



SAFEGUARDING IN THE DIOCESE OF LONDON

2012

CONTENTS

Section 1

Overview	3
--------------------------------	---

Section 2

Safeguarding Children and Young People	9
--	---

Section 3

Safeguarding Adults at Risk	24
---	----

Section 4

Additional Information	40
--	----

Section 5

Forms and templates	60
---	----

Safeguarding in the Diocese of London

SAFEGUARDING OVERVIEW

1.1	Foreword by the Bishop of London..	4
1.2	Introduction	4
1.2.1	The Diocese of London's commitment to safeguarding	5
1.3	Safeguarding in the Diocese of London	5
1.3.1	Policy statement	5
1.3.2	Guiding principles	6
1.3.3	Code of safer working practice	6
1.3.4	Safeguarding procedures	7

1.1 Foreword by the Bishop of London

Children were manifestly welcome and safe in the company of Jesus, and children and people at risk should be safe in Christ's Church. The Church of England is committed, in all aspects of its life, to protect and champion the well-being of vulnerable groups - children, young people and adults at risk - both in the wider society and in its own communities.

In the Diocese of London we accept, endorse, and are implementing the principles enshrined in the Children Act 1989, that the welfare of the child is paramount. We are committed to setting high standards of care, and to work with statutory bodies, voluntary agencies and other faith communities to promote the safety and well-being of children, young people and adults at risk. We will act promptly whenever a concern is raised about a child, young person or adult at risk or about the behaviour of an adult, and will work with the appropriate statutory bodies, including the police and local authorities when an investigation into abuse is necessary.

We are committed to encouraging an environment where all people, but especially those who may be at risk for any reason, are able to worship and follow their faith journey with encouragement and in safety.

Sensitive and informed pastoral care will be offered to anyone who has suffered abuse. The risks from those who have offended in a way that means they are a continuing risk to people at risk will be managed sensitively with the protection of children, young people and adults at risk in mind, as well as attending appropriately to the pastoral care of those who have offended.

Signature to be inserted please

1.2 Introduction

The safeguarding of children, young people and adults at risk is an important part of all Church activities. It reflects both our societal and ecumenical commission. This document demonstrates and guides all those within the Diocese of London on the part that they play in safeguarding across the whole church community.

1.2.1 The Diocese of London's commitment to safeguarding

The Diocese of London is committed to safeguarding children, young people and adults at risk to worship and grow in Christ safely. This is done in a coordinated and supported manner and involves Church Safeguarding Officers and Parish Priests at parish level making timely responses to concerns (advice sought / action within 24 hours), informing the Diocesan Safeguarding Team (DST) of these and drawing support from the NSPCC helpline and local authorities. The DST, with each Area Bishop's office and the Senior Staff, will ensure the overall management of safeguarding across the diocese, drawing in specialist support as needed.

All churches and faith communities are required to have in place arrangements which include:

- Procedures to respond to and report concerns
- Codes of safe practice
- Safer recruitment procedures

We would emphasise that if there is something that makes anyone feel uncomfortable, please talk it through with someone, and keep doing so until you feel comfortable. Your Church Safeguarding Officer, Parish Priest and Diocesan Safeguarding Officer, will always make themselves available to respond to any safeguarding concerns.

1.3 Safeguarding in the Diocese of London

1.3.1 Policy statement

The Diocese of London is committed to facilitating an environment in which children, young people and adults at risk are able to worship and grow in Christ safely. Abuse and maltreatment of any form is entirely against our Christian teachings. In respecting the dignity and value of every person we are committed to:

- The care, nurture of and respectful pastoral ministry with all children and all adults
- The safeguarding and protection of all children, young people and adults when they are at risk
- Establishing safe, caring communities which provide a loving environment and a culture of 'informed vigilance' and action towards safeguarding all

We will seek to fulfill these through:

- The production of clear policy and procedures to which all¹ will comply
- The safer recruitment, training and support of those in positions of responsibility
- Responding without delay to concerns and complaints regarding actual or potential harm or maltreatment (advice to be sought / action taken within 24 hours)
- Cooperating with professionals and processes necessary to ensure proper safeguards and pastoral care
- The provision of care and support to those who have experienced abuse
- The provision of supervision and support to those who have abused others

1.3.2 Guiding principles

The principles below will guide all elements of safeguarding activity delivered by those at all levels within the diocese:

- Pastoral care which is respectful and informed
- Timely safeguarding action – advice to be sought / action to be taken within 24 hours
- The involvement of others on a need to know basis only
- The early identification and management of actual or potential risks
- The discharging of duties to the highest level of Christian behaviour
- The active commitment of all in promoting and keeping our community safe

1.3.3 Code of safer working practice

This code is provided for all those across the diocese to follow in working with children, young people and adults at risk. The code represents the behaviours which constitute safe practice. As such it will assist those working with children and adults at risk to do so safely and responsibly enabling each to monitor their own standards of integrity and good practice.

You should:

- Treat all children, young people and adults with respect and dignity, keeping your own language, attitude and body language respectful
- Actively communicate with children, young people and adults at risk and involve them in planning and running activities where possible
- Avoid being alone with a child and always aim to work within sight of another adult and keep others aware of your actions

¹ The policy applies to all within the Diocese, paid and unpaid, clergy and laity

- Develop a culture where workers, children and adults at risk feel comfortable to point out inappropriate attitudes and behaviour in each other
- Make it plain who someone can speak to about a personal concern, and be proactive in addressing concerns and allegations
- Never use illicit drugs or alcohol when responsible for a child or adult at risk
- Keep physical contact specific to the needs of the activity and always seek permission first
- Obtain consent for any photographs/videos to be taken, shown or displayed
- Never use rough play, sexually provocative words and games or any forms of physical punishment
- Never scapegoat, ridicule or reject a child, group or adult or allow others to do so
- Avoid showing favouritism to any one child, adult or group or doing anything to reinforce their infatuations towards you
- Never give lifts to children or young people on their own or on your own or allow unknown adults access to children
- Never share sleeping accommodation with children or invite them to your home alone
- Always operate within the Diocesan principles, procedures and guidelines, clarifying these when unsure

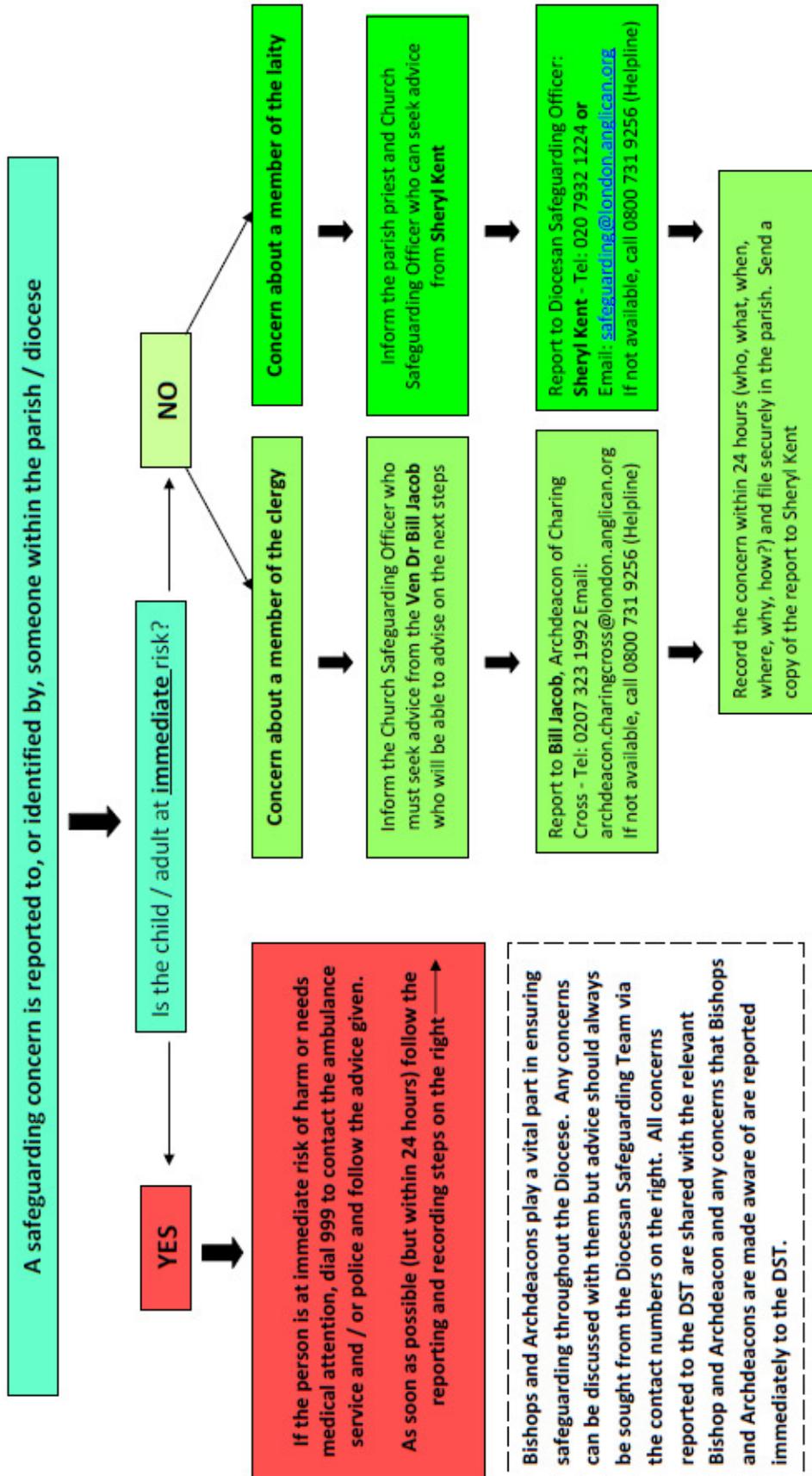
The above set clear expectations of behaviour and codes of practice which serve to reduce the incidence of positions of trusts being abused or misused. More detailed guidance on safe working practices such as when to gain consent, working with and transporting children, can be found in [Section 4, Additional Information](#)

1.3.4 Safeguarding procedures

Concerns about children, young people and adults at risk will be diligently and promptly responded to according to our procedures, recognising the sensitivity it may hold for those involved. Where there is a concern, this should be reported to the appropriate person or advice sought within 24 hours.

The flow chart below sets out the process you should follow and who you can seek assistance from.

Diocese of London Flowchart: Safeguarding Concerns



Bishops and Archdeacons play a vital part in ensuring safeguarding throughout the Diocese. Any concerns can be discussed with them but advice should always be sought from the Diocesan Safeguarding Team via the contact numbers on the right. All concerns reported to the DST are shared with the relevant Bishop and Archdeacon and any concerns that Bishops and Archdeacons are made aware of are reported immediately to the DST.

If a serious concern arises out of office hours concerning a child, please contact the Diocese of London's dedicated Helpline on 0800 731 9256. Any serious concerns about adults at risk, call the local authority social services department.

Safeguarding in the Diocese of London

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

2.1	Child protection and child abuse	10
2.1.1	What is safeguarding?	10
2.1.2	Why is safeguarding important?	10
2.1.3	How might children be harmed?.....	11
2.1.4	Who might harm a child?.....	11
2.1.5	What is the impact on children?.....	12
2.2	Categories and definitions of abuse	12
2.2.1	Physical abuse	12
2.2.2	Sexual abuse.....	12
2.2.3	Neglect	13
2.2.4	Emotional abuse	13
2.2.5	Why children don't tell and adults don't act.....	13
2.3	Procedures to follow if there is a concern about a child	14
2.3.1	What to do with disclosures and concerns?.....	14
2.3.2	Allegations against church officers	17
2.3.3	Caring for those who may or have harmed children	17
2.3.4	Why should the Church be concerned?	17
2.4	Safeguarding responsibilities	18
2.4.1	Diocese of London.....	18
2.4.2	Episcopal areas	18
2.4.3	Parochial Church Council (PCC).....	18
2.5	Roles in safeguarding children and young people	19
2.5.1	Diocesan safeguarding officer	20
2.5.2	Church safeguarding officer.....	20
2.6	Selecting, Recruiting and Supporting Workers	20
2.7	Good practice in Safeguarding Children and Young People	21
2.7.1	Working with children and young people	21
2.8	PCC Safeguarding Policy Statement	23
2.9	Contact Addresses and References	23

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.

It represents therefore the Diocese of London's commitment to safeguarding children and young people and reflects our policy statement and guiding principles. The Diocese believes 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.

2.1 Child protection and child abuse

2.1.1 What is safeguarding?

Safeguarding is the broader activities through which we are vigilant and responsive to promoting the welfare of our children and young people² and protecting them from potential harm. This is demonstrated through carefully planned activities for children, offering support where able, responding to concerns and working with partner agencies. It also involves caring for those hurt by abuse and managing the behaviour of those in our church who have caused or may cause harm to others.

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.

2.1.2 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, Additional Information](#). 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

² The term **child** is defined in law as a person who has not yet reached their 18th birthday. Therefore the term 'child' is used throughout this policy and procedure and this includes young people.

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 (2010³)*, HM Government, which provides specific guidance for faith organisations. This policy has been developed against this legislation.

2.1.3 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. Research⁴ shows that disabled children are more vulnerable. Abuse may be happening in the home, at church or in teenage relationships.

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.

2.1.4 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.

³ Working Together to Safeguard Children 2010 and Working Together 2012 is currently out for consultation

⁴ NSPCC Protecting Deaf and Disabled Children www.nspcc.org.uk/inform

2.1.5 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.

2.2 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.

2.2.1 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.

2.2.2 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.

2.2.3 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.

2.2.4 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.

2.2.5 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.

2.3 Procedures to follow if there is a concern about a child

2.3.1 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 Church 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 leading⁵ questions and treat all information confidentially
- ensure safeguarding action is taken

⁵ Leading questions are those that suggest a particular answer. Therefore care must be taken not to put words into a child or young person's mouth either by a direct suggestion or in the form of a loaded question.

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.

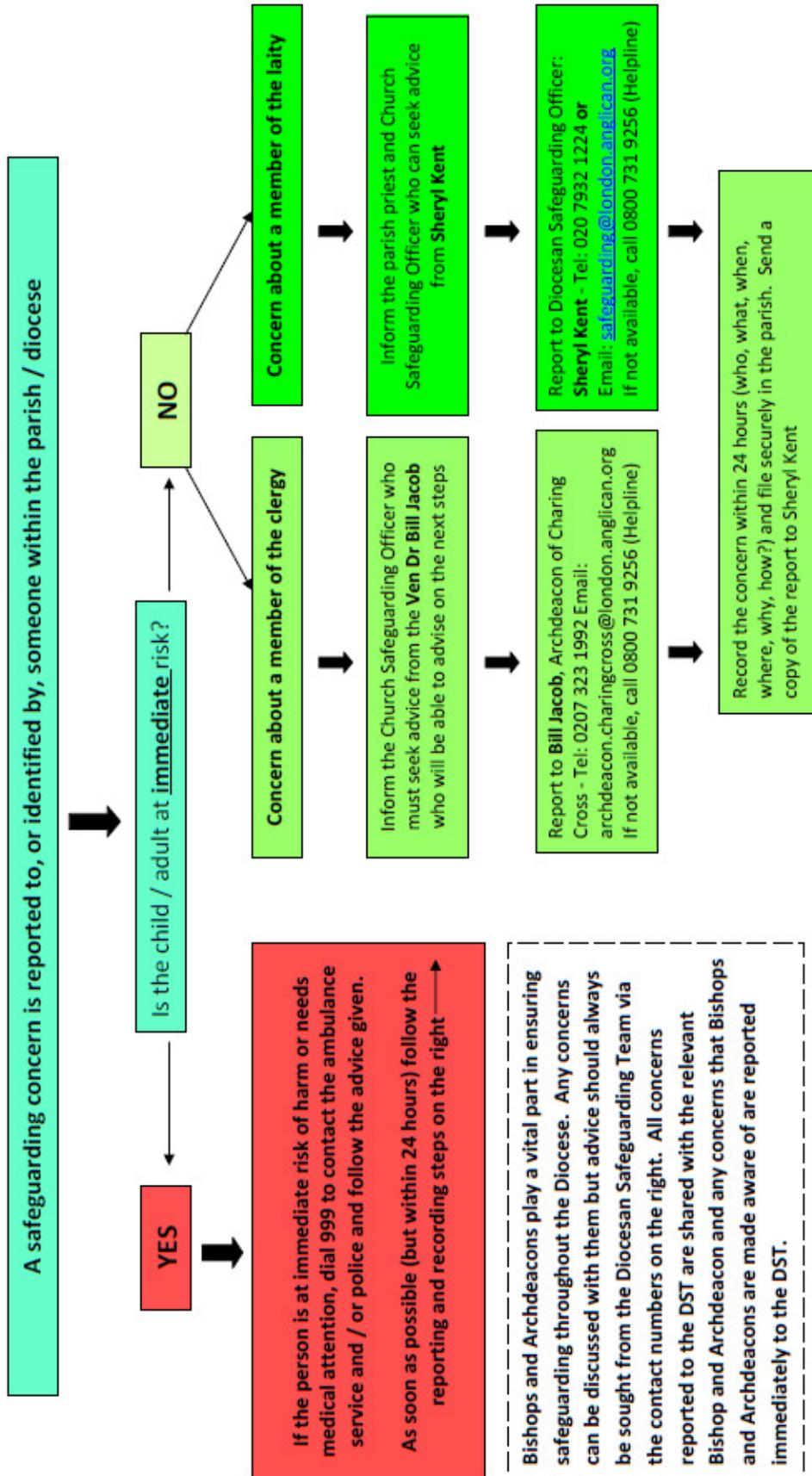
Making a referral to Children's Social Care

If it is agreed that a referral should be made to your local Social Care office, this will normally be done by the Incumbent, Church 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 record⁶ of all contact made regarding the concern
- 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

⁶ Further guidance on record keeping can be found in Section 4, Additional Information

Diocese of London Flowchart: Safeguarding Concerns



If a serious concern arises out of office hours concerning a child, please contact the Diocese of London's dedicated Helpline on **0800 731 9256**. Any serious concerns about adults at risk, call the local authority social services department.

2.3.2 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 Church Safeguarding Officer who will confirm the appropriate next action. These concerns must be reported to the 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 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.

2.3.3 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 convictions⁷ 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.

2.3.4 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

⁷ Note that acceptance of a caution is an admission of the offence and is, therefore, equivalent to a conviction.

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 to not place people in the way of temptation, and not to compromise the safety of children.

2.4 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 London, safeguarding responsibilities are held by the Diocese, in the Episcopal Areas and by Parochial Church Councils (PCC) and with specified safeguarding personnel.

2.4.1 Diocese of London

In line with General Synod guidance the Diocese has:

- adopted the national House of Bishops' safeguarding children policy (*Protecting All God's Children, 2010*)
- provided a structure to manage safeguarding in the Diocese
- established a Diocesan Safeguarding Team (DST) to coordinate the management of all aspects of safeguarding
- provided a code of 'Safer Working Practice' for all in the Diocese to follow
- ensured the appointment of Episcopal Area Safeguarding Coordinators
- ensured safeguarding training and development opportunities are available to all

2.4.2 Episcopal Areas

Area Bishops hold Area responsibility for safeguarding on behalf of the Diocese. This responsibility is to ensure that it is carried out in accordance with the mandates of the Diocese of London and General Synod guidance.

Episcopal Areas therefore play a key role in ensuring that safeguarding is consistently and appropriately undertaken. To that end their role is to:

- coordinate, with the Diocesan Safeguarding Team, the management of safeguarding across the Area
- ensure the proper flow of safeguarding information to and from the Diocesan Safeguarding Team
- ensure that the code of safer working practice is being followed across the Area
- identify and support training needs and promote good practice in safeguarding across the Area

2.4.3 Parochial Church Council (PCC)

Parochial Church Councils (PCCs) play a core role within our worshipping communities. Their influence and good management of safeguarding is fundamental in keeping all within our churches safe. Each parish should therefore:

- formally adopt and implement the Diocesan joint policy for safeguarding children, young people and adults at risk 'Safeguarding in the Diocese of London' and the associated procedures provided by the Diocese. PCC's are strongly advised not to amend the suggested [Policy Statement](#) provided. Where helpful, Parish Guidelines which implement your adopted policy may be developed and appended. *One copy of this policy statement should be kept with the PCC minutes, another copy sent to the Diocesan Safeguarding Team and one copy displayed prominently in the church*
- appoint at least one [Church Safeguarding Officer](#) to work with the parish priest and the PCC to implement the policy and procedures⁸. The Church Safeguarding Officer should attend the PCC at least twice a year
- appoint a person, who should be different from the Church Safeguarding Officer, to be a [Children's Champion](#). This should be someone children know they could talk to about any problems, if they so wish
- display in church premises where children's activities take place, the contact details of the Church Safeguarding Officer and Children's Champion with, 'Childline' 0800 1111 and 'Parentline Plus' 0808 800 222 and NSPCC Helpline 0808 731 9256 numbers
- 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 which involve children undertaken in the name of the parish
- ensure all those hiring church premises undertake to fulfil their safeguarding responsibilities towards children and young people
- review the implementation in the parish of the safeguarding children policy, procedures and good practice, at least annually. The report should be presented to the PCC by the Church Safeguarding Officer.
- where working within Local Ecumenical Partnerships (LEPs), agree which denomination or organisation's safeguarding children policy to follow, including where to seek advice in urgent situations. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership
- in the event of a specific safeguarding concern, ensure that all the LEP partners are also notified.

2.5 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 Church Safeguarding Officer and the Diocesan Safeguarding Officer.

⁸ They may or may not be the same person responsible for safeguarding vulnerable adults

2.5.1 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.

2.5.2 Church Safeguarding Officer

The Church 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 Church 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.

2.6 Selecting, Recruiting and Supporting Workers

Safer recruitment practices form part of a network of checks and balances which will minimise the possibility of appointing inappropriate individuals to work with vulnerable groups. They are one of the four elements of 'safe care' practice, which are:

- effective, clear appointment/recruitment procedures and practices
- explicit and shared standards
- clear, reliable supervision arrangements
- access to appropriate training opportunities

Appointments to all roles should be in line with the Church of England's *Protecting all God's Children 2010*, and *Safeguarding Guidelines relating to Safer Recruitment 2010*. Each appointment to a paid or voluntary post should

be subject to a recruitment process, vetting checks and a mandatory six month probationary period. Good appointment and support processes will therefore include:

- clarity about what the post involves and the kind of person to occupy it
- completion of confidential declaration forms enabling information to be openly explored
- consistent interviewing and assessment methods, where identity is verified
- using references to ascertain a person's suitability for the role
- checking and rechecking regularly that the individual is suitable to work with vulnerable people⁹
- clear and thorough risk assessment to enable "safe" appointments to be made
- using the safeguarding declaration and codes of conduct to guide best practice
- provision of appropriate means of induction, supervision, training and support

Those appointing should use the recruitment process as an opportunity to satisfy themselves that the person has the personality, experience and integrity for the work. It is recommended that volunteers are not appointed to children's work until they have been regular members of the congregation for a sufficient length of time for them to become known and trusted by the wider church community. More information on the safer recruiting can be found in [Section 4, Additional Information](#).

2.7 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 found in Section 4, Additional Information.

2.7.1 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.

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

⁹ Using the Criminal Records Disclosure Service of the Disclosure and Barring Service (DBS) and other vetting procedures

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](#).

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.

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.

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.

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](#)¹⁰ 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.

¹⁰ This includes consent for taking and displaying photographs / videos, attending events off-site, using private cars to transport children; the use of texts / email to contact members with information regarding activities.

2.8 PCC Safeguarding Policy Statement

A joint policy statement on safeguarding children, young people and adults at risk can be found in [Section 5, Forms and Templates](#). This is to be formally adopted by each Parochial Church Council, without additions or revisions annually. Safeguarding should be on the agenda at the first PCC meeting held after the Annual Parochial Church Meeting (APCM)

2.9 Contact Addresses and References

It is strongly recommended that a local contact sheet is developed. A [generic contact list](#) template for this can be found in Section 5, Forms and Templates. This should be updated annually by the Church Safeguarding Officer and a copy sent to the Diocesan Safeguarding Officer.

Safeguarding in the Diocese of London

SAFEGUARDING ADULTS

3.1	Safeguarding Adults at Risk	...25
3.1.1	When is an adult at Risk?	25
3.1.2	Why should the Church be concerned?	25
3.1.3	How do I know it is mistreatment or significant harm?	26
3.1.4	Who might mistreat or abuse an adult at risk?.....	26
3.1.5	General indications that abuse may be occurring.....	27
3.2	Categories of Abuse	27
3.2.1	Physical abuse	27
3.2.2	Emotional or psychological abuse.....	28
3.2.3	Sexual abuse.....	28
3.2.4	Neglect.....	28
3.2.5	Financial abuse.....	28
3.2.6	Discriminatory abuse	29
3.2.7	Institutional abuse	29
3.2.8	Spiritual abuse.....	29
3.2.9	Domestic abuse	29
3.3	Procedure Following Disclosure or Concern	29
3.3.1	What to do with disclosures and concerns	29
3.3.2	Confidentiality and information sharing	32
3.3.3	Responding to concerns and disclosures.....	32
3.3.4	Allegations against church workers	33
3.4	Roles and Responsibilities in Safeguarding Adults at Risk	33
3.4.1	Diocese of London.....	34
3.4.2	Episcopal Areas.....	34
3.4.3	Parochial Church Council (PCC).....	34
3.4.4	Diocesan Safeguarding Officer	35
3.4.5	Church Safeguarding Officer	35
3.5	Selecting, recruiting and supporting workers	36
3.6	Good Practice in Safeguarding Adults at Risk	36
3.6.1	Pastoral relationships	37
3.6.2	Conversations and interviews in a ministry context	37
3.6.3	Sexual conduct	38
3.6.4	Financial integrity.....	38
3.6.5	Record keeping	38
3.7	PCC Safeguarding Policy Statement	39
3.8	Contact Addresses and References	39

The Church recognises that everyone has strengths and weaknesses, capacities and restrictions yet, at some times, may become vulnerable due to pressures, dangers or overwhelming circumstances. Some people by reason of their physical or social circumstances have higher levels of vulnerability than others. This may be because they have a disability, mental health concerns or dementia. It is the Christian duty of everyone to recognise and support those who are identified as being more vulnerable. In supporting a vulnerable person we must do so with compassion and in a way that maintains dignity¹¹.

This document sets out the Diocese of London's commitment to working with others to promote and safeguard the welfare of adults at risk in its community.

3.1 Safeguarding Adults at Risk

3.1.1 When is an adult at risk?

Government guidance¹² describes an adult at risk as, any person over the age of 18 years “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”. Within faith settings it is also recognised as a person who has recently suffered personal adversity making them in particular need of pastoral support. Some of the factors that increase vulnerability include:

- sensory or physical disability or impairment
- learning disability
- physical illness
- chronic or acute mental ill health (including dementia)
- addiction to alcohol or drugs
- failing faculties in old age
- permanent or temporary reduction in physical, mental or emotional capacity through life events such as bereavement, abuse or trauma

Mistreatment or abuse can occur in any relationship and may result in significant harm or exploitation.

3.1.2 Why should the Church be concerned?

Every church has members who are or will become vulnerable and who look to the Church for support and care during these times. They entrust themselves to the care of their Christian community in good faith. At times they

¹¹ House of Bishops, Promoting a Safe Church: policy for safeguarding adults in the Church of England, 2006

¹² No Secrets (Department of Health) 2000

may not have the capacity to make decisions that may have consequences for themselves and / or for others. These may relate to daily care, health, finance or property. The Church has a duty to empower and protect such individuals and is supported by legislation¹³ to do so.

All church activities which support an individual deemed vulnerable / at risk must follow these five principles:

- **presume capacity** – that people are capable of making decisions, unless there is evidence otherwise
- **support individuals to make their own decisions** – giving all practicable help before considering making any decisions on their behalf
- **distinguish unwise decisions** – recognise that the person retains the right to make seemingly eccentric or unwise decisions
- **act in their best interests** – in all decisions or activities on their behalf
- **take the least restrictive option** – in any action that might affect their basic rights and freedoms

3.1.3 How do I know it is mistreatment or significant harm?

Abuse or mistreatment is a single or repeated act which violates an individual's human and / or civil rights. It may be physical, verbal or psychological, be an act of neglect or omission, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not given or cannot give consent.¹⁴

The harm can be deemed significant where there is not only ill treatment but impairment and avoidable deterioration to physical, mental, social, sexual or emotional health. The seriousness or extent of abuse is often not clear and concerns should be assessed carefully taking the vulnerable person's demeanor and point of view into consideration. Each situation should consider the:

- **vulnerability** of the individual
- **nature and extent** of the abuse
- **length of time** it has been occurring
- **impact** on the individual
- risk of **repeated or increasingly serious** acts involving this or other adults at risk

3.1.4 Who might mistreat or abuse an adult at risk?

Adults at Risk may be mistreated or abused by a wide range of people including relatives and family members, professional staff, paid care workers, volunteers, other vulnerable people, neighbours, friends, mere associates and strangers. The abuse can take place within a caring relationship or when the abuser is not well known to the victim.

It may be accepted or exacerbated by the behaviour or culture within an institution, in which case it is described as institutional abuse. Abuse concerns the misuse of influence or power where control and / or authority can result in harmful or criminal activity.

¹³ The Mental Capacity Act 2005 - the act also introduced a new criminal offence of ill treatment or neglect of a person who lacks capacity

¹⁴ No Secrets (Department of Health) 2000

Someone may use their position of influence, power or authority to the detriment of the safety, welfare and general wellbeing of a vulnerable person unintentionally, or with intent and for personal gain. This could be seen as deliberate grooming.

3.1.5 General indications that abuse may be occurring

It may not always be obvious that an adult at risk is being subjected to mistreatment or abuse; and it may not be appropriate to question them at the time. However there may be general indicators that something is amiss and that the adult is unhappy about their situation. Marked change in their behaviour or disclosure of concerns should be discussed with the Church Safeguarding Officer.

Some general indicators that may be noticed about the vulnerable person:

- covering up or rationalising, injuries or demeaning behaviours towards them
- confusion and / or denial that anything is amiss despite marked deterioration
- withdrawal from things that they normally engage with or do
- not being allowed to speak for themselves, or see others without permission
- flirtatious, precocious or expressive sexual behaviour out of character
- indications of unusual confinement e.g. closed off in a room

Behaviours that may be observed about the carer, family member or the person close to the adult at risk include:

- getting the vulnerable person to pay for their (i.e. carer's) shopping / petrol / tickets
- taking advantage of their naivety or trust
- attitudes of indifference or anger towards the vulnerable person
- blaming or chastising them e.g. that soiling themselves was deliberate
- aggressive or harsh behaviour (threats, insults, harassment)
- inappropriate display of affection or care
- social isolation or restriction of activity
- obvious absence of assistance or attendance

3.2 Categories of Abuse

Nine categories of abuse have been identified. Any or all of these may be carried out as the result of: deliberate intent and targeting of vulnerable people, negligence or ignorance.

3.2.1 Physical abuse

Physical abuse is the act of physical ill treatment. It may include hitting, slapping, pushing, punching, kicking, burning, biting, suffocating, misuse of medication, restraint or inappropriate sanctions.

3.2.2 Emotional or psychological abuse

Emotional or psychological abuse is the use of threats or fear or the use of 'power over' relationships to deny the vulnerable person's independent wishes. This includes: threats of harm or abandonment, deprivation of contact, humiliation and denial of dignity, blaming, controlling, bullying, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal of services / supportive networks.

3.2.3 Sexual abuse

Sexual abuse is a sexual act (contact or non-contact) carried out without the informed consent or knowledge of the other individual. Non-contact abuse may include sexual suggestions, salacious exposure to indecent material and indecent behaviour. Contact abuse may include rape and sexual assault or sexual acts to which the adult at risk has not consented, or could not consent or was pressured into consenting. Victims suffer emotionally and psychologically.

3.2.4 Neglect

Neglectful behaviour is any pattern of activity or omission which seriously impairs an individual. This includes: ignoring a need for medical or physical care, failing to provide access to appropriate health, social care, religious or educational services, or the deliberate withholding of necessities of life such as medication, adequate nutrition and heating. Also denying contact with family, failing 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.

3.2.5 Financial abuse

Financial abuse is the willful use or manipulation of the vulnerable person's property, assets, or monies without their informed consent or authorisation. This can include theft or fraud of monies or possessions, exploitation, pressure or undue influence to change wills, financial arrangements, or the misuse of property, possessions or benefits¹⁵.

¹⁵ It is worthy of note that the Fraud Act 2006, section 4, created a specific criminal offence of fraud by a person in a position of trust.

3.2.6 Discriminatory abuse

Discriminatory abuse is maltreatment or harassment that is based on any characteristic of a person's identity, such as their race, sex, or disability. Many of the signs of discriminatory abuse will be the same as for emotional abuse. The impact of discriminatory abuse can lead to significant self-harming¹⁶ and must never be underestimated.

3.2.7 Institutional abuse

Institutional abuse is when a culture of poor practice or maltreatment within a setting becomes routine at the expense of good professional practice. It may be exercised through defamatory attitudes, negative stereotyping, and abusive behaviours which are not corrected. Local authorities¹⁷ and churches should promote good practice in adult care.

3.2.8 Spiritual abuse

Within faith communities harm can be caused by the inappropriate use of religious belief or practices. This can include the misuse of the authority of leadership, penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries, which may result in adults at risk experiencing physical, emotional, or sexual harm.

3.2.9 Domestic abuse

Domestic abuse is the use of forms of control and / or maltreatment within an intimate or domestic relationship. Types of domestic abuse include: physical, verbal (also called emotional, mental, or psychological abuse), sexual, economic/financial, and spiritual abuse. Stalking and cyber-stalking are also forms of control and abuse. Church workers should remain alert to the use of words, physical or sexual practices to demean and control a vulnerable adult.

3.3 Procedure Following Disclosure or Concern

3.3.1 What to do with disclosures and concerns

Concerns about vulnerable people emerge 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:

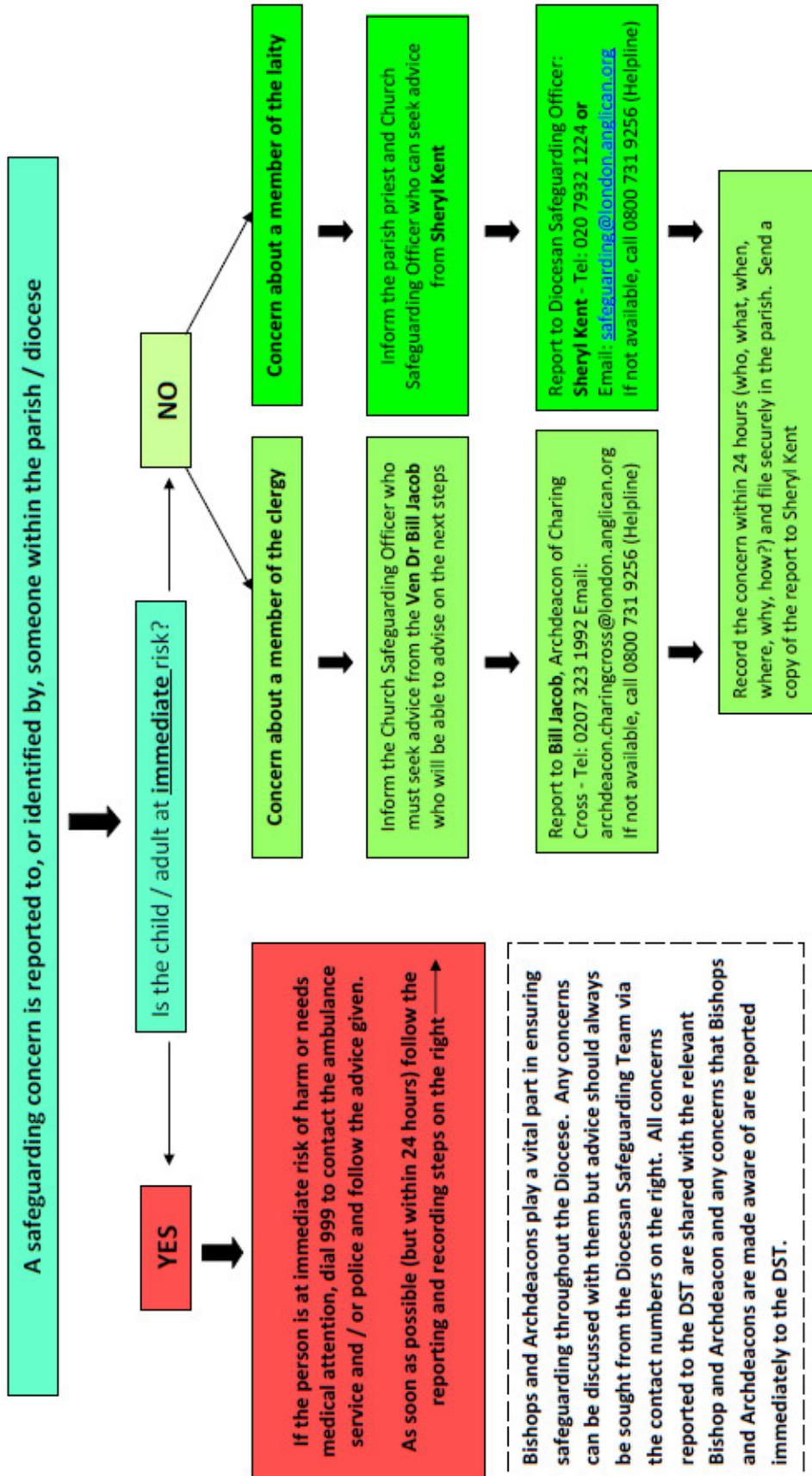
¹⁶ For example: the case of Fiona Pilkington who killed herself and her daughter Francesca after repeated abuse (2007)

¹⁷ Safeguarding Adults: a national framework of standards for good practice and outcomes in adult protection, ADSS, 2005.

- Take any emergency action needed to alleviate any immediate risk to life or limb
- 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 and treat all information confidentially
- Discuss your concerns with your Church Safeguarding Officer
- Ensure safeguarding action is taken, supporting the adult, if they have capacity, to make a referral

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

Diocese of London Flowchart: Safeguarding Concerns



If a serious concern arises out of office hours concerning a child, please contact the Diocese of London's dedicated Helpline on 0800 731 9256. Any serious concerns about adults at risk, call the local authority social services department.

3.3.2 Confidentiality and information sharing

Any disclosure made by an adult at risk or any concerns that become apparent must be treated with sensitivity and any sharing of information must be carried out on a strictly 'need to know' basis. "The first priority should always be to ensure the safety and protection of vulnerable adults¹⁸ and Church guidance advises, "*Where a vulnerable person is judged to be a risk of significant harm or an adult is likely to harm themselves or others, usually it will be legally possible, appropriate and highly desirable to disclose relevant information to the public authorities for the sake of protecting that vulnerable person*"¹⁹. All concerns therefore should in the first instance be passed to the Church Safeguarding Officer, within 24 hours.

It is appropriate to ascertain the wishes of the vulnerable person about what they want to do about the situation, explaining the boundaries of confidentiality. However, care should be taken if telling the vulnerable person what you are going to do could make them more vulnerable or at further risk.

3.3.3 Responding to concerns and disclosures

There are many reasons why individuals do not disclose mistreatment or abuse, perhaps personal or family reasons or fear. Some people blame themselves for what has happened or make excuses for their 'abusers' particularly where they rely on them for care, support, shelter or companionship. Fear of 'getting a loved one into trouble' or losing contact with them altogether may be very real. Consequently victims may refuse to speak to the police, especially in the initial stages even if the situation is extremely serious.

If someone tells you about mistreatment or abuse or you have concerns about a vulnerable person, your role is to respond sensitively and provide support. Ascertain what the vulnerable person wants to do about the situation and consult the Church Safeguarding Officer within 24 hours. The use of diagrams and sketches is often very useful in trying to accurately record a concern. Date and sign your notes and keep them safe.

In emergency situations contact the police, ambulance or social services directly and inform the Church Safeguarding Officer as soon as possible but within 24 hours. Make a record immediately afterwards and always let the police know all that you have seen and done in responding to the situation.

Do:

- stay calm, the person concerned is likely to be anxious and need reassuring
- listen attentively and accept what is being said, your role is to pass on the concern
- let the person tell you in their own words, avoid any assumptions or suggesting explanations.

¹⁸ No Secrets (Department of Health) 2000

¹⁹ The House of Bishops guidance 'Promoting a Safe Church' 2006

- keep any questions to a minimum.
- record what is said and seen using their own words or actions and discuss with your Church Safeguarding Officer

Do Not:

- press for more details, someone more appropriate may do this at a later point
- be judgmental or voice your own opinion
- do not promise to keep secrets
- discuss the information with the alleged abuser
- attempt to deal with the problem alone, or try to investigate it

These simple actions will help to protect an adult at risk against further abuse.

3.3.4 Allegations against church workers

Where there are concerns about the behaviour of or allegations against a church worker, these should be directed immediately to the Church Safeguarding Officer. These concerns must be reported to the Diocesan Safeguarding Officer within 24 hours and will be addressed drawing on the relevant policy procedures guiding paid and voluntary workers. A referral must be made to the police and local authority where it appears that a criminal offence has occurred against an adult at risk.

Each Local Authority will have a Safeguarding Adults Coordinator, through whom all safeguarding cases should be recorded and monitored. They will liaise with the police and other statutory and voluntary organisations to arrange relevant meetings, either strategy/planning meetings or case conferences to decide appropriate interventions and support for the adult at risk.

3.4 Roles and Responsibilities in Safeguarding Adults at Risk

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

3.4.1 Diocese of London

In line with House of Bishops guidance²⁰ the Diocese has:

- adopted the national House of Bishops' safeguarding policy (*'Promoting a Safe Church', 2006*)
- provided a structure to manage safeguarding in the Diocese
- established a Diocesan Safeguarding Team (DST) to coordinate and manage all aspects of safeguarding
- provided a code of safe working practice for all in the Diocese to follow
- ensured safeguarding training and development opportunities are available to all

3.4.2 Episcopal Areas

Area Bishops hold responsibility for safeguarding on behalf of the Diocese in their Areas. This responsibility is to ensure that ministry is carried out in accordance with the mandates of National and Diocesan guidance. Episcopal Areas play a key role in ensuring that safeguarding is consistently and appropriately undertaken by:

- ensuring the appointment of an Episcopal Area Safeguarding Coordinator
- coordinating with the Diocesan Safeguarding Team in the management of safeguarding across the area
- ensuring the proper flow of safeguarding information to and from the Diocesan Safeguarding Team
- ensuring that the code of safe working practice is being followed across the Area
- identifying and supporting training needs and promoting good practice in safeguarding across the Area

3.4.3 Parochial Church Council (PCC)

PCCs play a core role within our worshiping communities; their influence and good management of safeguarding is fundamental in keeping all in our churches safe. Each PCC should therefore:

- formally adopt and implement the Diocesan joint policy for safeguarding children, young people and adults at risk 'Safeguarding in the Diocese of London' and the associated procedures provided by the Diocese. PCC's are strongly advised not to amend the suggested [Policy Statement](#) provided. Where helpful, Parish Guidelines which implement your adopted policy may be developed and appended. *One copy of this policy statement should be kept with the PCC minutes, another copy sent to the Diocesan Safeguarding Team and one copy displayed prominently in the church.*
- appoint a [Church Safeguarding Officer](#) to work with the parish priest and the PCC to implement the policy and procedures²¹. The safeguarding officer should attend the PCC at least twice a year
- communicate the policy to the whole congregation and display in church premises useful support contacts for those who are or may become vulnerable
- ensure that all those authorised to work with adults at risk are appropriately recruited according to safe recruitment practice and are trained and supported
- ensure where the PCC provides specific services to adults at risk, that these are properly supervised

²⁰ 'Promoting a Safer Church' 2006

²¹ They may or may not be the same person responsible for safeguarding children

- encourage the whole congregation to be committed to supporting one another, work only within their remit and pass on any concerns so they can be dealt with in a prompt manner
- ensure that the policy adopted by the PCC is being implemented and appropriately resourced
- review the implementation in the parish of the safeguarding policy, procedures and good practice, at least annually. The report is to be presented to the PCC by the Church Safeguarding Officer.
- where working within Local Ecumenical Partnerships (LEPs), agree which denomination or organisation's safeguarding adults at risk policy to follow, including where to seek advice in urgent situations. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership
- in the event of a specific safeguarding concern, ensure that all the LEP partners are also notified.

3.4.4 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.

3.4.5 Church Safeguarding Officer

The [Church Safeguarding Officer](#) is responsible for ensuring the coordination of any concerns about an adult at risk or the behaviour of an adult working with them. 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 Church Safeguarding Officer becomes aware of a suspicion or concern about abuse the following steps should be taken:

- if the adult at risk is in immediate need of medical treatment or protection, contact the ambulance service, the police or local authority
- inform the parish priest (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 person(s) concerned. The Local Authority Designated Officer (LADO) and the Adult Safeguarding Coordinator can also provide advice and guidance on safeguarding matters.

3.5 Selecting, recruiting and supporting workers

Safer recruitment practices form part of a network of checks and balances which will minimise the possibilities of appointing inappropriate individuals to work with vulnerable groups. They are one of the four elements of ‘safe care’ practice, which are:

- effective, clear appointment procedures and practices
- explicit and shared standards
- clear, reliable supervision arrangements
- access to appropriate training opportunities

Appointments to all roles should be in line with the Church of England’s ‘*Protecting all God’s Children*’, 2010, and ‘*Safeguarding Guidelines relating to Safer Recruitment*’, 2010. Each appointment to a paid or voluntary post should be subject to a recruitment process and vetting checks and a mandatory six month probationary period. Good appointment and support processes will therefore include:

- clarity about what the post involves and the kind of person to occupy it
- completion of confidential declaration forms enabling information to be openly explored
- consistent interviewing and assessment methods, where identity is verified
- using references to ascertain a person’s suitability for the role
- checking and rechecking regularly that the individual is suitable to work with vulnerable people²²
- clear and thorough risk assessment to enable “safe” appointments to be made
- using the safeguarding declaration and codes of conduct to guide best practice
- provision of appropriate means of induction, supervision, training and support

Those appointing should use the recruitment process as an opportunity to satisfy themselves that the person has the personality, experience and integrity for the work. It is recommended that volunteers are not appointed to work with adults at risk until they have been regular members of the congregation for a sufficient length of time for them to become known and trusted by the wider church community. More information on the safer recruiting can be found in [Section 4, Additional Information](#).

3.6 Good Practice in Safeguarding Adults at Risk

Good practice safeguards people who may be vulnerable. It also protects anyone from a congregation who comes into contact with them, in whatever context, from being wrongly accused of abuse or misconduct. The ‘*Guidelines for the Professional Conduct of the Clergy*’²³ provide a good practice guide for all those involved in pastoral ministry in the Diocese. Everyone, whether paid or unpaid, clergy or lay, should be working within church guidelines.

²² Using the Criminal Records Disclosure Service of the Disclosure and Barring Service (DBS) and other vetting procedures

²³ The Convocations of York and Canterbury

3.6.1 Pastoral relationships

Anyone whose ministry brings them into contact with vulnerable people should remain aware of their own behaviours and how these might be viewed by an adult at risk. Pastoral relationships will often run parallel with friendships and social contacts, but should always remain distinct. Perceptions can be difficult to manage and workers should always seek to have a clear understanding with vulnerable people of the nature and boundaries of their contact with them.

The following principles should be followed:

- exercise particular care when ministering to persons with whom there already exists a close personal friendship or family relationship
- be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise
- minister within your remit and limits - do not undertake any ministry that is beyond your competence or role (e.g. therapeutic counselling, deliverance ministry, or giving legal advice). Instead refer to the person or agency with appropriate expertise
- avoid behaviour that could give the impression of favouritism or special relationship.
- always respectfully encourage self-determination, independence and choice
- do not undertake any pastoral ministry whilst under the influence of alcohol or drugs.

3.6.2 Conversations and interviews in a ministry context

Church workers must always be aware of their language and behaviour and should consider in advance the:

- value of taking a colleague along with them
- place of the meeting, arrangement of the furniture and lighting, their own deportment
- balance of privacy for conversation with the opportunity for supervision (open doors or windows in doors, another person nearby);
- physical distance between people taking into account hospitality and respect, being aware that this may differ as a result of past trauma or abusive experiences
- circumstances and whether they suggest a professional or social interaction
- propriety or danger of visiting or being visited alone, especially in the evening
- personal safety and comfort of all participants
- the appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted.

Workers should establish the nature of the interview at the outset of each interaction in respect to subject matter, confidentiality and duration

3.6.3 Sexual conduct

The sexual conduct of church workers will have an impact on their ministry within the Church. It is never appropriate for workers to take advantage of their role and engage in sexual activity with anyone with whom they have a pastoral relationship.

Workers should be aware of the power imbalance inherent in pastoral relationships and:

- must not engage in sexual activity with an adult or a child
- must take responsibility for their words and actions if wishing to make physical contact with another adult (e.g. a hug may be misunderstood) or to talk to them about sexual matters. This will include seeking permission, respecting the person's wishes, noticing and responding to non-verbal communication, refraining from such conduct if in doubt about the person's wishes
- must follow the Church's discipline on sexual matters
- must not view, possess or distribute sexual images of children and should refrain from viewing, possessing or distributing sexually exploitative images of adults
- should avoid situations where they feel vulnerable to temptation or where their conduct may be misinterpreted

3.6.4 Financial integrity

Financial dealings can have an impact on the Church and the community, and must always be handled with integrity. Those with authority for such matters should maintain proper systems and not delegate that responsibility to anyone else. Church workers should:

- not seek personal financial gain from their position
- not be influenced by offers of money, or take inappropriate responsibility for such
- ensure that church and personal finances are kept apart and should avoid any conflict of interest
- ensure any monies received are handled by two unrelated lay people
- disclose any gifts received to a supervisor/senior and decide on its acceptance, confirmation and use
- not to canvass for church donations from those who may be vulnerable, e.g. the recently bereaved or those who lack capacity to make such decisions

3.6.5 Record keeping

At the first opportunity (within 24 hours) church workers should make a note of anything that has been said and seen by them that causes them concern. They should aim to:

- note what was actually said using the individual's own words where possible
- describe the circumstances in which any disclosure or concern came about
- note the setting and anyone else who was there at the time
- separate out factual information and your own opinions, recording the reasons for the latter

3.7 PCC Safeguarding Policy Statement

A joint policy statement on safeguarding children, young people and adults at risk can be found in [Section 5, Forms and Templates](#). This is to be formally adopted by each Parochial Church Council, without additions or revisions annually. Safeguarding should be on the agenda at the first PCC meeting held after the Annual Parochial Church Meeting (APCM)

3.8 Contact Addresses and References

It is strongly recommended that a local contact sheet is developed. A [generic contact list](#) template for this can be found in Section 5, Forms and Templates. This should be updated annually by the Church Safeguarding Officer and a copy sent to the Diocesan Safeguarding Officer.

Safeguarding in the Diocese of London

ADDITIONAL INFORMATION

4.1	Definitions and Indicators of Abuse – children and young people	41
4.1.1	Physical abuse.....	41
4.1.2	Sexual abuse.....	41
4.1.3	Neglect.....	42
4.1.4	Emotional abuse.....	43
4.2	Definitions and Indicators of Abuse – adults at risk	44
4.2.1	Physical abuse.....	44
4.2.2	Emotional or psychological abuse	44
4.2.3	Sexual abuse.....	45
4.2.4	Neglect.....	46
4.2.5	Financial abuse	46
4.2.6	Discriminatory abuse	47
4.2.7	Institutional abuse	47
4.2.8	Spiritual abuse	48
4.2.9	Domestic abuse	48
4.3	Practice Guidance	48
4.3.1	Model code of safer working practice	48
4.3.2	Record keeping.....	48
4.3.3	Responding to concerns or disclosures of abuse	49
4.3.4	Suspected abusers and known offenders	50
4.4	Appointing Workers – Safer Recruitment	51
4.4.1	Key elements of safer recruitment and appointment.....	52
4.5	Legislation and Guidance	53
4.5.1	Statutory framework for safeguarding children and young people	53
4.5.2	Statutory framework for safeguarding adults at risk.....	54
4.6	Contact Addresses and References	56
4.6.1	Useful websites	56
4.6.2	Contact addresses and references - Children.....	56
4.6.3	Contact addresses and references – Adults at Risk	57
4.7	Church of England Safeguarding Documents	59

This section provides further information on working practices that promote healthy environments and behaviours for children, young people and adults at risk. They represent more detailed information on specific aspects of safeguarding and promote good practice.

Hyperlinks are also provided to sections of ‘*Protecting All God’s Children*’ and ‘*Promoting a Safe Church*’ national policy documents where specific national guidance can be found.

4.1 Definitions and Indicators of Abuse – children and young people

4.1.1 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 abuse	
<i>Physical signs</i>	<i>Behavioural signs</i>
<p>Bruises, black eyes and broken bones are obvious signs of physical abuse, but they are not the only ones. Other signs include:</p> <ul style="list-style-type: none"> • 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 	<p>Sometimes if a child is being physically abused they may show changes in behaviour, such as:</p> <ul style="list-style-type: none"> • 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

4.1.2 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.

Sexual abuse	
<i>Physical signs</i>	<i>Behavioural signs</i>
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

4.1.3 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.

Neglect	
<i>Physical signs</i>	<i>Behavioural signs</i>
<ul style="list-style-type: none"> • abandonment • unattended medical needs • consistent lack of supervision • consistent hunger, inappropriate dress, poor hygiene • lice, distended stomach, emaciated • inadequate nutrition 	<ul style="list-style-type: none"> • 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

4.1.4 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.

Emotional abuse	
<i>Physical signs</i>	<i>Behavioural signs</i>
<ul style="list-style-type: none"> • speech disorders • delayed physical development • substance abuse • ulcers, severe allergies 	<ul style="list-style-type: none"> • 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

4.2 Definitions and Indicators of Abuse – Adults at Risk

Nine areas of abuse are described below. Any or all of these may be carried out as the result of deliberate intent and targeting of vulnerable people, negligence or ignorance.

4.2.1 Physical abuse

Physical abuse is the act of physical ill treatment. It may include: hitting, slapping, pushing, punching, kicking, burning, biting, suffocating, misuse of medication, restraint or inappropriate sanctions.

Possible indicators of physical abuse may include:

- any injury not fully explained
- untreated or poorly treated injuries
- unexplained bruises or welts, particularly in protected areas
- bruises in various stages of healing, clusters forming regular patterns
- any cuts or abrasions
- injuries to head/face/scalp
- broken eyeglasses or frames
- unexplained burns, fractures or lacerations
- malnutrition and dehydration without an illness-related cause; loss of weight
- lack of personal care
- urinary / faecal incontinence.
- inappropriate use of medication, overdosing or under dosing
- history of moving GP's or frequently moving between agencies (agency hopping)

No suspected injury should be ignored, however, care should be taken as not all marks and injuries are caused as a result of abuse.

The key to identifying mistreatment or abuse is noticing unexplained marks, or injuries with unsatisfactory explanations. Where an injury occurs often, you would at least question the safety of the environment and what could be done to minimise further risks. Always note the site and type of injury observed so that patterns can be identified. If however the injury(ies) still give cause for concern discuss the issue with the Parish Safeguarding Officer (within 24 hours) to decide if a further intervention is required.

4.2.2 Emotional or psychological abuse

Emotional or psychological abuse is the use of threats or fear or the use of power over' relationships to deny the vulnerable person's independent wishes. This includes: threats of harm or abandonment, deprivation of contact, humiliation and denial of dignity, blaming, controlling, bullying, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal of services / supportive networks.

Harassment may include: name calling, victimization and ostracism, unwanted sexual attention, stalking, compromising invitations or gifts, the display of images that are racially / sexually offensive or the suggestion that sexual favours might be advantageous.

You may also see behaviour by carers or other people close to the vulnerable person that cause concern. Symptoms and behaviours on the part of the vulnerable person may include:

- insomnia/sleep deprivation
- change in appetite, weight gain/loss
- ambivalence to carer
- anger without an apparent cause
- deference, resignation, helplessness, excessive fears
- unexplained paranoia
- self-harming/suicide attempts
- emotional withdrawal – the person becomes uncommunicative or non-responsive
- low self esteem

Behaviours demonstrated by carers or those in a position of trust may include:

- threats, intimidation, bullying
- threats of abandonment
- promises which are not kept
- punitive approach to incontinence etc. blaming, sanctions
- few visitors or other contact
- locking the person in

Visible signs may not be evident, however the impact of emotional mistreatment or abuse should never be underestimated as the deterioration in a victim's physical or mental health may take a very long time to recover from, and may be irreparable.

4.2.3 Sexual abuse

Sexual abuse is a sexual act (contact or non-contact) carried out without the informed consent or knowledge of the other individual. Non-contact abuse may include sexual suggestions, salacious exposure to indecent material and indecent behaviour. Contact abuse may include rape and sexual assault or sexual acts to which the adult at risk has not consented, or could not consent or was pressured into consenting. Victims suffer emotionally and psychologically. If you believe there is any issue about an individual's capacity to consent to any relationship, you should seek advice from the Parish Safeguarding Officer within 24 hours.

Some of the signs that an individual may be suffering from this type of abuse include:

- full or partial disclosure

- nightmares
- signs of depression or stress
- unusual difficulty in walking and sitting
- torn, stained or bloody underclothes
- pain, itching or any injury to genital area
- sexually transmitted diseases / infections
- bites, bruising or any marks on inner thighs or arms
- significant change in sexual behaviour / language
- agitation during personal care / examination
- pregnancy in a person who is unable to consent

No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or when they are in another position of trust.

4.2.4 Neglect

Neglectful behaviour is any pattern of activity or omission, which seriously impairs an individual. This includes ignoring medical or physical care needs, failing to provide access to appropriate health, social care, religious or educational services, or the deliberate withholding of necessities of life such as medication, adequate nutrition and heating. Also, denying contact with family or failing 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.

Possible indicators of neglect may include:

- poor physical condition, e.g. rashes, sores, weight loss / gain
- inadequate heating / lighting
- inadequate clothing in poor condition
- malnutrition
- failure to access medical care or give prescribed medication when required
- lack of assistance with eating and drinking
- failure to ensure privacy and dignity
- inconsistent/ reluctant contact with health or social agencies
- inappropriate clothing
- sensory deprivation
- poor personal hygiene

4.2.5 Financial abuse

Financial abuse is the willful use or manipulation of the vulnerable person's property, assets, or monies without their informed consent or authorisation. This can include theft or fraud of monies or possessions, exploitation,

pressure or undue influence to change wills, financial arrangements, or the misuse of property, possessions or benefits²⁴.

Some of the ways that you can identify financial abuse are:

- signatures on cheques etc. that do not resemble the adult's signature or which are signed when the adult cannot write
- sudden changes in bank activity including unexplained withdrawals of large sums of money
- inclusion of additional names on an adult's bank account
- issues with Powers of Attorney
- abrupt changes to or creation of wills
- sudden appearance of previously uninvolved relatives claiming their rights to a vulnerable person's affairs or possessions
- unexplained transfers of assets to family member or someone outside the family
- numerous unpaid bills, overdue rent, when someone should have been paying these for the vulnerable person
- A carer asks financial questions about a person, unrelated to their care
- lack of amenities, such as TV, personal grooming items, appropriate clothing, that the vulnerable person should be able to afford
- unexplained disappearance of money or valuable possessions eg silverware or jewellery

You should be alert to the deliberate isolation of a vulnerable person from friends and family resulting in the carer alone having total control.

4.2.6 Discriminatory abuse

Discriminatory abuse is maltreatment or harassment that is based on any characteristic of a person's identity, such as their race, sex, or disability. Many of the signs of discriminatory abuse will be the same as for emotional abuse and the impact of discriminatory abuse must never be underestimated.

The emotional and psychological impact of discriminatory abuse can cause untold damage to the individual, both physically and mentally and in many cases leads to self harm and tragically in some cases, suicide. Recent cases²⁵ and inquiry²⁶ have borne out the fatal impact of discrimination on the grounds of disability.

4.2.7 Institutional abuse

Institutional abuse is when a culture of poor practice or maltreatment within a setting becomes routine at the expense of good professional practice. It may be exercised through defamatory attitudes, negative stereotyping, and

²⁴ It is worthy of note that the Fraud Act 2006, section 4, created a specific criminal offence of fraud by a person in a position of trust.

²⁵ Fiona Pilkington who killed herself and her daughter Francesca after repeated abuse (2007)

²⁶The Equality and Human Rights Commission inquiry and 'Hidden in Plain Sight' report 2011

abusive behaviours which are not corrected. Local authorities²⁷ and churches should promote good practice in adult care.

4.2.8 Spiritual abuse

Within faith communities harm can be caused by the inappropriate use of religious belief or practices. This can include the misuse of the authority of leadership, penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries, which may result in vulnerable people experiencing physical, emotional, or sexual harm.

Churches need to avoid any practice which could be seen as an attempt to 'force' religious values or behaviours onto vulnerable people. Additionally, spiritual abuse may include the denial to vulnerable people of the right to faith or the opportunity to grow in the knowledge and love of God.

4.2.9 Domestic abuse

Domestic abuse is the use of forms of control and / or maltreatment within an intimate or domestic relationship. Types of domestic abuse include: physical, verbal (also called emotional, mental, or psychological abuse), sexual, economic / financial, or spiritual abuse. Stalking and cyber-stalking are also forms of control and abuse. Church workers should remain alert to the use of words, physical or sexual practices to demean and control an adult at risk.

4.3 Practice Guidance

4.3.1 Model code of safer working practice

The Diocese of London has adopted a '[Code of Safer Working Practice](#)' for all to follow. More comprehensive guidance can also be found in Appendix A4 of '[Protecting all God's Children](#)', 2010. It covers guidelines for individual workers and group leaders also guidelines for good practice for church-sponsored activities for children and young people.

4.3.2 Record keeping

At the first opportunity (but always within 24 hours) make a note of anything that has been said to you by a child, young person or adult at risk or any other person in connection with any mistreatment or abuse. The use of

²⁷ Safeguarding Adults: a national framework of standards for good practice and outcomes in adult protection, ADSS, 2005.

diagrams or sketches is often really useful in trying to accurately record an injury, a situation or place etc. Date and sign your notes and keep them safe.

You should aim to:

- note what the people actually said, using their own words and phrases wherever possible
- describe the circumstances in which the disclosure or concern came about.
- note the setting and anyone else who was there at the time.
- separate out factual information from your own opinions. It is acceptable to record opinion but you must make it clear that is what it is.

Church workers should consider keeping a daily record of pastoral encounters to include: date, time, place, purpose and actions to be taken. Suspicion of abuse or mistreatment should be recorded and responded to in line with the Diocese of London Safeguarding Policy.

- any record should be factual and avoid rumour or opinion.
- records concerned with abuse should be kept indefinitely (at least 50 years).

The publishing, sharing or keeping of personal data or images should follow the appropriate legislation and policy.

4.3.3 Responding to concerns or disclosures of abuse

If someone tells you about mistreatment or abuse or you have concerns about a child or adult at risk, your role is to respond sensitively and provide support. Listen carefully to what the person is telling you and if appropriate, discuss what the adult at risk wants to do about the situation. Consult with the Parish Safeguarding Officer in the first instance if the person is not in any immediate risk or in need of emergency assistance (this should be within 24 hours).

If there is any concern about an immediate risk to a child or adult at risk, or they need treatment or specialist help for injuries or their situation, you should contact the police, ambulance or social services directly. You should liaise with the Parish Safeguarding Officer as soon as possible to inform him / her about the situation and any action you have taken (this must take place within 24 hours).

Do:

- stay calm – the person concerned is likely to be anxious and in need of reassuring
- ensure that the person is safe from immediate risk
- listen positively to what they are saying and take it seriously. Try not to interrupt
- accept what is being said (this is not the same as deciding whether the allegation is true or not – others will address this later)

- avoid leading²⁸ the person and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said. This is particularly important when dealing with vulnerable people who may be influenced by suggestive questioning
- be aware of interpreting what the person is saying, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language. Try to record what the vulnerable person actually says or shows you, in their own words or actions. If you do not understand fully, do not press the person to explain in detail if you believe the situation may be serious and warrant further intervention, especially by the police or social services. As long as you have a basic idea of what has happened, you can refer the matter to the appropriate person or authority

Do Not:

- press the person for more details; further details can be sought later by others
- stop someone who is freely recalling significant events; (for example, don't say 'Hold on we'll come back to that later,' as they may not tell you again
- be judgmental or voice your own opinion
- do not promise to keep secrets; you cannot keep this kind of information confidential
- Contact or inform the alleged perpetrator or abuser about the disclosure or any intended action
- pass on the information to anyone other than those with a legitimate 'need to know,' such as the Church Safeguarding Officer or the Parish Priest

Remember:

- you must not attempt to deal with the problem alone
- the primary responsibility of the person who first suspects or is told of abuse is to share the information and to ensure that their concern is taken seriously – this should be done within 24 hours
- under no circumstances should anything be done that might be construed as an investigation of the allegation, as action of this nature may contaminate evidence should a formal investigation by either the police or local authority be instigated
- in the first instance the allegation or concern should be reported to the Church Safeguarding Officer and / or incumbent. If necessary he / she will liaise with statutory services
- failure to observe these guidelines may leave a vulnerable child or adult unprotected against further abuse

4.3.4 Suspected abusers and known offenders

The term 'suspected abuser' is used here to refer to those who have been the subject of allegations which have not been formally substantiated but which appear to be reasonably well founded. The term 'offender' applies only to those who have a conviction or who have accepted a caution, reprimand or warning for a criminal offence. Note that acceptance of a caution is an admission of the offence and is, therefore, equivalent to a conviction.

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

²⁸ Leading question are those that suggest a particular answer. Therefore care must be taken not to put words into a child or young person's mouth either by a direct suggestion or in the form of a loaded question."

should undergo a risk assessment from suitably qualified persons. The nature of the assessment should be proportionate to their role and the matters disclosed. The Diocesan Safeguarding Team should always be involved and will in certain cases commission a formal risk assessment. In the case of complex or borderline cases, these may be referred to a diocesan case management group. Old, minor and unrelated offences will not prohibit otherwise suitable people from work with children.

As well as people with convictions against children there are others whose position in a congregation may need to be carefully and sensitively considered to decide whether they pose a risk to children. This would include people convicted of violent or sexual offences against adults, including: domestic violence; people involved in drug or alcohol addiction; adults with a mental disorder or special needs which might, for any reason, result in erratic behaviour. It would also include those who do not have convictions or cautions but where there are sound reasons for considering that they might present 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 / adults at risk even where they have not been cautioned or convicted of an offence.

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’s duty to minister to all imposes a particular responsibility to such people. However, this must not compromise the safety of children.

4.4 Appointing Workers – Safer Recruitment

‘Safer Recruitment’ practices are those which ensure reasonable care and caution are exercised to minimise future risks. Employers (including those who recruit volunteers) and voluntary organisations should ‘develop and apply robust recruitment procedures, including checking identity, qualifications and references and enquiring into career history’²⁹. Each appointment to a paid or voluntary post should be subject to a recruitment process and vetting checks and a mandatory six month probationary period. On completion of a successful probationary period the person’s suitability for the appointment should be reviewed before the position is confirmed by the PCC. Included here is an overview of the safe recruitment and vetting process advocated by the Diocese for those working with children, young people and adults at risk. More detailed information can be obtained in [‘Safeguarding Guidelines Relating to Safer Recruitment: For all who work on behalf of the Church of England’ 2010](#).

²⁹ Vetting and Barring Scheme guidance, March 2010 p.3

4.4.1 Key elements of safer recruitment and appointment

ITEM	NOTES
Role description and person specification	This clarifies the role and helps to avoid misunderstanding. It will also include a Person Specification showing the kind of person likely to be suited to the role. Together they describe the essential and desirable skills and experience required to fulfill the role competently
Confidential Declaration Form	A statement completed by an applicant dealing with any factors relevant to their application.
References	References are valuable when made to work. Two references should provide two perspectives. Where the applicant is, or has worked in another setting, one reference should be from that employer or supervisor. Reference requests must include quite specific questions that the referee has to address. Where replies seem unclear or vague, the reference should be followed up. See Section 5 for the standard reference request template which must be used for all roles that work with children, young people or adults at risk.
Verifying identity	Sight of an applicant's original birth certificate (or passport) provides verification of full name and date of birth and so ensures that the data used in other checks is accurate.
Interview	For any role or work in the parish involving contact with children/young people/adults at risk (whether paid or voluntary) the potential candidates should be interviewed. Interview questions should be evidentially based (not hypothetical) and should cover areas such as; motivation, resilience and attitudes to working with children/adults at risk; professional boundaries and professional integrity, taking action to protect children, young people or adults at risk and developing and maintaining positive relationships with young people.
Criminal records check	If appropriate, the person should be asked to go through the Disclosure process. A risk assessment must be undertaken by the DST if a Disclosure reveals any offence or information provided by the police.
Risk assessment	A risk assessment should be undertaken regarding the extent of the contact with children/vulnerable adults that the role requires. Based on this, a decision should be made as to whether a criminal records disclosure is appropriate.
Probationary period followed by review	In any appointment, good practice suggests an explicit probationary period followed by a review and appraisal before the appointment is confirmed. Six months is a common standard for probationary periods and monthly supervisory meetings are recommended as best practice when the individual is working regularly with children, young people or adults at risk.

4.5 Legislation and Guidance

Below are details of the national legislation and church guidance covering safeguarding of children / young people and adults at risk.

4.5.1 Statutory framework for safeguarding children and young people

There is a significant body of legislation and policy guiding the work of safeguarding children and young people. They serve to reinforce the importance of this work and the basis from which we should be operating.

[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.

[European Convention on Human Rights](#) tells us that no one shall be subjected to torture or to inhuman or degrading treatment or punishment. Everyone has the right to respect for his private and family life, his home and his correspondence.

[Working Together to Safeguard Children, HM Government, 2010](#) calls all organisations – statutory and voluntary to fulfil their individual role and work together to safeguard children. Providing specific guidance for faith organizations.

[Children Act 1989](#) provides the private and public law concerning arrangements for children. It provides the statutory powers for the Local Authority to investigate and intervene where there are concerns for significant harm to a child.

[Safe from Harm, Home Office circular, 1993](#) provides specific advice to the voluntary sector. Although this has been largely superseded it has not been formally withdrawn or replaced.

[Data Protection Act 1998](#) commits us to collecting, using and storing information to a legal standard.

[Criminal Justice and Court Services Act 2000](#) provides a comprehensive list of offences against children. It has been amended (added to) by the Sexual Offences Act 2003.

[Sexual Offences Act 2003](#) consolidates the law on sexual offences, including those against children.

[Children Act 2004](#) This increases the duties of statutory bodies to safeguard children and set up Local Safeguarding Children Boards to oversee this process and provide local support and guidance to organisations within its area.

[What to do if you're worried a child is being abused, Department for Education and Skills, 2006](#) Provided non-statutory advice on action to be taken by anyone concerned about the welfare of a child.

[Safeguarding Vulnerable Groups Act 2006 and the Vetting and Barring Scheme Guidance](#). This provided the legislative framework for the vetting and barring of individuals posing a risk to children, young people and adults.

4.5.2 Statutory framework for safeguarding adults

SEXUAL OFFENCES ACT 2003

The Sexual Offences Act 2003 frames important legislation to protect people with mental disorders. Sections 30 – 33 relate to offences against people who cannot legally consent to sexual activity because of a mental disorder that impedes their choice. Section 34-37 relate to offences against people who may or may not legally be able to consent to sexual activity but who are vulnerable to inducements, threats or deceptions because of their mental disorder.

There are also specific offences relating to care workers of people with a mental disorder which apply whether or not the victim appears to consent and whether or not they have the legal capacity to consent. These offences prohibit a care worker engaging in any sexual activity with the person they are caring for, causing or inciting the vulnerable person to engage in any sexual activity with another person and engaging in any sexual activity in the presence of the person with a mental disorder when they can see or it is intended that they can see what is happening. It is also an offence for a care worker to cause a person with a mental disorder to watch anyone else taking part in sexual activity, including looking at images such as videos, photos etc for the care worker's sexual gratification.

FRAUD ACT 2006

A person is guilty of Fraud if he is in breach of one of the following sections;

- Sec 2 – Fraud by false representation
- Sec 3 – Fraud by failing to disclose information
- Sec 4 - Fraud by abuse of position

Sec 4 – Fraud by Abuse of Position

This is probably the most useful offence when considering financial or material abuse against a vulnerable person.

The offence is committed by any person who;

- a) occupies a position in which he/she is expected to safeguard, or not to act against, the financial interests of another person
- b) dishonestly abuses that position

- c) intends, by means of the abuse of that position to make a gain for himself or another or to cause loss to another or to expose another to a risk of loss.

THIS CAN CONSIST OF AN OMISSION TO ACT AS WELL AS AN ACTUAL ACT.

MENTAL CAPACITY ACT 2005

The Mental Capacity Act 2005 applies to everyone involved in the care, treatment and support of people aged 16 years and over living in England and Wales who are unable to make all or some decisions for themselves. It is designed to protect and restore power to those vulnerable people who lack capacity. Section 44 of this act sets out the new criminal offence of ill treatment or willful neglect. It applies if a person (“D”):

- a) has the care of a person (“P”) who lacks, or whom “D” reasonably believes to lack, capacity,
- b) is the donee of an Lasting Power of Attorney [LPA], or an existing Enduring Power of Attorney [EPA], created by P, or
- c) is a deputy appointed by the court for P.

Such individuals will be guilty of an offence if they ill-treat or willfully neglect the person they have care for, or to whom the LPA, EPA or deputy appointment relates.

YOUTH JUSTICE AND CRIMINAL EVIDENCE ACT 1999

Section 16 of the Youth Justice and Criminal Evidence Act 1999 gives us the definition of a vulnerable witness. A Vulnerable Witness is;

- a) a child under the age of 18 years and
- b) a person whose quality of evidence is likely to be diminished because they:
 - are suffering from a Mental Disorder
 - have significant impairment of intelligence or social functioning
 - have a physical disability or are suffering from a physical disorder.

Vulnerable witnesses may be entitled to a range of ‘Special Measures’ that can be applied for in the courts. They can be subject of a video recorded interview and if required to give evidence in criminal proceedings may be supported by the use of the following;

- the use of screens
- evidence by live TV link
- giving evidence in private
- the removal of wigs and gowns
- video-recorded interviews replace evidence-in-chief
- video-recorded pre-trial cross-examination
- examination of witness through an intermediary
- use of special communication aids or techniques.

Police officers should consider the use of Special Measures if they identify that the person they are dealing with is a vulnerable witness. Sometimes, it may be difficult for officers to identify a difficulty or disability. In such a case it is

appropriate for their carer or a person that knows about their situation to help the vulnerable person to tell the police about their disability or to point out the issue to the police, so that they can provide relevant support.

4.6 Contact Addresses and References

4.6.1 Useful websites

Church of England www.cofe.anglican.org

London Safeguarding Children's Board www.londonscb.gov.uk

Department for Education www.education.gov.uk

Department of Health www.dh.gov.uk

Home Office www.homeoffice.gov.uk

Independent Safeguarding Authority www.isa.homeoffice.gov.uk

Disclosure and Barring Scheme www.homeoffice.gov.uk/crime/vetting-barring-scheme

4.6.2 Contact addresses and references - Children

Listed below are details of national services that support effective safeguarding of children and young people. It is strongly recommended that a local contact sheet is developed. A [generic contact list](#) template for this can be found in Section 5, Forms and Templates. This should be updated annually by the Church Safeguarding Officer and a copy sent to the Diocesan Safeguarding Officer.

Children's Social Care

There are 32 London boroughs. In some of these children's social care is integrated with Education Departments and Health Services. Details of your local council and its main switchboard should be easily available from libraries, the internet and other local sources. (Obtain local office and out-of-hours numbers)

Police

See telephone directory for your local police station. In an emergency call 999.

NSPCC

Child Protection Helpline - 0808 731 9256

CareLinkUK

A Christian charity which provides a web-based directory of caring services within the UK

Website: <http://www.carelinkuk.org/>

Churches' Child Protection Advisory Service

PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0845 120 4551

Website: <http://www.ccpas.co.uk/>

Parentline

A national Helpline for parents under pressure - 0808 800 222

Child Line

Freepost 1111, London N1 0BR

Tel: 0800 1111

Christian Survivors of Sexual Abuse

c/o 38 Sydenham Villas Road, Cheltenham GL52 6DZ - An independent group of Christian survivors who offer self-help support to those Christians who have been sexually abused in childhood. Currently 4 self-help groups around the country

Kidscape

Resources for parents to keep children safe

152 Buckingham Palace Road, London SW1W 9TR

Tel: 020 7730 3300

The National Family and Parenting Institute

An independent charity working to support parents in bringing up their children, to promote the wellbeing of families and to make society more family friendly.

Website: <http://www.nfpi.org/index.cfm>

4.6.3 Contact addresses and references – Vulnerable adults

Listed below are details of national services that support effective safeguarding of adults. It is strongly recommended that a local contact sheet is developed. A [generic contact list](#) template for this can be found in Section 5, Forms and Templates. This should be updated annually by the Church Safeguarding Officer and a copy sent to the Diocesan Safeguarding Officer

Statutory Agencies

Local Authority Adult Services - Details of your local council and its main switchboard should be easily available from libraries, the internet and other local sources. (Obtain local office and out-of-hours numbers)

Police - public protection unit. 999 for emergencies or 101

Local station and its direct number for the protection units

General Help lines

National Domestic Violence Helpline 0808 200 0247

Samaritans 0845 790 9090

Stop it Now 0808 1000 900 • Helpline for abusers, potential abusers and others concerned with sexual abuse

Women's Aid 08457 023 468

Sexual Assault Referral Centres (London area) – Specialist centres for victims of rape and sexual assault.

www.thehavens.co.uk The Havens – Paddington 020 3312 1101, Camberwell 020 3299 1599, Whitechapel 020 7247 4787

Voluntary organisations for people who may be vulnerable

Action on Elder Abuse 080 8808 8141 www.elderabuse.org.uk

Age UK England <http://www.ageUK.org.uk>

Alzheimer's Society www.alzheimers.org.uk

Church Action on Disability 0870 243 0678 www.chaduk.org

Help the Aged 020 7278 1114 www.helptheaged.org.uk

MENCAP www.mencap.org.uk

MIND – The National Association for Mental Health 020 8519 2122 www.mind.org.uk

RNIB – The Royal National Institute for the Blind www.rnib.org.uk

RNID – The Royal National Institute Deaf People www.rnid.org.uk

Scope – <http://www.scope.org.uk> – the main national organization for those with cerebral palsy

Resources for adult survivors of abuse

Christian Survivors of Sexual Abuse – address only: 38, Sydenham Villas Road, Cheltenham, Glocs.

Rape Crisis – www.rapecrisis.org.uk/ - for women and girls who have been raped or sexually assaulted / abused

Survivors Trust – www.thesurvivorstrust.org/ - For survivors of rape and sexual assault/abuse.

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

NAPAC - 0800 085 3330 - National Association for People Abused in Childhood

RESPOND - 0808 808 0700 - for survivors or abusers with learning difficulties

Survivors UK - <http://www.survivors.org.uk> - support for male survivors

S:Vox – www.svox.org.uk - support and self-help for survivors

4.7 Church of England Safeguarding Documents

The safeguarding structure and process across the Diocese of London is informed by the safeguarding documents produced nationally to guide the church. The below hyperlinks provide direct link to the Child Protection and Safeguarding documents produced by the Church of England <http://www.churchofengland.org/clergy-office-holders/child-protection-safeguarding.aspx>

Children and Young People Safeguarding

1995 House of Bishops produced first child protection policy document (in response to the Home Office's 1993 document Safe from Harm).

1999 and 2004 - policy revised

2010 - Latest policy [*Protecting All God's Children*](#)

[Responding Well](#) to those who have been sexually abused

July 2011 House of Bishops approved policy and guidance for dioceses and parishes

Order a printed copy of *Responding Well* from [Church House Publishing](#)

Adult Safeguarding

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.

[**Read the Church of England's full Adult Safeguarding Policy, Promoting a Safe Church**](#)

Safer recruitment

Best practice is highlighted in [*Safeguarding Guidelines*](#) as an interim policy until current uncertainties around the Independent Safeguarding Authority are clarified by the Government.

Domestic Abuse

In 2006, the Archbishops Council published '[*Responding to Domestic Abuse: Guidelines for those with pastoral responsibility*](#)'.

Safeguarding in the Diocese of London

FORMS AND TEMPLATES

5.0	Summary of Forms and Templates	61
5.1	Parish Safeguarding Policy Statement	63
5.1.1	Parish Policy statement on Safeguarding Children and Adults at Risk	63
5.2	Appointing Workers, Safer Recruitment	65
5.2.1	Church Safeguarding Officer Role Description	65
5.2.2	Confidential Declaration	66
5.2.3	Interview templates	69
5.2.4	Request for References	70
5.2.5	Sample volunteer agreement	71
5.2.6	Declaration on Safeguarding Guidelines	73
5.3	Record Keeping Registration Forms	74
5.3.1	Concern record form	74
5.3.2	Children's registration record	75
5.3.3	Generic Important Telephone Numbers	78
5.4	Consent Forms	76
5.4.1	Parental consent for children's activity	77
5.4.2	Taking and using pictures and other digital media	78
5.5	Risk Assessment for Activities and Events	79
5.5.1	Risk Assessment form for Activities and Events	79
5.5.2	Hire of Premises	80
5.5.3	Offender's Management Protocol	85
5.5.4	Covenant of Care Agreement	86

5.0 Summary of Forms and Templates

This section contains the forms and templates helpful in providing a strong safeguarding culture within our environments. The forms here represent best practice documents identified by the Diocese for use in safeguarding. It is not intended that these will be edited prior to completion as they contain specific requirements or areas that need to be retained. The templates have been produced to provide a document which you can properly tailor to your needs.

	Safeguarding forms and templates	Description of forms/templates and References
5.1	Parish Safeguarding Policy Statement	
5.1.1	Parish Policy statement on Safeguarding Children and Adults at Risk	A model safeguarding policy statement for parishes. Safeguarding Children / Young People and Adults at Risk
5.2	Appointing Workers, Safer Recruitment	
5.2.1	Church Safeguarding Officer Role Description	Role description for the Church Safeguarding Officer. It includes a Person Specification showing the kind of person likely to be suited for this position and describes the essential and desirable skills and experience required to fulfill the role competently. Safeguarding Children / Young People and Adults at Risk
5.2.2	Children's Champion Role Description	Role description for the Children's Champion. It includes a Person Specification showing the kind of person likely to be suited for this position and describes the essential and desirable skills and experience required to fulfill the role competently.
5.2.3	Confidential Declaration	A statement completed by a church worker, volunteer or officer dealing with any factors related to their application. Related policy: Safeguarding Guidelines relating to Safer Recruitment
5.2.4	Interview templates	Template that can be used for interviewing potential candidates for any role or work in the parish involving contact with children/ adults at risk (whether paid or voluntary). Selecting, Recruiting and Supporting Workers
5.2.5	Request for references	Standard reference request template which must be used for all roles that involves working with children, young people or adults at risk. Selecting, Recruiting and Supporting Workers
5.2.6	Volunteer Agreement	A standard form to be completed by all voluntary workers with children or adults at risk. The volunteer signs this document to agree that they have received and understood the nature of their work, have read and understood the safeguarding guidelines and agree to adhere to the code of safer working practice

5.2.7	Declaration on Safeguarding Guidelines	This form /declaration is to be signed by persons in position of trust, those who have access to church property outside normal hours or others to confirm that they have received / understood the church safeguarding guidelines, that they know how to deal with allegations or suspicions of abuse and that they agree to adhere with the code of safer working practice relating to children and adults at risk.
5.3	Record Keeping Registration Forms	
5.3.1	Concern record form	This form is to be used to collect relevant information on an incident or safeguarding concern relating to a child or adult who may be at risk. This form should be retained by the Church Safeguarding Officer in a secure place as it may be requested by the Diocesan Safeguarding Team or Local Authority. Record Keeping
5.3.2	Children's registration record	This form is to register a child to take part in a church group and gain parental consent. It collects relevant information such as medical information and the parent/guardian contact telephone number.
5.3.3.	Generic Important telephone Numbers	This form is to record your local contact numbers for use when there are concerns. This must be completed annually by the Church Safeguarding Officer and a copy sent to the Diocesan Safeguarding Officer.
5.4	Consent Forms	
5.4.1	Parental consent for children's activity	This consent form can be used by the worker to gain consent from the parent / guardian of anyone under 18 years old whom they would like to take on a trip or event or when engaging in an activity. It asks for additional information such as emergency contact details, medical requirements and transport agreements. It also requests co-responsibility from parents to ensure the safe behaviour from the children during the event / activity. Working with Children and Young People
5.4.2	Taking and using pictures and other digital media	The form gains consent for the taking and using of photos / video of children. Working with Children and Young People
5.5	Risk Assessment for Activities and Events	
5.5.1	Risk Assessment form for Activities and Events	This form is to be used to consider the needs of those who will participate in a planned activity, identify any potential hazards that can exist and the controls that can be put in place to minimize any harm or danger.
5.5.2	Hire of Premises	This model hiring agreement form can be used to specify the arrangements for hiring of the church premises including the need for the hirer to abide by the church's safeguarding policy.

		The Hire of Premises
5.5.3	Offender Management Agreement	This is the new model agreement and template to be used when it is known that an offender is seeking to worship within your congregation or to be involved in church linked activities in your parish. The Diocesan Safeguarding Team should be informed immediately and a copy of the completed agreement or any changes to it must always be sent to the DST. Available from the Diocesan Safeguarding Team
5.5.4	Covenant of Care Agreement	This is a model agreement and template is to be used when there are reasonable concerns about the behaviour of a parishioner that may potentially present a risk. The Diocesan Safeguarding Team should be informed immediately and a copy of the completed agreement or any changes to it must always be sent to the DST. Suspected abusers and known offenders

5.1 Parish Safeguarding Policy Statement

5.1.1 Parish Policy statement on Safeguarding Children and Adults at Risk



Parish of

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.

- We accept and endorse the principles of the House of Bishops’ Policy for safeguarding children (*Protecting All God’s Children, 2010*) and safeguarding adults in the Church of England (*Promoting a Safe Church, 2006*).
- We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and adults at risk.
- We recognise that safeguarding is the responsibility of the whole church community.

- We undertake to exercise proper care in the selection, appointment, training and support of those working in a paid or voluntary position with children or adults at risk, including the use of Criminal Records disclosures and making appropriate referrals to the Independent Safeguarding Authority.
- We will respond without delay to concerns or allegations that a child or adult at risk may have been harmed, cooperating with the police and social care services in any investigation.
- We will challenge any abuse of power by anyone in a position of trust.
- We will seek to offer pastoral care and support to anyone who has suffered abuse, developing with them an appropriate healing ministry.
- 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 adult at risk.

The PCC of this Church agreed and adopted the above Policy at its meeting on

.....

We have appointedas our
Church

Safeguarding Officer(s) **and**.....

as our Children’s Champion.

Copies of the Parish’s Safeguarding Children and Young People’s policy and Safeguarding Adults at Risk policy are held by:

.....

The PCC shall review this policy annually. The next review will take place on:

.....

Signed:

Vicar/Rector/Priest in Charge

Churchwarden

Churchwarden

5.2 Appointing Workers, Safer Recruitment

5.2.1 Church Safeguarding Officer Role Description



Church Safeguarding Officer Role Description

Each Parochial Church Council (PCC) will appoint one or more people as the Church Safeguarding Officer(s) to play an essential role in fulfilling the Church's commitment to safeguard and promote the welfare of children and adults at risk. It is strongly recommended that they are a co-opted member of the PCC.

The Church Safeguarding Officer(s) will oversee the implementation of the Diocesan Safeguarding policy, along with its associated policies, procedures and guidelines in their parish. They will ensure that all allegations or suspicions of abuse are taken seriously and responded to in a timely manner (advice sought or report made within 24 hours).

Main responsibilities

- Be a source of support, advice and information on all matters of safeguarding children and adults at risk in the parish.
- Be the first point of contact for children, adults at risk and other members of the congregation regarding suspicions of abuse and other safeguarding concerns.
- Respond to all safeguarding concerns in line with the Diocesan Safeguarding Policy, reporting these concerns to the Diocesan Safeguarding Team and liaising with the NSPCC Helpline and the Local Authority as needed.
- Keep the parish priest informed of all concerns, responses and activities relating to safeguarding children and vulnerable adults.
- Raise the profile of safeguarding in the parish, ensuring that it remains a high priority on the PCC's agenda and report on any issues or concerns with the implementation of the safeguarding policy.
- Ensure that the requirements for CRB disclosures are met for the appropriate roles.
- Complete a list of 'local contacts' as per Safeguarding in the Diocese of London annually, sending a copy to the Diocesan Safeguarding Officer.

Those suitable for the role of Church Safeguarding Officer

The person appointed to this role should be a regular member of the church who can demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and abilities and have a good awareness of Diocesan policies and procedures, statutory legislation and guidance. Some training in safeguarding and child protection is needed when accepting the role. Where this cannot be evidenced it should take place within 3 months of being appointed and be updated at least every three years.

5.2.2 Children’s Champion Role Description



Role description - Children’s Champion

The Diocese of London (and its parishes) is committed to ensuring that all children and young people within our diocese are listened to. The Children’s Champion is a key role in ensuring that the voices and needs of the children and young people are heard.

Each Parochial Church Council (PCC) should appoint a ‘Children’s Champion’ who will give children and young people this voice within the work of the parish and is there to ensure the question ‘How does this impact on our children?’ is always asked. We would recommend that the person fulfilling this role is not the Church Safeguarding Officer.

This is a voluntary role responsible to
(Parish priest)

Main Responsibilities

- To engage and build positive relationships with children, young people and other members of the congregation and parish.
- To actively communicate with children and young people and ensure that their perspectives and wishes are reflected.
- To raise the profile of their role in the parish by providing information about the activities for children and young people that are available (i.e. articles in the weekly notices / parish magazine).
- To make use of the Children’s Charter to develop provision for children and young people within the areas of worship, welcome, nurture and mission.
- Be responsible for asking the necessary questions to ensure the presence, needs and interests of children are recognised and promoted within the parish, attending a PCC meeting at least twice a year in order to achieve this. (One of which should be the meeting at which the safeguarding policy is discussed and reviewed.)
- Work closely and confidentially with the Church Safeguarding Officer and parish clergy to inform / report / discuss any concerns, seeking support and advice when necessary.
- To keep up-to-date with developments in ministry with children and young people in the Diocese by liaising with the Children’s Ministry Advisor and Children’s Society Youth Project team as appropriate and reading the Children’s Ministry newsletter on the Diocesan web site.

Preferred qualities / skills for the role of Children’s Champion

- Be a regular member of the congregation, demonstrating a commitment to the parish’s work with children and / or young people who shows respect for, and empathy with, children and young people.
- Have the necessary communication skills to be able to speak with children / young people and be able to clearly state their needs.
- Have a child-focused approach with some experience relevant to the role (i.e. teacher, youth worker, experience of caring for children).
- Be willing to attend training in Safeguarding initially on appointment and then to regularly update this knowledge (at least every 3 years).

5.2.3 Confidential Declaration



Confidential Declaration

For beneficed clergy, those who hold the bishop's license or permission to officiate, ordinands, paid employees and volunteers who are likely to be in regular and direct contact with children, young people under eighteen years of age or adults at risk.

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and the Diocesan Safeguarding Team. All forms will be kept securely under the terms of the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

Please tick the appropriate box

- 1a Have you ever been convicted of a criminal offence? (including any spent convictions under the Rehabilitation of Offenders Act 1974)*
- YES NO
- 1b Have you ever been cautioned by the police, and given a reprimand or warning or bound over to keep the peace?
- YES NO
- 1c Are you at present under investigation?
- YES NO
- 1d Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm** to a child or young person under the age of 18 years, or has any such court made any order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?
- YES NO
- 2a Has your conduct ever caused or been likely to cause significant harm to a child, young person under the age of 18 or an adult at risk or put a child, young person or adult at risk at risk of significant harm?
- YES NO
- 2b To your knowledge has it ever been alleged that your conduct has resulted in any of those things?
- YES NO
- If yes, please give details including the date(s) and nature of the conduct, or alleged conduct and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.
- 3 Has a child in your care, or for whom you have or have had parental responsibility, ever been removed from your care, been the subject of a Child Protection Plan (or previously placed on the Child Protection Register) or been the subject of a Care Order, Supervision Order, a Child Assessment Order or an Emergency Protection Order under the Children Act 1989, or similar order under other legislation?
- YES NO
- 4 Have you any health problem(s) which would have health and safety implications in relation to your work with children, young people under the age of 18 or adults at risk?

YES NO

5 Have you, since the age of 18, ever been known by any name other than the one given below?

YES NO

6 Have you, during the past five years, had any home address other than that given below?

YES NO

DECLARATION

- I declare that the above information (and that on the attached sheets) is accurate and complete to the best of my knowledge.
- I am familiar with the document ‘*Safeguarding in the Diocese of London*’ and will always act in accordance with its provisions.
- I understand that I may be asked to provide a Disclosure from the Criminal Records Bureau before my appointment is confirmed.

Signed.....Date.....

Full name

Address

.....

.....

Date of birth

* All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed.

** Significant harm involved serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

Please return this Declaration, in an envelope marked STRICTLY CONFIDENTIAL, to:

5.2.4 Interview templates

Interview template

Appointments to all roles should be made via an interview appropriate for the role. It should include the following elements:

- introduction to those undertaking the interview which includes their names, titles, and responsibilities or association with the church or role in question
- giving clear details regarding the role, what the interview process is seeking to do and how it will go about that
- questions developed specifically against the role description and the selection criteria for the post
- an opportunity for the candidate to discuss and or demonstrate their suitability for the post
- an opportunity for the candidate to ask questions regarding the role
- details of how the appointment decision will be reached and communicated to the candidate (by whom and in what timescale)
- any specific requirements of the role, particularly in relation to safeguarding
- the induction, training and support provided with the role

5.2.5 Request for References

Reference template

People wishing to work with children within the church (whether as volunteers or employees) should be asked to provide the names and addresses of two referees. (If the appointment is for a paid post, one of the referees should be the current/last employer.) Referees should know the person well and be able to comment on their suitability for the role they wish to undertake.

When requesting references, make them work by:

- Asking specific questions
- Making sure referees reply
- Following up replies that appear cautious or evasive

Questions should include:

- What is your relationship to the applicant and how long/ how well have you known them?
- With your knowledge of the applicant/volunteer, please comment on his/her suitability for work with children and young people / adults at risk. Please include comments about his/her honesty, reliability, health.
- Do you know of any matter, suspicion, report or allegation which would make it unwise for them to work with children, young people or adults at risk?
- What do you consider to be the applicant's strengths and gifts? What do you like most about them?
- If you were considering their application to work with children and young people / adults at risk, would you take them on?
- If you want us to treat what you say as confidential, and not to share it with the applicant, please tick here

5.2.6 Sample volunteer agreement



Church Volunteer Agreement – including Role Outline

This form should be completed by all voluntary workers with children or adults at risk in accordance with House of Bishops / London Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, the secretary to the PCC (or other responsible body) and the person to whom the worker is responsible (i.e. the supervisor).

To be completed on behalf of the PCC (or other appointing body)
--

Church

Name of worker

Name of group/club
(e.g. Junior Church/luncheon club for disabled people)

Where/when they meet

Age range of children / range of vulnerabilities of adults
.....

Person responsible/supervising
(e.g. Youth group leader/church community worker/warden/incumbent)

Work to be undertaken:
(5-10 points describing the duties and responsibilities in this role)
.....
.....
.....
.....
.....

Group to whom responsible / the appointing body
(e.g. PCC)

.....
What training is needed?

Contact the Children's Ministry adviser or look on the Diocesan web site for details of training opportunities.

(Details may be inserted here)

.....
.....
.....

When is the identified training going to take place? (Usually within a year of appointment)

.....
.....
.....
.....

Date/month when this role description is to be reviewed

.....

(i.e. toward the middle and end of a probationary period of six months and then annually)

Signed

(on behalf of the PCC or other appointing body)

To be completed by the worker with children / young people / adults at risk

I have understood the nature of the work I am to do with children/young people/ adults at risk.

I have read the guidelines produced by the Church for safeguarding children and young people / adults at risk. I understand that it is my duty to protect the children, young people and adults at risk with whom I come into contact. I know what action to take if abuse is discovered, disclosed or suspected.

Signed

Date

N.B. All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.

5.2.7 Declaration on Safeguarding Guidelines



Diocese of London Declaration on Safeguarding

Parish Name:

Name:

Role:

Code of Conduct

This code represents the behaviours which constitute safe practice enabling individuals to monitor and maintain their own standards of integrity and good practice.

I agree to:

- Treat all children, young people and adults with respect and dignity, keeping my own language, attitude and body language respectful
- Courteously communicate with children, young people and adults at risk
- Avoid being alone with a child / adult at risk, keeping others within sight and always aware of my actions
- Speak up about inappropriate attitudes and behaviour that might put others at risk
- Never use illicit drugs or alcohol when responsible for a child or adult at risk
- Keep physical contact specific to the needs of the activity and always seek permission first
- Obtain consent for any photographs / videos to be taken, shown or displayed
- Never use rough play, sexually provocative words and games or any forms of physical punishment
- Never scapegoat, ridicule or reject a child, group or adult or allow others to do so
- Avoid showing favouritism or reinforcing infatuations towards me by a child or adult at risk
- Never allow unknown adults access to children or adults at risk
- Always operate within the principles, procedures and guidelines of the Diocese of London

I **(Insert full name)** have read the guidelines produced by the Church for safeguarding children, young people and adults at risk. I understand that it is my duty to protect the children, young people and adults at risk with whom I come into contact. I know what action to take if suspected abuse is discovered, disclosed or suspected. I also agree to adhere to this code of conduct.

Signed

Date

5.3 Record Keeping Registration Forms

5.3.1 Concern record form



Concern form	
Information recorded about concerns of abuse or maltreatment	
The person about whom the concern has been raised	Name Gender Age/DOB Ethnicity Address Contact details Communication and access needs Parish: Date
The abuse or neglect that may be taking place	The concern How it came to light Its impact on the person The person's wishes in relation to the abuse/neglect The setting/occasion(s) where/when it took place The alleged perpetrator(s), name and date of birth (if known) Any witness(es)
Action taken	What was done Who was contacted
	Date, Name and Signature

5.3.2 Children's registration record

DETAILS OF CHILD/YOUNG PERSON

Full name.....

(Please underline the first name the child is usually known by)

Home address

.....

.....

Date of birth

School year group.....

Church group being attended

This group meets on (day) between (times)..... and.....

at (place)

Whilst in our care it would be helpful to know whether your child has any long term medical condition, any allergies or phobias or is on any medication:

.....

.....

.....

Is there anything else we should be aware of?

.....

.....

Family doctor (name, address and telephone number).....

.....

.....

PARENT OR GUARDIAN'S DETAILS

Name

Telephone number

I agree to my child attending the above group Yes / No

My child will be brought to and collected from the group Yes / No

My child has permission to travel to and from the group unaccompanied Yes / No

5.3.3 Generic Important Telephone Numbers



Important Telephone Numbers

Local Agencies

Police (all non-emergency enquiries)	
Local Police Child/Family Protection Unit	
Local Council Children's Services/Social Care	
Local Emergency Social Work Team	
Local Authority Designated Officer (LADO)	
Local Safeguarding Adults	
Local General Hospital	
CHILDLINE	0800 1111
PARENTLINE PLUS	0808 800 222
NSPCC - dedicated Diocesan helpline	0808 731 9256

5.4 Consent Forms

5.4.1 Parental consent for children's activity

Parental Consent for Children's Activity

CHILD'S DETAILS

Name.....

Address

.....

Activity/Event (give details here or on a separate information sheet)

.....

.....

Departure date/time

Return date/time

Name of leader

This activity is being run by (insert name of parish)

PARENT/GUARDIAN'S CONSENT

I give permission for my child to take part in the activity as detailed above/on the information sheet.

I agree to photographs of activities including my child to be used within the church community/for possible publication including newspaper or internet (*delete as applicable*)

I agree to any emergency treatment to be given as considered necessary by the medical authorities if I cannot be contacted.

NB The medical profession takes the view that a parent's consent to treatment cannot be delegated. Medical consent forms have no legal status and a doctor has the right to insist on parental consent before treating a child. However we have found that medical staff find this type of general consent helpful.

Signed.....

Date.....

5.4.2 Taking and using pictures and other digital media



CONSENT TO TAKE / DISPLAY PHOTOGRAPHS IN CHURCH / CHURCH BUILDINGS / EVENTS

Parish

I give my consent to allowing a photograph / video of
(full name of child)

date of birth to be taken at / displayed at

.....
(name of event/location)

on..... for the period of
date (length of time)

after which it will be destroyed / returned to me (delete as appropriate)

Signature (parent/carer): Date:

Name (parent/carer):

Signature (child): Date:

Contact Details (Optional)

Tel No:

E-mail:

Address:

.....

5.5 Risk Assessment for Activities and Events

5.5.1 Risk Assessment form for Activities and Events

The headings are the core areas to be considered and should be added to for specific / unusual activities. The needs of those who will participate in the planned activities should be born in mind at all times.

RISK ASSESSMENT FORM	
Activity:	Date:
Location:	
1. Potential hazards:	
2. Who will be attending?	
3. Who will be most at risk from the hazards?	
4. List controls (existing and to be put in place) <i>i.e.</i> supervision, existing guidance, ratios etc	
5. Arrangements to cope with hazards not subject to above controls	
Risk assessment completed by:(print name)	
Date:	
Signed:	Review date:

5.5.3 Hire of Premises



MODEL HIRING AGREEMENT

Hiring Agreement for Church Hall/Centre

THIS AGREEMENT is made onday of20.....

BETWEEN THE PAROCHIAL CHURCH COUNCIL (PCC) OF

.....

and the person(s) or body named below (“the Hirer”) whereby in consideration of the sum(s) mentioned in paragraph 4 below:-

A. The PCC agree to permit the Hirer to use the premises or part(s) of the premises designated in paragraph 3 for the purposes and period(s) and at the hiring fee specified below:-

1. Purpose of Hiring

.....

2. Period of Hiring

.....

3. Date(s)

.....

Hours from

..... to

4. Description of rooms and facilities to be hired:

.....

5. Hiring Fee

£.....

Less deposit received £.....

Balance £.....

payable on or before

6. PCC's authorised representative:

Address

.....

Telephone number

B. THE HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the PCC's Conditions of Hire for the time being in force and as annexed hereto and in such rules (if any) governing the use of the premises ("the Rules") and as the PCC may for the time being impose and of which the Hirer has been notified.

7. Hirer

Organisation (if applicable)

Address

.....

Telephone number

Standard Conditions of Hire

1. THE HIRER shall pay as a deposit at least one third of the cost of the booking. Such deposit shall only be refundable to the Hirer in the event of the PCC cancelling the booking. The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise.

2. THE HIRER shall pay the balance of fees due before the conclusion of the booking, as may be directed by the PCC. If the Hirer wishes to cancel the booking and the PCC is unable to arrange a replacement booking, the PCC may at its absolute discretion refund the fees (less the deposit) but shall be under no obligation to do so. In the event of the PCC cancelling the booking all fees (including the deposit) paid by the Hirer shall be refunded.
3. THE HIRER shall ensure that the Rules (if any) governing the use of the premises are complied with.
4. THE HIRER shall during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises, including proper supervision of car parking arrangements (if any) so as to avoid obstruction of the highway.
5. THE HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those (if any) already held by the PCC.
6. THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims which may lay against the Hirer or his/her organisation whilst using the premises.
7. THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Authority and the Local Authority or otherwise.
8. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
9. THE HIRER shall indemnify the PCC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during, or as a result of, a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
10. THE HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.

11. THE HIRER acknowledges that no tenancy is intended to be created between the PCC and the Hirer and no relationship of landlord and tenant exists between them.

12. THE HIRER is reminded that they are responsible for any accident or injury arising out of the activity for which they have hired the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purpose for which they intend to use them. THE HIRER must, in the event of an accident, complete the accident book located in:

.....provi
ding the information requested in part C.

13. THE HIRER shall abide by the PCC Safeguarding Policy, signing the provided copy to acknowledge that this has been seen and will be followed.

AS WITNESS the hands of the parties hereto

SIGNED by the person named in paragraph 5 of the hiring agreement, on behalf of the PCC.

..... Date.....

SIGNED by the person named in paragraph 6 of the hiring agreement, on behalf of the Hirer.

..... Date.....

PART C

THE HIRER(S) of the

.....
(church / hall)

is required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the hirer(s) after the event.

Person injured:

Name

Address

.....

Telephone

Time of incident

Place incident occurred

Detailed description of accident / incident (including a description of any apparatus or equipment involved)

continue overleaf if necessary

.....

.....

.....

.....

.....

.....

Witnesses:

Name:

Address:

Telephone:

Name:

Address:

Telephone:

(Signed witness statements should be obtained wherever possible)

5.5.4 Offender's Management Protocol



Offender Agreement

We are very pleased to be able to publish our new Offender Agreement which will form the basis for any new agreements at a parish or worshipping community level across the Diocese of London.

The Diocesan Safeguarding Team should **always** be informed immediately if you become aware that an offender is seeking to worship within your congregation or to be involved in church linked activities in your parish. Once you contact us (see details below) we will coordinate advice and support from the police, probation and other involved agencies and link you with the team from 'Caring for Ex-Offenders Team' (CFEO). This will include inputting key information into this template to form the basis of any agreement negotiated. CFEO are working with the Diocese to support this area of our work and offer enormous expertise, support and, if necessary, training for those at parish level who supervise and support offenders.

This agreement **must** be completed as part of the process before any agreement is given for the offender to attend. This is essential to support and protect both them and vulnerable members of your congregations.

A copy of the agreement must always be sent to the Diocesan Safeguarding Team via either safeguarding@london.anglican.org or the address below for the attention of Sheryl Kent as should notes of each review undertaken.

If you have any general questions, please contact Sheryl in the first instance.

William Jacob, Archdeacon of Charing Cross
Portfolio holder for Safeguarding

The Offender Agreement can be obtained from the Diocesan Safeguarding Team

5.5.5 Covenant of Care Agreement



Where there are reasonable concerns about behaviour which may potentially present a risk

A person may potentially present a risk to children and vulnerable adults even where they have not been cautioned³⁰ or convicted of an offence. This could be because of:

- specific behaviours that are worrying
- an allegation(s) has been made, but there has been insufficient evidence to secure a criminal conviction
- the individual has been suspended pending further investigation
- the individual is under investigation and/or awaiting trial

In many of these cases the individual may feel falsely accused and deny the allegations. Even in such circumstances, parishes have a responsibility to use good practice to create a safe environment for children, vulnerable adults and the individual who is the subject of concerns where they are involved in worship and church linked activities. This is a protective step which helps to ensure care and respect for the safety of all parties. It should be remembered however that *the duty to protect children and vulnerable adults from harm is always the most important factor*

A 'Covenant of Care' agreement can be made between the church and the individual to set appropriate boundaries for their participation in church activities. This will help to safeguard all those involved, provide pastoral support for the individual and minimise the possibility of further allegations being made.

A 'Covenant of Care' agreement should include the following.

- The condition of contact between the individual and children, young people and vulnerable adults and the activities they should avoid taking part in.
- The person(s) who can provide pastoral care support or mentoring (which must cover all circumstances where it is agreed that the individual may participate in church activities).
- The circumstances where the individual's behaviour may continue to cause concern and who this information will be shared with in order to protect children or vulnerable adults from harm.

³⁰ It should be noted that a person must admit an offence to receive a caution and must be made aware of this by the Police before accepting a caution

- Who can be made aware of the Covenant of Care agreement whilst respecting confidentiality as much as possible. Information will be shared on a need to know basis where there are concerns that the safety of a child or vulnerable adult may be comprised.
- Making a distinction between the forgiveness that God offers and the forgiveness which may be offered by the victims of abuse.
- The consequences of breaking the agreement, eg referral to the Diocese Safeguarding Team and/or statutory agencies; exclusion from church activities, disciplinary actions.
- The parties making the agreement.
- The date the agreement was made and the intervals/dates for the agreement to be reviewed.

The Diocesan Safeguarding Team (DST)³¹ should always be informed immediately if an individual is felt to be a safeguarding risk.

Before considering making a 'Covenant of Care' agreement you should seek advice from the Diocese Safeguarding Team who should always be provided with a copy of the signed agreement once completed. The DST must always be informed of any subsequent changes made to, or breaches of, the agreement, and be sent a copy of any review minutes.

A sample Covenant of Care agreement can also be found in the Additional Information section of the Diocese Safeguarding Policy

Where individuals have been convicted they should be completing an Offender Management agreement. The DST will always coordinate safeguarding support for parishes in these circumstances.

³¹ The Diocesan Safeguarding Team can be contacted at Diocese of London, Diocesan House, 36 Causton Street, London, SW1P 4AU Tel: 0207 932 1224 Email: safeguarding@london.anglican.org . The Diocese Safeguarding Officer is Sheryl Kent, sheryl.kent@london.anglican.org



Covenant of Care Agreement

The purpose of this agreement is to enable all to freely worship God and participate in church activities whilst minimising any potential risk to individuals, children, young people and vulnerable adults.

This agreement is between:

(insert name of individual)

(Date of Birth)

and

(insert name of Church)

(Episcopal Area)

Dated:

(insert date of agreement)

The purpose of this agreement is to promote:

- Appropriate involvement with the church community, services and activities
- Safe behaviour
- Good collaboration between church workers and identified parties where relevant.
- The provision and receipt of appropriate support and dialogue

To enable this, *individual name* agrees to:

(Specify any particular needs/provisions/concern. Below are some suggestions of what might be included)

- avoid being alone with children, young people and known vulnerable adults and take personal responsibility for behaving appropriately by removing his/herself immediately from any such unforeseen situations – in circumstances where this is difficult to do, he/she shall inform the identified supporter/mentor and/or parish safeguarding officer immediately
- make a choice to sit away from children, young people and known vulnerable adults in church and take responsibility to move away if a child, young person or known vulnerable adult should sit next to him/her
- where possible be accompanied during church services/activities by someone such as a family member, friend or identified supporter/mentor who is aware of the safeguarding concerns surrounding his/her involvement in parish activities

- choose not to engage in activities where children, young people and known vulnerable adults are involved
- share the details of all church activities he/she participate in with the identified supporter/mentor and/or parish safeguarding officer
- discuss any invitation to all-age parish activities or events which may or may not be occurring on church property with the identified supporter/mentor and/or parish safeguarding officer and attend only with written agreement with the minister or parish safeguarding officer
- decline or discuss any invitation or to join a family, whom he/she met or come to know through the church community, in their home or for social activities with the identified supporter/mentor and/or parish safeguarding officer
- accept that while God offers forgiveness freely to those who seek it, those who have been or feel hurt or abused may find it more difficult to forgive
- take responsibility for fulfilling the above agreement, and understands that if he/she fails to do so it may result in further restrictions in church activities and/or being made to step down from a specific role or church duties on a temporary or permanent base.

The church agrees to:

- identify an appropriate person(s) who can provide pastoral care support or mentoring to enable the worship and participation in church activities and support a safe environment for all
- treat this agreement confidentially, but should the individual's behaviour continue to cause concern then the Church may wish to share information with others, including statutory agencies, in order to protect children or vulnerable adults from harm.

This agreement will be reviewed every four months or earlier should circumstances change.

We will review this on:
(date)

Signatures to the Agreement

Print name:

Signed Date.....
Individual

Print name:

Signed Date.....
Incumbent

Identified supporters/mentors as agreed:

Print name:

Signed Date.....

Specify particular role:
.....

Print name:

Signed Date.....

Specify particular role:
.....

This covenant agreement will also be shared with:
.....

Please send a copy of this agreement and any subsequent changes to the Diocesan Safeguarding Officer, Diocese of London,

Diocesan House, 36 Causton Street, London, SW1P 4AU Tel: 0207 932 1224

Email: safeguarding@london.anglican.org.