



SAFEGUARDING

HANDBOOK

including Policy and Guidelines

Date: June 2017



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Introduction

The Parish Church of Wimborne Minster dedicated to St. Cuthburga (The Minster) is part of Wimborne Minster and the Northern Villages of Benefice within the Wimborne Deanery.

We agree to work under the safeguarding rules and guidelines as outlined this Policy and the Salisbury Diocese Safeguarding Framework and Good Practice Guidelines (June 2014).

<http://www.salisbury.anglican.org/parishes/safeguarding>

Copies of the current Safeguarding Policies and handbook are held in The Parish Office, Church House, Wimborne Minster and available on Minister website.

The Diocese of Salisbury Safeguarding Framework and Good Practice Guidelines (SEPTEMBER 2016)

The guidelines state that

“The Diocese is committed to:

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

To this end:

- We will carefully select, support and train all those with any responsibility within the church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration/membership of the relevant vetting and barring schemes. We will work towards all PCC members will work towards completing C1 and C2 Safeguarding training with Diocese of Salisbury.
- We will respond without delay to every complaint made, that any adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation.
- We will seek to protect survivors of sexual abuse from the possibility of further harm and abuse.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust.
- We will seek to offer pastoral care and support, and referral to the appropriate authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult or accused of abuse.
- In all these principles we will follow legislation, guidance and recognized good practice.”

Using THE MINSTER Safeguarding Handbook (including Policy and Guidelines)

This handbook has been created to support 'The Diocese of Salisbury Safeguarding Framework and Good Practice Guidelines (2014).

<http://www.salisbury.anglican.org/parishes/safeguarding> This handbook should be read in conjunction with those guidelines.

Overall Safeguarding Aims of THE MINSTER

THE MINSTER holds a trusted position in the community. To support this, the Church will adhere to the Policy, Guidelines and Good Practice as outlined in this document. This will ensure best practice by all who work with Children and Young People, and adults who may be at risk of abuse, as well as the Ministers and Leadership Team and that they know how to:

- Protect them from abuse.
- Act responsibly if abuse is discovered or disclosed;
- Work safely, promoting the wellbeing of all.

In order to achieve these aims we have adopted:

- A Policy Statement
- Guidelines which are to be applied in our church setting

Forms and documentation – Appendix 7

1. Safeguarding Responsibilities of the Parish
2. Parish Safeguarding Representative Role (PSR)
3. Diocese of Salisbury Safeguarding Complaints Policy
4. DBS online Application Process
5. Fit and Proper Person Declaration
6. Minster Lone Worker Policy (**DRAFT TO BE COMPLETED**)
7. Clergy and LPA "on call" 2017
8. Application for the use of Minster Green
9. Emergency Contact Details for Volunteers and Helpers
10. Confidential Incident/Concern Report Form
11. Organised Visit Booking Form
12. ID Document checking rules for DBS Disclosure Application

Statement of Intent

A policy on Safeguarding Children and Young People, and Adults who may be at risk of abuse has been formally adopted by the PCC. **A statement that we have adopted the policy should appear on all information issued about work with children and young people and adults who may be at risk of abuse.**

Clarification of Terms

A CHILD or YOUNG PERSON, under the Children Act 1989, is anyone under the age of 18.

A WORKER is anyone who works or volunteers with children and/or young people or adults who may be at risk of abuse, on behalf of the Church.

A LEADER is anyone who has a supervisory, organisational or decision-making role.

PSR refers to the Parish Safeguarding Representative.

An ADULT who may be at risk of abuse is any adult (any person aged 18 and over) who:

(a) has needs for care and support (whether or not the local authority is meeting any of those needs),

(b) is experiencing, or is at risk of, abuse or neglect, and

(c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Diocesan Safeguarding Adviser

Mrs Heather Bland: 01722 411922 heather.bland@salisbury.anglican.org

- Based at Church House, Salisbury
- Works 9am-5pm Mon/ Tue/ Wed.
- Available for urgent safeguarding queries - on 07500 664800



The Minster Safeguarding Representative (Honorary)

Mrs Jane Davidson 07962718724 safeguardingofficer@wimborneminster.org.uk

- Works Thursdays 10.30-1.00 in the Parish Office (excluding holidays)
- Available for discussion and appointments throughout the week as required.
- In the absence of PSR the all duties will be carried out by churchwardens, Francis Vine and De Ashton.

Safeguarding Policy for THE MINSTER

This policy has been given to the PCC members and will be put forward for acceptance at the next Parochial Church Council meeting on 17th March 2017.

The Church of England, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation of male and female in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

THE MINSTER is committed to the safeguarding and protection of all and affirms that the needs of children and young people, and adults who may be at risk are paramount.

We recognise that none of us is invulnerable but that there is a particular care for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and seeks to affirm the gifts and graces of all God's people.

This policy addresses the safeguarding of individuals. It is intended to be a dynamic policy. It is intended to support the Church in being a safe, supportive and caring community for children, young people, vulnerable adults, for survivors of abuse, for communities and for those affected by abuse.

- We recognise the serious issue of the abuse of children and vulnerable adults and recognises that this may take the form of physical, emotional, sexual, financial, spiritual or organisational abuse or neglect.
- We acknowledge the effects these may have on people and their development including spiritual and religious development.
- We accept responsibility for ensuring that all people are safe in our care and that their dignity and right to be heard is maintained.
- We accept responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them.
- We take seriously the issues of promotion of welfare so that each of us can reach our full potential in God's grace.

THE MINSTER commits to respond without delay to any allegation or cause for concern that a child, or adult who may be at risk of abuse may have been harmed, whether in the church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.

THE MINSTER commits to the provision of support, advice and training for lay and ordained people that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and young people, and adults who may be at risk of abuse.

THE MINSTER affirms and gives thanks for the work of those who are workers or volunteers with children, and adults who may be at risk of abuse and acknowledges the shared responsibility of all of us for safeguarding children and adults who are on our premises.

THE MINSTER appoints **Jane Davidson** as Parish Safeguarding Representative (PSR) and supports her in his role which is to:

- i) Support and advise the minister and the church officers in fulfilling their roles
- ii) Provide a point of reference to advise on safeguarding issues
- iii) Promote safeguarding best practice within the local church.

In the absence of PSR the churchwardens will undertake the responsibilities of the PSR.

a) Purpose

The purposes of this safeguarding policy are to ensure procedures are in place and people are clear about their roles and responsibilities regarding children, and adults who may be at risk in our care and using our premises. To be read in conjunction with 'The Diocese of Salisbury Safeguarding Framework and Good Practice Guidelines (2014)'

b) Good Practice

We believe good practice means that:

- i) All people are treated with respect and dignity.
- ii) Those who act on behalf of the Church **should not meet or work alone with a child, young person or adult** who may be at risk of abuse where the activity cannot be seen, unless this is necessary for pastoral reasons, in which case **it will be discussed with the Clergy, PSR or churchwardens who will be aware of the rationale for such work/visits.**
- iii) The Minster premises will be assessed for safety and the risk assessment report will be given annually to the Parochial Church Council in written form. This will include fire safety procedures. The Parochial Church Council will consider the extent to which the premises and equipment are suitable or should be made more suitable.
- iv) Any driver using their own vehicle for the transportation of children, young people or adults who may be at risk of abuse is responsible for ensuring the vehicle is roadworthy and **comprehensively insured**. (Drivers to check with their insurance company re the requirement for **business cover**)
- v) Promotion of safeguarding is recognised to include undertaking those tasks, which enable all God's people to reach their full potential.

c) Appointment and training of workers

Workers and volunteers will be appointed after a Safer Recruitment process and a satisfactory Disclosure and Barring Service (DBS) check. Completion of *SG7 - Confidential Declaration Form, Appendix 2* will be completed if a previous conviction has been raised on the DBS. Each worker/volunteer will be required to undergo basic safeguarding training, within the first six months of appointment. The other training needs of each worker will be considered (e.g. food hygiene, first aid, lifting and handling, etc.) and each worker will have an annual review conducted by their Supervisor.

d) Lay Pastoral Assistants/Pastoral Visitors/Home Group Leaders/Group Leaders (i.e. Oasis)

In terms of safeguarding, LPAs will be required to attend safeguarding training before commissioning. Pastoral Visitors and Home Group and Group Leaders will be supported in their role with the provision of basic safeguarding training.

e) Guidelines for working with children and young people and adults who may be at risk of abuse

The Guidelines exist and are reviewed annually. These are accessible to each worker with children and young people and adults who may be at risk of abuse, outlining good practice.

f) Events with Minster groups off the premises

Adequate staffing will be ensured for such events. **Notification of the event will be given to the PCC/Standing Committee in advance.**

g) E-safety

The Guidelines exist and are reviewed annually. These are accessible to each worker with children, young people and vulnerable adults, outlining good practice.

h) Other groups on Minster premises

Where the building is hired for outside use the person will be required to sign a letting agreement. If they are to be provided with a key they will be asked to sign a key-holder agreement.

i) Complaints procedure

It is hoped that complaints relating to safeguarding can be dealt with internally by individual group leaders. However, a complaint may be made to the Parish Safeguarding Representative. If a complaint is made to another person, it should be passed on to the Parish Safeguarding Representative who will arrange to meet with the complainant and attempt to resolve the complaint. If the complaint cannot be resolved, consideration will be given to invoking the complaints procedure of the Church of England.

<http://www.salisbury.anglican.org/resources-library/parishes/safeguarding1/local-policies/safeguarding-complaints-policy-oct-2016>

j) Review

This policy will be reviewed annually by the Parochial Church Council.

k) Key concepts and definitions:

i) Safeguarding and protecting children, or adults who may be at risk of abuse: preventing maltreatment; preventing impairment of their health and ensuring safe and effective care.

ii) Adult/child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.

iii) Abuse and neglect may occur in a family, in a community and in an institution. It may be perpetrated by a person or persons known to the child or adult or by strangers; by an adult or by a child. It may be an infliction of harm or a failure to prevent harm.

All relevant people are to read the Safeguarding Policy and Guidelines and sign the "Wimborne Minster Safeguarding Policy Read" checklist annually. Appendix 6

Dated

Signed

Chair of Parochial Church Council

All guidelines are valid for work with children and young people and adults who may be at risk

GUIDELINE 1

Adopt a policy on safeguarding the welfare of children and young people & adults who may be at risk.

This policy will be reviewed on an annual basis and the review date will be recorded in Appendix 1 – Policy Statement Review.

GUIDELINE 2

Plan your work so as to minimise situations where abuse may occur.

Guidelines for all workers

You should:

- treat everyone with respect and dignity;
- ensure that your own language, tone of voice and body language is respectful;
- always aim to work within sight of another adult;
- toilet breaks should be organised where applicable;
- ensure another adult is informed if a person needs to be taken to the toilet;
- ensure that young people and adults who may be at risk know who they can talk to if they need to speak to someone about a personal concern;
- respond appropriately to people's needs and concerns, ensuring there are other adults around;
- if any activity requires physical contact, ensure that the child or young person, or adult who may be at risk adult and their parents/carers are aware of this and its nature beforehand;
- administer any necessary First Aid with others around;
- obtain consent for any photographs/videos to be taken, shown or displayed;
- record any concerning incidents and give the information to your group Leader. Sign and date the record;
- always share concerns about a child or young person or adult who may be at risk or the behaviour of another worker with your group leader and/or Parish Safeguarding Representative.

You should not:

- Initiate physical contact. Any necessary contact should be initiated by the individual;
- invade the individual's privacy while washing or toileting;
- play rough physical or sexually provocative games;
- use any form of physical punishment;
- be sexually suggestive about or to an individual, even in fun;
- touch an individual inappropriately or obtrusively;
- scapegoat, ridicule or reject an individual or group;
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- show favouritism to any individual or group;
- allow an individual to involve you in excessive attention-seeking that is overtly physical or sexual in nature;
- give lifts to an individual on their own or on your own, unless it is an emergency, in which case you should record the circumstances leading up to it;
- drink alcohol when responsible for children or young people or adults who may be at risk;
- share sleeping accommodation inappropriately;
- invite a child or young person or adult who may be at risk to your home alone;
- arrange social occasions with children or young people or adults who may be at risk (other than family members) outside organised group occasions;
- allow unknown adults access to children or young people or adults who may be at risk. Visitors should always be accompanied by a known person;
- allow strangers to give lifts to children or young people or adults who may be at risk.

Additional guidelines for group leaders

In addition to the above the group leader should:

- ensure any health and safety requirements are adhered to;
- undertake risk assessments with appropriate action taken and record kept;

- keep register and consent forms up to date;
- have an awareness, at all times, of what is taking place and who is present;
- create space for children to talk – either formally or informally;
- liaise with Minster Safeguarding Representative over good practice for safeguarding;
- always inform the Minster Safeguarding Representative of any specific safeguarding concerns that arise. The Minster Safeguarding Representative will liaise with the relevant diocesan safeguarding adviser;
- liaise with the PCC.

GOOD PRACTICE WITH COLLEAGUES.

If you see another Leader or Worker acting in a way, which might be misconstrued, be prepared to speak to your supervisor about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour

TOUCH

Taken from 'The Diocese of Salisbury Safeguarding and Good Practice Guidelines (June 2014)'

"Church-sponsored groups and activities should provide a warm, nurturing environment for children and young people, while avoiding any inappropriate behaviour or the risk of allegations being made. Child abuse is harm of a very serious nature. So that it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse, all volunteers must work with or within sight of another adult.

Physical contact with a young person should always be avoided if you are alone with a young person and not sought after in other circumstances. Shaking hands is courteous and often appreciated by older people. If you do touch or hug, hands must always be outside the person's clothing and never on any part of the body which might be considered inappropriate. It is important that people with learning disabilities learn what form of body contact is appropriate in different social situations; this helps to keep them safe and helps them to become aware when people are behaving inappropriately and possibly exploiting them.

Very occasionally it may be necessary to restrain a child or young person who is harming her/himself or others. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded and the information given to the church safeguarding co-ordinator.

All physical contact should be an appropriate response to the child's needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately."

MONEY/GIFTS

If you are given money or gifts for any reason, ensure the donation is acknowledged (by receipt and/or thank you letter) as soon as possible. This both preserves the audit trail for the donation and protects you against any complaint that money has been taken without the knowledge or consent of the adult who may be at risk, young person or child.

RECRUITMENT

Please refer to the Safer Recruitment Practice Guidance issued by the National Safeguarding Team which is available on the Salisbury Diocesan Website.

DATA PROTECTION

The Data Protection Act 1998 gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

There are seven golden rules to remember:

1. The Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
5. Consider safety and well-being: base your information-sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

GENERAL SAFETY CHECK LIST.

CHECK THAT:

- Premises, including the lighting, and equipment used with children or young people or adults who may be at risk of abuse are safe, well maintained and suitable for the purpose.
- A system of regular checks before use needs to be established. Although it is not necessary to complete this form for each use it can be used as a guide.
- Undertake a risk assessment for each activity and in greater detail for an unusual activity or when away from the usual location.
- An up-to-date First Aid kit is available and a nominated person should be responsible for maintaining the kit and all adults should know where to find it. A First Aid kit is available in the Vestry for external visits.
- Encourage staff and volunteer workers to have some First Aid knowledge and provide access to First Aid training.
- No medication is to be given to a child under 18 years without the written consent of a guardian / parent.
- The taking of medication by adults who may be at risk of abuse remains their responsibility or that of their carer.
- All accidents/incidents are recorded in the accident book (which is kept in the locked cabinet in the Parish Office.)
- Procedures are in place for dealing with sick or injured children, and for accompanying young children to the toilet. Remember that ratios still need to be correct if an adult goes out of the room.
- A parental consent form and a health form have been completed for each child/ young person.
- Consent forms, completed by a parent/guardian, should always be used for anyone under 18 when undertaking activities outside the normal meeting place.
- A register should be kept, and regularly updated, of all children or young people attending the group with details of home addresses, telephone number and a parent/Carer or guardian's name. In the event of a fire the leader should take the register to check that everyone is out of the building.
- Fire notices are displayed informing people what to do in case of fire.
- Leaders and children/young people know what to do in the event of an emergency.
- Fire appliances and smoke detectors are suitable, serviced regularly and that leaders know where they can be found and how to use them.
- It is clear who is responsible for children after the activity is over, and who they are going home with.
- The rooms are secure from unwelcome people.
- Young people cannot go outside without leaders' agreement.
- Ensure that a telephone is available for all emergencies.
- The local authority Social Services Department should be informed, in advance, of intention to provide facilities which involve the care of Under-8's for more than two hours even though registration is not required. (An up to date list of Under-8's Advisers is available from the Salisbury Diocesan Board of Education Officers based in the Diocesan Education Centre in Wilton.)
- Ensure that car insurances are appropriate for transporting members.
- Ensure that house insurances are appropriate for group meetings.
- Adult/ Children ratios are right for the group and occasion.

RECOMMENDED RATIOS: (NB an adult is someone aged 18 or over)

There are no longer specific legal requirements for child adult ratios. Staff, volunteers and helpers of Minster groups must ensure they are able to carry out the activities safely. The following are the recommendations from the NSPCC. www.nspcc.org.uk/preventing-abuse/safeguarding/recommended-adult-child-ratios-working-with-children-guidance

We recommend having at least 2 adults present when working with or supervising children and young people. We recommend the following adult to child ratios as the minimum numbers to help keep children safe:

- 0 - 2 years
1 adult to 3 children
- 2 - 3 years
1 adult to 4 children
- 4 - 8 years
1 adult to 6 children
- 9 - 12 years
1 adult to 8 children
- 13 - 18 years
1 adult to 10 children

We recommend having at least 2 adults present, even with smaller groups.

When young people are helping to supervise younger children, then generally, only people aged 18 or over should be included as adults when calculating adult to child ratios.

In England, the Department for Education [publishes guidance \(PDF\)](#) for early years providers which sets out statutory requirements about adult to child ratios. The guidance sets out situations when 16 and 17 year-olds may be included in the adult to child ratios.

Transporting children or young people or adults who may be at risk on behalf of the Minster.

Drivers

- All those who drive children or young people or adults who may be at risk on church-organised activities should have held a full and clean driving licence for over two years.
- Drivers who are not workers with children or young people or adults who may be at risk should be recruited for the task through the normal recruitment process.
- **Any driver who has an endorsement of 6 points or more** on their licence should inform the group leader and the church/parish safeguarding representative.
- Any driver who has an unspent conviction for any serious road traffic offence should not transport children or young people or adults who may be at risk for the church.
- Drivers must always be in a fit state i.e. not over-tired; not under the influence of alcohol; not taking illegal substances; not under the influence of medicine which may induce drowsiness.

Private car

- Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity.
- Independent adults who may be at risk of abuse can give their own consent regarding transportation in a private car. Otherwise consultation with carers or next of kin would need to take place to agree transport arrangements.
- Any driver using their own vehicle for the transportation of children or young people or adults who may be at risk is responsible for ensuring the vehicle is roadworthy and comprehensively insured. (Drivers to check with their Insurance Company re the requirement for business cover).
- All children must wear suitable seat belts and use appropriate booster seats. If there are insufficient seat belts, additional children should not be carried.
- At no time should the number of people in a car exceed the usual passenger number.
- There should be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child or young person on his or her own, the child must sit in the back of the car.

Minibus or coach

- Workers and helpers should sit among the group and not together.
- If noise or behaviour appears to be getting out of control, stop the vehicle until calm is restored.
- Before using a minibus, ensure you know the up-to-date regulations for its use and have had a trial drive.

E-SAFETY

A 'young person' is defined as anyone under the age of 18. However Facebook's own rules only allow those aged 13+ to join it. Please always follow the terms set out by Facebook.

Within our own work at **THE MINSTER** the following policy regarding contacting young people via email and mobile phones will be from the school year 8 (aged 12/13 years) and above. Therefore young people below year 8 will not receive electronic communication.

'Adults' also use Facebook, Instagram, WhatsApp, emails and texts so the following principles should also be applied to communication with adults as well.

Social media and networking

"Social media includes web-based and mobile-based technologies which are used to turn communication into interactive dialogue among organisations, communities and individuals"

Social networks, when used effectively, are a great way of communicating what's going on in our ministry. Because of their reach however, care must be taken in how they are established and used. Below are some guidelines on how social networks should be used within the ministry of **THE MINSTER**.

Personal use of Social Networks

It's important to realise that your personal use of social networks is really a portrayal of your position and the ministry of **THE MINSTER**. People who follow you won't see the distinction of your personal life and your role in the church. Therefore it's important to think through the message you are sending through these networks. A good guideline to use is "if you wouldn't send it from the WIMBORNE MINSTER email address, don't post it to a social network".

Electronic Communications Policy

When electronic communication (Communication via Mobile Phone, Social Networking (if aged 13 or over) and Email) takes place between adults and young people the following practices must be followed:

- It is important that parents are aware of and give consent to **appropriate adults** communicating electronically with their son or daughter. Parent's consent will be gained at the beginning of each academic year for their son or daughter to be contacted directly by **appropriate adults** via; Mobile Phone, Social Networking (if aged 13 or over) and Email.
- **Appropriate Adults** are people who are working directly with young people or who have a pastoral responsibility for a young person for example Youth Worker or Worship Leader. **Appropriate Adults** will also sign a form and have permission from our Incumbent.
- Appropriate Adults need to avoid contacting young people before 8:00am and after 10:00pm. This is unless the young person contacts you first in an emergency.
- When communicating with a group of young people, the **appropriate adult** should send exactly the same email/text message to all recipients, as

individually written ones with the same subject could be misinterpreted as favouritism.

- When in discussion with a young person, topics which are of a sensitive nature or could be easily misinterpreted should not be discussed electronically and a face-to-face meeting should be arranged.
- Conversations are best written/typed in full and the use of abbreviations avoided. This is due to the risk of a misinterpretation, for example, "LOL" traditionally means "Laugh out Loud" as a response to a joke or funny situation; however this can also be interpreted as "Lots of Love".
- Some social networking websites and programs offer the option for one or both users in a conversation to display a live image of themselves via a webcam. Due to the increased risks of abuse with webcams, adults must not use webcams with young people; neither displaying themselves nor viewing young people.
- Adults who minister to children and young people are strongly encouraged to set very stringent privacy settings on any social networking profile. Advice can be sought from the Diocesan Board of Education Youth Officers.
- Adults should not submit "friend" requests to young people. Young people may not be able to decline such requests due to the disparity of power between young people and adults. Young people may ask to be "friends", and adults should discern the level of contact they want to maintain with young people prior to responding to these requests.
- Adults should not be engaging with young people through Instant Messaging.
- The E-safety policy will be reviewed and communicated to congregation and young people annually.

GUIDELINE 3

Introduce a system whereby vulnerable people may talk to an independent person

In consultation with the Diocesan Safeguarding Adviser we have agreed that in our opinion children and young people are unlikely to talk to an appointed person, but rather that they would probably talk to their group leader or another adult they know well. Therefore we will provide training to all people who work with children and young people to ensure that everybody knows what to do if issues are raised.

GUIDELINE 4

Use line management/safeguarding supervision as a means of protecting children and young people.

Each worker, however experienced, should have someone who oversees their work, for their own support as well as to protect the children and young people.

Good practice in line management/supervision. The line manager/supervisor should:

- a) Meet with workers regularly (once a term), to review and plan the work.
- b) Ask about working and personal relationships with the children and young people.
- c) Create regular (at least once a term) opportunities for observing the worker with the children and young people. Watch in particular for any child or young person receiving exceptional treatment, being highly favoured or treated unduly harshly.
- d) Be aware that workers using Church computers have access to chat rooms, child pornography etc.
- e) Keep a written record of the facts of each meeting, and anything of note which is observed. These records should be stored in the worker's Personal Record File.

If the line manager/supervisor has any concerns regarding the worker the Minister should be informed as soon as possible.

It is important to keep accurate records of any Safeguarding concerns, disclosure or allegations. Facts observed or disclosed should be accurately recorded, signed and dated. Opinions should not be included unless clearly identified as such. If any records are to be kept without the subject of the record's knowledge, it should be made clear why this is so, for instance if there appears to be a worrying pattern of behaviour which needs to be monitored. Try to be consistent about what is kept so that it can be justified if necessary. Actions taken and decisions made should all be noted. It should be recorded who knows about the information, for example the subject of the record, the child's parents etc.

Either the PSR or the Incumbent/Priest-in-Charge will keep all records securely. All confidential material will be placed with the Rural Dean during an interregnum or equally safe arrangements made.

Confidential declarations and any other confidential matters will be kept for as long as the person is in the post.

The Human Rights Act 1988 includes both the right to privacy of family life and also the right to life and the right not to be tortured. It is expected that the courts will uphold the need to pass on information for the purposes of protecting a child. The highest degree of confidentiality consistent with this should be maintained and only information necessary for the safeguarding of children passed on.

- f) All supervisors will receive training to assist them and will also receive supervision themselves.
- g) Any concerns are passed on if the person concerned moves to another Church.

GUIDELINE 5

Agree and issue guidelines for procedure if abuse is suspected or disclosed.

In all cases, we must follow an agreed procedure of consultation and referral. It is not the task of an individual or the church to investigate. For the protection of both children and workers, sensible steps should be taken on the road to referral.

Where this section refers to a child it could also refer to a young person or adult who may be at risk.

PROCEDURES IF ABUSE IS DISCLOSED OR DISCOVERED.

If a child discloses abuse by someone outside the church the person to whom it is disclosed should tell the child what steps they are taking, make handwritten notes as soon as possible after the disclosure, and report it to the Incumbent, who will then inform the relevant Diocesan Safeguarding Adviser (contact details on Page 5 of this document).

If abuse is suspected, the concern should be passed onto the Incumbent as soon as possible, who will then assess the situation for the need for further referral.

If abuse by someone in the church is disclosed or suspected, it must be reported immediately to the Incumbent who will then inform the relevant Diocesan Safeguarding Adviser (contact details on Page 5 of this document).

If the complaint is against the Incumbent the details must be referred to the relevant Diocesan Safeguarding Adviser (contact details on Page 5 of this document).

The Church and all its appointed children's and youth workers are committed to the protection of children from all kinds of abuse. (Refer to 'Protecting all God's Children 2010' Pages 11-16, for more detail). A copy can be found in the Safeguarding Folder in Church House and electronic copy in the safeguarding folder.

TYPES OF ABUSE

Physical	Where children's bodies are hurt or injured.
Emotional	Where children don't receive love and affection, may be frightened by threats or taunts, or are given responsibilities beyond their years.
Sexual	Where adults (and sometimes other children), use children to satisfy sexual desires.
Neglect	Where adults fail to care for children and protect them from danger, seriously impairing health and development.

SIGNS OF ABUSE.

The following may indicate abuse, but do not jump to conclusions. There could be other explanations.

PHYSICAL	Unexplained or hidden injuries, lack of medical attention.
EMOTIONAL	Reverting to younger behaviour, nervousness, sudden underachievement, attention seeking, turning away, stealing, lying.
SEXUAL	Preoccupation with sexual matters evident in words, play, drawings; Disturbed sleep, Nightmares, bed wetting; Secretive

relationship with adults or children; Tummy pains with no apparent cause.

NEGLECT

Looking ill-cared for and unhappy, being withdrawn or aggressive.
Having lingering injuries or health problems.

IF ABUSE IS DISCLOSED OR DISCOVERED.

Do not delay.

Do not act alone.

Do not start to investigate.

Consult with the Parish Safeguarding Representative or Incumbent immediately.

WHAT TO DO IF A PERSON DISCLOSES THAT THEY ARE HARMING A CHILD, YOUNG PERSON OR VULNERABLE ADULT

Look at them directly.

Accept what they say.

Do not press for information.

Explain that the Incumbent will be informed, as the Church cannot keep abuse confidential.

Inform them that support will be offered by a suitable person.

As soon as possible make handwritten notes of exactly what was said, record the time, date and action to be taken.

Inform the Incumbent as soon as possible.

Do not discuss the matter with anyone, unless requested by the Incumbent.

Ensure that you receive support.

WHAT TO DO IF A CHILD TELLS ABOUT ABUSE

The following is a summary, only for reference. It is no substitute for training.

Look at the child directly.

Accept what the child says.

Be aware that the child may have been frightened.

Tell the child they are not to blame.

Do not press for information.

Reassure the child they are right to tell and you believe them.

Let them know what you are going to do next, who you are going to tell and why, and roughly what will happen.

Offer support to the child.

Finish on a positive note.

As soon as possible afterwards make hand-written notes of exactly what the child said and the date and time, recording and agreements made.

Ensure that you get support, ideally through the Incumbent.

WHAT TO DO IF A PARENT OR OTHER PERSON REPORTS ABUSE

Parents, other adults or a teenager may report abuse but be reluctant to inform the relevant authorities in such circumstances. They should be encouraged to discuss the matter with Social Services or with another trusted professional with Safeguarding Children and Young People training. In any case it is the responsibility of the Church to inform the Social Services Department of the allegation so that the child or young person and other children are protected.

UNTRUE ALLEGATIONS

Occasionally an untrue allegation may be made. It is important not to make judgments and to allow an allegation to be carefully investigated to try to ascertain the truth.

Untrue allegations can be the result of some other concern or unhappiness in the child's life. It is very important that people working with children do not put themselves in vulnerable situations.

COMMUNICATIONS WITH THE MEDIA

In the event of an incident communications both within and outside the Diocese of Salisbury will be handled by the Diocesan Communications Co-ordinator who will consult with the Bishop, the parish and the relevant Diocesan Safeguarding Adviser. Particular care should be taken regarding any public statement or public prayer.

GUIDELINE 6

Sex offenders within the Congregation

The Church is a place for all who fall short and sin, for the vulnerable and for those in need. We will offer help and support to an ex-offender but the protection of the children in the Church will come first. Abusers of children are usually people who get on well with children and who children like.

Present research suggests that sexual offending can be a kind of addiction that is very hard to control and can only be managed. This will be borne in mind when welcoming an ex-offender into the church community.

Many ex-offenders will seek God's forgiveness for their crimes. Genuine repentance implies that the person concerned will accept that future help is required to prevent a reoccurrence of the offence and to deal with the human and social effects of the sin.

As well as professional therapy, this may require continuing supervision and discipline within the Church as part of the ministry to the ex-offender. An ex-offender will need to accept that no further contact or work with children or young people can be permitted and that a continuing pastoral role may be impossible. Sensitive care of the offender is needed in these circumstances.

If a person convicted of sexual abuse against a child or young person or adult who may be at risk of abuse is discovered within the congregation an assessment of risk must be carried out, which should be done together with the police, probation services and Social Services, and with the Diocesan Safeguarding Adviser. The statutory agencies will provide appropriate information and guidance in this.

INTEGRATION OF A KNOWN SEXUAL OFFENDER INTO THE CONGREGATION

If a known offender joins the church we will extend love and friendship to the individual but at the same time the Church will ensure that a frank discussion takes place with the person concerned and that efforts are made to sustain open communications.

It will be necessary to establish clear boundaries for both the protection of the young people and to lessen the possibility of the adult being wrongly accused of abuse or put into a High Risk Situation. In all circumstances when a known sex offender wishes to join a church congregation, the Diocesan Safeguarding Adviser must be contacted.

MINISTERING TO PEOPLE WHO ARE KNOWN TO HAVE SEXUALLY ABUSED CHILDREN

Please refer to 'Protecting All God's Children'. Available on Salisbury Diocese web site.

<http://www.salisbury.anglican.org/resources-library/parishes/safeguarding1/child-protection-ccpas/Safeguarding-%20Protecting%20All%20Gods%20Children.pdf/view?searchterm=protecting%20all%20God's%20children>

GUIDELINE 7

Other groups and their use of THE MINSTER premises

MINSTER organised activities remain the responsibility of the church. Non church organized groups remain the responsibility of the named person on the booking form. Although other groups and functions that involve children on church premises are not the direct responsibility of the PCCs, there is a duty of care that means informing outside groups of the procedures they are recommended to follow.

1. Agreements for hiring premises which are the responsibility of the P.C.C. must contain the following clause (or one of similar effect): *"In the use of premises you make yourself responsible for ensuring the safety of any and all children that use the premises during the hire period, and you agree to take proper steps to prevent the occurrence of any injury, loss, damage or harm to children, young person or other vulnerable people in the course of the hiring"*. This agreement should be signed by the hirer.
2. *One-off bookings*
If the group includes children or young people or adults who may be at risk they should be asked to sign up to the Minster Safeguarding Policy.
3. *Regular bookings.*
Regular bookings should be the subject of investigation of the processes followed by the user. If there is no procedure in place or if the P.C.C. is unhappy with the procedures in operation, the P.C.C. should consider refusing to renew or continue the booking unless they agree to follow a suitable procedure disclosed to the P.C.C. If a key is to be issued to any person needing access to the building out of hours then a keyholder agreement must be completed. A template form is available on the diocesan website.
4. No agreement should ever be made that the P.C.C. will approve or vet any procedure to be followed by others.
5. Observation by a member of the P.C.C. (usually the PSR) of the activities of the hirer must be for information purposes only and no member of the P.C.C. should become involved in the following, or implementing, of any procedure other than the one the P.C.C. uses for its functions.
6. If in doubt about the responsibilities involved contact the Diocesan Safeguarding Adviser.

GUIDELINE 8

Insurance

All groups should ensure there is adequate insurance for the work they are doing, including public liability insurance. The terms of the church insurance policy provide cover for the church building and the church activities.

The PCC will ensure that the policy includes legal protection insurance to cover legal costs resulting from allegations made against its employees or volunteers.

The insurance company must be notified of any allegations of abuse that are likely to affect the insurance held by the parish. This notification should be directed to the manager or director and marked strictly private and confidential. Failure to notify the insurers could prejudice the cover under the insurance policy.

All groups need to record any activities and events with the PCC. In principle it must show the insured party (the PCC) has agreed to the activity being undertaken in specific rather than in broad or general terms. The decisions need to be minuted. For example the PCC has agreed to "this" disco, with "these" staff, between "these" hours, for "this" purpose – **NOT** simply agreed to the concept of a disco in general). There are many activities which are excluded from the church insurance. These are as follows:

- Aqualung diving
- Flying – except air travel
- Hang gliding
- Parachuting
- Hunting on horseback, Polo
- Pot-holing
- Motor Cycling
- Mountaineering necessitating the use of ropes or guides
- Association football – other than acting as an official
- Power boating in a boat capable of more than 30 knots
- Rugby football – other than acting as an official
- Tree felling or lopping other than work within the scope of the jobbing gardener
- Use of scaffolding unless professionally erected
- Racing other than on foot
- Service in the armed forces
- Show Jumping
- Ice Hockey
- Winter sports except curling or ice skating

Appendix 2

Information About The Sexual Abuse Of Children

Although these statements refer to the abuse of children the information could equally refer to young people and adults who may be at risk.

Frequently asked questions about the behaviour of sexual abusers

Who sexually abuses children and young people?

Whilst women do perpetrate sexual abuse and there is under reporting of females committing abuse, evidence at present shows it is predominantly an offence committed by males.

Children can be sexually abused by adults or by other young people. In the UK young people under the age of 21 account for approximately a third of all cautions and convictions for sexual offences.

Many adult sexual offenders report that they began their behaviour around the age of 13 or sometimes younger. This means that when they are finally discovered they may have been sexually abusing others for many years and their behaviour will have become hard to stop. It also means that if a young person engages in inappropriate sexual behaviour it would be dangerous simply to view it as teenage "experimentation" which they will grow out of.

Why do people abuse?

The reasons why adults abuse are very complex. The majority abuse because they want to. Sometimes they will have been abused themselves or be responding to past hurts or unmet needs. Sexual abuse of children may meet a need for power and control or for self-gratification.

Are sexual abusers likely to abuse a particular type of child?

Sexual abusers will be attracted to children of different ages and characteristics. Some will abuse only pre-pubescent children, others will approach older children. Some will abuse boys, others girls and some children of both sexes.

If any abuser is having a sexual relationship with another adult, this does not mean that they are not a risk to children.

Some abusing adults may operate alone whilst others may be linked into an organised network.

Can we recognise a sexual abuser?

It is not possible to easily identify someone who will sexually abuse children because they are found in all walks of life and sections of the community, within all professional groups and from all social classes and racial and cultural backgrounds.

Does sexual abuse just happen?

A sexual abuser may claim that they did not know why the behaviour happened or that it was a result of stress, sexual frustration or misuse of drugs or alcohol. There is no evidence that this is the case. Sexual abuse is usually carefully and meticulously planned, often over a long period of time. Abusers may choose friendships or

relationships with adults who already have children or careers where they will have positions of responsibility over children.

Can an adult who sexually abuses a child stop by themselves?

All the available evidence suggests that over a period of time an abuser will have developed powerful sexual urges, fuelled by fantasy, towards children and will find it very difficult to control these feelings. A sexual abuser will need to put controls on their behaviour to ensure that they do not have opportunities to abuse other children.

How can sexual abusers live with themselves?

Unless the sexual abuser is a sadistic offender who thrives on the pain of others, he or she will have to develop thought patterns that deny or minimise the harm caused to others. This allows them to live with themselves. Some of the ways an abuser tries to justify their abusive behaviour include claims like:

- The child wanted the sexual experience
- Children are seductive and provocative
- It won't harm them
- They liked the sexual experience
- It was a "one-off" and it won't happen again

The distorted thinking of a sexual abuser can be fed in a number of different ways including pornographic literature, seeking out other like-minded adults, or by misrepresenting children as sexual beings. In attempting to deny or minimise the effects of their abusive behaviour, a sexual abuser may appear very plausible. This can draw other people into their way of thinking.

One of the ways an abuser can deny responsibility or seek to avoid having to address their behaviour through treatment is by claiming a religious conversion.

When this is the case, it would be important to know whether faith in God has really led to true repentance, taking full responsibility for the abuse, seeking to repair its damage and seeking to prevent a relapse by receiving the support of others.

Can a sexual abuser be cured?

There is no evidence that a sexual abuser of children can be cured of an attraction to children. This is because the behaviour will have developed over many years and will be so entrenched that it will have become an integral part of a person's character.

The best way to stop is for them to develop an insight into their pattern or cycle of behaviour and by keeping away from situations where child abuse could occur. To ensure that there is no further offending the abuser is likely to require a long-term specialist programme and long-term supervision so that they cannot develop or reinforce their distorted thinking.

How do adults target particular children for abuse?

Adults who sexually abuse children are extremely good at relating to children and gaining their confidence and trust and are often well known to the child or their family particularly if they are seen as a safe and trusted person.

The "grooming" process

The process by which abusers introduce the child into a sexually abusive relationship is sometimes known as "grooming". Often this involves getting to know the child and showing them special attention before slowly progressing into sexual abuse. Alcohol, drugs, internet chat rooms and pornography can be used in the process. If

undiscovered, this behaviour is likely to become increasingly intrusive, and a sexual abuser can regularly abuse the same child over many years. The abuse of other children at the same time is also possible depending on the level of access and opportunity.

In addition to "grooming" the child, an abuser will also "groom" other people around them to create the impression that they would not be capable of such an action. If they are discovered, the people around them may find it difficult to believe the allegations and may defend the abuser rather than think about the needs of the child.

In such situations the child will feel very distressed that they are not believed and may be under pressure to retract their allegations.

Are certain children more vulnerable than others?

All children are potentially at risk from a sexual abuser. However, children may be especially vulnerable if they are:

- left alone for long periods of time without proper supervision.
- in Care or away from home, at school or on holiday
- emotionally deprived and particularly looking for love, affection or seeking attention.
- lonely or bored.
- in need of high levels of intimate care or have communication difficulties because they suffer from a disability.
- open to manipulation because they have a special enthusiasm such as sport or music and are dependent upon a group leader or coach to succeed.

Why don't children tell?

Children are put under immense pressure by their abuser to keep areas of the abuse secret and not to tell anyone. Some of the main ways that this is done include:

- The abuser may offer children gifts or other treats.
- The abuser may threaten the child, their family, friends or pets.
- The abuser may entrap the child into thinking they have a special relationship or secret.
- The child may be told that no one will believe an allegation.
- The abuser may place the responsibility for the abuse onto the child so that there is a feeling of guilt.
- The child may feel that if a disclosure is made the family will be split up.
- The abuser may isolate the child and discourage the child from making relationships with others who could be told.
- The child may be emotionally dependent upon the abuser and may fear losing them.

How does a sexual abuser gain access to children?

Those wishing to abuse children can gain access to them in many different ways.

Any organisation that works with children has the potential to be targeted by a sexual abuser. This is why it is vital that churches develop safe practices in their work with children.

Adapted from information supplied by Elizabeth Pennington and taken from the Safeguarding Policy of Christ Church, Creekmoor.

Appendix 3 –
LIST OF FIRST AIDERS IN THE MINSTER

Judy Burrows
Stephen Burrow
Derek Powell
Irene Burnett-Thomas
Karen Mannah
De Ashton
Margaret Foster
Suzie Allen
Judith Monds
Margaret Turner
Trish Hitchins
John Riley
John Hughes
Ashley Coombs
Donna Gosney

Appendix 4

Plan of position of first aid boxes in the Minster

Appendix 5

Plan of position of fire extinguishers

Appendix 6 – “Safeguarding Policy Read” signatures

I confirm that I have read and understood the Safeguarding Policy for Wimborne Minster:-

Name	Position	Signature	Date
Vanessa Herrick	Rector		
Suzie Allen	Clergy		
Brenda Gibson	Clergy		
David Herrick	Clergy		
Alan Davies	Clergy		
Elise Harding	Clergy		
Bill French	Clergy		
Francis Vine	Church Warden		
De Ashton	Church Warden		
Ashley Coombes	Verger		
John Hughes	Verger		
David Gostick	Choir Master		
Sean Tucker	Organist		
Faye Eldret	Songbirds Leader		
Stephanie	Sunday School		
Assistant	Sunday School		
David Warwick	Bell Tower Captain		
Donna Gosney	Shop Manager		
Trudy Davies	PCC Secretary		
Lavinia Griffiths	PCC		
Anne King	PCC		
Bruce Jensen	PCC		
Elfie Mills	PCC		
Ian Grimby	PCC		
Leonie Thurlow	PCC		
Jackie Mould	PCC		
Rhys Parsons	PCC		
Richard Knott	PCC		
Rosalind Jensen	PCC		
Anthony Oliver	PCC		
Norma Aitchison	PCC		
Anne Pollard	LPA Lead Lunch & Chat		
Di Hiscock	Mums Today, MU		
Ruth Edgar	Two by Two		
Carole Jarvis	Oasis Lead		
Jane Davidson	House Group Lead PCC		
Tricia Knott	House Group Lead PCC		
Wanda Winchester	House Group Lead		
Liz Watson	House Group Lead		
Sheila Soper	Open the Book		

Appendix 7 – Forms and documents

1. Safeguarding Responsibilities of the Parish
2. Parish Safeguarding Representative Role (PSR)
3. Diocese of Salisbury Safeguarding Complaints Policy
4. DBS online Application Process
5. Fit and proper person declaration
6. Minster Lone Worker Policy (DRAFT - **TO BE COMPLETED**)
7. CLERGY AND LPA "on call" rota 2017
8. Application for use of Minster Green
9. Emergency contact details for volunteers and helpers
10. Confidential Incident/concern Report Form
11. Organised Visit Booking Form
12. ID Document Checking Rules for DBS Disclosure Application