



SAFEGUARDING POLICY

LUTTERWORTH CHURCH



Policy and Procedures for the Safeguarding of Children, Young People and Vulnerable Adults in our churches of the Benefice of Lutterworth, with Cotesbach and Bitteswell.

INTRODUCTION

*Speak up for those who cannot speak for themselves,
for the rights of all who are destitute.
Speak up and judge fairly;
defend the rights of the poor and needy.*

Proverbs 31:8-9

This policy statement will be renewed annually and progress in carrying it out will be monitored by the Safeguarding Coordinator.

THIS WAS AGREED BY:

Lutterworth PCC on: 10th February 2020 Chair: Tom Brown

Bitteswell PCC on: Chair:

Cotesbach PCC on: Chair:

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CARING FOR ALL

“The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all.”

Promoting a Safer Church – The Church of England 2017

In recent years the church in Lutterworth has seen growth in numbers, growth in depth, passion and commitment and growth in the ways we are serving our wider community. An essential part of our ministry is the care and protection of children and vulnerable people.

This policy is based on the model policy from the Diocese of Leicester and is consistent with its guidance. It has been rationalised to cover all vulnerable people and reflect the specific ways in which we look after those in our care.

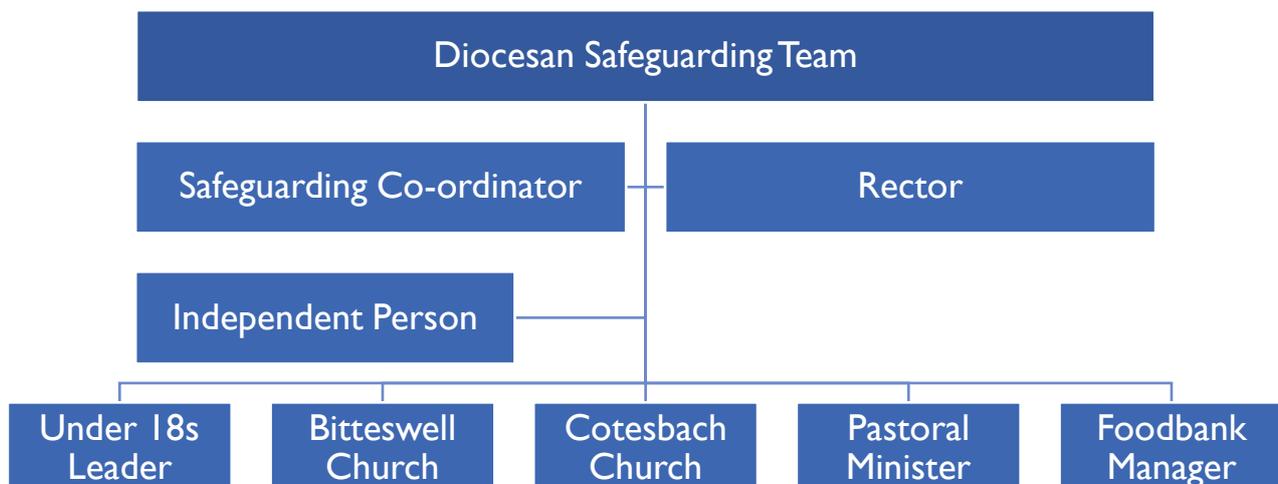
SOME JARGON:

- **Safeguarding** – looking after everyone, especially the vulnerable
- **Safer Recruitment** – a particular application process that includes two references
- **DBS** – a check by the Disclosure and Barring Service (previously called CRB)
- **Disclosure** – the revelation or accusation of abuse

A. OUR PRINCIPLES

I. COMMUNICATION

- a) We will co-operate as three churches to ensure the safety of all involved. One Safeguarding Co-ordinator will be appointed to cover all three churches, with a lead person in each church or ministry.



- b) We submit to the guidance of the national and diocesan safeguarding teams and work with any other agencies as appropriate.

2. THE PCC

- a) The Safeguarding Coordinator will be responsible for monitoring the policy to see that it is being put into practice. He/she will be supported by the PCC members, who have the ultimate responsibility for safeguarding.
- b) The Safeguarding Coordinator will report annually to the PCC on child protection matters or after any incident with child protection implications (taking care to preserve confidentiality as necessary).
- c) The PCC will be kept informed on at least an annual basis of all regular and one-off children's activities as this is necessary for them to fulfil their duties as charity trustees and also for insurance purposes.

3. PEOPLE

- a) Everyone involved with our three churches is encouraged to be involved in safeguarding, with this essential work being given a high visibility in our churches.
- b) All our volunteers are Safer Recruited and attend internal Safeguarding Training when they first join the team. Optional training is offered on multiple throughout the year and is required every three years.
- c) A copy of these procedures will be given to all clergy, staff (whether employed directly by the PCC or another body), volunteers and lay workers who have the responsibility for children or young people. They should sign a declaration afterwards saying that they have read and understood them.
- d) These people have been appointed to the various roles of responsibility.

- **Safeguarding Co-ordinator:** Rachel Krzeminski
- **Rector:** Charlie Styles
- **Independent Person:** Margaret Jackson
- **Under 18s Leader:** Katrina Harper
- **Bitteswell Safeguarding Co-ordinator:** Claire Davies
- **Cotesbach Safeguarding Co-ordinator:** Sophy Newton
- **Foodbank Manager:** Lucy Freeman

B. KNOWING WHO TO TRUST

We have four categories of people in the church, requiring different levels of training and offering support and advice to those who need it.

I. GROUP 0

These are occasional volunteers without responsibility, including: Flower arrangers, Bell-ringers, Additional Event Stewards, Parent Helpers, occasional Foodbank Volunteers

They are invited to annual Safeguarding Training, do not need to be 'Safer Recruited' or DBS-checked and work under the leadership of a Main Group Leader.

We ask them to follow instructions of leaders and not be alone with children or anyone perceived as possibly vulnerable.

2. GROUP 1

Representatives of the church in a position of trust and may occasionally be on duty with children or vulnerable adults. They include: Welcome Team, Midweek Coffee Team, Summer Club Team, Messy Church Team, All Keyholders, Activity Leaders, Little Acorns Team.

They must:

- be 'safely recruited', but do not need a DBS check
- attend annual Safeguarding Training
- Wear lanyard and badge, and sometimes uniform whenever on duty

3. GROUP 2

These people are regularly responsible for children or vulnerable adults. They include: Prayer Team, Open the Book and School Assemblies Team, Listening Team, Regular Children's Group Leaders and Helpers

They must:

- Be Safely Recruited and DBS checked
- Attend Annual Safeguarding Training
- Must read full Safeguarding Policy
- Wear lanyard and badge, and sometimes uniform when on duty

4. GROUP 3

These people are in public roles as representatives of the church. They are responsible for others in the care of children/vulnerable adults and form part of the reporting structure for safeguarding concerns. They include: the Safeguarding Co-ordinator, Clergy and Licenced Ministers, Church Staff, Main Group Leaders.

These people must be 'Safely Recruited' and DBS checked and attend regular Diocesan Safeguarding Training in addition to internal church training. These people are listed in Section A3.

C. CHILD SAFEGUARDING POLICY STATEMENT

Our three PCCs affirm the principles of the House of Bishops' Policy for Safeguarding Children (contained in Protecting All God's Children) and are committed to the nurturing, protection and safekeeping of the children and young people in its care.

The PCCs will:

- a) Appoint a Safeguarding Coordinator to work with the incumbent and the PCC to implement policy and procedures.

- b) The coordinator will ensure that any concerns about a child or the behaviour of an adult are appropriately reported both to the statutory agencies and to the relevant Archdeacon. The Coordinator, if not a member of the PCC, will have the right to attend its meetings and will report to it at least annually on the implementation of this policy.
- c) Ensure that a person is nominated to act as somebody to whom children may talk to about any problems, if they so wish. This person will be known as the Independent Person and will, if possible, be somebody who is accessible to the children and who does not have responsibilities for children within the parish.
- d) Display in church premises where children's activities take place the contact details of the Coordinator and Independent Person, along with the Childline and Parentline telephone numbers and web addresses. A copy of this statement of policy will also be displayed in such places as well as in the church and church hall.
- e) Ensure that all those authorised to work with children or who are in a position of authority are appropriately recruited according to safer recruitment practice in line with Church of England national policy, and are trained, resourced and supported. This will include providing them with a copy of this policy and of the Diocese of Leicester's Safeguarding Handbook.
- f) Ensure that only authorised people work with children and that all work with children is carried out within appropriate accountability structures.
- g) Ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of the parish.
- h) Review the implementation of the child protection policy, procedures and practices at least annually.
- i) Work to create a culture of informed vigilance which takes children seriously.
- j) Pay particular attention to children with special needs and those from ethnic minorities to ensure their full integration and protection within the church community.
- k) Ensure that those who may pose a threat to children and young people are effectively managed and monitored.
- l) Ensure that a health and safety policy and the appropriate procedures and risk assessments are in place and that these are reviewed periodically.
- m) Act without delay on allegations or suspicions of abuse using the procedure laid down by the Diocese of Leicester.
- n) Respond without delay to any complaints received regarding children's work or the safeguarding of children.
- o) Ensure that all new PCC members have access to this policy and the Diocese of Leicester Safeguarding Handbook so that they are aware of their responsibilities.
- p) Cooperate fully with investigations by statutory agencies and will not conduct its own investigations.

- q) Seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.
- r) Care for and supervise any member of the church community known to have offended against a child while maintaining appropriate confidentiality.

D. MINIMUM STAFFING LEVELS

Age	Number of Adults	Ratio
0 to 2 years	1 adult to every 3 children	1:3
2 to 3 years	1 adult to every 4 children	1:4
4 to 8 years	1 adult to every 6 children	1:6
9 to 12 years	1 adult to every 8 children	1:8
13 to 18 years	1 adult to every 10 children	1:10

Notwithstanding these minimum levels, each group is to have at least 2 safely recruited adults present and a gender balance should be maintained wherever possible, particularly in mixed gender groups. More help may be required if children are being taken off-site, are undertaking physical activities or if necessitated by other circumstances. This will be assessed by the leaders of these activities.

Adults who assist very occasionally or as a one-off must be responsible to an appointed leader. The same applies to young people under the age of 18. Adults who assist more regularly will be appointed formally using the safer recruitment procedures.

E. SAFER RECRUITMENT

When appointing leaders and helpers for work with children, young people and vulnerable adults, the PCC will follow the guidelines set out in Safeguarding Guidelines relating to Safer Recruitment. This means:

- a) Providing a job/role description
- b) Ensuring the potential volunteer provides a completed application form
- c) Ensuring the potential volunteer completes a confidential declaration form
- d) Conducting an interview
- e) Taking up references from two referees one of whom should be current employer, previous church, or organisation at which the potential volunteer currently volunteers or has recently been a volunteer. At least one referee should be from outside the church.
- f) Obtaining a DBS (criminal record) disclosure, unless the nature of the role is such that there is no entitlement to a DBS check. Lutterworth PCC will follow the procedures

identified by the Churches' Child Protection Advisory Services (Thirtyone:Eight) and will abide by their written policy on the handling and safe keeping of DBS information.

- g) Renewals to be obtained by the renewal date otherwise the person will be removed from working with children, young people, vulnerable adults and adults
- h) Offering the post subject to a probationary period
- i) Confirming the appointment in writing
- j) Ensuring the volunteer is aware of PCC policies and procedures and has been given a copy of or link to the Pocket Guide to Safeguarding Children and the Safeguarding Policy. Safeguarding Training will be given in the first year.
- k) All personal details will be held securely in hard copy and entered into the Church Suite church management software, which is only accessible to authorised persons.

Safeguarding Guidelines relating to Safer Recruitment can be downloaded from:

<https://www.churchofengland.org/more/safeguarding>

F. CODE OF BEHAVIOUR WITH CHILDREN

YOU SHOULD:

- a) Treat all children with respect and dignity.
- b) Provide a Christian example you wish others to follow.
- c) Provide an example of good conduct that you wish others to follow.
- d) Ensure that there are at least two adults present during activities with children and young people, or at least that you are within sight or hearing of others.
- e) Respect personal privacy.
- f) Ensure that another adult is informed if a worker needs to take a child to the toilet.
- g) Be aware that physical contact with a child or young person may be misinterpreted. Touch should be in response to a child's needs and should be age appropriate.
- h) Challenge unacceptable behaviour in a responsible way
- i) Report all allegations/suspicions of abuse.
- j) Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people.
- k) Operate within the organisation's principles and guidance.

YOU SHOULD NOT:

- a) Ever hit a child or young person.
- b) Play rough, physical or sexually provocative games.

- c) Touch in a way that could be construed as sexual and/or abusive or offensive.
- d) Show favouritism to any one child, young person or group.
- e) Give lifts to children on their own or on your own. If it is unavoidable ask the child to sit in the back of the vehicle and inform another adult where possible.
- f) Invite a child or young person to the youth leader/worker's home alone unless responding to an emergency situation, in which case the relevant people should be contacted.
- g) Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying.
- h) Allow unknown adults access to children. A known person should always accompany visitors.

Any group where parents/responsible person remain with children, such as Messy Church, Little Acorns, Nature watch etc, parents/responsible person have the safeguarding responsibility for their own children.

G. REGISTRATION

A registration form will be completed for every child or young person who attends groups or activities. This does not include activities such as church services, neither does it include activities which are family focused but which children attend with their parents (eg Messy Church).

The form will be updated annually and include the following:

- Name and address
- Date of birth
- Emergency contact details
- Medical information
- Any special needs or additional support needed, including activities that the child or young person is unable to take part in
- Consent for emergency medical treatment
- Consent for photographs and videos, both internally and externally

All personal details and registration forms will be stored securely in hard copy and entered into the Church Suite church management software. These are only accessible to authorised persons, will not be passed on and will be destroyed when they are no longer useful.

H. CHILDREN'S ACTIVITIES AWAY FROM THE CHURCH PREMISES

Adequate arrangements will be made for children's and young people's activities which take place away from church premises as follows:

- a) No child can be taken off-site for activities without the consent of their parent/guardian/ carer.

- b) Details of the event must be given in advance and consent forms received in advance of the event taking place.
- c) Details of the arrangements will be given to the Safeguarding Coordinator.
- d) A risk assessment will be undertaken and confirmation obtained that the event is covered by PCC insurance.
- e) A detailed programme and list of contacts should be left with someone in the parish
- f) A leader will be designated to take responsibility for First Aid.

I. POLICY FOR SAFEGUARDING ADULTS

- a) We are committed to respectful pastoral ministry to all adults within our church community.
- b) We are committed, within our church community, to the safeguarding and protection of vulnerable people.
- c) We will carefully select and train all those with any pastoral responsibility within the Church, including the use of Disclosure and Barring Service disclosures where legal or appropriate.
- d) We will respond without delay to any complaint made that an adult for whom we were responsible has been harmed, cooperating with police and the local authority in any investigation.
- e) We will seek to offer informed pastoral care to anyone who has suffered abuse, developing with them an appropriate healing ministry.
- f) We will challenge any abuse of power by anyone in a position of trust.
- g) We will care for and supervise any member of our church community known to have offended against a vulnerable person.

This policy will be reviewed each year to monitor the progress which has been achieved.

- a) We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
- b) As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
- c) We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
- d) We commit ourselves to promoting safe practice by those in positions of trust.
- e) The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.

- f) It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.
- g) We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
- h) The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.
- i) The parish adopts the guidelines of the Church of England and the Diocese.
- j) This church appoints the Independent Person to represent the concerns and views of vulnerable people at our meetings and to outside bodies.
- k) Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

J. SUPPORT, SUPERVISION AND TRAINING

- a) All those involved in working with children and young people will ensure that there is always more than one responsible adult available so that there is mutual supervision.
- b) Should one of the adults become ill or get called away, the other adult will call for additional help. In emergency situations where an individual cannot avoid working with children on his/her own because an unforeseen situation has arisen, he/she will inform another leader (or the Safeguarding Coordinator or Rector) of the situation, if at all possible at the time it arises, and a note will be kept by the Safeguarding Coordinator.
- c) Those who work with children and young people will be given the opportunity to review their work with the leader of their group or where appropriate the Safeguarding Coordinator or Rector.
- d) The church offers Safeguarding Training throughout the year and may offer other training occasionally. There will also be other training events organised by the Diocese of Leicester.
- e) Every person who works with children will be given a copy of or link to the Pocket Guide to Safeguarding Children.
- f) Online can be found the Diocese of Leicester Safeguarding Handbook and other national Church of England documents including Protecting All God's Children. Paper copies of these documents will be provided to those workers who request them.

K. DISCLOSURES, ALLEGATIONS AND CONCERNS

I. PROCEDURE TO BE FOLLOWED IN THE CASE OF AN ALLEGATION OR DISCLOSURE OF ABUSE

If there is an allegation or disclosure of abuse by a child, young person or by an adult who is disclosing or alleging historic child abuse:

- a) Listen. Keep listening.
- b) Do not question or investigate – this is the job of the authorities. In particular do not speak to the subject of the allegation.
- c) Do not promise confidentiality; tell them that the information they disclose needs to be shared.
- d) Assure them they are not to blame.
- e) Tell them what you are going to do. Reassure them that the matter will be reported to the investigating authorities. If the person needs reassurance that the alleged perpetrator will be punished, do not make any promises. There can be no guarantee as to what happens as that will be dependent upon the outcome of the investigation.
- f) As soon as possible after the conversation, make careful notes of what was said, record dates, times, events and when you were told.
- g) If there is immediate danger to a child or young person, contact the Social Services or the Police.
- h) Report the incident to the Lead Minister or the Safeguarding Coordinator immediately.
- i) Do not contact the Lead Minister or Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser (DSA) directly if necessary.
- j) Do not discuss the incident with anybody else.
- k) The Lead Minister or Safeguarding Coordinator must then report the allegation or disclosure to the DSA by the end of the next working day. The DSA will advise on what needs to be done in line with Practice Guidance.
- l) In the absence of the Adviser, the appropriate Archdeacon should be contacted.

Do not contact anybody who is implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure.

Do not talk to the media under any circumstances. The Diocesan Communications Director will handle any media statements.

If a child or young person makes a disclosure by email or other electronic means the same procedure should be followed, with the person receiving the disclosure making careful and

confidential use of email or other electronic means to continue to 'listen' and then passing on the disclosure via the appropriate channels.

The procedure is the same for abuse which happened in the past, possibly many years ago.

2. PROCEDURE TO BE FOLLOWED WHERE THERE ARE CONCERNS THAT SOMEONE MAY BE COMMITTING ABUSE

If you are concerned, or it comes to your notice that someone may be committing abuse:

- a) Make notes of your concerns and discuss them with the Rector or Safeguarding Coordinator.
- b) The Rector or Safeguarding Coordinator must then report the concerns to the Diocesan Safeguarding Adviser by the end of the next working day.
- c) Do not contact the Rector or Coordinator if the allegation concerns them or anybody related to them. Contact the DSA directly if necessary.
- d) Dates and times should be recorded of any observations which have been made and of the referral to the DSA.
- e) The DSA will act in line with Practice Guidance and will decide whether to
 - Report the concerns to Social Services and/or the Police, who will then investigate while the Adviser liaises with the parish; or
 - Continue to observe closely – the process will be repeated in the event of any more concerns.
- f) There should be close communication between the Rector/Coordinator, the Adviser and the appropriate Archdeacon until the situation is resolved.
- g) In the absence of the DSA, the appropriate Archdeacon should be contacted.

3. ALLEGATIONS OR CONCERNS ABOUT SENIOR CLERGY

- a) If an allegation involves an archdeacon or dean it should be reported to the Bishop of Leicester.
- b) If an allegation involves a bishop, it should be reported to the Archbishop of Canterbury.

L. IDENTITY CHECKING FOR DBS (CRIMINAL RECORD) CHECKS

The role of identity checker is an important one because the identity checker verifies the identity of the person applying for the DBS check. The identity checker will always be a person who has undergone a DBS check. Identity checking will be carried out in accordance with DBS and Diocese of Leicester guidelines.

M. PROCEDURE TO BE FOLLOWED WHERE PEOPLE WITH CONVICTIONS FOR OFFENCES AGAINST CHILDREN OR PEOPLE UNDER INVESTIGATION ARE ATTENDING CHURCH

Where someone attending the church has been convicted of offences against children (or they have received a formal police caution) agreement will be drawn up to minimize any risk to the safety of children within the church. An agreement may also be necessary where a person who has not been convicted is reasonably regarded as posing a risk (eg he/she is subject to investigation for alleged child abuse).

- The Lead Minister or, in the absence of the Lead Minister, the Safeguarding Coordinator, must inform the DSA of the situation.
- The DSA will act in line with Practice Guidance and will decide whether an agreement needs to be in place. A risk assessment may be necessary.
- The DSA will be responsible for producing any risk assessment and/or agreement.
- If the person is a convicted offender, there will need to be liaison with the person's Supervising officer (police or probation) who should be consulted about the agreement and, ideally, be a signatory to it.
- The offender or person under investigation will be asked to sign the agreement, which will then be reviewed annually.

Any blemished DBS check must be referred to the DSA who will follow up in line with Practice Guidance. The extent of the DSA's involvement will vary according to the nature of the information on the DBS check.

N. HEALTH & SAFETY AND FIRST AID

Health and Safety will be managed as part of all activities. All buildings where activities with children and young people take place will be inspected by an appropriate person at least annually and the results will be noted and reported in writing to the PCC or other appropriate church organisation. Health and Safety issues observed by those working with children and young people should be reported to the Safeguarding Coordinator or the person with responsibility for Health and Safety within the church.

A First Aid kit will be available on site and will be checked monthly and updated as necessary. An accident book is maintained at all places where activities with children and young people take place.

If there is an emergency involving injury to a child or young person:

- Stay calm
- Provide immediate first aid when needed. First aid should be administered with others around.

- Alert others to the need for help
- Ensure that somebody is supervising the other children or young people
- Call an ambulance if needed
- Contact the parents/guardians of the child or young person
- Provide an appropriate handover and information about the situation to the parents/guardians
- Complete the accident book
- Consider whether there are implications for the Health & Safety policy and/or practices and report these to the Safeguarding Coordinator.

O. USE OF ELECTRONIC MESSAGING AND SOCIAL MEDIA

All those involved in working with children and young people will exercise care in the use of social media and respect the principles set out below.

Communication by electronic means will not be used with children under the age of 13. All communication in these forms will be via their parents. The following principles relate to communication with children and young people aged 13 and over.

- Our chosen method of electronic messaging is WhatsApp.
- Electronic messaging should only be used for reasons relating to church activities and not for general socialising purposes.
- Wherever possible, messaging should take place within WhatsApp groups to ensure visibility and accountability in electronic communication
- All group leaders should be aware of the situations in which these means of communication are being used, and should be added in to the WhatsApp group messages.
- Leaders, workers and volunteers should not accept a friend or contact request from anyone under the age of 18
- Leaders, workers and volunteers should not invite children or young people from church activities to their personal social networking page but may respond to requests where appropriate, as long as the child or young person is 18 or over.
- Only group pages should be used on social media for communicating.
- Care should be exercised in posting to Facebook, Twitter etc as comments made on the spur of the moment may not always come out as intended and can be passed on extremely quickly around a large audience.
- Communication by WhatsApp with children or young people should never take place during school hours and should be kept within the hours of 9am – 9pm.
- Visual media such as Facetime will not be used for one to one conversations.
- Records of communications will be kept just as they would be for written communication.
- The principles for the use of social media will be communicated to children and young people.
- If it is necessary to email a young person aged 13-18 then all group leaders should be added to the message in cc