

St Faith and St Laurence Harborne

Safeguarding policies

Reviewed and adopted

September 2018

Contents	
Promoting a safer church - Policy statement	2
Child Protection	4
Vulnerable Adults	6
Responding well to Adult Survivors	7
Policy on ex-offenders	8
Policy on safeguarding complaints	10

Promoting a Safer Church
Parish Policy Statement

The Parochial Church Council of St Faith and St Laurence Church, Harborne

agreed to adopt all of the House of Bishop's safeguarding policy and practice guidance and The Church of England – Birmingham's procedures for their implementation on 11th September 2018

All forms of abuse are wrong and must stop

The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a safer Church for all.

Our commitments:

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

We will implement good safeguarding practice by ensuring:

- the welfare of the child, young person and vulnerable adult is paramount;
- a leadership commitment, at all levels, to the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults;
- our safeguarding policy is available to all church officers;
- a clear line of accountability within our church for work on safeguarding;
- clear reporting procedures to deal with safeguarding concerns and allegations;
- we report all concerns and allegations against church officers to the Bishop's Safeguarding Adviser and statutory agencies;
- clear roles for church officers;
- we have clear arrangements for support and/or supervision of church officers;
- all church officers working with or in contact with children, young people and/or vulnerable adults attend diocesan safeguarding training;

- our practice and services are informed by on- going learning, review and by the views of children, young people, families and vulnerable adults;
- safer recruitment procedures are in place;
- effective working with statutory and voluntary sector partners;
- we have publicly advertised arrangements for children, young people and vulnerable adults to be able to speak to an independent person, as required;
- our complaints and whistleblowing procedures are well publicised;
- effective information sharing;
- good record keeping.

If you have any concerns or need to talk to someone
please contact

Sally Griffiths, Sue Glanvill or Priscilla White (Vicar)

If you cannot contact the person above and someone is being harmed or is not safe and needs immediate help, dial 999, or contact social care services, or, for a child, the NSPCC helpline 0808 800 5000

Other useful contacts:

Bishop's Safeguarding Adviser	07342 993 844
Childline	0800 1111
Family Lives Helpline	0808 800 2222
Samaritans	116 123
Elder Abuse	0808 808 8141
Domestic Violence Helpline	0808 2000 247
Men's Domestic Violence Helpline	0808 801 0327
LGBT Domestic Violence Helpline	0300 999 5428
National Association of People Abused in Childhood	0800 085 3330
Stop It Now! Helpline	0808 1000 900

Local Authority Children's Social Care Services:

0121 303 1888 (Birmingham)
0121 569 3100 (Sandwell)
0121 788 4333 (Solihull)
0800 1313 126 (Staffordshire)
01926 414144 (Warwickshire)
01905 822666 (Worcestershire)

Local Authority Adult Social Care Services:

0121 303 1234 (Birmingham)
0121 569 2266 (Sandwell)
0121 704 8007 (Solihull)
0345 604 2719 (Staffordshire)
01926 412080 (Warwickshire)
01905 768053 (Worcestershire)

St Faith and St Laurence Church

Child Protection Policy

The Parish Church Council of St Faith and St Laurence Harborne recognises the need to safeguard the children and young people in our care and guard against the possibility of any form of abuse of children and young people by persons who may be acting in the name of our church. We aim to create a safe environment for the nurture and development of children and young people, in order for them to feel valued and confident to ask for support and help. Children and young people are a precious gift from God and we have a clear responsibility to do all that we can to ensure their safety and well-being. We will treat them with respect, take their views seriously and always take appropriate action to ensure their welfare is given priority. We will pay particular attention to children and young people with additional needs, physical, behavioural, learning – or from minority ethnic groups to ensure their full integration and protection within the church family. We will create policies and procedures that uphold the importance of our responsibility to protect and safeguard the welfare of children and young people entrusted to our care. A Parish Safeguarding Children Co-ordinator will be appointed to ensure the implementation of this policy.

OUR POLICY

- We commit to providing a safe physical environment for work with children and young people.
- We will ensure that the children and young people in our care know who they can talk to if they have any concerns.
- We will always listen to and take seriously any child or young person who reports that they have been abused, following our procedures.
- We recognise our responsibility to always respond to and report abuse in whatever context, inside or outside the church environment.
- We will always report allegations of abuse and concerns about a child or young person in accordance with our procedures
- We will always report all allegations of abuse to the appropriate statutory agency and to the Bishop's Safeguarding Children Adviser.
- We will keep all records in relation to safeguarding concerns, allegations and the recruitment of volunteers and paid workers securely.
- We commit to informing the whole church community about our child protection policy and procedures
- We commit to the safe recruitment of all new and current volunteers and paid workers who have contact with children and young people.
- We will assess all new and current volunteer and paid worker roles and, where the role is deemed to be eligible, apply for an appropriate level criminal record check every five years.
- We commit to providing every worker and volunteers with clear instructions and information in respect of their role, adequate support and supervision and regular opportunities for review.
- We accept responsibility for initiating and providing initial and on-going training for all our paid workers and volunteers.
- We will suspend a worker or volunteer about whom there are concerns or against whom an allegation has been made as a neutral act while an investigation into the allegation/ concern is conducted.

- We will ensure appropriate supervision of anyone who is known to have offended against a child or young person who attends activities organised by the Parish Church Council of St Faith and St Laurence Church
- We commit to the support of child and adult survivors of abuse.
- We commit to providing adequate support and guidance to any individual within our church community who is accused of causing harm to a child or young person in our care.
- We require all organisations who hire our premises to have their own child protection policy and procedures, to provide us with an assurance that these are implemented and to provide us with a copy.
- We will review our child protection policy annually to ensure that it meets all current legislation, House of Bishops' Policies and God's Children: Our Diocese.

OUR PROCEDURES

- We will have a published health and safety policy and have regular checks of the environment for safety.
- We will ensure that there is easy access to a named person or persons with whom concerns can be shared
- If a concern is shared with a member of the congregation, a volunteer or a paid worker it will be reported as soon as possible (within 24 hours) to the Incumbent or Parish Safeguarding Co-ordinator so that appropriate action can be taken.
- We will use the DBS eligibility chart and the regulated activity decision making flow-chart to make decisions about DBS checks
- All volunteers, whether checked by the DBS or not will be given a role outline and reminded of their responsibilities around abuse and care of children
- We will ask all volunteers to complete an agreement form
- We will keep a list of volunteer contact information which will also enable us to keep a check of the need for DBS checks and rechecks.
- Our Parish Safeguarding co-ordinator will be Dr Sally Griffiths.

Adopted: 11/09/18

To be reviewed: September 2019

St Faith and St Laurence Church

Vulnerable Adults Policy

OUR POLICY

- 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.
- As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
- We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
- We commit ourselves to promoting safe practice by those in positions of trust
- The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable .
- It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report and such abuse that we discover or suspect.
- We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
- The parish is committed to supporting, resourcing, training and regularly reviewing those who will work with people who may be vulnerable.
- The parish adopts the guidelines of the Church of England and the Diocese.
- Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

This church appoints Sue Glanvill to represent the concerns and views of vulnerable people at our meetings and with outside bodies.

OUR PROCEDURES

- We will have a published health and safety policy and have regular checks of the environment for safety.
- We will ensure that there is easy access to a named person or persons with whom concerns can be shared
- We will use the DBS eligibility chart and the regulated activity decision making flow-chart to make decisions about DBS checks
- All volunteers, whether checked by the DBS or not will be given a role outline and reminded of their responsibilities around abuse and care of vulnerable adults.
- We will ask all volunteers to complete an agreement form
- We will keep a list of volunteer contact information which will also enable us to keep a check of the need for DBS checks and rechecks.

Adopted: 11/09/18

To be reviewed: September 2019

St Faith and St Laurence Church

Parish Policy for Responding Well to Adult Survivors of Abuse

The parish of St Faith and St Laurence acknowledges that abuse takes place and may have negative and life-long effects.

As a church:

- We accept that we have a responsibility to make known that the Diocese provides listening support and to help those who want this support to access it.*
- We are aware that we have a duty, where required, to report and refer abuse to statutory bodies.*
- We recognize that if there are concerns in a parish that a child or adult has been or is being abused, that we must refer our concerns to the relevant Bishop's Adviser as set out in God's Children: our Diocese and the Adult Safeguarding Parish Pack.*

Adopted 11/09/18

To be reviewed: September 2019

St Faith and St Laurence Church

Parish statement on Domestic Abuse and Policy for Responding to Domestic Abuse

All forms of domestic abuse are wrong and must stop.

We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse;
- protect those vulnerable to domestic abuse from actual or potential harm;
- recognise equality amongst people and within relationships;
- enable and encourage concerns to be raised and responded to appropriately and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

In all our activities –

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

In our publicity –

- raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

When concerns are raised –

- ensuring that those who have experienced abuse can find safety and informed help;
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

In our care –

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

If you have any concerns or need to talk to any one please contact the Vicar, Rev'd Canon Priscilla White or the Domestic Violence Coordinator Vicky Miller

Adopted: 11/09/18

To be reviewed: September 2019

St Faith and St Laurence Church Harborne 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), *We will comply* fully with the [code of practice](#) and undertake to treat all applicants for positions fairly

We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed

We can only ask an individual to provide details of convictions and cautions that we 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)

We can only ask an individual about convictions and cautions that are not protected

We are committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background

We have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process

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

We 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

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences

We will ensure 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, we ensure 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

We will make 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

We undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

St Faith and St Laurence Safeguarding Complaints Procedure

What are safeguarding complaints?

A complaint can be made, verbally or in writing, when someone feels **the safeguarding policies and procedures** of the Parochial Church Council (PCC) of *[insert name of church]* **have not been followed correctly** or they have been implemented unfairly. Disagreement with the professional decisions taken by those appointed by the PCC is NOT by itself grounds for a complaint.

If someone who is employed by the PCC as a volunteer or paid worker wishes to make a complaint against the way the PCC's safeguarding policies and procedures have been followed they should follow the PCC's grievance procedure, rather than this complaints procedure.

This complaints procedure **MUST NOT** be used when someone is being harmed:

when there is a concern or an allegation that a child or adult who may be vulnerable has been harmed or is being harmed or is at risk of harm

and/or

when there is a concern or an allegation that an adult or a child may have caused harm to another child or adult who may be vulnerable

this must be reported in accordance with the parish's safeguarding policy and procedures. Report abuse to your Parish Safeguarding Co-ordinator or the Bishop's Safeguarding Adviser, (online at www.cofebirmingham.com/hub/safeguarding/ or telephone 07342 993 844) or in an emergency the police on 101 or 999.

Complaints against ministers

This complaints procedure cannot be used for complaints against ministers. A complaint against a member of clergy should be addressed to the archdeacon or the Bishop of Birmingham. A complaint against a Reader or Lay Minister must initially be addressed to the incumbent.

Managing complaints

Complaints will be dealt with by the church wardens who will:

- respond promptly to the person raising the matter,
- listen carefully to the issues of concern,
- impartially examine the issues to ensure fairness to all,
- rigorously explore ways the issues can be resolved,
- accurately and sensitively feed back to the person who raised the issues.

A person who wishes to make a complaint should...

Firstly...

... talk to the person or group concerned, whenever possible, explaining what the issues are and what they would like to see happen to resolve them. This should be done at the earliest opportunity.

Then....

... if the complaint can't be resolved through discussion with the person or group concerned, they should speak or write to a church warden. This must be done within a reasonable period of time of the issue arising.

The church warden will have a conversation with the person and listen to their concerns and what they would like to happen to resolve the issue.

The church warden will then speak to the person or group the complaint is about, (and anyone else who may have information to help them consider the complaint), and listen to their response.

Within a reasonable period of time, after considering all the information, the church warden will make a decision and inform both the person who has made the complaint and the person or group against whom the complaint has been made.

If this decision does not resolve the issue

... within a reasonable period of time, the person bringing the complaint can ask for their concerns to be reviewed by another church warden (who has not been involved with the process so far) together with two other PCC members.

The church warden and two PCC members will consider all the information gathered so far. They may also have conversations with any of the persons involved in the complaint, and any other person who may have information relevant to the concerns, where this would assist them in reaching a decision.

Within a reasonable period of time, after considering all the information, the church warden and two PCC members will make a decision and inform the person who has made the complaint and the person or group against whom the complaint has been made. Their decision will be final.

External

If, despite all stages of this procedure having been followed, the person making the complaint remains dissatisfied, they may choose to escalate their concerns to an archdeacon or an independent or statutory agency, as appropriate.

If the complaint refers to a breach of the PCCs responsibilities as Charity Trustees, they may refer their concerns to the Charity Commission.

If they believe that the PCC or any of the paid or voluntary workers they have appointed has committed a criminal offence they should report this to the police.