

# Safeguarding Children Policy for the Parish of Saint George's, Barrow-in-Furness

**This policy had previously been reviewed** 20 November 2012 (Child Protection Policy) and reviewed on 10 March 2015 and updated 30 May 2017

## **Parish Policy for Safeguarding Children:**

The Parochial Church Council of St George, Barrow-in-Furness, approved this updated policy at its meeting on 10 March 2015

## **Legal**

The Children's Act 1989 and the Home Office Code of Practice "Safe from Harm" requires voluntary organisations to ensure the safety of all children under 18 in their care.

The parish of Saint George, Barrow-in-Furness has adopted the safeguarding children guidelines of the Church of England and the Carlisle Diocese Safeguarding Policy .

Latest versions of the Church of England's Safeguarding documents can be found here:

<https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults/national-policy-practice-guidance.aspx>

## **Ethos Statement**

The teaching of Christ establishes the special significance of every human being and especially the central place of children in the sight of God. Our church is committed to fulfil His law of love and to provide for the safety, wellbeing and proper development of all children and young people in our care.

We will also properly equip and support those adults who work with and relate to them.

## **Children's Safeguarding Co-ordinator**

The PCC has appointed a Children's Safeguarding Co-ordinator for children's work who will ensure the implementation of this policy and the diocese policy for Safeguarding, and give regular reports to the PCC.

The person appointed from the date of this policy is –

Name	Jean Mease
Address	85 Mount Pleasant, Barrow-in-Furness, Cumbria LA14 2DQ
Tel. No	01229 829923

## **Health and Safety Assessment**

The PCC will ensure that an annual assessment takes place to ensure that every activity which it organises for children, on or off the premises, will provide proper safeguards to protect them from harm. The assessment will consider the premises, activities, procedures, equipment, staffing and all other issues which may affect the potential safety of the children. The PCC will require all children's workers to re-refresh their understanding of the diocesan Code of Conduct and Practice.

The PCC requires that every other organisation which uses its premises will regularly conduct a similar assessment.

## **Insurance**

The PCC will ensure that appropriate insurance (and third party liability) cover exists for all participants in the activities that it organises.

The current policies are: Parishguard – Ecclesiastical Ins. Policy No. O4/XPG/9066038  
Details of the policies and the cover they provide are held by PCC Treasurer

The PCC requires that any individual or organisation using its premises will also provide adequate insurance cover.

## **Appointment of Voluntary and paid staff who work with children**

In accordance with the Government document “Safe from Harm” and the Carlisle Diocese policy regarding Safer Recruitment, the PCC will ensure that all those who work with children will be properly appointed, trained and supervised. This will include:

### **When appointing new staff – before they begin their role**

- Appropriate Job Descriptions will be drawn up in advance;
- Formal interviews will be held;
- At least two References will be sought and taken up;
- A Confidential declaration will be completed;
- All new personnel will be required to complete a DBS disclosure before they are appointed and will be expected to complete a probationary period of at least three months before their appointment is reviewed and confirmed.

### **Existing staff –**

- Will be given a written Job Description which will be updated each year;
- If this was not done at the time of their original appointment then any references which were obtained but not taken up will now be pursued;
- Renew their DBS disclosure every five years

### **All staff –**

- Will receive regular in-service training
- Will be properly supervised

## **Activities/Organisations**

The following regular activities/organisations have been approved by the PCC for the twelve month period from the date of this policy.

Name of organisation	Sunday Club
Name of Leader	Julie Cregeen
Contact Tel. No.	01229 877367
Address	The Rectory, 98 Roose Road, Barrow in Furness, LA13 9RL
Name of authorised helpers:	Ruth Fenton, Amanda Dennison, Pat Hughes, Sylvia Groves

Name of organisation      Messy Church  
Name of Leader             Robin Ham  
Contact Tel. No.            07828 333106  
Address                      33 Holebeck Road, Barrow in Furness, LA13 0HR  
Name of authorised helpers: Alison Otto, Sylvia Groves, Erica McGee, Julie Cregeen, Gary Cregeen, Zoe Ham

### **Allegations of Child Abuse**

Allegations against anyone who attends any church activity will be fully and honestly dealt with. The Diocese procedures will be followed (in section 6i of the Diocese procedures). All allegations will be taken seriously and recorded. The Diocesan Safeguarding Adviser and the Social Services or Police will be contacted without delay, and all information will be shared.

### **Disclosures**

Any child who makes a disclosure or allegation of child abuse will be sensitively and appropriately dealt with, following the Diocese policy (section 6i). Any adult to whom a disclosure is made will contact the Diocesan Safeguarding Adviser and will follow his/her advice. When appropriate, the person to whom the disclosure has been made will pass on the information immediately to the Social Services and/or the Police.

### **Suspicious**

Any member of the Church who suspects that a child is being abused in any way whatsoever will immediately contact the Diocesan Safeguarding Adviser and follow his/her advice.

### **Confidentiality**

Confidential information concerning any adult or child will be fully protected .

### **Complaints**

Any complaint against any member of the Church will be dealt with in accordance to the Diocese's current complaints procedure. If a complaint relates to children in any way, the Diocesan Safeguarding Adviser will be informed immediately.

### **Monitoring & Review**

This policy will be reviewed annually. The Archdeacons will ask about it every year in their Articles of Enquiry, (and follow up any issues they may have with the answers received) and discuss it every three years at their Visitations.

A copy of the policy will be sent to the Diocesan Safeguarding Adviser and the Archdeacon.

Incumbent *Gary Cregeen*

Churchwarden *Geraldine Southam*

Churchwarden *Ted Fenton*

Date .10<sup>th</sup> March 2015

Updated 30 May 2017

# Safeguarding Adults who may be Vulnerable Policy for the Parish of Saint George, Barrow-in-Furness

**This policy had previously been reviewed** 20 November 2012 (Vulnerable Adults) and reviewed on 10 March 2015

## **Parish Policy for the Safeguarding of Adults in the Church**

The Parochial Church Council of St George, Barrow-in-Furness, approved this updated policy at its meeting on 10 March 2015 and updated 30 May 2017.

## **Legal**

The parish of Saint George, Barrow-in-Furness has adopted the safeguarding vulnerable adults guidelines of the Church of England and the Carlisle Diocese Safeguarding Policy .

Latest versions of the Church of England's Safeguarding documents (including the '*Responding Well to Domestic Abuse: Policy and Practice Guidance*' adopted in March 2017) can be found here:

<https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults/national-policy-practice-guidance.aspx>

## **Ethos Statement**

The teaching of Christ establishes the special significance of every human being. Our church is committed to fulfil His law of love and to provide for the safety, wellbeing and proper development of all people in our care. *See Appendix 1*

We will also properly equip and support those adults who work with and relate to vulnerable adults.

## **Vulnerable Adult's Safeguarding Co-ordinator**

The person appointed from the date of this policy is –

Name	Jean Mease
Address	85 Mount Pleasant, Barrow-in-Furness, Cumbria LA14 2DQ
Tel. No	01229 829923

1. We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
2. As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister, recognising that we have the care of the souls of all who live in our parish.
3. We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
4. We commit ourselves to promoting safe practice by those in positions of trust.

5. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
6. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.
7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
8. The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.
9. The parish adopts the guidelines of the Church of England and the Diocese.
10. Each person who works with vulnerable people will agree to read and abide by these recommendations and the guidelines established by this church.

Incumbent            *Gary Cregeen*

Churchwarden      *Geraldine Southam*

Churchwarden      *Ted Fenton*

Date .10<sup>th</sup> March 2015

Updated 30 May 2017

## **APPENDIX 1 – SAFEGUARDING VULNERABLE ADULTS**

The following is an extract from the Carlisle Diocesan Safeguarding Policy – all members of the South Barrow Pastoral Care Team must read the policy and confirm their acceptance of it....

### **Section 3 (ii) Code of Conduct and Practice for working with adults who may be vulnerable**

All those involved in pastoral ministry, whether paid or unpaid, clergy or lay, should be working to these guidelines. Following these guidelines should both ensure that vulnerable people are protected and that workers are not wrongly accused of abuse or misconduct.

#### **This section includes**

- a. Conversations and interviews in a ministry context
- b. Pastoral relationships
- c. Behaviour outside work and ministry
- d. Record keeping and privacy
- e. Working with colleagues
- f. Sexual conduct
- g. Financial integrity

Section 6 of the procedures covers responding to concerns and complaints.

Section 7 of the procedures covers working with offenders and their families.

#### **a. Conversations and interviews in a ministry context**

Formal interviews and informal conversations in a ministry context are pastoral encounters. Church workers should be aware of their language and behaviour. For example, innuendos or compliments of a sexual nature are always inappropriate. When a person asks questions or seeks advice around topics of a sexual nature, the worker should be discerning about the motives and needs of the person and question their own ability to assist.

The church worker should consider in advance:

- The place of the meeting, arrangement of the furniture and lighting, and the worker's dress.
- The balance of privacy for conversation with the opportunity for supervision (open doors or windows in doors, another person nearby).
- The physical distance between people determined by hospitality and respect, being aware that someone may have suffered abuse or harassment in the past.
- Whether the circumstances suggest a professional or social interaction.
- The propriety or danger of visiting or being visited alone, especially in the evening.
- The personal safety and comfort of all participants.
- Establishing at the outset the nature of the interview in respect to subject matter, confidentiality and duration.

- The appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted.

**b. Pastoral Relationships**

- Exercising any kind of ministry involves workers developing an understanding of themselves and how they relate to others, how they increase the well-being of others and how they ensure their own well-being and safety.
- People in positions of trust necessarily have power, although this may not be apparent to them, therefore respecting professional boundaries is particularly important. Many pastoral relationships can become intertwined with friendships and social contacts, making this guidance even more necessary.
- Church workers should exercise particular care when ministering to persons with whom they have a close personal relationship or family relationship.
- Church workers should be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.
- Church workers who exercise a healing ministry should be trained in the theology and non-intrusive practice of that work.
- Church workers should recognize their limits and not undertake any ministry that is beyond their competence or role (e.g. therapeutic counselling, deliverance ministry, counselling victims of abuse and domestic violence, or their perpetrators, or giving legal advice). In such instances, the person should be referred to another person or agency with appropriate expertise.
- Church workers should avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
- Church workers should treat those with whom they minister or visit with respect, encouraging self-determination, independence and choice.
- Care should be taken when helping with physical needs, washing and assistance in using the toilet, always respecting the choices of the individual concerned and seeking their consent. Church workers should never do things of a personal nature to someone which that person can do for themselves.
- Pastoral relationships may develop into romantic attachments and such situations should be handled sensitively. Workers need to recognize such a development and make it clear to both the person concerned and a supervisor or colleague. No intimate relationship should begin while the member of staff or voluntary worker is in a position of trust over them. The power and influence that a person in a position of trust has over someone attending a group or activity or in a counselling situation cannot be under-estimated; such an abuse of trust with a person under 18 years may be a criminal offence (Sexual Offences (Amendment) Act 2000). Alternative arrangements should be made for the ongoing pastoral care of the person concerned.
- Church workers should not undertake any pastoral ministry while they are under the influence of drink or non-prescribed drugs.

**c. Behaviour outside work and ministry**

- In church ministry, behaviour outside work can often impinge on that ministry. Church workers are expected to uphold Christian values throughout their lives.

**d. Record keeping and privacy**

- Church workers should consider keeping a daily record of significant pastoral encounters to include date, time, place, subject and actions to be taken.
- The content of any encounter should only be recorded with the person's consent, unless it is a matter of child protection or might be a record of abuse or mistreatment.
- Any record should be factual and avoid rumour or opinion.
- Records concerned with abuse should be kept indefinitely (at least 50 years).
- The publishing, sharing or keeping of personal data or images should follow the appropriate legislation. You could be asked to share any notes you have at some point.

**e. Working with colleagues**

The standards maintained within a pastoral relationship are equally relevant in relationships with colleagues. Harassment or bullying should never be condoned. All workers need to be aware of the possibility of stress within the work place. The needs of family must be acknowledged and all who work together should acknowledge the boundaries between work and home, allowing sufficient time for relaxation and holidays. Everyone who works with vulnerable people should know to whom they are accountable and have a designated person with whom to discuss their work.

- Church workers should be aware of the responsibilities, function and style of other church workers and encourage co-operation and consultation between workers in the tasks they do.
- Colleagues should not be discriminated against, harassed, bullied or abused for any reason.
- Colleagues should not be penalized for following this guidance, or for taking action regarding others and this guidance.
- When leaving office or relinquishing any task, church workers should relinquish any pastoral relationship, except with the agreement of a successor.
- Church workers should know to whom they are accountable and be regularly mentored by them or another person who can assist. Such mentoring is especially necessary for those undertaking a continuing individual pastoral ministry of counselling, or when their ministry takes them outside normal church work.
- Church workers should ensure that their tasks can be carried out by another if they are ill or otherwise unable to fulfil their responsibilities.

**f. Sexual conduct**

It is never appropriate for workers to take advantage of their role and engage in sexual activity with anyone with whom they have a pastoral relationship. Workers should be aware of the power imbalance inherent in pastoral relationships.

**Church Workers:**

- Must not sexually abuse any adult.
- Must take responsibility for their words and actions if wishing to make physical contact with another adult (e.g. a hug may be misunderstood) or to talk to them about sexual matters. This will include seeking permission, respecting the person's wishes, noticing and responding to non-verbal communication, and refraining from such contact if in doubt about the person's wishes.
- Should refrain from viewing, possessing or distributing sexually exploitative images of adults.
- Should avoid situations where they feel vulnerable to temptation or where their conduct may be misinterpreted.

**g. Financial integrity**

Financial dealings can have an impact on the church and the community and must always be handled with integrity. Those with authority for such matters should maintain proper systems and not delegate responsibility to anyone else.

**Church Workers:**

- Should not seek personal financial gain from their position beyond their salary or recognized allowances.
- Should not be influenced by offers of money.
- Should ensure that church and personal finances are kept apart and should avoid any conflict of interest.
- Should ensure that money received by the church is handled by two unrelated lay people.
- Should ensure that any gifts received are disclosed to a supervisor or colleague where it should be decided whether they could be accepted.
- Should take care not to canvas for church donations from those who may be vulnerable, e.g. the recently bereaved.