



Serving the communities of Broughton and Kingsbrook, Aylesbury

SAFEGUARDING POLICY

Promoting a Safer Church

Responsibility

All members of our church family will be aware that it is of paramount importance to safeguard the welfare of all children, young people, and vulnerable adults and that this is everyone's responsibility. This document outlines the Safeguarding Policy approved by the Parochial Church Council. This policy gives definitions and guidance together with contact details for the Parish Safeguarding Officer, the police, local authority, and other care services.

This policy is drawn from the following:

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

[cofe-policy-statement.pdf \(churchofengland.org\)](#)

Please see the above links for further details / information.

The Broughton Church Safeguarding Policy is based on the Children Act 2004 and the Church of England's Safeguarding policies and will be reviewed annually by the PCC and the Diocese of Oxford.

The Broughton Church Safeguarding Policy covers the ecclesiastical Parish of Broughton which incorporates the staff, members, and activities of Kingsbrook Community Church (KCC).

For further information concerning the Safeguarding Policy please see Pat Mclellan, Parish Safeguarding Officer (PSO).

Broughton Church postal address:

c/o more+, 36 Parton Road, Aylesbury, Bucks HP20 1NG

IMPORTANT CONTACTS

BC+ Safeguarding Officer:

Mrs Pat McLellan 01296 615487 07821 919446 pat.mclellan@live.co.uk

Thirtyone:eight

0303 003 11 11 info@thirtyoneeight.org

Buckinghamshire Council Children's First Response Team

Tel: **01296 383962** (Normal Working Hours)

Email: cypfirstresponse@bucksc.gov.uk

Buckinghamshire Council Safeguarding Adults Team:

0800 137 915 (Normal Working Hours)

Buckinghamshire Council First Response Team for children & adults (Out of Hours)

0800 999 7677

They will listen to your concerns and decide on the appropriate course of action.

Buckinghamshire Safeguarding Adults Board

<http://www.buckinghamshirepartnership.gov.uk/partnership/sva/bsvab.page>

Childline 0800 1111

NSPCC 0808 800 5000 (free service, lines open 24 hours a day). They will listen to your concerns, offer advice and support, and can take action on your behalf if a child is in danger. You can also report concerns anonymously. For further information or to report your concerns online visit: www.nspcc.org.uk/what-you-can-do/report-abuse/

Oxford Diocese Head of Safeguarding/Diocesan Safeguarding Adviser:

Louise Whitehead louise.whitehead@oxford.anglican.org 07391 868478

Safeguarding Caseworker Officer:

emma.hooper@oxford.anglican.org

Emma Hooper

07435 550685

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UNDERSTANDING ABUSE AND NEGLECT

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue.

Child

Abuse and neglect are forms of maltreatment of a child or young person. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. An adult or adults or another child or children may abuse them. Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Children and young people from ethnic minorities and those with disabilities are especially vulnerable and need special care and protection.

The legal definition of a child is someone under the age of 18.

Adult

An adult is someone over 18 (unless specific legislation states otherwise). Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal, or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

CHILD – signs of abuse

Physical Abuse

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

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all categories of maltreatment of a child, though it may occur alone.

Sexual Abuse

Grooming, forcing, or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.

Activities may involve physical contact and non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Failing or failure to:

- provide adequate food, clothing or 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-takers
- ensure access to appropriate medical care or treatment
- neglect or unresponsiveness to, a child's basic emotional needs. Neglect may occur during pregnancy as a result of maternal substance abuse.

Domestic abuse

Witnessing domestic abuse is child abuse.

Bullying and Cyberbullying

Bullying is behaviour that hurts someone else, including name calling, hitting, rumour spreading. It can happen anywhere, usually repeated over a long period of time, and can hurt a child physically and emotionally. Cyberbullying happens online using social networks, games, and mobile phones. It can happen at any time of day or night, and the child may feel there is no escape.

Online abuse

Children can be vulnerable from adults targeting chat rooms, social networking sites and the internet generally to target, groom and abuse children, and to obtain images or arrange meetings.

Electronic images

Children will have been abused in the making of indecent images, the downloading, keeping, and distributing of, which is a sexual offence.

ADULT – signs of abuse**Physical Abuse**

Infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Sexual Abuse

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

Psychological or Emotional Abuse

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

Financial or Material Abuse

Inappropriate use, misappropriation, embezzlement or theft of money, property, or possessions. It includes being put under pressure in relation to money or other property.

Neglect or Act of Omission

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

Discriminatory Abuse

Inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs, or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional Abuse

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

Spiritual Abuse

This is not covered by the statutory agencies but is of concern in and outside of faith communities including the Church of England, which is currently working on guidance but provides the following information.

Abusive Actions	Signs and Symptoms
Mistreating a person in the name of God, faith, or religion – the exact nature of mistreatment may fall within the definition of one of the other abuse types	<ul style="list-style-type: none"> • Special relationships, especially where there is an imbalance of power • Inappropriate or untrained exercise of exorcism and/or deliverance ministry • Misuse of authority e.g. by dictating what a person should believe • Extreme pastoral interference in personal issues including how someone should express their faith. Telling someone that if they pray harder/believe more, they will be healed • Making someone feel inferior in their faith

Role of Safeguarding Officer

The role of the Safeguarding Officer is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies which have a legal duty to investigate.

Where the concern is about a **child** the Safeguarding Officer should contact Children's Social Care.

Where the concern is regarding an **adult** in need of protection, they would contact Adult Social Care or take advice from the Diocesan Safeguarding Advisor.

PREVENTION

Safe Recruitment

The Leadership will ensure all paid workers and volunteers will be appointed, trained, supported, and supervised in accordance with government guidance on Safe Recruitment. This includes ensuring that:

- There is a written job description or specification for the position.
- Those applying have completed an application form.
- For paid positions, those short-listed have been interviewed, safeguarding has been discussed at interview and written references have been obtained and followed up where appropriate. Qualifications where relevant have been verified.
- A Disclosure and Barring Service disclosure has been completed (we ensure the fair treatment of applicants and confidentiality in the handling of information). Disclosures will be updated every three years.
- The applicant has been given a copy of Broughton Church's Safeguarding Policy and knows how to report concerns.
- Training is accessed through the Diocese of Oxford and should be refreshed every three years. Inter-agency training will be encouraged, including any training offered by Aylesbury Vale Youth for Christ and Thirtyone:eight

CODE OF BEHAVIOUR

Positions of Trust

All church workers:

- Must conduct themselves at all times in accordance with the reasonable expectations of someone who represents the Church; this includes both while on and off duty;
- Will be seen as role models by the children or vulnerable adults with whom they are in contact, at all times including when they are off duty;
- Must not in their private life engage in activities which could bring the church or their role in it into disrepute;
- Must take care to observe appropriate boundaries between their work and their personal life. For example, they must ensure that all communications they may have with or about children or vulnerable adults are appropriate in their tone;
- Must seek advice immediately if they come across a child or vulnerable adult who may have been harmed (including self-harm) or a colleague whose conduct appears inappropriate;
- Must not share or promote material, which is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, politically inflammatory, defamatory, or in violation of any British, European, or international law.
- Must inform the relevant church authorities promptly should any convictions, court orders or allegations of misconduct arise.

It is contrary to the policy of the Church of England for those in a position of trust to have sexual or inappropriate personal relationships with those for whom they are responsible. A breach of this is likely to be considered as a disciplinary offence. It will be referred, as appropriate, to the local authority and in some cases, it may also constitute a criminal offence. Anyone found guilty of a criminal or disciplinary offence of this kind is likely to be dismissed and referred to the Disclosure and Barring Service for possible barring.

All church workers should:

- Treat all children and young people with respect and dignity
- Use appropriate language, tone of voice and body language
- Ensure all communications with and about children are appropriate in their tone
- Work within sight of another adult
- Ensure another adult is informed if a child needs to be taken to the toilet or organise toilet breaks for the whole group
- If known in advance, seek a parent's permission if a child or young person is to be seen on their own. Another adult must be nearby, and the child or young person must know this.
- Ensure that each group includes both a male and a female helper if possible.
- Ensure that children and young people know who they can talk to if they need to speak to someone. Display the Childline telephone number in a prominent place where children & young people can see it.
- Respond warmly to a child
- Administer any necessary First Aid with others present
- Respond to accidents and make a note in the Accident Book
- Plan trips and holidays carefully, including sleeping arrangements
- Record any concerning incidents and give the information to your Group Leader. Sign and date the record, and also print your name in capital letters. Incident Recording form is on pages 15 & 16 of this Policy.

All church workers should not:

- Use physical punishment to discipline children – this is illegal
- Invade a child's privacy whilst washing or toileting
- Play rough or sexually provocative games
- Be sexually suggestive about or to a child or young person even in fun
- Touch a child inappropriately or obtrusively
- Scapegoat, ridicule or reject any child, young person, or group
- Show favouritism to any one child, young person, or group
- Allow a child or young person to involve you in excessive attention that is overtly physical or sexual in nature
- Give lifts to children or young people on their own or on your own if possible
- Invite a child to your home alone
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying
- Allow unknown adults access to children. Visitors should always be accompanied by a known person.
- Allow strangers to give children lifts

GOOD PRACTICE GUIDELINES

Acceptable Touch

One of the aims of the policy is for church groups to provide a warm, nurturing environment for children and young people whilst avoiding any inappropriate behaviour or the risk of allegations being made. Some physical contact with children, particularly young children is wholly appropriate. The following guidelines are suggested:

- Always ask permission
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors
- Touch should be in response to a child's needs, **not the worker's needs**. It should be age appropriate, welcome, and generally initiated by the child.
- Avoid unnecessary informal touching.
- Avoid taking young children to the toilet, but when unavoidable make sure another adult is informed, or organise a toilet break for the whole group. The person assisting the child should hold a current DBS.
- First Aid should be administered with others around. Enter details in the Accident Book.
- Very occasionally it may be necessary to restrain a child or young person who is harming themselves 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 Parish Safeguarding Officer.
- Avoid any physical contact that could be construed as sexual/abusive/offensive

Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

Transporting Children by Private Car

- Transport and travel arrangements are the responsibility of parents if they make informal arrangements among themselves. They are the responsibility of the church if church workers organise or provide them.
- 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 giving lifts to and from a church activity. A form for giving consent is available from the Safeguarding Officer.
- All those who drive children on church-organised activities should normally be over 25 and should have held a full driving licence for over two years.
- All cars that carry children must be comprehensively insured. The insured person must ensure their insurance covers the giving of lifts during church activities. There are separate requirements governing minibuses.
- All cars that carry children should be clean and in a roadworthy condition.
- All children must wear suitable seat belts and use appropriate booster seats. If there are no seat belts children should not be carried.
- Take care in assisting children to board or leave vehicles, taking account of the guidance on Acceptable Touch above.
- At no time should the number of children in a car exceed the usual passenger number. There must be a seat belt for every passenger.

- Any driver who has an endorsement of 6 points or more on their licence should inform the Parish Safeguarding Officer before giving lifts to church activities.
- Any driver who has an “unspent” conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway should not transport children.
- There should preferably be a non-driving adult escort as well as the driver. This may be particularly needed if a child is known to have a disability or special need. This adult should sit in the back, behind the driver, with the child in the seat beside him/her. If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car.
- To ensure that these guidelines are adhered to it would be appropriate to obtain a signed undertaking, covering the above issues, from those people who are prepared to transport children in their cars. Please see Safeguarding Officer for the forms.
- Drivers who are not church workers should be recruited for the task through the normal Safe Recruitment process.

Recommended Staffing Levels

To supervise children’s activities safely, it is necessary to have sufficient adult leaders and helpers. Below are the suggested ratios of adults to children:

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 – 12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

The above Staffing levels do not take into account special circumstances such as behavioural issues, developmental issues, disability etc. which may require an increase to the recommended ratios. In calculating the ratios of workers to children, young leaders who are under the age of 18 should be counted as one of the children, not one of the workers.

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc. Some children may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with special needs and find out from them how best to assist the child or young person.

Staffing Levels

- Each group should have at least 2 adults and it is recommended that there should be at least one male and one female.
- If groups are in the same room or adjoining rooms with doors open, then one person per group is allowed.
- Young people aged 16 and 17 may help with groups but should be supervised by an adult helper who will be responsible for ensuring good practice and that Child Protection procedures are followed. Young people under 16 may help with other aspects but should not have responsibility for children.
- Additional adults may help on one or two occasions but must be responsible to an appointed worker. Thereafter they should become part of the team and be properly appointed through the normal Safe Recruitment process.

Registers and Consents

- A Registration Form should be completed by the parent/carer for every child or young person who attends groups.
- A Register should be kept of all children and young people's groups that meet regularly. For one-off events, a list of the children's names should be kept.
- All Registers and lists should be retained until the information can be entered on Church Suite
- Written parental consent should be obtained for all activities that involve leaving the church premises.

USE OF SOCIAL MEDIA

Social media sites enable users to create and share content and keep in touch with other users. They include maintaining a profile on a networking site such as Facebook, Twitter, Instagram, Snapchat; writing or commenting on a blog (whether it is your own or the blog of another person); and taking part in discussions on web forums or message boards.

For many, especially young people, using social media is an extension of physical face-to-face relationships. It is therefore important that churches also engage with their community and worshippers through these platforms. However, this must be done safely to avoid the risk of:

- Forming inappropriate relationships.
- Saying things you should not, such as offensive, sexual, or suggestive comments.
- Blurring the boundaries between public work/ministry and your private life.
- Grooming and impersonation.
- Bullying and harassment.

The role of the PCC

The PCC must approve the use of social media and mobile phones by the church. Where there are Facebook or similar online groups set up on the church's behalf, the PCC must ensure there is a named person to whom all workers are accountable. The named person must be a church officer and should be aware of the account name and password so that they can at any time log on to the account to monitor the communications.

HEALTH AND SAFETY

Organisers of church activities are to consider when planning groups to ensure compliance:

Insurance, First Aid kit and fire precautions should be checked at least once a year and reported.

Written Risk Assessments should be made before taking children on activities outside the premises or where there is high risk or for people with disabilities or special needs. The results of the Risk Assessment may mean staffing ratios need to be increased. It is important to be specific in written guidance and expectations. Speak to the Safeguarding Officer for Risk Assessment forms and guidance.

These are the recommended standards for premises:

- Meeting places should be warm, well-lit, well ventilated, kept clean and free of clutter.
- Toilets and hand basins should be easily accessible. Hygienic drying facilities should be provided. Roller towels should be avoided.
- Ensure you have enough space available for the intended activity.
- If food is regularly prepared for children on the premises, the facilities will need to be checked by the Environmental Health Officer and a Food Handling and Hygiene Certificate acquired. Children's packed lunches/food should be kept refrigerated. Drinks should always be available.
- Groups must have access to a telephone in order to call for help if necessary.
- Adults should be aware of the Fire procedures. Fire extinguishers should be regularly checked, and smoke detectors fitted throughout the premises. A Fire Drill should be carried out regularly.
- Smoking is prohibited in the areas where there are children.
- Alcohol or intoxicating drugs must not be used by those who have children and young people in their care or at a time when their use could affect their care.
- Unaccompanied children and young people should not walk to or from premises along dark or badly lit paths, near canal boats or water.
- A First Aid kit and Accident Book should be available on the premises. The contents of the First Aid Kit should be stored in a waterproof container and be clearly marked. Each group should designate one worker to check the contents at prescribed intervals. Some staff and volunteer workers are encouraged to have some First Aid training. A list of First Aiders in the parish should be compiled and kept available with renewal dates. All accidents must be recorded in the Accident Book at the time of the occurrence.

HEARING A CHILD ABUSE DISCLOSURE

If a child asks to talk in confidence **do not** promise confidentiality – you have a duty to refer a child or young person (under 16) who is at risk. Explain that you may have to get other people to help if they are being harmed.

Ensure you have as much privacy as possible but try to have another adult present when the child is speaking to you.

- Stay calm
- Listen to the child attentively
- Maintain eye contact
- Allow the child to talk but do not press for information except to clarify what has happened
- Do not use leading questions (questions which imply a certain answer)
- Tell the child that they are not to blame for anything that has happened
- Reassure the child that they were right to tell
- Let the child know that other people will have to be told so that the abuse can stop
- Try to explain what will happen next in a way the child can understand
- Make a written record, quoting the child's actual words as soon as possible after the conversation – within 24 hours. An incident reporting form is attached to the Policy. Sign and date.
- Discuss with your Safeguarding Officer but do not delay if they are unavailable.
- Make a referral to the local authority Children's Social Care Service for your area. See below.
- If unsure whether to refer, consult the Children's Social Care Service.
- Inform the Diocesan Safeguarding Adviser of your referral.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. They should follow the procedures set out below:

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Pat McLellan** (hereafter the "Parish Safeguarding Officer") who is nominated by the Church's PCC to act on their behalf in dealing with an allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

If the suspicions implicate the Safeguarding Officer, then the report should be made in the first instance to the Diocesan Safeguarding Adviser. Advice may also be obtained from **Thirtyone:eight** or the NSPCC.

The Safeguarding Officer is responsible for contacting the Diocesan Safeguarding Adviser (DSA) if they consider a safeguarding Serious Incident may have occurred, providing the DSA with any information requested, taking such steps or actions required to safeguard beneficiaries (clergy or parishioners) or those connected with the PCC, in consultation with the DSA, PCC members and insurers (where appropriate); and reporting back to the PCC in relation to the management and reporting of the Serious Incident.

What To Do If You Suspect A Child Has Been Abused & You Need To Take Urgent Action

- Make a telephone referral to the local authority Children's Social Care Service.
- Describe the event or disclosure and give information about the child & family e.g. the child's name, date of birth, address, telephone number and GP (if known)
- Follow up your telephone call within 48 hours with a completed referral form, letter, or email. You can use the Incident reporting form.
- Remember that the child & family should, wherever possible, be informed about and consent to the referral unless this will put the child's welfare at risk. However, if you have serious concerns, the absence of consent should not prevent a referral. The Duty Social Worker will give you advice about this if necessary.
- Be prepared to have further discussions with the Social Work team or the Police investigation team.
- For out-of-hours referrals, call the Emergency Social Work Team
- Notify: your Safeguarding Officer who will inform the Diocesan Safeguarding Adviser, Louise Whitehead 07391 868478 louise.whitehead@oxford.anglican.org
- and where required the PCC's liability insurer and Incumbent. If your incumbent is implicated, inform the area Bishop.
- Sensitive information is strictly confidential, and discussion limited to those mentioned above.

Less Urgent Situations

If the child is not in immediate danger, if you are not sure if child abuse is involved, or if you have concerns about a child and you need someone to talk things over with, contact:

- Your Safeguarding Officer/ your local Children's Social Care / Thirtyone:eight / the NSPCC/ the Diocesan Safeguarding Adviser

In all cases, make notes, as accurately as soon as you can, of the details of the allegation, all that happens, and anything that was said which struck you as particularly significant. Ensure you note from the church's registration records the child's name, age, address, telephone number and GP.

Remember that, under the Data Protection Act, you will need to make any notes available to the child & family if they request them.

- The notes must be kept in a safe, secure place indefinitely.
- Notify your Safeguarding Officer if you have not already done so.
- Seek support for yourself from an appropriate person within the church while maintaining confidentiality

For detailed guidance please see the Church of England Parish Safeguarding Handbook

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

Safeguarding Incident Recording Form

Basic information

Full name of child, young person or adult concerned	
Address (including postcode) of child, young person or adult concerned	
Email address	
Telephone Number	
Date of birth	
Date and time of incident	
Location of incident	
Other people present (witnesses)	

Record of incident (continue on a separate sheet if necessary)

<p>Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do <u>not</u> interpret what was said using your own words.</p> <p>Include details such as tone of voice, facial expression, and body language.</p> <p>Record what you said as well as what the child, young person or adult said.</p> <p>If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.</p>	
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Who has been spoken to about the incident?

<i>Position / Organisation</i>	<i>Name, Date & Time</i>	<i>Email</i>	<i>Telephone Number</i>
Parish Safeguarding Officer			
Diocesan Safeguarding Adviser			
Children's or Adult Social Care			
Ecclesiastical Insurance			
Police			
<i>Thirtyone:eight</i>			
Parent / Carer			
Other (please state role and organisation)			

Feedback and follow up actions (continue on a separate sheet if necessary)

Name:
(person who completed this report)

Position held in the Church:

Signed: Dated:

PASTORAL CARE

Supporting those affected by abuse

The PCC (leadership) is committed to offering pastoral care, working with statutory agencies as appropriate, and supporting all those who have been affected by abuse who have contact with, or are part of, Broughton Church.

Working with ex-offenders

When someone attending Broughton Church is known to have abused children, or is known to be a risk to vulnerable adults, the PCC (leadership), in cooperation with external agencies, will supervise the individual concerned, offer pastoral care, and set boundaries for that person which they will be expected to keep, in order to maintain its safeguarding commitment for the protection of children, young people and adults at risk of abuse.

Parish Policy on Recruitment of Ex-Offenders

- 1 As an organisation using the DBS Disclosure service to assess applicants' suitability for positions involving working with children and vulnerable adults, the Parish of Broughton complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- 2 The Parish of Broughton is committed to the fair treatment of its staff, potential staff, volunteers, and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability, or offending background.
- 3 This policy on the recruitment of ex-offenders can be made available to all Disclosure applicants at the outset of the recruitment process.
- 4 We actively promote equality of opportunity for all with the right mix of talent, skills, and potential, and welcome applications from a wide range of candidates, including those with criminal records. In selecting people, we assess their skills, qualifications, and experience.
- 5 A DBS Disclosure is only requested for eligible positions with children and vulnerable adults. For those positions where a DBS Disclosure is required, all application forms, job advertisements and recruitment briefs will contain a statement that a DBS Disclosure will be requested in the event of the individual being offered the position.
- 6 Where a DBS Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to complete a Confidential Declaration at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Appointing Body and we guarantee that this information will only be seen by those who need to see it as part of the

recruitment process.

- 7 For eligible positions involving work with children and vulnerable adults we ask questions about the applicant's entire criminal record on the Confidential Declaration Form, as the Rehabilitation of Offenders Act 1974 provides that for this purpose no convictions are regarded as unspent. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 8 Under the provisions of the Criminal Justice and Court Services Act 2000 it is prohibited to employ disqualified people from working in regulated positions.
- 9 At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. A Risk Assessment may be undertaken, when offences are disclosed, which takes into account the circumstances of the offence and the position applied for.
- 10 We make the DBS Code of Practice readily available through the Diocesan website.
- 11 We undertake to discuss any matter revealed in a DBS Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- 12 We have a procedure to deal with complaints relating to DBS Disclosures and the use of DBS Disclosure information.
- 13 Having a criminal record will not necessarily bar someone from working with us. This will depend on the nature of the position and the circumstances and background of the offences.
- 14 It is our policy that no-one who has been convicted or who has accepted a caution for a sexual offence against a child will be permitted to undertake regulated activity or have unsupervised access to children.
- 15 A person convicted of, or who has accepted a caution for, any other offence against a child or vulnerable adult or for whom there are unresolved serious allegations outstanding will only be allowed to undertake regulated activity or have unsupervised access to children or vulnerable adults with the express agreement of the incumbent following consultation with the Diocesan Safeguarding Adviser and the police.
- 16 A person known to be convicted of, or to have accepted a caution for, an offence against a child or vulnerable adult will be subject to an individual agreement defining attendance at worship and other church activities.

Broughton Parish policy Statement on the Recruitment of ex-offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS) the Parish of Broughton complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly
- The Parish of Broughton undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- The Parish of Broughton can only ask an individual to provide details of convictions and cautions that The Parish of Broughton are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- The Parish of Broughton can only ask an individual about convictions and cautions that are not protected
- The Parish of Broughton is committed to the fair treatment of its staff, potential staff, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability, or offending background
- The Parish of Broughton has a written policy on the Recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- The Parish of Broughton actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records
- The Parish of Broughton select all candidates for interview based on their skills, qualifications, and experience
- An application for a criminal record check is only submitted to DBS after a thorough Risk Assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- The Parish of Broughton ensures that all those in The Parish of Broughton who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- The Parish of Broughton also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- At interview, or in a separate discussion, The Parish of Broughton ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- The Parish of Broughton makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request

The Parish of Broughton undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment

Promoting a Safer Church

The following policy was agreed at the Parochial Church Council (PCC) meeting held 28 FEBRUARY 2022

In accordance with the **Church of England Safeguarding Policy** our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people, and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
 - Have a named Parish Safeguarding Officer (PSO) to work with the Incumbent and the PCC to implement policy and procedures.
 - Safely recruit, train, and support all those with any responsibility for children, young people, and adults to have the confidence and skills to recognise and respond to abuse.
 - Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
 - Display in church premises and on the front page of the parish website the details of whom to contact if there are safeguarding concerns or support needs.
 - Listen to and take seriously all those who disclose abuse.
 - Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Team and statutory agencies immediately.
 - Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
 - Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
 - Ensure that Health and Safety policy, procedures and Risk Assessments are in place and that these are reviewed annually.
 - Inform the Diocesan Safeguarding Team if we use an alternative DBS Umbrella Body to APCS and if we receive any DBS Disclosures that are not clear.
 - Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.
- Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

Broughton Church appoints MRS PAT MCLELLAN as the Parish Safeguarding Officer (PSO).

Incumbent REV PHIL WHITE  28 FEBRUARY 2022

Churchwarden JOSEPH DEANE 

Please send a copy of your Safeguarding Policy to: safeguarding@oxford.anglican.org or Diocese of Oxford Safeguarding Team, Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF