

# **St Mary's Church, North Mymms in the Diocese of St Albans**

## **Policy statement for safeguarding children, young people and adults with care and support needs.**

- This Church adopts the Church of England policy 'Promoting a Safer Church' and is committed to the welfare, nurture and safekeeping of children, young people and adults with care and support needs and will endeavour to provide a safe environment for all.
- We are committed to implementing a safeguarding policy and procedures based upon the CCPAS model policy. In addition, the Parish will follow the Diocesan Procedures and recommended good practice and be responsive to local parish requirements.
- We will review and endorse all safeguarding policies annually so that all members are aware of their responsibilities.
- The highest standards will be maintained in all the Church's contacts with children, young people and adults. Adult volunteers will be given appropriate support and opportunities for training.
- We will respond without delay to every complaint made that a child or young person for whom we are responsible may have been harmed.
- This Parish will co-operate fully with the statutory agencies in every situation and will not conduct its own investigations.
- We will seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.
- We will care for and supervise any member of our church community known to have offended against a child or young person.
- The PCC acknowledges its responsibility for all work with children and young people done in the name of the Church and requires all those engaged in such work to be properly appointed and supported in accordance with the House of Bishop's Safeguarding Guidelines Relating to Safer Recruitment (Oct 2010) and Diocesan Procedures and guidelines.
- This Church recognises that children and young people are part of the Church today, having much to give as well as receive, and therefore ensures that they will be listened to and respected.

We have appointed as our Child/Adult Safeguarding Officer - Philip (Sam) Elgar

Tel: 01707 261810    mobile: 0779 123 8965    email: [prelgar@aol.com](mailto:prelgar@aol.com)

Signed    Incumbent (Church Warden if no Incumbent in post)

Church Wardens    Gill Peplow/Martin Ferdinando

This policy statement was approved by the PCC on 08.02.2019  
St Mary's Safeguarding Policy, based on CCPAS Model Safeguarding Policy

## Guidelines

1. Leaders (i.e. those with responsibility for an activity involving children, young people and vulnerable adults) must be approved by the Vicar.
2. New leaders working directly with children, young people or vulnerable adults will be required to complete an appointment form and two references will be obtained. Appointment is subject to satisfactory clearance by the Disclosure and Barring Service (DBS), as required by the Diocese of St Albans.
3. Costs for this will be met by the church or the diocese as appropriate. A confidential register of DBS clearances will be maintained by the Vicar and Safeguarding Officer. The register contains names and dates of clearance and renewal. A renewal of DBS clearance will be required as and when deemed necessary by the Diocese.
4. Appropriate training will be encouraged and funded for all leaders of 'regular' activities for children, young people and adults with care and support needs.
5. The statutory child to adult ratios will not be exceeded. Currently these are:  
  
Aged 3-8 = 1 adult to 8 children    Aged 2-3 = 1 adult to 4 children  
Aged 0-2 = 1 adult to 3 children.
6. Each group will aim to have at least two adults, one male and one female wherever possible.
7. For 'regular' activities, the parent/guardian of each child will be requested to sign a registration form agreeing to their participation.
8. For outings away from Church premises, consent of the parent/guardian will be obtained on a separate form and a risk assessment completed.
9. Leaders and supporting adults should be vigilant to ensure no unauthorised access to rooms where children, young people and adults with care and support needs are meeting.
10. At the end of an activity when groups have finished meeting, parents resume full responsibility for their children whilst on Church premises. Any accidents or incidents should be immediately reported to the Vicar and/or Churchwardens.
11. Insurance, Health and Safety and First Aid provision are the responsibility of the PCC.
12. For outside groups and their leaders who use the church buildings for events, responsibility for insurance and satisfactory DBS clearance for children, young people and vulnerable adults with care and support needs, lies with them.
13. Disclosure of abuse or suspected abuse must be reported to the Child/Adult Safeguarding Officer, or to the Vicar.
14. The Safeguarding Policy and guidance will be reviewed annually.

# SAFEGUARDING POLICY

## St Mary's Church, North Mymms

North Mymms Park AL9 7TN

Diocese of St Albans

**The Vicar:** At the time of review, no vicar is in post. Contact should therefore be with the Churchwarden:

Gill Peplow Tel: 01707 272265 or mobile: 07503 176871 e-mail: gillpeplow@outlook.com

**The Parish Office:** (Open Tuesday and Wednesday 10am – 2pm)

Tel: 01727 825578 email: northmymmschurch@btinternet.com

**We have appointed as our Child/Adult Safeguarding Officer:** Philip (Sam) Elgar

Tel: 01707 261810 mobile: 0779 123 8965 email: prelgar@aol.com

**ThirtyOne:Eight (formerly CCPAS) the Churches' Child Protection Advisory Service** manages the Disclosure and Barring Service (DBS) applications on behalf of St Mary's Church.

They also provide advice and information and their **Helpline number is 0303 0003 11 11**. It is available every hour of every day of the year, although out of office hours it is for urgent advice only. It has been a source of comfort and support for literally thousands of people hurting from abuse, or the consequences of abuse, since it began nearly 30 years ago. It is staffed only by social workers and counsellors who have collective experience in the field. All are knowledgeable, practical and approachable. Everybody is welcome to use the Helpline. It serves individuals such as parents, children and young people and adults. It is also available to church leaders, organisations, social workers, Local Safeguarding Children Boards and other professional bodies.

## Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with the Diocese of St Albans. This Church adopts the Church of England policy 'Promoting a Safer Church.'

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for key workers and regularly review operational guidelines.
- work to ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- file a copy of the policy and practice guidelines with CCPAS. The Leadership agrees not to allow the document to be copied by other organisations.

## **Recognising and responding appropriately to an allegation or suspicion of abuse**

### **Understanding abuse and neglect**

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

*1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

## Safeguarding awareness

The Leadership is committed to safeguarding training and development opportunities for key workers, developing a culture of awareness of safeguarding issues to help protect everyone. Key workers will receive induction training and undertake recognised safeguarding training through the Diocese of St Albans or ThirtyOne:Eight (CCPAS).

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Philip (Sam) Elgar (hereafter the "Safeguarding Officer") tel no: 01707 261810** who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Officer, then, in the absence of a Vicar, the report should be made to Gill Peplow (Churchwarden) **(hereafter the "Deputy ") tel no: 01707 272265**. If the suspicions implicate both the Safeguarding Officer and the Deputy, then the report should be made in the first instance to the ThirtyOne:Eight (formerly CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 0003 11 11. Alternatively contact Social Services or the police.
- Where the concern is about a child, the Safeguarding Officer should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from CCPAS as above.

The local **Children's Social Services** office telephone number (including out of hours) is **0300 123 4043**

The local **Adult Social Services** office telephone number (including out of hours) is **0300 123 4040**

The **Police Child Protection Team** telephone number is **01707 354000**

Where required the Safeguarding Co-ordinator should then immediately inform the insurance company and

**Diocesan Safeguarding Adviser:** Mr Jeremy Hirst **01727818107** **Mobile 07867350886**

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of St Mary's Church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as St Mary's Safeguarding Policy, based on CCPAS Model Safeguarding Policy

to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding officer / deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

### ***Detailed procedures where there is a concern about a child:***

## **ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

## **ALLEGATIONS OF SEXUAL ABUSE**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

### ***Detailed procedures where there is a concern that an adult is in need of protection:***

## **SUSPICIONS OR ALLEGATIONS OF ABUSE OR HARM INCLUDING; PHYSICAL. SEXUAL, ORGANISATIONAL, FINANCIAL, DISCRIMINATORY, NEGLECT, SELF NEGLECT, FORCED MARRIAGE, MODERN SLAVERY, DOMESTIC ABUSE**

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively ThirtyOne:Eight (formerly CCPAS) can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

## **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN/YOUNG PEOPLE:**

- If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Officer, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

### **SECTION 3**

## **Prevention**

### **Safe recruitment**

The Leadership will ensure all paid workers 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 / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

### **Management of Workers – Codes of Conduct**

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

### **SECTION 4**

## **Pastoral Care**

### **Supporting those affected by abuse**

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of St Mary's Church.

## **Working with offenders**

When someone attending St Mary's Church is known to have abused children, or is known to be a risk to vulnerable adults, the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

### **SECTION 5**

## **Practice Guidelines**

As a place of worship working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

### **Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS' safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

**Signed on behalf of the PCC by: Gill Peplow**

**Date: 08.02.19**



## APPENDIX 1

# Leadership Safeguarding Statement

The Leadership of St Mary's Church North Mymms (**The PCC**) recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on: **08.02.19**

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of St Mary's unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

### **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.

- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

### **We recognise:**

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

### **We will review this statement and our policy and procedures annually.**

If you have any concerns for a child or adult with care and support needs, then speak to one of the following who have been approved as safeguarding co-ordinators for St Mary's Church, North Mymms.

Philip (Sam) Elgar: Child / Adult Safeguarding Officer

Gill Peplow: (Churchwarden) Deputy Child / Adult Safeguarding Officer (in the absence of a Vicar)

A copy of the full safeguarding policy and procedures is available from the Parish Office

Signed on behalf of the PCC

Signed: Gill Peplow

Date: 08.02.2019