parent or carer to arrive. If the parent or carer cannot be contacted, Children's Social Care or the police should be contacted and asked to assist;
- ❖ Careful consideration will need to be given to ensure the safety of children as they leave the premises;
- ❖ Appropriate Health and Safety guidelines must be adhered to for all visits and trips;
- ❖ All activities must be risk assessed and properly insured;
- ❖ All vehicles hired for outings must be insured, roadworthy and fitted with seatbelts;
- ❖ All drivers should travel with at least one escort. Drivers and escorts should have up to date Disclosure & Barring Scheme (DBS) checks and have been subject to appropriate recruitment procedures. All drivers and escorts should agree to abide by these guidelines;
- ❖ A roll call will be taken at the start of the journey and again before commencing the return journey; if travelling in more than one vehicle, children will be encouraged to travel in the same vehicle there and back;
- ❖ The leaders of trips will carry the contact numbers for the children, the appropriate church contact and emergency services in the event of an alert being necessary;
- ❖ If a child goes missing on a trip, staff should instigate an immediate search. If the child cannot be found within half an hour, the appropriate security staff and police should be notified;
- ❖ If, having notified the security staff and police, the child cannot be found, the parents/carers will be notified immediately;
- ❖ The care of the remaining children is paramount. It is imperative that they return to the home site as quickly as possible, while a senior leader remains at the visit to coordinate contact between security staff and the child's parents/carers.

RECOGNISING SIGNS OF ABUSE

It can often be difficult to recognise abuse.

Children may behave strangely or seem unhappy for many reasons, as they move through the stages of childhood or their families experience changes. It is nevertheless important to know what could indicate that abuse is taking place to be alert to the need to consult further.

Someone can abuse a child by actively inflicting harm or by failing to act to prevent harm. Abuse can take place within a family, in an institutional or community setting, by telephone or on the Internet. Abuse can be carried out by someone known to a child or by a complete stranger.

If you are worried about a child it is important that you keep a written record of any physical or behavioural signs and symptoms. In this way you can monitor whether or not a pattern emerges and provide evidence to any investigation if required.

Examples and definitions of the different type of abuse are enclosed in **Appendices A & B**

N.B. It is important to understand that the signs listed in Appendix A are only possible indicators, they are not a definitive list and many can have reasonable explanations.

WHAT TO DO WITH YOUR CONCERNS

In the event that a child makes an allegation or disclosure of abuse by an adult or another child or young person, it is important that you:

- ❖ Listen to them and/or observe their presentation and behaviour closely;
- ❖ Let them know that you take what they are saying seriously;
- ❖ Do **not** attempt to question or interview them yourself;
- ❖ Let them know that you will need to tell someone else in order to help them.
 - **Do not promise to keep what they tell you secret;**
- ❖ Inform the designated child protection officer [CPO] and/or the Diocesan Safeguarding Adviser as soon as possible;
- ❖ Make a written record of the incident or events.

Sometimes you may just feel concerned about a child but do not know whether to share your concerns or not. In this situation you should always raise your concerns with the CPO or the Diocesan Safeguarding Adviser, who will decide what to do next.

The responsibility for investigating allegations of abuse, whether they result from the disclosure of a child or the concerns of an adult, lies with social workers and the police. It is Normally the responsibility of the CPO to make a referral to these agencies, but if you judge the situation to be an emergency and/or you require advice in the absence of the designated officer, you must report your concerns directly, using the contacts listed at the foot of these guidelines.

Children's Social Care will advise you when or whether to inform the child's parents or carers about any concerns. If they decide to pursue a child protection investigation, you should:

- ❖ Work closely and collaboratively with all professionals involved in the investigation, in order to keep the child safe;
- ❖ Pass on any relevant information to the appropriate agencies, it is by sharing knowledge and information that children are protected – Remember Data Protection considerations are over-ridden by child protection concerns;
- ❖ Attend a child protection conference if you are invited. You will be asked to provide information about your involvement with the child, which is why it is important to keep records of your concerns;
- ❖ Attend any subsequent child protection review conferences.

! PRACTICE TIP No. 1!

You can find more detail about the identification of abuse and what to do about it in the booklet, "What to do if you're worried a child is being abused". This is available from the designated child protection officer.

ALLEGATIONS MADE AGAINST MEMBERS OF STAFF OR VOLUNTEERS

Organisations that work, or come into contact, with children and young people need to be aware of the possibility that allegations of abuse will be made against members of their staff or volunteers. Allegations can be made by children, young people, parents and they can be made by other concerned adults or colleagues. Allegations can be made for a variety of reasons. Some of the most common are:

- ❖ Abuse has actually taken place;
- ❖ Children can misinterpret an adult's language or actions because they are reminded of something else or
- ❖ Very occasionally, malicious allegations are made against adults.

All allegations should be brought to the notice of the CPO **immediately**. They will, in turn, inform the Diocesan Safeguarding Adviser. In cases where the allegation is made against the CPO the complainant should inform the Diocesan Safeguarding Adviser and the vicar, or if they are not available take the following action themselves:

- ❖ Make sure that the child in question is safe and away from the person alleged to have abused a child;
- ❖ Contact Children's Social Care in the team relevant to where the child lives (see contact numbers below);
- ❖ Contact the parents or carers of the child if advised to do so by the social worker/officer in charge of allegations;
- ❖ Irrespective of any investigation by Social Care or the police, the appropriate disciplinary procedure should be followed; consideration must be given as to whether the member of staff or volunteer should be suspended from duty while the investigation is carried out (***NB Suspension will normally be carried out, unless there are very good reasons not to do so***);
- ❖ Consider whether the person has access to children anywhere else and whether those organisations or groups need to be informed;
- ❖ Act upon the decisions made in any strategy meeting.

All incidents should be investigated within the organisation after any external investigation has finished, reviewing practice and putting in place any additional measures based on lessons learned.

SUPPORT

It is important that we as a parish also develop support systems for the person who faces an allegation. It could be that a member of the PCC, other than the designated child protection officer, is nominated to fulfil this role. As well as providing support through listening and through prayer, this person could advise on appropriate outside help, such as counselling or legal services.

! PRACTICE TIP No. 2!

Well functioning organisations encourage an environment where people feel safe to express their concerns about the practice of others. The term 'whistleblowing' is often used pejoratively; if a staff member, volunteer or visitor has concerns, they should not be victimised in any way for expressing them.

SAFE RECRUITMENT

The application of rigorous procedures for the recruitment of any staff or volunteers who come into contact with children, both directly and indirectly, can reduce the likelihood of allegations of abuse being made that are founded. As an absolute minimum, the following standards will be followed:

- ❖ All prospective workers (paid and unpaid) should complete an application form which asks for details of their previous employment and for the names of two referees;
- ❖ All prospective workers (paid and unpaid) should have an enhanced Disclosure & Barring Service (DBS) check before they start employment with the parish – anyone who refused to do so should not be employed;
- ❖ All prospective workers (paid and unpaid) should be interviewed by at least 2 members of the PCC and the vicar to establish previous experience of working in an environment where there is contact with children and perceptions of acceptable behaviour;
- ❖ Nobody should start work before references have been received. Referees should be reminded that references should not misrepresent the candidate or omit to say things that might be relevant to their employment;
- ❖ All appointments to work with children should be subject to an agreed probationary period;
- ❖ New members of staff should be clear about their responsibilities and wherever possible, work to an agreed job description;
- ❖ These guidelines should be available to everyone and fully discussed as part of an induction process

USE OF CHURCH PREMISES BY OTHER ORGANISATIONS

In the event that a room on church premises are used by other organisations, the letting agreement should ensure that the hiring organisation works to approved child protection procedures and/or that they read and agree to abide by these guidelines.

USEFUL TELEPHONE NUMBERS

Person/Organisation	Number
Chris Clark CPO Home Mobile	01274 562625 07506 428278
Jenny Price Diocesan Safeguarding Adviser Office Mobile	
Children's Social Care Bradford Leeds	01274 437500 0113 2224403
Police	Emergency Calls ONLY Non-emergency calls
	999 101
Childline	0800 11 11

Chris Clark

Designated Child Protection Officer [CPO]
July 2017

This Policy and Practice is to be reviewed by the PCC in July 2018

PARISH SAFEGUARDING POLICY

IMPLEMENTATION CHECKLIST

These child protection procedures will only be effective if everyone in the parish owns and understands them. This checklist is designed to help us to go through that process:

- ❖ Identify designated child protection officer (CPO);
- ❖ Add CPO name and contact details to the policy;
- ❖ Ensure CPO attends training on child protection and safeguarding
 - and updates that training regularly;
- ❖ Ensure all appropriate people in the Parish have access to a copy of the child protection procedures;
- ❖ Ensure all existing staff and volunteers who have contact with children
 - have DBS Disclosures before they start work;
- ❖ Ensure that the premises conform to health and safety guidelines;
- ❖ Ensure that the premises and activities are risk assessed and
 - adequately insured;
- ❖ Ensure that any letting arrangements are bound by contracts that include
 - an agreement to adhere to the Parish's child protection procedures;
- ❖ The parish child protection policy is endorsed by the PCC and is
 - reviewed annually.

.....
[Signed on behalf of the PCC]

.....
Print name

.....
Date

APPENDIX A

DEFINITIONS AND SIGNS & POSSIBLE SYMPTOMS OF ABUSE

Further information is available in the Parish document Signs of Abuse 2017 and is an update from the Government's Document, "Keeping Children Safe in Education."

The lists of possible signs and symptoms below are intended to be helpful, but can never be anything other than indicative and are certainly not exhaustive. In some cases there may be clusters of symptoms. It is always important to bear in mind that some children and young people who are being abused do not show any signs or symptoms at all.

If you are in doubt or not sure what to do, consult the parish designated child protection officer, the diocesan safeguarding adviser or the local children's social care team.

The definitions of abuse below in *italic script* (i.e. physical; emotional; sexual and neglect) are defined in the government guidance document "**Working Together to Safeguard Children**" (March 2013 revised 2015).

Physical Abuse:

"A form of abuse which 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."

Symptoms that could indicate physical abuse can include:

- ❖ Bruising in unusual places, such as the face, the back, the insides of arms or thighs;
- ❖ Finger mark bruising or grasp marks on the limbs or chest of a small child;
- ❖ Bites;
- ❖ Burn and scald marks;
- ❖ Small round burns or blisters that could be caused by a cigarette;
- ❖ Fractures to arms, legs or ribs in a small child or
- ❖ Large numbers of scars or bruises of different sizes or ages.

Emotional Abuse:

"Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyberbullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children."

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

Symptoms that could indicate emotional abuse can include:

- ❖ Excessively clingy or attention-seeking behaviour;
- ❖ Very low self-esteem or excessive self-criticism;
- ❖ Excessively withdrawn behaviour or fearfulness;
- ❖ Anxious behaviour, such as rocking, hair twisting or self-harm;
- ❖ Lack of appropriate boundaries with strangers; too eager to please or
- ❖ Eating disorders.

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 (e.g. 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, including 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.”

Symptoms that could indicate sexual abuse can include:

- ❖ Allegations or disclosure;
- ❖ Genital soreness, injuries or discomfort;
- ❖ Sexually transmitted diseases; urinary infections;
- ❖ Teenage pregnancy;
- ❖ Excessive preoccupation with sex; inappropriately sexualised play, words or drawing or
- ❖ A child who is sexually provocative or seductive with adults.

Other children and young people may additionally exhibit:

- ❖ Depression;
- ❖ Drug and/or alcohol abuse;
- ❖ Eating disorders; obsessive behaviours;
- ❖ Self-mutilation; suicide attempts or
- ❖ School/peer/relationship problems.

Signs that a child may be the target of sexual abuse on-line can include:

- ❖ Agitated behaviour when answering their mobile and needing to take the call in private;
- ❖ Becoming increasingly secretive – particularly around their use of technology;

- ❖ Developing a pattern of leaving the family home for periods of time with no explanation about where they are going;
- ❖ Not being able to talk openly about their activity online;
- ❖ Shutting the door and hiding what they have on screen when someone enters the room;
- ❖ Spending increasing amounts of time on the internet;
- ❖ Spending increasing amounts of time talking secretly with a new online friend or
- ❖ Vague talk about of a new friend but offering no further information.

Neglect:

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

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

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

Symptoms that could indicate physical and emotional neglect can include:

- ❖ Inadequate supervision; being left alone for long periods of time;
- ❖ Lack of stimulation, social contact or education;
- ❖ Inadequate nutrition, leading to ill-health – a child may look too thin, too fat and/or undernourished;
- ❖ Constant hunger; stealing or gorging food;
- ❖ Failure to seek or to follow medical advice such that a child's life or development is endangered or
- ❖ Repeated wearing of inappropriate clothing for the weather.

Children who have been physically hurt can be fearful of others. They may also wear clothes that cover most of their body in order to cover their injuries and be resistant to explaining how the injury happened.

APPENDIX B

SPIRITUAL ABUSE

Spiritual abuse is not covered by the statutory definitions but is of concern both within and outside faith communities including the Church. Within faith communities, harm can also be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries. Any of these could result in children experiencing physical, emotional or sexual harm.

If such inappropriate behaviour becomes harmful, it should be referred for investigation in cooperation with the appropriate statutory agencies. Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children should help to prevent harm occurring in this way. Other forms of spiritual harm include the denial to children of the right to faith or the opportunity to grow in the knowledge and love of God.

If anyone in the Church is uncertain whether or not abuse has taken place, he or she should contact the parish designated child protection officer, the diocesan safeguarding adviser or the local authority children's social care team for advice.

*"Protecting all God's Children" Version IV
Church of England 2010.*



Parish of Holy Trinity Bingley with St Wilfrid Gilstead

Safeguarding Policy Statement (March 2016)

This Policy Statement on Safeguarding in the Church was adopted by
The Parish of Holy Trinity Bingley with St Wilfrid Gilstead
at a Parochial Church Council meeting held on 20th July 2017

Each person who works within this church will agree to abide by these recommendations and the guidelines established by this church. This church appoints Chris Clark as the Parish Safeguarding Officer.

The application of this policy will be reviewed each year and a report provided by the Parish Safeguarding Officer to the PCC.

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.

The Diocese of Leeds and all parishes within it adopt Church of England policies and practice guidance relating to safeguarding.

We will endeavour to safeguard children, young people and adults by:

- Ensuring the care, nurture of, and respectful pastoral ministry with, all children, young people and adults.
- Carefully selecting and training 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.
- Supporting, resourcing, training and regularly reviewing those who undertake work with children, young people and adults.
- Establishing safe, caring communities which provide an environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- Recognising that it is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of children, young people and adults, and to report any such abuse that we discover or suspect.
- Responding without delay to every complaint made which suggests that a child, young person or adult may have been harmed, co-operating with the police and local authority in any investigation.

- Seeking to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.
- Committing ourselves to promoting safe practice by those in positions of trust.
- Challenging any abuse of power, especially by anyone in a position of trust.
- Offering 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 adult.

Signed Revd. A Clarke (Vicar)

Signed Mr D Markham (Church Warden at Holy Trinity)

Signed Mr K Marshall (Church Warden at Holy Trinity)

Signed Mrs A Jones (Church Warden at St Wilfrid)

Signed Mr D Jackson (Church Warden at St Wilfrid)



Parish of Holy Trinity Bingley
with St Wilfrid Gilstead

CHILD PROTECTION PROCEDURES:

At Holy Trinity with St Wilfrid's we aim to create a safe and respectful environment in our church community within which all children and young people can thrive. We can, on rare occasions, fail to achieve this but we continue to try.

All child protection concerns should be acted upon immediately. If you are concerned that a child might be at risk or is actually suffering abuse, you should tell the parish designated child protection officer straight away. You may also wish to speak to the Diocesan Safeguarding Adviser.

Your designated officer is: Chris Clark, 30 Woodvale Crescent, Bingley, BD16 4AL

Telephone number Home: 01274 562625 or Mobile: 07506 428278

**The Diocesan Safeguarding Adviser is: Jenny Price.
Telephone number Office: 0113 3530 258 or Mobile: 07800 74001**

In an emergency situation, contact Children's Social Care or the police directly:

Children's Social Care:

Bradford	01274 437500
Leeds	0113 222 4403

Police	999	Emergency Calls only
	101	Non-emergency Calls

Childline	0800 11 11
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