

PATRIARCHATE OF MOSCOW ~ DIOCESE OF SOUROZH

PARISH OF ST NICHOLAS THE WONDERWORKER



Registered charity no: 1118783

SAFEGUARDING POLICY

November 2021

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Safeguarding Link Persons:

Anna Platt anna.platt@gmail.com tel. 07940 594572

Dn Alexey Kostyanovsky akostyanovsky@mcsoxford.org tel. 07916 139664

1. INTRODUCTION

The policy recognises the obligation and duty of care on organisations working with young people and children under the Children Act 1989. This Act (as well as a whole raft of subsequent legislation) defines children as anyone up to the age of 18. The policy is applicable to all workers, staff and volunteers. This guidance also extends the same levels of care and concern to all vulnerable adults. **This means that this safeguarding guidance extends to ALL parishioners and participants in the parishes' activities and events.**

The policy is intended to develop good practice in the Parish of St Nicholas, to prevent neglect, physical harm, emotional and sexual abuse of children and protect vulnerable adults while they are in the care of the Parish of St Nicholas . It stresses the responsibility of all workers to be alert to signs of neglect, physical harm, emotional and sexual abuse of children and of harm to vulnerable adults and provides for a prompt and effective reporting procedure should abuse be suspected, disclosed or discovered, regardless of the setting in which the abuse takes place. The policy is intended to protect those who work with children or vulnerable adults, from unfounded accusations or from behaving in ways that, although well-intentioned, may be inadvisable; it enables our Church to fulfil its duty of care.

2. POLICY STATEMENT

Safeguarding Policy

As one of its major activities the Parish of St Nicholas seeks to serve the needs of children (i.e. anyone up to age of 18) and vulnerable adults, promoting their holistic development.

In so doing our church takes seriously the welfare of children and vulnerable adults who come onto its premises or who are involved in its activities.

Our church aims to ensure that they are welcomed into a caring and safe Christian environment with a happy and friendly atmosphere.

Our church recognises that it is the responsibility of every member of its community to prevent neglect, physical harm, emotional or sexual abuse of children and vulnerable adults and to report any abuse discovered or suspected.

Our church recognises its responsibility to implement, maintain and regularly review policies and procedures which are designed to prevent such abuse and to keep each member of its community alert.

Our church is committed to supporting, resourcing and training those who work with children and vulnerable adults and providing supervision.

Our church is committed to maintaining good links with the statutory child care authorities.

Our church is committed to the **Data Protection Principles** and will only use personal information for the purpose it was collected and will not share information with any other user except for purposes allowed by **Data Protection** law which include the detection and prevention of criminal activity.

It will ensure that any data held, whether in electronic or hard copy format will be kept securely and not given to unauthorised persons.

The Paramountcy Principle

The **Paramountcy Principle** is the principle that the welfare of the individual is the paramount consideration in proceedings concerning children or vulnerable adults.

This principle means that in all dealings with children or vulnerable adults, the person's welfare must be the guiding norm. All other considerations such as parish traditions, the best interest of the Church at large, the prudent use of scarce resources, must be judged and if necessary, adapted in the light of this norm, whenever children or vulnerable adults are involved.

3. PROCEDURES

- A. Plan the work to minimise situations where the possibility of abuse of children or vulnerable adults may occur
- B. Appoint at least two link safeguarding people
- C. Give all workers and volunteers clear roles and where appropriate job descriptions
- D. Carry out appropriate recruitment procedures including Disclosure and Barring Service (DBS) clearance
- E. Use supervision and support as a means of protecting children and vulnerable adults
- F. Establish a system whereby children and vulnerable adults know they may raise concerns with an independent person
- G. Implement and issue guidelines to all workers with children or vulnerable adults on how to deal with abuse or suspected abuse, and ensure that training is available
- H. Confirm with all groups that wish to use church premises for children's or vulnerable adults' activities that they undertake to work according to the Home Office code of practice *Safe from Harm*. (Appendix I)
- I. Any Information collected will only be used for the purpose for which it was collected. Where relevant it will be used only with the permission of the person or of their legal guardian or parent if they are aged less than 13 years or have an appointed guardian.

4. THE IMPLEMENTATION OF PROCEDURES

4A. PLAN WORK TO MINIMISE SITUATIONS WHERE THE POSSIBILITY OF ABUSE OF CHILDREN OR VULNERABLE ADULTS MAY OCCUR

- Arrange that, as far as possible, an adult is not left alone with a child or vulnerable adult where there is little or no opportunity of the activity being observed by others. This may mean groups working within the same large room or working in adjoining rooms with the doors left open. This practice is as much to benefit the adult as the child or vulnerable adult.
- Ensure that any meetings between St Nicholas Parish workers and children or vulnerable adults, which need to take place away from the parish premises, should take place in a public place or with other people present.
- Always try to have at least two adults present with a group, particularly when it is the only activity taking place on the Parish of St Nicholas premises.
- Always ensure appropriate ratios of leadership to children and vulnerable adults are observed according to age and gender (1:12 on church premises).
- Never take a group off the premises with fewer than two adults and with less than 1:10 adult to children ratio.
- Think about the use of premises. For example, do not expect a child or vulnerable adult to have to walk along a dark unsupervised path in order to enter the activity.
- It is good practice to keep a record of each activity / session. This record will include a register of children and vulnerable adults and others present and details of any significant incidents.
- For long term continuing projects there ought to be an accident / incident book kept which includes all incidents, with date, time and action taken, however minor, which affect children and vulnerable adults in the care of the church. All records of physical injury should be shown to the parent, guardian or carer as soon as possible after the event and their signature obtained that a fair record has been made of the incident.
- Where children or vulnerable adults have to be transported by car or minibus, arrange as far as possible, to have more than one passenger in the vehicle and that children or vulnerable adults are seated in the rear seats of the vehicle.
- Ensure that children and vulnerable adults leaving the premises do so only in the presence of adults known to have permission to accompany them.
- There may be pastoral reasons when a worker has to work individually with a or child. Guidelines are in Appendix II

NB ratios of adults to children or vulnerable adults should always be appropriate to the scale and nature of the activity.

4B. APPOINT LINK PERSONS

- At least one link person will be appointed who has responsibility for the co-ordination and implementation of the Safeguarding Policy. It is advised that two or more people share the task.

Guidelines for the appointment of a link person for Safeguarding:

- (a) The appointments will be made by the Parish Trustees and the diocesan authorities will be notified of these.
- (b) A link person may not serve for longer than three years unless reappointed by the Joint Councils. The term of appointment will be counted from the last date of appointment.
- (c) A link person will be someone with experience of working with children or vulnerable adults or in a social services context.
- (d) The person must be able to act confidentially, speedily and decisively, relating well to the statutory authorities, parents / carers etc.
- (e) The person must be willing to undergo training in procedures and be prepared to brief staff and church meetings on appropriate local policies and procedures and to be involved in their development and review.
- (f) The person must have clear lines of accountability to the parish councils and diocesan authorities.

In the Parish of St Nicholas the people appointed to be link persons for Safeguarding are identified on page 5 of this Policy.

4C. GIVE ALL WORKERS AND VOLUNTEERS CLEAR ROLES

- Abuse of children or vulnerable adults is most easily concealed when there is confusion amongst adults about roles and responsibilities for the protection of children or vulnerable adults. Volunteers should have a clear idea of what is expected of them.
- All workers should be aware that their contact with children or vulnerable adults in the course of their work with children or vulnerable adults within the Parish of St Nicholas puts them in a relationship of trust. (i.e. in a position of power or influence over another by virtue of their work or the nature of the activity, both within and outside working times). This relationship must not be allowed to develop in a way which leads to a sexual relationship.
- Worker guidelines will include directions on what is acceptable behaviour in out of hours situations.

4D. CARRY OUT PROPER RECRUITMENT PROCEDURES FOR ALL WORKERS AND VOLUNTEERS

Application Form

- As part of the recruitment process all workers, whether paid or unpaid, will complete an application form. All situations which involve work with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. Therefore, all applicants will be asked to disclose details of criminal convictions. A form should be used asking the applicant to give details of criminal convictions and informing them that the Parish of St Nicholas will ask that a criminal background check (DBS Enhanced Disclosure) be completed. Failure to return this form will halt the application appointment process. Pastoral support may need to be offered to applicants.

Worker's contact with children or vulnerable adults

- It is important that the worker's previous contacts with children and vulnerable adults are explored thoroughly in interview prior to appointment. The contacts may be through earlier work at the Parish of St Nicholas, through family, through work with a voluntary organisation, or in other ways.

References

- A determined abuser may well lie or distort the truth. It is for this reason that a written reference may be obtained. If the worker has moved frequently from one organisation to another it would be advisable to find out why. It must be made clear that the person is to work with children or vulnerable adults and that it is the referee's view on the suitability of the volunteer / worker for such work that is being sought. If replies are vague or ambiguous it may be necessary to follow them up personally or by telephone. It is vital that equal opportunities are taken into consideration.

Criminal background (DBS Enhanced Disclosure) check

A criminal background / suitability check will be carried out.

4E. USE SUPERVISION AND SUPPORT AS A MEANS OF PROTECTING CHILDREN AND VULNERABLE ADULTS

- Regular opportunities will be made for workers to meet together to review and plan their work, to share their experiences, to receive training and to talk about their relationships with the children and vulnerable adults. Special attention should be paid to any situation in which a child, or vulnerable adult is being highly favoured or harshly treated, as these could be signs of abuse.
- Opportunities will be taken to observe those working with children and vulnerable adults by someone sensitive to the issues and able to support the workers.

When a known abuser is within your congregation.

An individual convicted of an offence against a child or vulnerable adult continues to be a risk to children and vulnerable adults with whom he / she comes into contact. Therefore they cannot undertake any role which is directly concerned with children or vulnerable adults. This will not prevent such people from having some part in the life of a congregation.

- A full discussion with the person concerned will be held with the clergy and two lay representatives from the community. The representatives will, where possible, have relevant experience in social services, education or the police etc. They should ensure sensitivity and confidentiality and have the ability to be open and frank about the nature of the offences
- Agreement needs to be reached as to how they will ensure together that the offender is not left alone with children or vulnerable adults at any time during social events, church weekends, outings etc. (e.g. discreet constant presence of another adult). There will need to be a written agreement to safeguard both the children and vulnerable adults, and the church leaders.

4F. ESTABLISH A SYSTEM WHEREBY CHILDREN AND VULNERABLE ADULTS KNOW THEY MAY TALK WITH AN INDEPENDENT PERSON

A vulnerable individual might confide in any member of the community, whether or not they have formal responsibility for Safeguarding. All workers and volunteers therefore will be given regular safeguarding training. The names and contact details of the Link Persons will be displayed on the church noticeboard.

Display the telephone number of **Childline**; social services or similar organisations, on a notice board which is regularly seen by children and vulnerable adults.

4G. IMPLEMENT AND ISSUE GUIDELINES TO ALL WORKERS WITH CHILDREN AND VULNERABLE ADULTS ON HOW TO DEAL WITH SUSPECTED ABUSE OR ABUSE. ENSURE TRAINING IS AVAILABLE ON THE USE OF THESE GUIDELINES.

All staff and volunteers will receive a copy of this document as part of their induction.

Training sessions for workers with children and vulnerable adults will be arranged. Training resources are available. Information and assistance can be obtained from local social services and other agencies. It is recommended that a record is kept of all training and that refresher courses take place regularly.

An incident report form is given in Appendix III.

The flow chart in Appendix IV demonstrates a procedure to be followed where abuse is suspected, disclosed or discovered.

Make it clear that sometimes emergency action needs to be taken immediately. An injured child or adult must be taken at once to the Accident and Emergency department of the local hospital or Minor Injuries Unit.

4H. CONFIRM WITH ALL GROUPS THAT WISH TO USE CHURCH PREMISES FOR ACTIVITIES THAT THEY UNDERTAKE TO WORK ACCORDING TO GOOD PRACTICE

It is recommended that when contemplating letting church premises to groups or organisations whose work involves children or vulnerable adults that a suitable clause is included in any letting agreement.

A template Letting Form is given in Appendix VI.

4I. COMPLIANCE WITH DATA PROTECTION PRINCIPLES AND AVOIDANCE OF INADVERTANT REVELATION OF INFORMATION

Any information gathered for the carrying out of services to children or vulnerable adults will only be held with the permission of the person or their legal guardian and will only be held for the time it is necessary to carry out that service. Whether kept electronically or in hard copy this information will be treated as confidential and not shared with people other than those reasonably involved in the performance of the activity. The individual or their guardian will have the right to know what information is held by the Parish about them and will be able to correct the information if they feel it is inaccurate.

5. HOW TO DEAL WITH ABUSE

5A. DUTY TO PREVENT AND REPORT ABUSE

It is the duty of the Parish of St Nicholas to prevent abuse and to report any abuse discovered or suspected. When workers suspect, discover or are told / learn about abuse occurring in or outside our church setting, they should follow the reporting procedures outlined in paragraph 5D '*Reporting Abuse.*'

Sacramental Confession

The Sacrament of Confession offers the penitent the seal of absolute confidentiality; in this context alone is the priest bound to keep secret what is disclosed. Knowledge of the information is for the priest, the penitent and God. Where there is involvement of an interpreter, e.g. during the Confession of a deaf person, a duty of complete confidentiality is extended to this person. Information gained in the context of the sacramental confession may not be used in any other forum. Disclosure of an incident of sexual abuse in the context of the sacramental confession is very rare but a priest must know what to do in these circumstances.

A priest must be clear with the penitent about the status of a conversation and ensure that he/she understands that the Seal of Confession applies.

A victim or survivor of abuse is not guilty of any sin in respect of the abuse suffered. In part, their healing relies on the recognition of this fact. Abusers will often tell their victims that they are to blame and that they will be punished if they tell of the abuse. The priest should help the victim/survivor to place the responsibility where it belongs, i.e. with the offender.

Survivors and victims of abuse will usually need help. From within the context of the sacramental confession the priest can encourage the penitent to seek such help outside the sacrament. They should also be given encouragement to pass on the information to an appropriate person. It is not the priest's role to engage in counselling in the context of the sacramental confession, even if he is appropriately professionally qualified to do so, since this leads to a confusion of roles and might give rise to conflicts of interest for himself and the penitent.

When the nature of the abuse disclosed is criminal, the Penitent should be directed to bring the matter to the attention of the statutory authorities and informed that the diocesan safeguarding commission can help in making any necessary contacts.

The confessor should ask for action consistent with a firm purpose of amendment as a constituent part of an assigned penance. The penitent's agreement to act in a way consistent with a firm purpose of amendment provides evidence of a proper disposition for the reception of absolution.

Disclosure outside Sacramental Confession

If the priest is subsequently contacted by the penitent, outside of Confession, the Priest must make it clear to the penitent that the Seal of Confession no longer applies. If the information is repeated (he should not assume knowledge gained in the confessional),

the priest must explain that he has a responsibility to take all reasonable steps to protect children or adults who may be at risk of abuse.

If a disclosure of suspected abuse is made, absolute confidentiality should not be promised. Instead the suspected victim should be reassured that they have been right to share this information and that only those people who need to know and can help will be informed. One of the Link Persons and, if necessary, relevant statutory agencies should be then informed of the disclosure.

5B. TYPES OF ABUSE

Abuse definitions

Children

Abuse and neglect are forms of maltreatment of a child. 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, for example through the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse: The intentional use of physical force against a child that results in – or has a high likelihood of resulting in – harm for the child’s health, survival, development or dignity. It may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. 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 (including cyber-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 types of maltreatment of a child, though it may occur alone.

Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching

sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Sexual exploitation of children involves exploitative situations, contexts and relationships where children (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterized in the main by the child's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Adults

physical abuse, including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate physical sanctions;

domestic abuse, which is a systematic, repeated and often escalating pattern of behaviour by which the abuser seeks to control, limit and humiliate, often behind closed doors; note that there is often an overlap between domestic abuse and child abuse. Domestic abuse also now covers relationships between 16 and 17 year olds and so-called 'honour' based violence.

sexual abuse, including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting;

psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion,

harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal from services or supportive networks;

financial or material abuse, including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;

modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

discriminatory abuse, including forms of harassment, slurs or similar treatment, because of race, gender and gender identity, age, disability, sexual orientation and religion.

organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

neglect and acts of omission, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

self-neglect – this covers a wide range of behaviour neglecting to care for one's hygiene, health or surroundings and includes behaviour such as hoarding.

survivors of abuse, usually sexual abuse, which may have been in childhood or adulthood, and who may need specific pastoral care. A good practice document, *Responding Well to Survivors*, was published by the House of Bishops in 2011;

spiritual abuse – of children or adults: the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries.

Sources: children's definitions from *Working Together to Safeguard Children*, 2013 apart from physical abuse where the first sentence is from *WHO and ISPCAN Guide* 2006 and sexual exploitation which is from separate government guidance with this title in 2009; adult definitions from *Care and Support Statutory Guidance issued under the Care Act 2014*; domestic abuse from *Responding to Domestic Abuse*, 2006; spiritual abuse from *Protecting All God's Children*, 2010.

NB: Physical abuse and neglect are difficult to hide. Sexual abuse can be almost impossible to identify and prove. Many symptoms of distress can point to abuse but there may be other explanations. It is important, therefore, that the signs are not taken as indications that abuse has taken place. ***They should make us stop and think, not jump to conclusions.***

5C. REACTING TO ABUSE

- Because of obvious physical damage a person may tell you of abuse.
- In an emergency act at once.
- If the person is clearly in distress from a physical injury seek medical attention immediately. Take the person to A & E or phone for an ambulance. Tell the medical services what the person has told you, or of any suspicions you may have.
- Remember anything the person says and record this as soon as possible

You may suspect abuse, you may discover or witness abuse or someone may report abuse to you. However you become aware of abuse, it is important that you follow the following guidance:

- Do not delay; stop and listen asking for more information, but not asking any leading questions.
- Do not confront the person who is alleged to be responsible for the abuse.
- Record all observations and keep an account of what you have been told by staff or the vulnerable person. These records must be accurate and factual. A sample report form is given in Appendix III
- It is not your role to investigate - concentrate on presenting information clearly.
- Pass on your information to the appropriate person - see flow chart in Appendix IV.
- Do not discuss the matter with anyone other than the person to whom you should report it.

If a vulnerable person wants to talk about abuse:

- Reassure the person that they were right to tell you.
- Accept what the person says, keeping calm and looking at them directly from time to time.
- Let them know that you need to tell someone else; do not promise confidentiality; even when they have broken a rule they are not to blame.
- Be aware that the vulnerable person may be being threatened.
- Never push for information, avoid asking questions, and let the person talk.
- Let the vulnerable person know what you are going to do next, whom you need to tell.
- Make notes as soon as possible, writing down exactly what was said and when he / she said it. Record dates and times of these events and keep the hand written record, even if it is subsequently typed up, for an indefinite period. See Incident Report Form, Appendix III.

- If it is considered that the person making the disclosure is likely to be at risk by returning home, immediate contact should be made with the Social Services or the Police.

5D. REPORTING ABUSE

- All workers and volunteers will be made aware of the appropriate reporting procedure - this process is illustrated by the flowchart in Appendix IV.
- Workers and volunteers should inform their 'manager' or link person appointed within the Parish of St Nicholas or another appropriate person.
- It is the responsibility of the link person to ensure that cases of abuse are reported. It is normal procedure to contact the local Social Services team. If the vulnerable person is in immediate danger the Police should be contacted. The number of your local Social Services Team is readily available (01865-375515). The Emergency out of hours Childcare team 0800-833-408.
- The NSPCC can be contacted for advice - the help line is open 24 hours a day. The number is 0880-800-500. Also available for advice is the CCPAS (Churches' Child Protection Advisory Service) - 01322-660011. The Childline number is 0800-1111.
- If a worker or a volunteer is concerned about the Link Person's response to the disclosure, he or she should bypass the procedures and share concerns with an outside agency - Social Services, NSPCC - if they feel that their line-manager or management team / committee are not dealing with their concern or are implicated in some way.
- Consideration will be given on a case-by-case basis to the support which can be given to an abused person, recognising that the support needs to be non-judgemental, appropriate and long term. External help, available through Social Services and other counselling agencies, may be advisable.

5E. DEALING WITH SUSPICION OR ALLEGATION OF ABUSE

Any allegation made against any volunteer or worker of the Parish of St Nicholas must be taken seriously. When a report of an allegation or suspicion is received it is important to respond immediately by reporting it to the link person, and ensuring a detailed record is kept, dated and signed. In addition, the following issues will be considered:

- Does the person against whom the allegation is made have ongoing contact with vulnerable people? In circumstances where Social Services become involved they can assist in offering advice about suspending any activity that involves contact with potentially vulnerable persons; including their own family members and other social settings as appropriate.
- For a paid employee there will be the need to consider whether a period of suspension from active duties is appropriate whilst the investigation is ongoing.

- For any allegation against the clergy there will be clear guidelines about suspension and disciplinary matters. Diocesan authorities will be informed immediately of any concern. They will be able to advise who ought to be involved and how to proceed.
- Who can offer appropriate care and support to the person under suspicion? This ought not be the same person offering support to any alleged victim or informant.

It should be noted that in these circumstances the practice of a short-term suspension pending the outcome of any investigation is a measure used to protect the volunteer, staff member and / or member of the clergy as well as the vulnerable person. It is not a method of apportioning blame but should be regarded as a neutral way of protecting all involved until an investigation can be concluded.

At the conclusion of an investigation, opportunities will be created for all those who have been involved in any supportive capacity to debrief and obtain any support they may need themselves.

Any information held on an individual will be held only for the time it is necessary to establish that a disclosure of suspected abuse has been made and to pass it on to Social Services. The person who made the disclosure (or their legal guardian) will have the right to view the information and amend the content if they feel it is false or open to misinterpretation.

Deacon Alexey Kostyanovsky

Anna Platt

On behalf of the St. Nicholas Council of Charity Trustees

Appendix I

SAFE FROM HARM

SUMMARY OF RECOMMENDATIONS

1. Adopt a policy statement on safeguarding the welfare of all.
2. Plan the work of the organisation so as to minimise situations where the abuse may occur.
3. Introduce a system whereby vulnerable persons may talk to an independent person.
4. Apply agreed procedures for safeguarding to all paid staff and volunteers.
5. Give all paid staff and volunteers clear roles.
6. Use supervision as a means of protecting vulnerable people.
7. Treat all would-be paid staff and volunteers as job-applicants for any position involving contact with children or vulnerable adults.
8. Gain at least one reference from a person who has experience of the applicant's paid work or volunteering within similar situations.
9. Explore all applicants' experience of working or contact with the client group in an interview before appointment.
10. Find out whether an applicant has any conviction for criminal offences.
11. Make paid and voluntary appointments conditional on the successful completion of a probationary period.
12. Issue guidelines on how to deal with the disclosure or discovery of abuse.
13. Train paid staff and volunteers, their supervisors and policy makers in the process of safeguarding.
14. Train paid staff in implications of Data Protection legislation.

Appendix II

GUIDELINES FOR STAFF WORKING ON THEIR OWN WITH VULNERABLE PEOPLE

1. Always let a responsible person in the community know the time and place of meetings with a child, or vulnerable person.
2. Barring exceptional circumstances arrange meetings to take place in a public place, rather than alone in a home.
3. Let other people know that you are there and / or remain visible in a public place.
4. Establish mutually understood behaviour of both parties at the outset.
5. Keep a detailed record of the appointment.
6. Ensure good supervision and support within the community.
7. Ensure the safe keeping of collected information and inform the subject of any information of their right to view personal data and correct if necessary.
8. If you think that your actions might have been misinterpreted, inform one of the Link Persons in writing as soon as possible.

Appendix III

INCIDENT REPORT FORM

You can either use this form or supply this information by email to one of the Link Persons

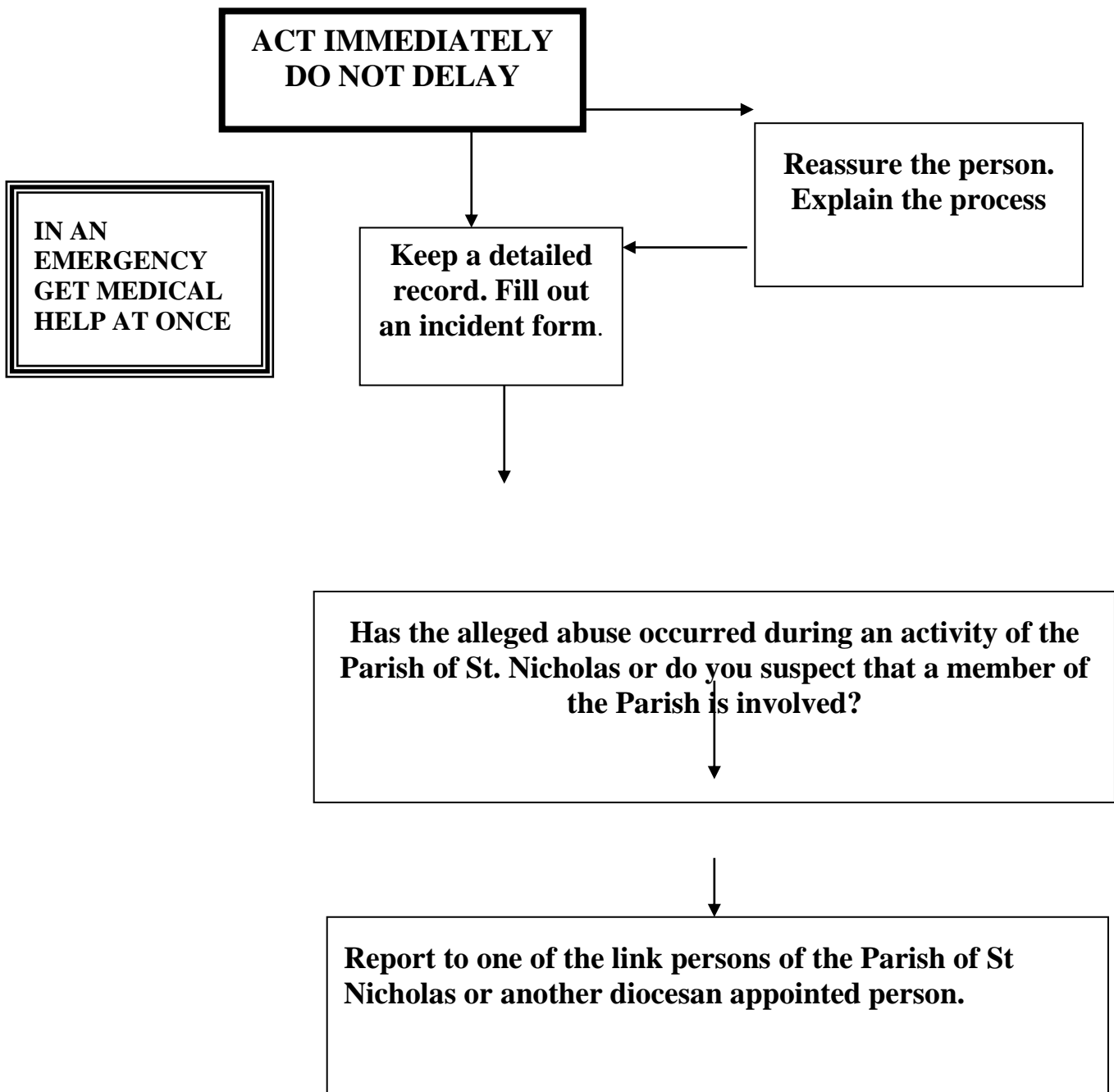
NAME OF PERSON WHO MADE A DISCLOSURE	_____
NAME OF WORKER	_____
DATE AND TIME OF REPORT	_____
NATURE OF CONCERN	
[Please keep a written record of your observations and any conversations.]	
WHO HAVE YOU SPOKEN TO ABOUT YOUR CONCERNS?	
Child / Adult affected	Yes / No Name _____.
Carer	Yes / No Name _____.
Link person	Yes / No Name _____.
Social Services	Yes / No Name _____.
Feedback	
Signature of Worker	_____
Date and Time	_____
Signature of link person	_____
Date and Time	_____

Please forward this information as soon as possible on the day on which the concern was raised to one of the Link Persons:

Anna Platt anna.platt@gmail.com tel. tel. 07940 594572

Dn Alexey Kostyanovsky akostyanovsky@mcsoxford.org tel. 07916 139664

HOW TO DEAL WITH A DISCLOSURE OF ABUSE



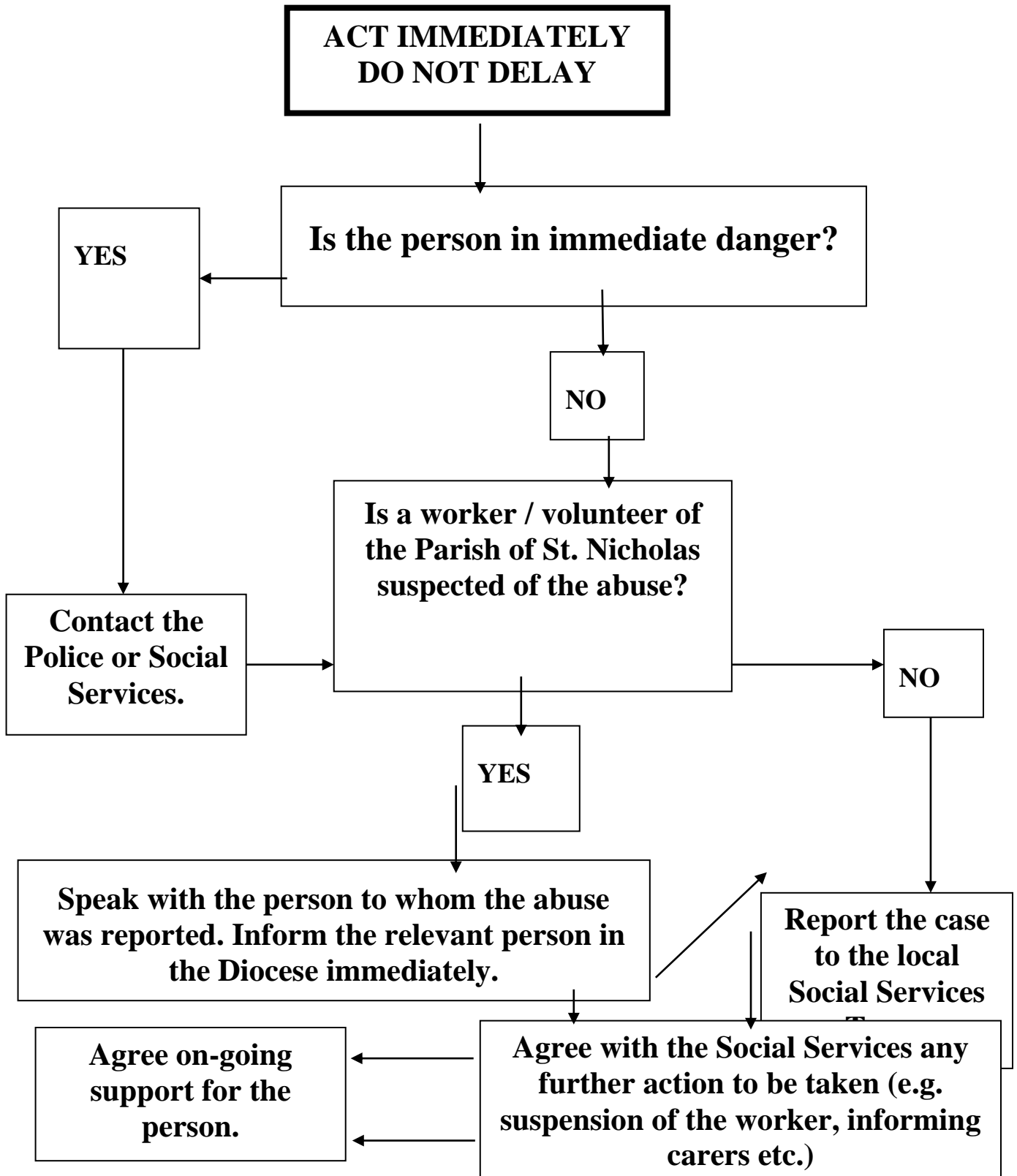
Safeguarding Link Persons

Anna Platt anna.platt@gmail.com tel. tel. 07940 594572

Dn Alexey Kostyanovsky akostyanovsky@mcsoxford.org tel. 07916 139664

If you are not satisfied that the person to whom you reported your observations is dealing with your concerns, it is open to you to contact the Social Services / the Police.

ACTION BY LINK PERSON



If you are not satisfied that the person to whom you reported your observations is dealing with your concerns, it is open to you to contact the Social Services / the Police.

APPLICATION FORM FOR WORKERS/VOLUNTEERS

Everyone who is involved in any capacity in working with children or vulnerable adults will need to ensure care and protection within a safe environment.

PLEASE COMPLETE IN BLACK INK

Application for the post of: _____

Location / Church _____

This post is voluntary and unpaid.

PERSONAL DETAILS

Surname _____ **Forename(s)** _____ **Title** _____

Address _____

_____ **Postcode** _____

Telephone _____ **e-mail** _____

Any / All Former Names _____

Date & Place of Birth _____

If you have lived at your current address for less than three years please give previous address.

SKILLS, ABILITIES AND EXPERIENCE ETC.

Why do you want to apply to do this work?

What knowledge, abilities commitment, and skill will you bring to this work?

What is your current place of worship?

REFERENCES

A character references will be taken up as one way of checking your suitability for working with children or vulnerable adults.

Please give contact details of someone outside the Parish of St. Nicholas who can provide an estimate of your suitability for the post.

Name _____

Address _____

Email _____

Telephone _____ **Your connection with referee** _____

DISCLOSURE OF CRIMINAL CONVICTIONS

Under the Rehabilitation of Offenders Act 1974 ex-offenders have to disclose their criminal convictions when applying for Exempted posts. Work with vulnerable adults is Exempted.

Do you have any criminal convictions, cautions or bind overs: YES / NO

If you have answered YES enclose details with your application form

Is there any other information you should declare that might affect your suitability to work with vulnerable adults? YES / NO

(e.g. Allegations that have been the subject of investigation or current criminal investigations)

If you have answered YES enclose details with your application form

DISCLOSURE

Do you agree to undergo the relevant vetting processes, including 'Enhanced Disclosure' through the Disclosure and Barring Service, that shall be in place from time to time to establish your identity and your suitability for work with vulnerable adults? (The processes are in accordance with the requirements of good practice of the Parish of St Nicholas .) YES / NO

DECLARATION

I declare that the information given on this form is true and complete. I agree to references being taken up. If I am successful in obtaining this post and information is later discovered to be incorrect I understand that this appointment will be cancelled.

Signed _____ Date _____

Appendix VI

LETTING FORM

All groups working with children, on these premises, are required to agree to conform to the Safeguarding Policy of the Parish of St Nicholas .

Therefore all such groups are required to abide by that policy or to have their own Safeguarding Policy guidelines that fulfil those of the Parish of St Nicholas 's Protection Policy.

Please sign the following statements of compliance.

I have read and understood the Safeguarding Policy of the Parish of St Nicholas

I agree that whilst using these premises the principles underlying the Safeguarding Policy of the Parish of St Nicholas will be upheld by this group.

Signed _____ Name [PRINT] _____

Position held _____

Group requesting use of the premises _____

Contact Address _____

_____ Postcode _____

Telephone number _____

Date _____