

Diocese of Derby Safeguarding Policy, Procedures and Practice Guidance from Autumn 2016

[Review date September 2017](#)

**PREFACE BY
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BISHOP OF DERBY**

I commend this important document to you; it is the result of work undertaken by the Diocesan Safeguarding Management Committee's Procedures Group and others who have helped in the latter stages of production.

Over recent years the area of Safeguarding has changed and the Church of England has needed to recognise the important part that the Church can play, whether at National, Diocesan or at parish level. Recent publications from both Government and the Church of England have required the Diocese to up-date the previous Safeguarding Children and Young People; Procedures and Good Practice Guidance June 2008. This document replaces all former documents which should no longer be used. That document only covered children and the Diocese therefore needed to develop similar guidance for our responsibilities towards adults.

Robust safeguarding arrangements are important at all levels of the Diocese because children, young people and vulnerable adults are an important part of the church's family. The way we treat them is vital to our ability to keep them safe and is central to our Mission in the communities in which we serve. We need to value the part each of us plays, in all aspects of church life and we respect the differing needs each of us might have.

The Diocese has adopted this Policy, Procedures and Practice Guidance as a means of ensuring the protection, care and welfare of the most vulnerable within our congregations. This is central to our Gospel message of hope, and trust in our Lord, as well as ensuring that our church congregations can be a safe, welcoming place for all who seek sanctuary and support.

Throughout the document the words "child" or "children" are used to denote any young person under the age of 18 years. These are the terms used in legislation, National Church of England Policy and Procedures and Government guidelines. However, when explaining the document to our young people it might be as well to clarify why these words are used to avoid possible misunderstanding.

These procedures are mandatory to all who are employed or who work in a voluntary capacity within this Diocese; the guidelines are the minimum standards of good practice and have been designed to ensure that this valuable work can proceed in safety and with confidence. This document will be updated periodically and although it can all be accessed via the Diocesan Website; we do not recommend you print it out as over time you may find it becomes obsolete or out of date. The condensed Parish Guide to Safeguarding will be available in both electronic and hard copy for easy reference on a daily basis.

I wish to record my appreciation to all who have played a part in producing these documents.

+ Alastair

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1) Introduction

"I believe that the safeguarding of children and vulnerable adults should be the highest priority of all parts of the Church, and that any failings in this area must be immediately reported. There are no excuses for shortcomings"

Archbishop Justin Welby.



How to use the 'Diocese of Derby Safeguarding Policy, Procedures and Practice Guidance'

Please note that this document (the **'Diocese of Derby Safeguarding Policy, Procedures and Practice Guidance' 2016**), is primarily intended to operate as a web-based document, accessible through the Derby of Diocese web-site (www.derby.anglican.org/safeguarding). This is so that the document can serve as an introduction and a gateway to both full and up-to-date versions of essential national and local documents (especially procedures and practice guidance which **must** be followed) and other supporting documents; these should be consulted and followed in the course of any safeguarding work.

Such an approach means that *this* document can be relatively easily updated as part of an annual review and revision. We hope that this will reduce the risk of a very large document being printed out, stored but not updated when changes occur. Using out of date policies, procedures and practice guidance to respond to safeguarding matters can potentially be dangerous for children, young people and adults, as well as to those who refer to them.

Please note that wherever you see this symbol (↔) next to a document, text or a 'hypertext' link, it means that, if you are online, you can click on the relevant document, text or hyperlink and it will take you to the full document or a webpage where it is located.

In addition to this guidance and the supporting documents, a Diocesan **'Safeguarding in the Parish: A Reference Guide 2016'** is available for those people who have particular roles and responsibilities within each parish. The parish guide is not a substitute for consulting this full **'Diocese of Derby Safeguarding Policy, Procedures and Practice Guidance' 2016** document (and the accompanying required national and local additional documents) but it aims to provide basic reference to where to find advice within the full document, in recognition that not everyone may have access to the internet when they need guidance.

The **'Safeguarding in the Parish'** guide will be dated; the responsibility for ensuring that those who need to know about revisions and any newly published version will lie with clergy, licensed ministers, Parish Safeguarding Links and the members of the Diocesan Safeguarding Team (DST). The most up-to-date version will always be available on the safeguarding pages of the Diocese of Derby website alongside *this* full **'Diocese of Derby Safeguarding Policy, Procedures and Practice Guidance' 2016** document and the accompanying required national and local additional documents.

2) Policy statement and national reference documents

Diocese of Derby Safeguarding Children, Young People and Adults Policy Statement

The Diocese of Derby adopts and endorses the Church of England national statement of safeguarding principles:

‘The Church of England works in partnership with other Christian Churches and other agencies in delivering safeguarding.’

We are committed to:

- the care, nurture of, and respectful pastoral ministry with all: children, young people and all adults;
- the safeguarding and protection of all children, young people and all adults;
- the establishing of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support;
- and best practice that contributes to the prevention of abuse.

To this end:

- We will carefully select, support and train all those with any responsibility within the Church, in line with the principles of Safer Recruitment.
- We will respond without delay to every complaint made, that any adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognizes the importance of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation.
- We will seek to protect survivors of sexual abuse from the possibility of further harm and abuse.
- We will seek to challenge any abuse of power, especially by anyone in a position of respect and responsibility, where they are trusted by others.
- We will seek to offer pastoral care and support, including supervision, and referral to the appropriate authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.
- In all these principles we will follow legislation, guidance and recognised good practice.

The Diocese of Derby adopts and endorses the Church of England national safeguarding policies and practice guidance which is currently set out in the following documents:

Promoting a Safe Church (safeguarding policy for adults), 2006

Protecting All God's Children (safeguarding policy for children and young people), 4th edition, 2010

Responding to Domestic Abuse (guidelines for those with pastoral responsibility), 2006

Responding Well to those who have been sexually abused (policy and guidance for the Church of England), 2011

Responding to Serious Safeguarding Situations (2015)

Risk Assessment for Individuals Who May Pose Risk to Children or Adults (2015)

Safer Recruitment (2016)

Safeguarding in Religious Communities (2015)

Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church (2015)

Safeguarding Guidance for Single Congregation Local Ecumenical Partnerships (2015)

Safeguarding Learning and Development Framework (2016)

The Diocese is committed to:

- implementing new Church of England practice guidance through the '**Diocese of Derby Safeguarding Policy, Procedures and Practice Guidance**' document;
- regularly reviewing the Diocese's safeguarding documents (by the DST), taking into account any changes to national legislation, Church of England national documentation or local safeguarding boards arrangements;
- undertaking a formal annual review of the '**Diocese of Derby Safeguarding Policy, Procedures and Practice Guidance**' by the Safeguarding Management Committee;
- annually reporting from the Safeguarding Management Committee to the Bishop's Council and the Diocesan Synod following the review with recommendations where required;
- formally adopting its safeguarding policy annually.

This policy was adopted by the Diocesan Synod on 15th October 2015.

Annual review and reporting arrangements to the Safeguarding Management Committee, the Bishop's Council and Diocesan Synod should ensure that any changes necessary to the policy, procedure or practice guidance can be adopted, approved and endorsed without the need to re-word the whole document.

The national Church of England practice guidance documents must be followed and each is clear in its introduction that:

*'the House of Bishops commends them for use by parishes, dioceses and the national church institutions. Where relevant, they should also be applied to other Church of England Settings, for example cathedrals, religious communities and theological colleges. **Failure to implement and adhere to this practice guidance may invalidate your insurance.**'*

It is very important to note that these documents represent the formal national safeguarding arrangements for the Church of England as a whole, to be followed in each diocese and each parish.

Finally, there are two key statutory guidance documents that should be followed by any organisation or individual:

- **'Working Together to Safeguard Children – a guide to inter-agency working to safeguard and promote the welfare of children.'** 2015
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf (↔)
- **'Care and Support Statutory Guidance - issued under the Care Act 2014'. Section 14: Adult Safeguarding**
<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance> (↔)

Within each of these documents there are references to supplementary national government guidance relating to specific situations or circumstances.

Thus, the **'Diocese of Derby Policy, Procedures and Practice Guidance'** 2016 represents our commitment to embody the national policies, principles and practice guidance and to promote and ensure best safeguarding practice across the Diocese: in churches, 'Fresh Expressions' groups, parishes and communities, schools, youth clubs and voluntary groups – with and for thousands of people; children, young people and adults, across the Diocese in Derby.

Please note: anyone with a potential role to play in safeguarding children, young people and adults should be familiar with the contents of the Church and Governmental documents cited above.

Section 3) Safeguarding arrangements in the Diocese of Derby

Introduction

This section outlines the structures and operational arrangements for safeguarding in the Diocese. It identifies ten key elements of effective safeguarding work and sets out a general statement of the roles and responsibilities of everyone involved in safeguarding.

3.1 Safeguarding structure and key responsibilities

The figure here summarises roles and lines of reporting and accountability for those with specific responsibility for safeguarding children and adults in the Diocese and is underpinned by effective two-way communication. Elements of the structure are expanded in various places in this guidance document.

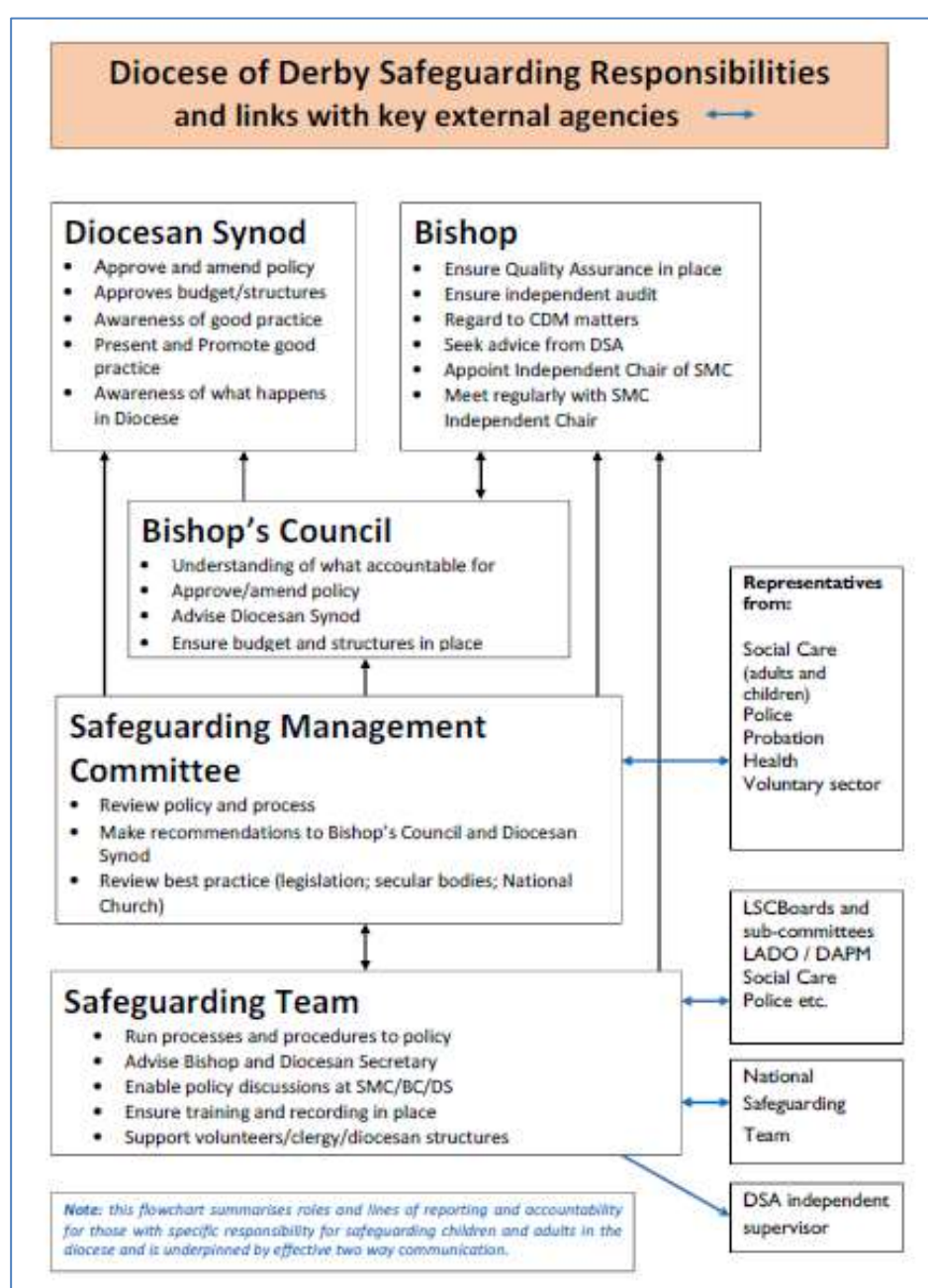


Fig. 1: the structure of safeguarding in the Diocese of Derby.

3.2 Ten aspects of effective safeguarding practice

We believe that it is helpful to organise our safeguarding work into ten key areas:

- 1) Promoting positive and safe practice;
- 2) Preventing the risk of harm;
- 3) Responding to protection concerns – past, present or potential;
- 4) Supporting people who may have experienced abuse or maltreatment;
- 5) Managing and supporting those who may pose a risk to others;
- 6) Managing information;
- 7) Responding when complaints are made about the safeguarding work we do;
- 8) Ensuring confidence and competence through training, development and support/supervision;
- 9) Assuring the quality of our safeguarding work;
- 10) Continuing to develop effective safeguarding in the Diocese;

These aspects of effective safeguarding work and practice are used to structure the following guidance in relation to specific individuals' and groups' safeguarding activities, tasks and responsibilities in this document.

Following national and local policies, procedures and guidance and the very best of practice in each of these ten areas, is how the Diocese of Derby will meet its commitment to the Church's aspiration to ensure:

- the care, nurture of, and respectful pastoral ministry for all; children, young people and adults,
- the safeguarding and protection of children, young people and all adults,
- the establishing of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support,
- and best practice that contributes to the prevention of abuse.

3.3 General statement of Safeguarding roles and responsibilities:

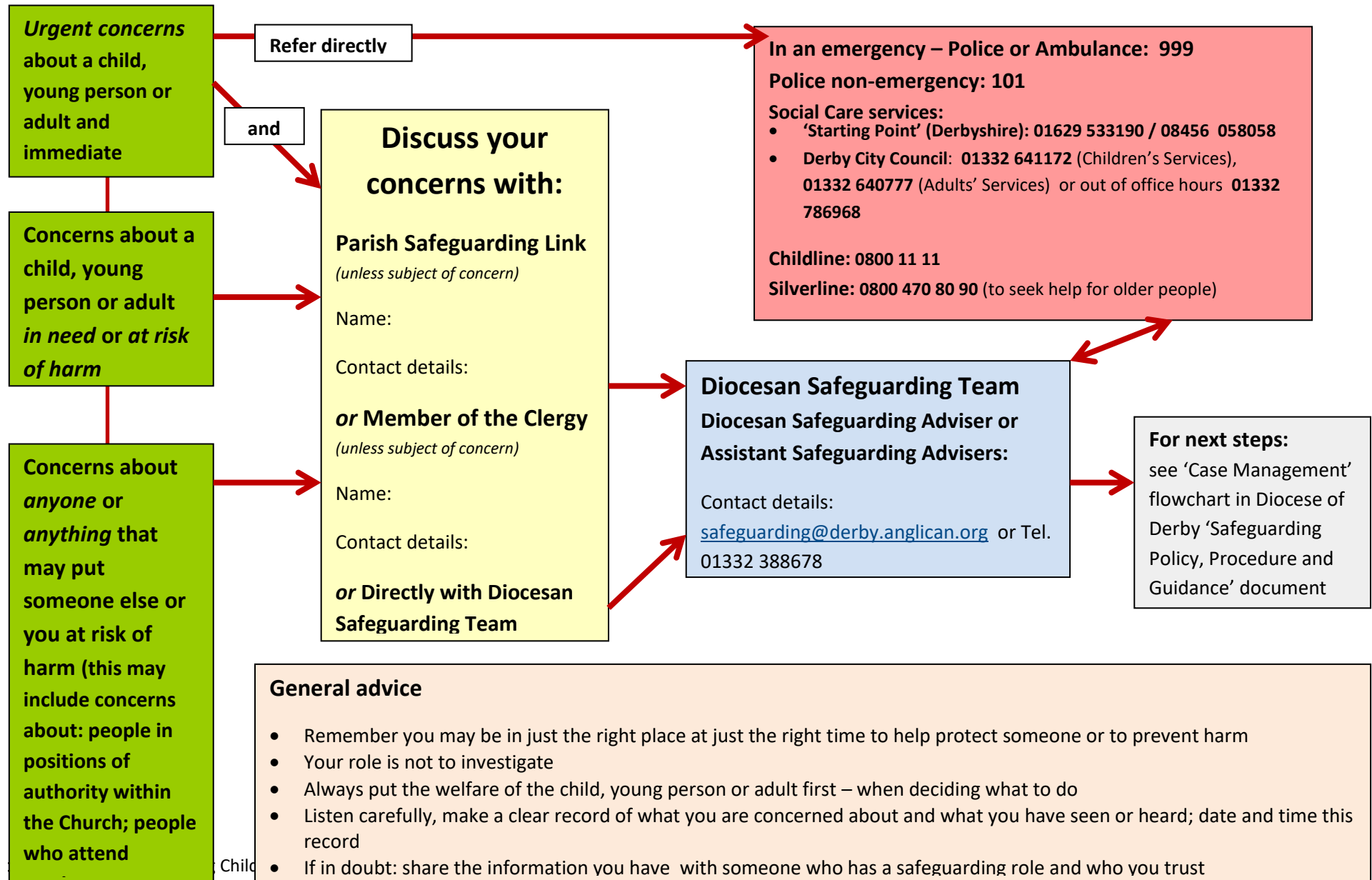
Introduction

Everyone involved in the life, work and activities provided and supported by the Church of England in the Diocese of Derby has a role to play in preventing harm and in protecting and promoting the health and well-being of each other.

Safeguarding – everybody’s responsibility

If anyone has a concern about the well-being or safety of a child, young person or adult – or if anyone has concerns about anyone or anything that may put themselves or others at risk of harm, then they should follow the process set out in the following flow chart (figure 2) ***‘Diocese of Derby Safeguarding: What to do if you have concerns...’*** and the guidance in this document and the national documents listed in section 2, above. This diagram must be displayed in all Churches and buildings where activities associated with the church take place and a downloadable version is available on the safeguarding pages of the Diocese of Derby website www.derby.anglican.org/safeguarding (↔):

Diocese of Derby Safeguarding: What to do if you have safeguarding concerns...



3.4 Safeguarding general responsibilities of key people and groups

Some people have particular *additional* responsibilities as a result of their post, role or position and this section outlines, in general terms, the additional responsibilities of:

- Volunteers and voluntary group leaders
- Parish Safeguarding Links (PSLs)⁸⁸
- PCC members and Parish officers
- Clergy, licensed ministers and church staff
- Archdeacons
- The Human Resources Director and staff
- Members of the Diocesan Safeguarding Team: Diocesan Safeguarding Adviser (DSA), two Assistant Safeguarding Advisers (ASA) and the Safeguarding Administrator
- Members of the Diocesan Safeguarding Management Committee
- The Bishop of Derby

Volunteers:

- To comply with the conditions and statements of roles and responsibilities in their volunteer contract and undertake checks as required <http://www.derby.anglican.org/safeguarding> (↔);
- To promote safe activities and prevent risk of harm to all;
- To undertake all that they do within the guidelines set out in the Diocesan **'Safeguarding Contract and Code of Conduct for all those who work with children and/or adults within the Church'** (See Section 5.3.3) (↔);
- To recognise, respond, report and record any concerns about the safety or well-being of a child, young person or adult following the **'Diocese of Derby Safeguarding: What to do if you have concerns...'** process (Flowchart above);
- To attend training as required by the Diocese (see Section 5.3.7 **Pathway to Safeguarding Training 2016**) <http://www.derby.anglican.org/safeguarding> (↔).

Parish Safeguarding Links:

- The Parish Safeguarding Links (PSL) are the safeguarding leads for children and/or adults within the parish and, with the clergy and licensed ministers, are responsible for promoting this safeguarding policy, procedure and guidance and related documents

within the Parish and ensuring that the PCC approves and adopts the documents annually,

- PSLs should ensure that the ***‘Diocese of Derby Safeguarding: What to do if you have concerns...’*** flowchart is displayed prominently in all churches and church buildings **and** anywhere regular activities, involving children or adults, take place under the auspices of the Church.
- They should ensure that any safeguarding concern is dealt with by the Parish in accordance with the policies of the Church of England and this guidance. In doing so they will ensure that any actions taken by the Parish are agreed, ***in advance***, with the Diocesan Safeguarding Team (DST).
- PSLs need to report annually to their Parish Church Council (PCC) prior to the APCM (and at other times as requested) including a review of safeguarding activity in the previous year and any plans to promote effective safeguarding activity in the Parish over the coming year (PSL proforma) **(see section 5.3.16)**.
- They do not need to be an elected member of the PCC but may be co-opted. They need attend sufficient PCC meetings to enable them to advise the PCC on any safeguarding implications that arise on any agenda items discussed.
- They should collate information regarding those in their Parish who require safeguarding training and liaising with the DST to arrange access to training. The PSLs will maintain local training records which they will share with the DST as required,
- The PSLs should draw to the attention of the PCC any issues arising from Activity Risk Assessments completed either by Church Groups or external groups hiring premises, requiring remedial action.
- Along with the Incumbent and Church Wardens, the PSL will lead on completing the parish Self-Audit tool every 5 years or after 12 months’ of a new Incumbent’s Installation, and report the findings to the PCC.
- The PSLs should ensure that:
 - DBS checks and other aspects in the national practice guidance on ***Safer Recruitment 2016*** (see Section 5.2) are carried out for all relevant volunteers, leaders, and others as appropriate;
 - all volunteers have signed a contract and at least one of the written references must be followed up with direct contact to ensure its accuracy in line with ***‘Safeguarding Contract and Code of Conduct for all those who work with children and/or adults within the Church’*** <http://www.derby.anglican.org/safgeuarding> (↔),

- all relevant volunteers, staff and post-holders (e.g. churchwardens, PCC members and parish officers) have signed to say they have read the '**Safeguarding in the Parish: A Reference Guide 2016**' and that they are able to access the '**Diocese of Derby Policy, Procedures and Practice Guidance**' 2016 and are willing to use them in any work they do within the church.

PCC and Parish officers:

- The PCC is responsible for approving, adopting and promoting the '**Diocese of Derby Policy, Procedures and Practice Guidance**' 2016 and monitoring safeguarding activity in the Parish.
- Safeguarding should be a regular agenda item on the PCC meeting agenda (minimum of three times a year) and the PCC should receive reports of activity from the PSL at the meeting prior to the APCM relating to the previous year's work and planning for the future.
- The PCC should support the PSLs and the clergy in safeguarding matters and ensure that the PSLs has sufficient resources and capacity to undertake their role and responsibilities (this includes providing a mobile phone for use on safeguarding business).
- The PCC should ensure that any issues arising from Parish Self-Audit tool or the Activity Risk Assessments are actioned and/or the Insurers are advised as to the reason why the risk remains,
- The PCC should ensure that there is sufficient Insurance cover relating to public liability, that any policy covers church activities away from parish premises and that the parish insurance policy is kept up to date,
- Ensure that Parish Insurers are aware of any safeguarding issue that might affect the terms of their policy cover,
- Support all those in the parish to access safeguarding training as required.

Clergy, licensed ministers and Church staff

- The incumbent minister has overall responsibility for all that happens in the name of the Church within the parish. Clergy, licensed ministers and Church staff, with the PSLs and the PCC, are responsible for ensuring that the '**Diocese of Derby Policy, Procedures and Practice Guidance**' 2016 is promoted and followed in the parish/benefice.
- The role of PSL is crucial in the effectiveness of safeguarding in the parish and the responsibility for appointing a person to the role lies with the incumbent minister.

- Clergy, licensed ministers and Church staff (along with the PSLs) should ensure that any safeguarding matter is dealt with by the Parish in accordance with the policies of the Church of England and this guidance. In doing so they will ensure that any actions taken by the Parish are agreed, ***in advance***, with the DST.
- Where a decision is taken to deviate from the agreed procedures and guidance, the Parish and/or Clergy should provide the DST with written confirmation from their insurers which clearly states the risk and why the parish wishes to deviate from Diocesan policy and procedure. The letter must confirm that Public Liability cover is not affected.
- Clergy, licensed ministers and Church staff should support the PSLs in their role and provide resources, support and guidance where appropriate.

Archdeacons

- Each Archdeacon is responsible for ensuring that clergy within their particular Archdeaconry comply with safeguarding arrangements and should support the clergy, licensed ministers and Church staff in their safeguarding roles.
- The Archdeacons may be responsible for bringing Clergy Disciplinary Measures against individual clergy or undertaking investigations into the conduct of clergy, where this is brought into question through a complaint or concerns raised by the DST.
- To ensure that each Parish has adopted the '***Diocese of Derby Policy, Procedures and Practice Guidance***' 2016 and completed the Parish Self-Audit tool as part of the parish visitation process.
- The Archdeacons may advise and be advised by the DST in relation to both general and specific safeguarding matters in the parishes for which they are responsible - and more broadly as required.
- The Archdeacon is responsible for ensuring that pastoral care and support arrangements are in place for all of those involved and affected by on-going safeguarding concerns.
- The Archdeacon will attend relevant Case Management Meetings in respect of issues within their Archdeaconry and from time to time represent an Archdeacon unable to attend.
- The Archdeacons will be members of the Safeguarding Management Committee.

Human Resources (HR) Director and staff

- The HR Director and staff are responsible for auditing and monitoring compliance with the requirements for safeguarding training at a Diocesan level and compliance with '**Safer Recruitment 2016**' and DBS checks.
- The HR Director is responsible for selecting, supporting and training all those who have any responsibility for recruitment of office holders and employees including the use and application of the DBS process.
- The HR Director may advise Church staff in relation to employment and related matters including where there are safeguarding concerns.
- The HR Director will sit on the Safeguarding Management Committee.

The Diocesan Safeguarding Team: the Diocesan Safeguarding Adviser (DSA) and Assistant Safeguarding Advisers (ASAs)

- The Diocesan Safeguarding Team (DST) comprises the Diocesan Safeguarding Adviser; two Assistant Safeguarding Advisers and a Safeguarding Administrator and any others appointed to work for the Diocese of Derby within the sphere of safeguarding,
- The Team is led and line managed by the DSA who is appointed and reports to the Bishop of Derby. The day to day line management of the DSA lies with the HR Director.
- The Team's work is accountable to the Bishop and the Safeguarding Management Committee (SMC).
- The Team is responsible for:
 - arranging support for victims of abuse,
 - making parishes and all who work for the Diocese aware of their duty to comply with '**Diocese of Derby Policy, Procedures and Practice Guidance**' 2016 and take all actions needed to ensure this happens,
 - providing guidance, support and advice regarding any safeguarding concern that arises within the Diocese,
 - supporting parishes where a safeguarding issues arises and, for more complex situations, may manage the case, whether current or non-recent,
 - advising and assessing where a DBS check shows a relevant offence or concern,
 - reviewing policies and procedures in the light of changes to national church policy and good practice (from all sources),
 - identifying the safeguarding training needs in the Diocese, ensuring that provision is made for the training to be met and ensuring training is delivered to the agreed plan by suitable trainers,
 - securely maintaining the safeguarding records of the Diocese in accordance with best practice, diocesan and national guidance,

- reporting to the Bishop, the SMC, and other bodies as required,
- ensuring the Diocesan Secretary is aware of allegations or situations which require the Insurance Claims Manager to be notified,
- ensuring that the National Safeguarding Team is alerted to any safeguarding situations likely to attract national media attention or where the issues cross Diocesan boundaries or involve Diocesan/Suffragan/Assistant Bishops,
- ensuring that all allegations relating to staff (paid or voluntary) are reported to the Local Authority where the person was, or is, in a position of trust,
- ensuring that the '**Diocese of Derby Policy, Procedures and Practice Guidance 2016**' are kept up to date and any amendments are communicated to parishes prior to implementation.

Members of the Diocesan Safeguarding Management Committee (SMC)

The Safeguarding Management Committee is comprised of members of the Diocesan staff and independent professional representatives and its purpose is to promote effective safeguarding across the Diocese by:

- monitoring and reviewing procedures and policies relating to the safeguarding of children and adults;
- making recommendations to the Bishop's Council and Diocesan Synod for best practice in the policies and procedures for safeguarding in the Diocese of Derby;
- supporting and providing scrutiny of the work of the DST;
- receiving information relating to quality assurance for all safeguarding procedures and practice in the Diocese;
- receiving regular reports from the DST;
- producing an annual report for the Bishop's Council and Diocesan Synod on the effectiveness of safeguarding work in the Diocese;
 - providing from within its membership a range of expertise to assist in the management of specific cases, training programmes and reviewing policy, procedures and practice guidance.

The full Terms of Reference for the Safeguarding Management Committee can be found at (See section 5 or <http://www.derby.anglican.org/safeguarding>). (↔)

Bishop of Derby and Senior Staff

The overall responsibility for safeguarding within the Diocese rests with the Bishop of Derby, supported by the Diocesan Secretary for the business of the Diocesan Board of Finance and other Diocesan Officers.

The Bishop and Diocesan Secretary have overall responsibility for ensuring that the '**Diocese of Derby Policy, Procedures and Practice Guidance' 2016** are adopted and implemented effectively at all levels of the Diocese; through the provision of adequate resources, effective structures and systems, including those required to audit and assure the quality of safeguarding work.

Note: The Bishop of Derby has a specific role in relation to clergy discipline and therefore may not participate in the process of investigation, where there is a potential for future disciplinary action.

Church schools and academies

Church schools and academies in the Diocese are in contact with thousands of children, young people and their families and have a critical role to play in safeguarding.

The Director of the Board of Education is a member of the Safeguarding Management Committee.

The Department for Education statutory guidance document for all education settings is: '**Keeping Children Safe in Education' 2016** <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>. (↔)

Schools and colleges (whether maintained, non-maintained or independent, including academies and free schools) must comply with this guidance. They are also expected to comply with the Local Safeguarding Children Board <http://www.derbyshirescb.org.uk/> (↔) or <http://www.derbyscb.org.uk/> (↔) arrangements and procedures.

'**Keeping Children Safe in Education' 2016** outlines safeguarding information for all staff (part one) – including helpful information on signs and symptoms of potential abuse, maltreatment and neglect - and all staff must receive a copy of this part of the guidance.

It also provides guidance on:

- the management of safeguarding and the responsibilities of governing bodies and proprietors
- safer recruitment, regulated activity and disclosure and barring (DBS) checks
- managing allegations of abuse made against teachers and other staff

It contains extensive information on legislation; the role of the designated safeguarding lead and various special circumstances including:

- child sexual exploitation (CSE)
- bullying including cyberbullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse

- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering
- preventing radicalisation
- sexting
- teenage relationship abuse
- trafficking

The Diocesan Board of Education and Academies within the Diocese have access to the DST for advice and guidance which should supplement, but not necessarily replace, the relationship that they have with the local authority arrangements.

4) Guidance in relation to *specific* safeguarding activities, tasks and responsibilities

This section of the '*Diocese of Derby Policy, Procedures and Practice Guidance* 2016' is organised in relation to each of the ten key areas of safeguarding work listed in section 3.2 above.

For each aspect there is:

- An introduction,
- An outline of responsibilities and expectations relevant for *everybody* with links to the national procedures and practice guidance documents that must be followed.

Specific relevant guidance and links for all or some of the people in *particular roles* – that, where required, may include:

- Volunteers
- Parish Safeguarding Links
- PCC and parish officers
- Clergy, licensed ministers and church staff
- Archdeacons
- HR Director and Diocesan staff
- The Diocesan Safeguarding Team
- The Safeguarding Management Committee members
- The Bishop

4.1 Promoting positive and safe practice

Introduction

The Church of England's national safeguarding policy statement (section 2 above) includes a commitment throughout the church to 'the care, nurture of, and respectful pastoral ministry with all children, young people and all adults' and 'the establishing of safe, caring communities which provide a loving environment.'

A significant step in achieving this is to promote positive and safe practice across all activities, groups and individuals. There is an expectation that anyone working within the Church will act as an appropriate role model for those who see them as having authority or responsibility through their position in the Church. The strength of the Church's safeguarding arrangements is only as strong as the effective implementation of the process, which often starts and finishes at a parish level.

4.2 Safeguarding specific responsibilities of key people and groups


Everybody:

Each of us has a part to play in upholding and promoting the rights of all individuals to safety, respect, equality of opportunity and access to resources, so long as in doing so, no child, young person or adult is placed at risk of harm.

Promoting positive and safe practice means that:

- we hope for and expect the best of ourselves and of all people but are not naïve about the nature and extent of harm that some people may face or have already faced; particularly those who may be especially vulnerable: because of their age; because of the legacy of past experiences; or because of present circumstances including children and adults who are disabled or are unwell,
- we are not naïve about the risk that some people may pose to others, including in a Church setting or a Christian organisation; from those who may just be visiting; from regular members of congregations or groups; or from those in positions of responsibility. However, if we are an open and welcoming community, this increases the possibility that we may also be welcoming those who may have caused harm to others or may be a current risk.

We all need to:

- be aware of the principles and commitment in the 'safeguarding policy statement' and our Christian values,
- behave in a way that promotes them, complying with the **'Safeguarding Contract and Code of Conduct for all those who work with children and/or adults within the Church'** ,
- act compassionately but to maintain a culture of vigilance and of intolerance to harmful behaviour,
- prevent the risk of harm wherever possible,
- respond in line with the procedures and guidance in this document whenever there are concerns about someone's well-being and safety (including our own) or the behaviour and attitudes of anyone, whatever their role or position,
- challenge behaviour and activities that may put others at risk of harm,
- share information in line with the principles and guidance in section 5.2.10.

A critical aspect of promoting positive and safe practice is to recognise that safer recruitment practice is an essential part of the Church of England's approach to safeguarding. The Church of England

national document: **'Practice Guidance: Safer Recruitment 2016'** (↔) sets out safer recruitment practices for people working or volunteering with children and adults and must be followed in the appointment of all paid and voluntary staff.

The guidance addresses two key areas: the recruitment process and criminal record checks (DBS). The guidance identifies who should undertake a criminal record check in accordance with their role within the Church of England and provides helpful templates for use within parishes and dioceses. This practice guidance must be followed for all appointments along with all appropriate checks, permissions and contracts/agreements completed, before a new volunteer or paid employee starts in role.

Volunteers should:

- have access to *this* policy, procedure and guidance document and the **'Safeguarding Contract and Code of Conduct for all those who work with children and/or adults within the Church'** (↔) and sign to say that they have seen these and agree to follow them,
- ensure group leaders (who may be volunteers themselves) compliance with the steps above,
- sign a contract, and evidence that the volunteer/worker has seen all relevant documents, and the 'Code of Conduct', which should be stored securely within the Parish and be available to the PSL, members of the DST and the Archdeacon (at visitations) for safeguarding audits,
- ensure that all work undertaken with children, young people and adults complies with **Creating Safer Environments** (See section 5.3.4) with regard to specific circumstances such as (ratios, photography guidance, transporting regulations) (↔),
- volunteer or paid leaders should complete **general activity risk assessments** (↔) for their group's activities annually and to complete **specific activity risk assessments** (↔) for occasional activities and pass them for scrutiny to the PSL and PCC,
- ensure that in all the work they do, they follow this guidance for best practice.

Parish Safeguarding Links (PSLs) Should:

- ensure and monitor that the use of **'Practice Guidance: Safer Recruitment' (June 2016)** (↔) across the parish/benefice for all appointments working with children, young people and adults,

- ensure and monitor that volunteers and leaders have signed to say that they have seen *this* document and the **‘Safeguarding Contract and Code of Conduct for all who work with children and adults within the Church’** (↔) and sign to say that they have seen these and agree to follow them,
- retain relevant documents relating to the employment or volunteering role for the duration of the person’s role and after leaving in accordance with the **“Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church” 2015** (↔) and the **Diocesan policy on Safeguarding Record-Keeping 2015** (↔),
- promote a positive attitude to safeguarding and safe practice by:
 - raising awareness,
 - ensuring that the **‘Diocese of Derby Safeguarding: What to do if you have concerns...’** flowchart (Section 3.3. above) poster is displayed prominently in all churches and other relevant buildings,
 - scrutinising general and specific activity risk assessment records completed by group leaders,
 - assist in the completion of specific activity risk assessments relating to individuals.

PCC and Parish Officers Should:

- support the PSLs, volunteers, helpers and leaders in promoting safe and positive practice by reviewing information about the appointment of volunteers, helpers and leaders and their compliance with the **‘Practice Guidance: Safer Recruitment’ (June 2016)** (↔) and the **‘Safeguarding Contract and Code of Conduct for all who work with children and adults within the Church’** (↔) and sign to say that they have seen these and agree to follow them,
- promote a positive attitude to safeguarding and safe practice by:
 - raising awareness,
 - ensuring that the **‘Diocese of Derby Safeguarding: What to do if you have concerns...’** (Section 3.3. above) flowchart poster is displayed prominently in all churches and other relevant buildings.

Clergy, licensed Ministers and Church Staff Should:

- support the PSL, the PCC members, volunteers, helpers and leaders in promoting safe and positive practice by reviewing information about the appointment of volunteers, helpers and leaders and their compliance with the **‘Practice Guidance: Safer Recruitment’ (June 2016)** (↔) and the **‘Safeguarding Contract and Code of Conduct for all who work with children and adults within the Church’** (↔) and sign to say that they have seen these and agree to follow them.

- promote a positive attitude to safeguarding and safe practice by:
 - raising awareness of the **'Diocese of Derby Safeguarding Policy, Procedures and Practice Guidance 2016'** within the parish,
 - ensuring that the **'Diocese of Derby Safeguarding: What to do if you have concerns...'** flowchart poster (See section 3.3 above), is displayed prominently in all churches and other relevant buildings,
- follow the **'Guidelines for the Professional Conduct of the Clergy' 2015**
<https://www.churchofengland.org/about-us/structure/general-synod/about-general-synod/convocations/guidelines-for-the-professional-conduct-of-the-clergy.aspx> (↔)

Archdeacons Should:

- be able to inspect records relating to the safer recruitment of volunteers, helpers and leaders and their signed agreement to follow this guidance document and the **'Safeguarding Contract and Code of Conduct for all who work with children and adults within the Church'** (↔)
- support clergy, licensed ministers and parish staff in promoting a positive attitude to safeguarding and safe practice

HR and senior diocesan staff should:

- ensure that up-to-date guidance and documentation especially relating to safe recruitment practice is available to everyone implementing the recruitment of employed staff and volunteers, helpers and leaders,
- provide advice and guidance to anyone recruiting members of staff on suitable measures for testing suitability of candidates in relation to safeguarding, including model questions,
- monitor, review and audit records relating to safe recruitment, DBS checks etc.

Diocesan Safeguarding Adviser or Assistant Safeguarding Advisers (the DST)

The DSA and ASAs should:

- advise Diocesan staff, officers, Parish Safeguarding Links, clergy and licensed ministers, volunteers and others on how to promote a positive attitude to safeguarding and safe practice,
- bring to the attention of the relevant Diocesan staff, Parish Safeguarding Links, Senior clergy and clergy when the practices within a parish fails to comply with these procedures or where practices are likely to impact on the safety of children, young people or adults,

- provide training on safer working practices and other training that will equip parishes to practice in a way that prevents issues arising through shortcuts or poor practice,

Safeguarding Management Committee should:

- review, monitor and audit compliance with safer recruitment requirements and compliance with the expectations of those in the roles above,
- consider amendments and adjustments needed to the '***Diocese of Derby Safeguarding Policy, Procedure and Practice Guidance 2016***' (↔), arising from specific instances, concerns, trends or complaints highlighted within the DST reports.

Bishops should:

- lead in promoting a positive attitude to safeguarding and safe practice,
- promote the change of culture towards safer worshipping communities within the diocese.

4.3 Preventing the risk of harm

4.3.1 Introduction:

We believe that preventing the risk of harm and the early recognition of potential risk of harm is a vital aspect of effective safeguarding practice – whether this relates to the safe recruitment of staff and volunteers at all levels, to undertaking risk assessments of activities or premises, to raising awareness about the situations and circumstances that can place children, young people and adults at risk of harm – even to individuals having concerns over their own behaviour and seeking help. The key way in which risky situations can be avoided, is to ensure that the good practices developed over many years within the Church, are understood and followed in all our work with children, young people and adults.

Preventing the risk of harm – *everybody*:

Everybody has a role to play in anticipating sources of potential risk of harm: people, places or in relation to policy, procedure or practice including failures to implement them, comply with them or to monitor their effectiveness.

This means that everybody should:

- be aware of situations and circumstances that might put children, young people or adults at risk
- follow safer recruitment process and associated checks within ***‘Practice Guidance: Safer Recruitment’ (June 2016)*** (↔),
- follow actions contained within general or specific activity risk assessments and act with others to reasonably mitigate any risk of harm (***general activity risk assessment*** proforma and or ***specific activity risk assessment*** proforma) (↔),
- act to prevent harm in an emergency so long as in doing so they do not place themselves at risk of significant harm,
- remember that low probability events and situations do, nevertheless, sometimes happen or occur.

4.3.2 Additional guidance for people in *particular roles*:

Volunteers and Leaders should:

- have volunteer helpers’ and leaders’ role descriptions available before a post is publicised, advertised or filled,

- not start work until they have read and accepted the role description and signed the **'Safeguarding Contract and Code of Conduct for all who work with children and adults within the Church'** (↔),
- all volunteers working with children, and some working with adults must complete the **House of Bishop's Confidential Declaration** (↔) and complete a DBS application (if required) before they commence work,
- leaders should bring any concerns that they might have relating to a child, young person or adult (e.g.: whose behaviour or presentation is concerning and which might indicate that they are likely to suffer harm in the future) to the attention of the PSL and Incumbent (unless these people are the person implicated in the concerns),
- all volunteers should have an induction and be subject to a probationary period of not less than 6 months,
- sign that they have seen and will comply with the safeguarding policy and procedures,
- where a potential leader / young leader / worker or helper has grown through the group there should be a minimum age gap of 4 years between the oldest group member and the applicant helper/leader. Leaders should ensure that adult to children ratios are followed as a minimum standard (as detailed in **'Protecting All God's Children'**) (↔),
- volunteer leaders should maintain a list of group attendees at the activity for which they are responsible. These need to be kept for a period of 2 years before being destroyed or if they contain safeguarding information, they should be passed to the DST for retention for 75 years,
- leaders should also ensure the accurate completion, annually, of:
 - information record (PR-holder, emergency contacts, medical etc.)
 - permission forms for; off-site activities, photos, videos (taking and use of and storage) signed and dated by a person who holds parental responsibility for each child participating in children's and youth (U18yrs) activities.

Parish Safeguarding Link should:

- be appointed by the incumbent and the appointment approved by the PCC,
- meet the Diocesan Person Specification/role description for the Parish Safeguarding Link role,

- meet the recruitment and appointment requirements set out in '**Practice Guidance: Safer Recruitment' (June 2016)** (↔) completing a **House of Bishops' Confidential Declaration Form** (↔) and DBS application as appropriate,
- once in role, they are able to validate DBS applications of Volunteer helpers and leaders by completing the **Justification Form** (↔),
- ensure that they attend the safeguarding training in line with the **Pathway to Safeguarding Training 2016**,
- make sure that they attend the specialist PSL training within the first six months of taking on the role and thereafter every three years,
- retain one copy of any **House of Bishops' Confidential Declaration** forms obtained and send a hard copy to the DBS Administrator before the DBS application is completed,
- support those needing help completing the DBS application on-line and promote this as the preferred method of applying for a DBS check in all cases,
- approve all young helpers under the age of 18 years,
- in conjunction with the DSA / ASAs, undertake assessments of risk on volunteers who have blemished DBS certificates,
- ensure that volunteer Leaders and Helpers are aware of Diocesan and other local training availability and ensure attendance as set out in the **Pathway to Safeguarding Training 2016**,
- Keep up-to-date lists of:
 - key holders
 - Church groups
 - external groups using buildings
 - validated leaders
 - Activity Risk Assessments completed
- ensure those hiring church buildings for Regulated Activity have suitably DBS certificated leaders, a Safeguarding Policy, and have completed and shared with the PSL an activity risk assessment document.

PCC and Parish Officers should:

- support the PSL in raising safeguarding issues,

- ensure safeguarding is regularly on agenda (minimum 3 x per year) and time is given to address issues,
- encourage and support attendance on Diocesan Safeguarding training in line with the ***Pathway to Safeguarding Training 2016*** (↔) document,
- ensuring the PSLs have the resources they need e.g.: a lockable filing cabinet to store safeguarding records,
- fund a mobile 'phone for the PSL to use on safeguarding work,
- ensure that those undertaking roles involving work with children, young people or adults who might be considered vulnerable are suitable for their posts, supported in their respected roles and recruited only in line with the Church of England's '***Practice Guidance: Safer Recruitment***' (June 2016) (↔),
- receive, from the PSL, an annual report on safeguarding within the parish,
- ensure that the PSL undertakes the Parish Self-Audit of safeguarding arrangements every 5 years or after 12 months of a new Incumbent being installed,
- ensure that any deficiencies identified within a Parish Self-Audit are addressed by the PCC in a timely manner
- ensure that any issues raised within an Activity Risk Assessment completed by a hirer are considered by the PCC in a timely manner.

Clergy, Licensed Ministers and Church Staff should:

- understand and practice principles of prevention and early intervention, especially the expectations that information about safeguarding matters will be shared at an early stage with the DST and/or the statutory agencies and that the national '***Practice Guidance: Safer Recruitment***' (June 2016) (↔) is followed,
- take a strategic overview of safeguarding work, especially prevention,
- ensure those standing for the position of Churchwarden comply with the 'Churchwarden Measure' 2003 (i.e. that someone is not eligible to stand as a Churchwarden if they have committed offences against a child),
- ensure that when appointing to the role of PSL, they do so against the criteria set out in the role description for PSLs on the Diocesan website (↔).

Archdeacons should:

- ensure that those undertaking roles involving work with children, young people and adults who might be considered as vulnerable are suitable for their posts and supported in their respected roles by the parishes,
- support any parish who find it hard to appoint to the role of PSL and agree with the DST how any vacancy will be managed,
- check that the parish are working on issues identified through the Parish Self-Audit as part of the Visitation process.

Human Resources Director and staff should:

- ensure that a safeguarding question is included in any recruitment interview for a post that is eligible for a DBS check,
- ensure that induction for all new employees and/or volunteers should include the following:
 - a clear job description/role outline,
 - understanding of the disciplinary procedures and behaviour which may result in disciplinary action being taken and/or safeguarding training provided,
 - the conduct expected of them,
 - good practice for the work in which they are involved,
 - understanding of parish/diocesan policies relating to safeguarding, health & safety, expenses etc.,
 - knowledge of level of support being offered,
 - opportunity to raise issues with their line manager or supervisor,
 - identification of any training requirements as set out in the ***Pathway to Safeguarding Training*** 2016 (↔) document.

Diocesan Safeguarding Adviser or Assistant Safeguarding Advisers (DST)

The DSA and ASAs should:

- be recruited in line with ***‘Practice Guidance: Safer Recruitment’ (June 2016)*** (↔), completing the ***House of Bishops’ Confidential Declaration Form*** (↔) and DBS application, as appropriate, and with references obtained from at least one person able to comment on their ability to undertake the duties of the role from an employment perspective,

- not be related to the Diocesan or Suffragan Bishops and, if ordained, should not hold Permission to Officiate within the Diocese to whom they are providing advice (Chichester recommendation),
- be suitably qualified to undertake the role as set out in national policy and procedural guidance and compliant to the role description for Diocesan Safeguarding Advisers,
- have an induction upon commencing the role which includes an introduction to the structure of the Diocese and the national church,
- be managed by Director of HR on a day to day basis (ASAs and DBS Administrator delegated to the DSA),
- ensure that the DSA meets with the Diocesan Bishop at least twice per year,
- ensures that the ASAs receive support and clinical supervision directly from the DSA,
- follow national statutory guidance in relation to their safeguarding work, as well as the Church of England's agreed national practice guidance especially in relation to **'Responding to Serious Safeguarding Situations Relating to Church Officers' (June 2015)** (↔) and **'Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church' (2015)** (↔)
- arrange for professional supervision of the DSA, independent of the Diocese, which will be funded by the Diocese, in line with national policy (PAGC 2010),
- provide advice to the Diocese, in conjunction with the DSA, on any externally completed safeguarding risk assessments.

The Diocesan Safeguarding Management Committee should:

- promote, review, advise and evaluate effective preventative work, relevant policy, procedures, process, practice, training and compliance with this document and the national safeguarding policies, procedures and practice guidance it refers to.

Bishops should:

- be responsible for safe practice as outlined in the House of Bishops' policies relating to safeguarding for children and adults.

4.4 Responding to safeguarding and protection concerns – past/historical, present or potential

Introduction

This section provides guidance that should be followed when *anyone* has concerns about a child, young person or adult's safety or well-being.

As noted, key national government statutory guidance documents should be referred to and followed by all organisations (including voluntary, community and faith-based organisations) – these take precedence over any organisation's own guidance documents (though it is expected that every organisation's guidance documents should be compatible with them):

- **'Working Together to Safeguard Children – a guide to inter-agency working to safeguard and promote the welfare of children.'** 2015
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf
- **'Care and Support Statutory Guidance - issued under the Care Act 2014'. Section 14: Adult Safeguarding** <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance> (↔)

Responding to protection concerns:

Everybody

Everybody is expected to *recognise, respond, report and record* any concerns about the safety or well-being of a child, young person or adult following the process set out in the **'Diocese of Derby Safeguarding: What to do if you have concerns...'** diagram (section 3.3 above).

A safeguarding concern may relate to a *specific* event, incident or situation, or may be linked to a number of events, incidents or situations *continuing over a period of time*.

The key issue is what has, is, or might happen to the child, young person or adult's health, development or well-being, and the degree and immediacy of harm, should drive the urgency of action.

The **'Diocese of Derby Safeguarding in the Parish: A Reference Guide'** (↔) includes a summary of useful definitions and information about signs and symptoms taken from the national documents:

'Working Together to Safeguard Children – a guide to inter-agency working to safeguard and promote the welfare of children' (2015)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf (↔),

'Keeping Children Safe in Education' (2016) <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> (↔) and the **'Care and Support Statutory Guidance - issued under the Care**

Act 2014'. Section 14: Adult Safeguarding <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance> (↔).

To report any safeguarding concern to the Diocesan Safeguarding Team either:

- telephone on: 01332-388678 or e-mail the DST at safeguarding@derby.anglican.org
- complete the on-line reporting a concern screen on the website <http://www.derby.anglican.org/en/safeguarding.html> or
- write to the DST, Derby Church House, Full St. Derby DE1 3DR (only if it is a non-urgent matter, not involving someone's immediate or short-term safety)

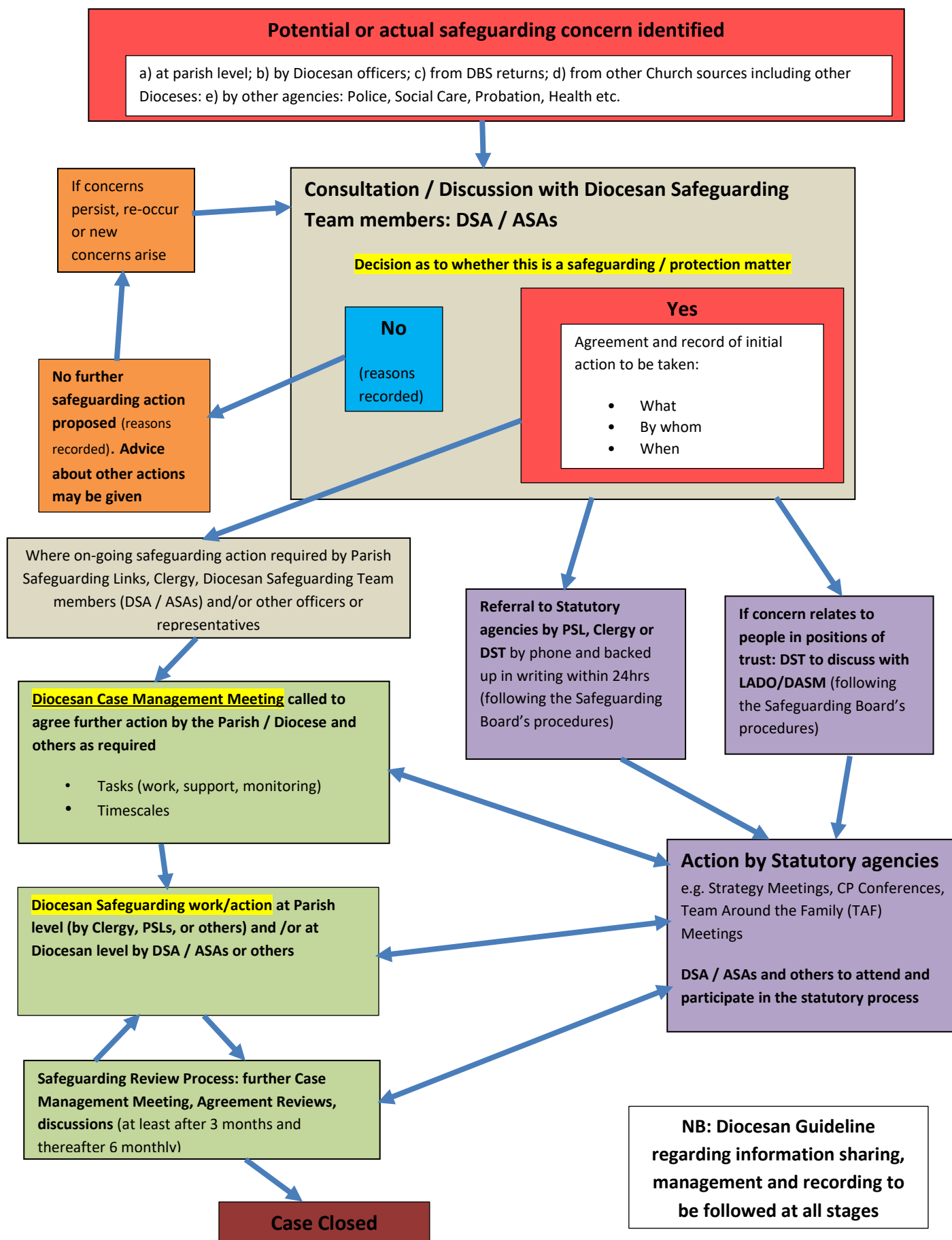
DSA and ASAs (Diocesan Safeguarding Team)

Members of the Diocesan Safeguarding Team (DST) will offer advice and support and the following diagram provides general guidance on the process of response and actions by the DSA, ASAs and other Diocesan staff when they are contacted about *any* safeguarding or protection matter – including situations where someone may not be sure that there is anything to be concerned about.

The figure below shows how they will do this including:

- discussion and advice
- expectations that there will be further contact from the person who has raised concerns with the DST members if a situation is not currently considered to be a safeguarding one but yet may become more serious or persist
- the process of managing a situation in the short and long term
- the process of meetings and reviews
- how 'cases' will be closed
- and, most importantly, the requirement to liaise with statutory agencies such as the police, social care, health care, education and probation services.

Diocese of Derby Safeguarding Case Management



It is important to recognise there may be different levels of concern or risk of harm which may not relate to church officers alone.

The next section of the guidance is divided into two key areas:

- 'Low level' or 'emerging' concerns about the well-being of a child, young person or adult,
- 'Serious safeguarding situations'.

4.4.1 'Low level' or 'emerging' concerns about the well-being of a child, young person or adult

Introduction

The Derby and Derbyshire Safeguarding Children Boards' **'Threshold Guidance'** document https://www.derbyshirescb.org.uk/images/dscb_threshold_guidance_tcm65-277418.pdf (↔) refers to 'low level' concerns or need as:

'Where need is relatively low, individual services, or 'universal' services that are available to all taxpayers may be able to help, and will prevent needs from becoming more serious.'

and 'emerging concerns' as situations: 'when there are concerns about a child's wellbeing or when a child's needs are not clear, not known or not being met and a range of early help services are required.'

This is perhaps also a helpful way to think about adults – where concerns are emerging, consideration should be given to what help someone may need to promote their optimal well-being.

Responding to 'low level' concerns – additional specific guidance for people in *particular* roles:

Everybody

If anyone has 'low level' or 'emerging' concerns about a child, young person or an adult it is advisable to share these and ensure that a record of the concern is kept. Someone else may also have concerns or additional information. If you are a volunteer, then discuss your concerns with a group or activity leader; others should consider sharing concerns with the Parish Safeguarding Link, a member of the clergy or licensed minister or with the Diocesan Safeguarding Team who will advise on what action, if any, is needed.

Derbyshire and Derby local authority have a request for support and an early help assessment process in respect of children and young people and this is set out in the **'Threshold Guidance'** document https://www.derbyshirescb.org.uk/images/dscb_threshold_guidance_tcm65-277418.pdf (↔).

Volunteers should:

- challenge unacceptable comments or behaviour (e.g.: a racist / sexist 'joke', sexualised, threatening, bullying, aggression) at the time, in a way that nurtures understanding and growth,
- provide advice and guidance where possible to ameliorate the concern,
- report low level concerns to the line manager and copy any record to the DST because local authorities and voluntary organisations should be accessing the DST as the initial point of contact for the church.
- inform parents or carers of low level areas of concern relating to children and young people in their care, **only** in conjunction with their Leaders or Parish Safeguarding Link.

Parish Safeguarding Links should:

- offer general advice to volunteer helpers and leaders regarding low level concerns that arise within the Parish,
- inform the DST of any concerns that create a pattern of behaviour which could escalate to a safeguarding concern,
- keep a record of any advice given or received ensuring that a copy is sent to the DST where a pattern emerges (i.e. not required for one -off advice),
- complete a request for support or Early Help Assessment form (for Social Care services) or make a referral to a non-statutory agency as required.

The Diocesan Safeguarding Team

DSA and ASAs should:

- provide on-going advice and guidance to the parishes on individual cases and situations as required,
- pass on information about any general trends or themes to the Diocesan Children's Officer and the Diocesan Youth Officer,
- where the concern arises from a DBS application, the DST will advise the Parish or Cathedral on the applicant's suitability for role.

4.4.2 **Serious safeguarding situations and concerns about a child, young person or adult – general guidance**

Introduction

A *serious* safeguarding situation includes reports of domestic violence and abuse (current or non-recent) and may relate to someone who has:

- behaved in a way that has or may have harmed a child or adult;
- possibly committed a criminal offence against or related to a child or adult; or
- behaved in a way towards a child or adult or presented him or herself in a way that indicates they may pose a risk to children or adults.

(from: **'Responding to Serious Safeguarding Situations.'** June 2015)

<https://www.churchofengland.org/media/2254740/responding%20to%20serious%20situations.pdf>

A significant safeguarding concern may be one where:

- a child, young person or adult may have sustained an injury thought to be non-accidental,
- information suggests that a child, young person or adult may have been subjected to emotional abuse, sexual abuse or neglect (children), psychological, financial, discriminatory abuse or neglect (adults).

The Church of England's national practice guidance document is **'Responding to Serious Safeguarding Situations' (2015)**;

<https://www.churchofengland.org/media/2254740/responding%20to%20serious%20situations.pdf> (↔)

It sets out the processes (shown in the figure below) to follow in *serious* situations where the *cause* of concern is the behaviour or attitude of a *church officer* – past, present or where there is concern about something that they may do. Please note that:

- a 'church officer' is defined on p. 5 of the document as: '...anyone appointed by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.'

So this includes:

- someone licensed or in the paid employment of the Church,
- someone sponsored for training,
- someone who volunteers, helps or leads in work with children, young people or adults.

The national guidance requires that:

‘1.2 This guidance should always be followed when information about a serious safeguarding situation about a church officer is received, irrespective of how information comes to light (for instance, through review of files; media contact; information from alleged victim; information from statutory agency; report from local church).

1.3 If senior diocesan staff are uncertain about whether a situation qualifies as a ‘serious safeguarding situation’ or whether the alleged abuser is a ‘church officer’, advice should be sought from the Diocesan Safeguarding Adviser (DSA); if the DSA is in doubt, he or she should take advice from local Children or Adults Services, or from a National Safeguarding Team adviser.

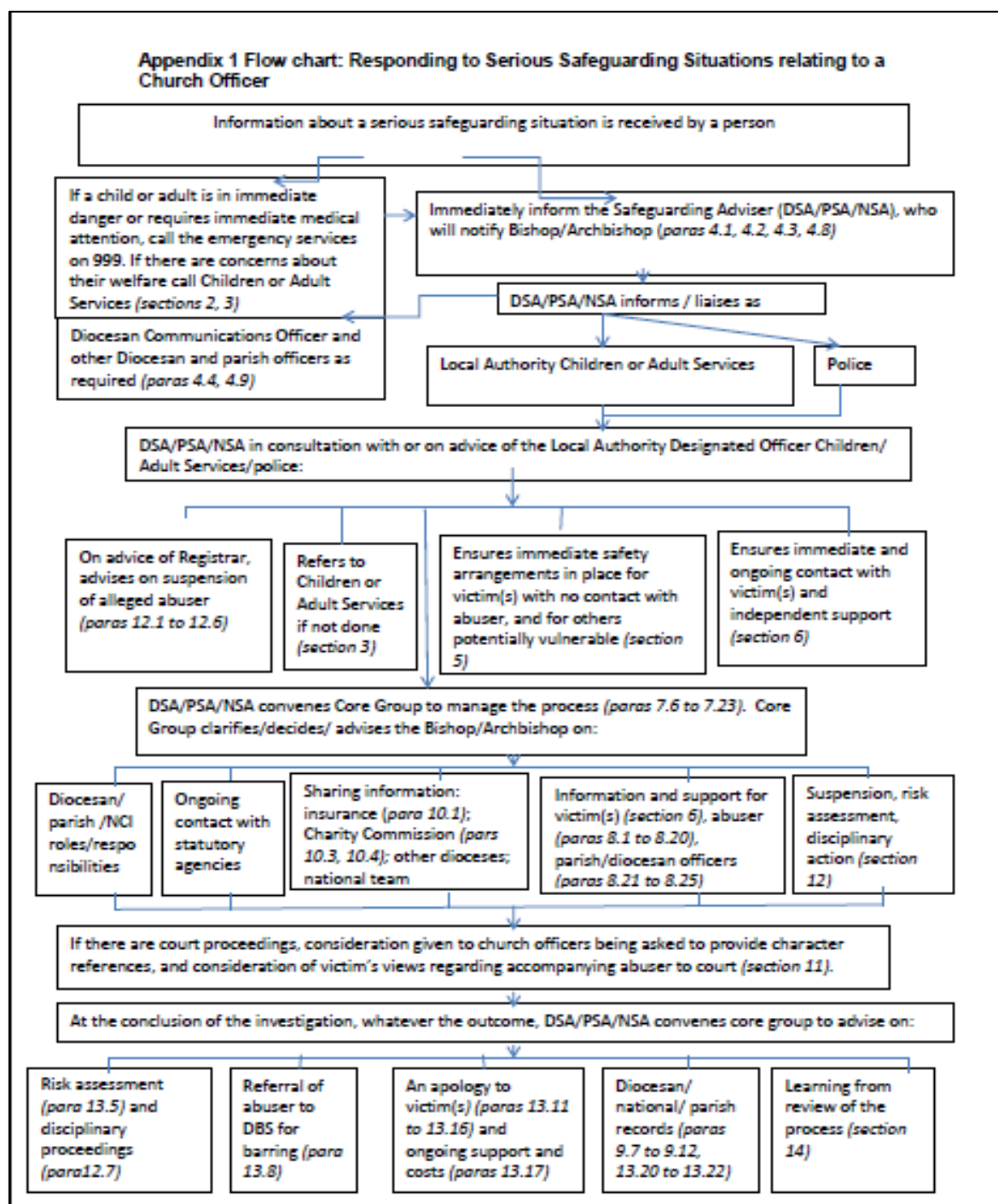
1.4 Failure to adhere to this guidance may leave a child or an adult at risk, and may invalidate the parish’s, diocese’s or National Church Institution’s insurance cover.

1.5 It is intended that clergy and certain relevant others must have due regard to guidance issued by the House of Bishops on matters in relation to safeguarding. If clergy fail to do so, this could be a disciplinary offence.’

The following process must be followed when a serious safeguarding situation relating to a Church officer is identified. This flowchart is complementary to the diagram indicating the activities of the Diocesan Safeguarding Team and particularly focuses on *serious* safeguarding situations.

'Responding to Serious Safeguarding Situations' (2015)

<https://www.churchofengland.org/media/2254740/responding%20to%20serious%20situations.pdf>



Please note that in this document the 'Core Group' meeting referred to in the figure above will be called a 'Diocesan Case Management Meeting' to avoid any confusion with Core Groups defined in the national statutory guidance 'Working Together' 2015 which are co-ordinated by the local authority.

A template agenda for Diocesan Case Management Meetings is provided in Section 5 of this document. (↔)

Whilst the document refers to 'church officers' (including: someone licensed or those in paid employment of the Church; someone sponsored for training; volunteers or leaders and helpers), the practice guidance represents best practice that should be followed where concerns *also* relate to the behaviour or attitude of:

- a member of a congregation or users of services, activities or buildings
- non-church members (everyone has a duty to share information about anyone who they are concerned about who may have experienced harm or may be at risk of harm – or who may have caused, may be causing harm or may cause harm whether they are involved in church-related activities or not).

If in doubt, discuss any concerns with the Parish Safeguarding Link or contact the Diocesan Safeguarding Team.

The full document (***'Responding to Serious Safeguarding Situations' (2015)***)

<https://www.churchofengland.org/media/2254740/responding%20to%20serious%20situations.pdf> (↔) must be consulted and followed. It includes information on:

- Emergency situations
- Pastoral response to alleged victim(s) or survivor(s) and their families
- Management of the serious situation:
- Multi-agency management
- Internal case management and meetings
- Support needs:
- Alleged survivor and families
- Alleged abuser and families
- Those managing the serious situation day to day
- Congregations / parishes in a diocese
- Communications and record keeping:
- Communication and media coverage
- Record keeping
- Information sharing: Insurance and Charity Commission:
- Insurance
- Charity Commission
- Court proceedings
- Disciplinary proceedings

- Suspension for the duration of an investigation
- Disciplinary processes following an investigation
- Outcomes of the investigation of the serious safeguarding situation:
- Range of outcomes for the alleged abuser
- Responses to outcomes
- Risk assessment and risk management
- Disciplinary action
- Referral to the Disclosure and Barring Service
- Response to victims and survivors
- Support for congregation, parish or diocese

Everybody

The following extract provides important information for everybody to follow where there are any serious safeguarding concerns and links with the ***'Diocese of Derby Safeguarding: What to do if you have concerns...'*** flowchart and the guidance for parishes (section 3.3 above)

1. Emergency situations

- 1.1 Anyone receiving information about or observing a serious safeguarding situation where a child or adult is in immediate danger or requires immediate medical attention must call the emergency services on 999. Do not delay.

2. Reporting and communicating with statutory agencies

- 2.1 In most circumstances the DSA for the diocese in which the abuse is alleged to have taken place, should be the prime communicator with statutory agencies, and ensure that there is close collaboration and co-operation between the church and all agencies involved in the situation.
- 2.2 The Local Authority Designated Officer (formerly known as the LADO) may advise that the matter should be reported to Children and/or Adult Services if there are children or vulnerable adults living at (or visiting) the home of the alleged abuser, or may report the matter themselves and inform the police. The DSA will ensure this process happens.
- 2.3 If the decision is made to report to statutory agencies, it should be done immediately by phone and then be followed up in writing, and a record made.
- 2.4 A decision not to refer should be recorded and kept under constant review as the case progresses.
- 2.5 If the threshold for reporting to statutory agencies has not been reached, for example if no criminal offence has been committed, or the alleged harm done to an adult victim

or survivor does not warrant a referral to Adult Services, the Diocese should investigate the matter internally. If after an initial collection of information, the DSA or any senior member of staff considers there is sufficient evidence to consider this a serious safeguarding situation, the situation should be managed according to section 7 of the full document.

Children

- 2.6 All concerns about the welfare of children must be referred to either the police or Local Authority Children's Services without delay.
- 2.7 The advice of the Local Authority Designated Officer for Children's Services should be sought for clarity about whether the threshold for referral has been reached.

Adults

- 2.8 All concerns about the welfare of an adult should be referred to Local Authority Adults Services by either the adult who is an alleged victim or the DSA. The police should also be informed if it is believed a crime has been committed.

Consent of the adult

- 2.9 If possible the referral should be made with the consent of the adult. A record of what has been shared should be kept.
- 2.10 Referrals may be made without consent in the following circumstances:
- i. if the person appears to lack capacity. Anyone can assess capacity; deciding whether a person lacks capacity to make a decision rests with the person with whom the alleged victim is communicating. If there are concerns about capacity because of illness, disability or vulnerability, advice should be sought from the Designated Officer in Adults Services
 - ii. if others are at risk of harm or being harmed and sharing information with statutory agencies may prevent crime(s) from being committed. That is to say, deciding whether the proposed sharing of the information is likely to make an effective contribution to preventing any risk.
- 2.11 For clarity about whether the threshold for referral has been reached, and whether a referral can be made without the adult's consent, the advice of the Designated Officer in Adult Services should be sought.

An adult who alleges abuse as a child

- 2.12 Where an adult discloses abuse which happened to them when they were children, the initial pastoral response to the alleged survivor of abuse should be priority, and exactly as if the abuse were still current. Nevertheless, the risks currently posed by the alleged abuser must be considered, and the DSA/NSA should try to establish whether the alleged abuser is currently in a position where he or she may harm others.

- 2.13 **If the alleged abuser may be in a position to harm others**, the DSA or an Authorised Listener should work with the alleged survivor to agree the format of a referral to the police or Local Authority Children and/or Adults Services. This requires a very sensitive approach especially when the alleged survivor is not at a stage where s/he wishes to disclose the alleged abuser's name or their own name. Whilst giving due regard to the needs of the alleged survivor, priority must always be given to others who may be at risk of harm. The alleged survivor should be made aware of the limits on confidentiality where there is a continuing risk of harm to others.
- 2.14 Once the details of the alleged abuser are known, a referral must be made to the police and Children and/or Adult Services.
- 2.15 If the adult is unwilling at this stage to report to statutory agencies themselves, a report that does not include the name of the alleged victim should be made to statutory agencies by the DSA.
- 2.16 **If there is no known current risk of harm to others from the alleged abuser**, for example, when the alleged abuser is deceased or in prison, either the DSA or the Authorised Listener should work with the alleged survivor to gain his or her consent to report to the police. Such a report may assist police in their enquiries, since there may be other victims, or other associated abusers.
- 2.17 If the alleged survivor does not consent to a report to the police, consideration should be given to whether the information should nevertheless be shared. The key factors in making this decision are necessity and proportionality, and whether the public interest overrides the interest in maintaining confidentiality. If necessary, legal advice should be sought.
- 2.18 The matter may be reported without identifying the alleged survivor to the police, or to Crime stoppers (0800 555 111) or the National Society for the Prevention of Cruelty to Children (NSPCC) (0808 800 5000).

A church officer who discloses that s/he is at risk of harming a child or an adult

- 2.19 If a church officer discloses that s/he is at risk of harming a child or an adult, h/she should be referred to a specialist agency for support in preventing abuse taking place.
- 2.20 Consideration should be given to whether, taking into account the information shared and any known past history, a referral to statutory services is required, and if so, the church officer should be encouraged and supported in making the report him or herself.

- 2.21 A risk assessment of harm to children and/or adults should be carried out on disclosure, following Practice Guidance in Risk Assessment, and appropriate precautionary measures taken.
- 2.22 If the matter reaches the threshold of a 'serious safeguarding situation' this Practice Guidance should be followed. If it is judged that the matter does not reach this threshold, the situation should be kept under review.

Domestic violence and abuse: children and adults

- 2.23 A report to the police and/or Children or Adult Services should be made with the consent of the alleged adult victim of abuse. This may be made by the alleged victim him / herself, or with support from the DSA. If the adult does not consent and children are present in the household, the DSA **will** refer to Children's Services.
- 2.24 If the alleged victim is aged 16 or 17 years, the matter should always be reported to Children or Adult Services.
- 2.25 Whether or not the matter is reported to Children or Adult Services, the alleged victim should be signposted to support from the local Independent Domestic Violence Advocate (IDVA), or from other organisations which are able to offer help and advice on current and future options.
- 2.26 **If a child or children are also members of the household**, and not directly involved in the violence or abuse, they are deemed to be at risk, and a report to Children's Services **will** be made.

The Appendix 2 of '**Responding to Serious Safeguarding Situations' (2015)** <https://www.churchofengland.org/media/2254740/responding%20to%20serious%20situations.pdf> (↔) sets out roles and responsibilities in a serious safeguarding situation for the following and should be consulted for specific detail:

- Diocesan, Provincial, National Safeguarding Adviser
- Diocesan Bishop or Archbishop of the Province
- Area or Suffragan Bishop; Dean of Cathedral
- Archdeacon
- Diocesan Secretary/Chief Executive
- Diocesan or National Director of Communications/Chief of Staff
- Diocesan or Provincial Registrar
- Chair of Core Group

If a risk assessment is required, then this must be undertaken according to the national Church of England practice guidance: ***'Risk Assessment for Individuals who may Pose Risk to Children or Adults'*** (2015) <https://www.churchofengland.org/media/2254753/risk%20assessment%20guidance.pdf> (↔)

4.5 Supporting people who may have experienced abuse or maltreatment

Introduction

'For some survivors the church, usually in its local setting, is already a place of refuge, recovery and healing. We must work towards all churches being such places.'

Rt Revd Paul Butler, Bishop of Southwell and Notts,
The then Chair of the Churches National Safeguarding Committee.

Supporting people who may have experienced abuse or maltreatment:

Everybody should:

Everybody has a responsibility to provide advice and support to someone who is known to have experienced abuse or maltreatment recognising the limits that may be implied by their role and expertise. In particular, careful attention should be given to the wishes and feelings of the individual involved, balanced with: the need to protect others, the requirements of the law and of guidance and good practice regarding information sharing and management (see section5.).

The guidance in ***'Responding Well to those who have been sexually abused (policy and guidance for the church of England' 2011)*** <https://www.churchofengland.org/media/2257646/responding%20well.pdf> (↔) should be followed and this includes information on:

- Needs of those who have been abused,
- Awareness in worship,
- Correcting myths,
- Good practice about sexual abuse:
 - What is sexual abuse?
 - Sexual images on the internet.
 - The impact of sexual abuse.
 - The impact on sexuality.
 - Surviving sexual abuse.
- About disclosures,
- Disclosing can be painful,
- Listening and responding well,
- The impact on listeners,
- 'False' allegations of abuse,
- Police referrals,
- Other important subjects:
 - Disabilities and abuse.

- Spiritual abuse.
- Ritual abuse.
- Cultural abuse.
- Healing and wholeness.
- Parish check list for those with responsibility for pastoral care.

Additionally, ***'Responding to Serious Safeguarding Situations' (2015)***

<https://www.χρηρηφοενγλανδ.org/μεδια/2254740/ρεσπονδινγ%20το%20σεριουσ%20σιτυατιονσ.πδφ> (↔) sets out guidance for the pastoral response to alleged victim(s) or survivor(s) and their families.

Supporting people who may have experienced abuse or maltreatment - additional specific guidance for people in *particular roles*:

Volunteers should:

- Where the alleged abuse occurred outside of the church context, the volunteer may direct the victim/survivor to local or national resources, the person's General Practitioner, or specific issue resource groups as highlighted on diocesan website or at section 5 below.
- They may also refer the issue a Licensed Minister / Reader or the PSLs for them to consider whether pastoral help is available.
- Where the alleged abuse occurred in a church context the volunteer must refer the information straight to the PSL or Incumbent and follow the process as outlined in section 4.3.2 above.

Parish Safeguarding Links should:

- Make sure the DST is aware of disclosure.
- Assist the DST in assessing any risk if the survivor volunteers to work with children or adults within the context of the church.
- Help the Incumbent to identify the suitable person to offer pastoral support to the survivor and to identify any particular situations within the Parish that might create the survivor additional distress.
- Assist the DSA in identifying potential Authorised Listener, if a more local person is needed.
- For those alleging abuse from outside of the church context, the roles are as follows: to ensure that the survivor and or their carer has information about both local and national support networks.

- The PSL may need support from the DSA to identify an appropriate support structure.
-

Clergy, Licensed Ministers and Church Staff should:

- Ensure the regular audit of pastoral care (*Responding Well*, p. 33) in the parish.
- Ensure that worship is conducted in a manner that is aware of implications for survivors (*Responding Well*, pp. 15-16).
- Incumbents and those responsible for pastoral care should contact the DST to access Authorised Listeners.

Human Resources (HR) Director and staff should:

- Know how to access relevant support including Authorised Listeners as appropriate and any accredited Christian and non-Christian counselling services.

The Diocesan Safeguarding Team

DSA or ASAs should:

- Support the Parish or Cathedral staff in identifying an appropriate support for anyone alleging abuse from within the church. This may include accessing any National Church support scheme or an Authorised Listener or independent counselling/support provider.
- Advise the Parish or Cathedral on when to inform the Parish/Cathedral or Diocesan Insurers and liaise with other DSA's where the alleged perpetrator has practiced in other Dioceses.
- The DST will offer advice about the survivor and their suitability to assist with specific roles and tasks that might prove problematic within a church context.
- The DST will advise any survivors regarding options of support outside of the church. Primarily this will either be through the Universal services or voluntary sector but funding by the church is not to be expected. However individual parishes may choose to use their funds at their discretion.

4.6 Managing and supporting offenders and those who may pose a risk

Introduction

As noted in section 4.2 it is important that we are not naïve about the risk that some people may pose to others – including in a Church setting or a Christian organisation – from those who may just be visiting, from regular members of congregations or groups, or from those in positions of responsibility. If we are an open and welcoming community, this opens up the possibility that we may also be welcoming those who may have caused harm to others or may be a current risk.

Whilst we wish to believe in the capacity for individuals to change, patterns of offending behaviour can be complex and the motivation to offend may be powerful - beyond someone's wish or ability to control. Perhaps we also need to be cautious about assuming an uncritical link between repentance, forgiveness and behavioural or attitudinal change.

We also perhaps need to be cautious about the use and abuse of power and dynamics of 'grooming' and manipulative behaviour. Friends, relatives, adults, leaders, congregations, organisations and institutions (as well as children or those who may be particularly vulnerable) can potentially be 'groomed', which can reduce vigilance and an adequate protective response to potential or actual risk of harm to children, young people or adults.

This does not mean that we do not act with compassion, respect and politeness to those who, for complex reasons, may pose a risk to others. In assessing that risk the Church of England will use the civil burden of proof, 'On the balance of probability'. It is well known that our justice system is rightly weighted towards the defence and in a criminal court system, conviction is only secured if the jury is convinced 'Beyond all reasonable doubt'. It is for this reason that assessments of risk will focus on how risk can be managed so that everyone (including the subject of the assessment) can be protected and the church setting a safe worship environment for all.

Managing and supporting offenders and those who may pose a risk:

Everybody should:

The Church's national practice guidance in '**Responding to Serious Safeguarding Situations**' (2015) should be followed <https://www.churchofengland.org/media/2254740/responding%20to%20serious%20situations.pdf> (↔)

It includes information and advice on:

- Outcomes of the investigation of the serious safeguarding situation.
- Range of outcomes for the alleged abuser.
- Responses to outcomes for attendance at church.
- Risk assessment and risk management.

- Disciplinary action.
- Referral to the Disclosure and Barring Service.
- Response to victims and survivors.

The process set out in the ***‘Diocese of Derby Safeguarding: What to do if you have concerns...’*** flowchart and the guidance for parishes (section 3.3 above) should also be followed along with the additional practice guidance in ***‘Risk Assessment for Individuals who may Pose Risk to Children or Adults’*** (2015) <https://www.churchofengland.org/media/2254753/risk%20assessment%20guidance.pdf> (↔) which includes sections relating to:

- What can the subject of the assessment expect?
- What can victims or survivors expect?
- What should be taken into account in the assessment?
- What should be included in the risk management plan?
- How will the management plan and/or agreement be implemented?
- When should a plan or agreement be reviewed?

4.7 Managing information, confession, confidentiality and consent

Introduction

In an analysis of serious cases going back to the 1940s by Galilee (for the Scottish Parliament 2005), the failure to share information is one of a number of themes that are identified as recurring consistently and are potentially responsible for adding to the risk to children and young people and playing a critical part in contributing to the many tragic outcomes triggering reviews and public enquiries.

Managing information:

Everybody should:

When managing information, including recording and sharing it with others, the following seven ‘golden rules’ should be followed. They are taken from the Government’s information sharing guidance (2009), updated March 2015 <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice> (↔)

- 1) Remember that the Data Protection Act is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately.
- 2) Be open and honest** with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

- 3) **Seek advice** if you are in any doubt, without disclosing the identity of the person where possible.
- 4) **Share with consent where appropriate** and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
- 5) **Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- 6) **Necessary, proportionate, relevant, accurate, timely and secure:** Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- 7) **Keep a record** of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Similarly, the Information Commissioner's Office provides useful general advice https://ico.org.uk/media/1068/data_sharing_code_of_practice.pdf (↔) and everybody is expected to follow the **Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church** (2015) <https://www.churchofengland.org/media/2254792/safeguarding%20joint%20practice%20guidance%20-%20safeguarding%20records.pdf> (↔)

The Diocese of Derby has a comprehensive guidance document (**'Diocese of Derby: Safeguarding Record.'** July 2015) (↔), that seeks to set out what should be recorded in relation to safeguarding concerns. It provides a **Diocesan Case Record** proforma (↔) to be used for recording all safeguarding issues and sets out the Diocese's expectations and good practice concerning the:

- nature of the actual recording
- requirements for the safe storage and processing of this data
- what information can be shared

It contains information on:

- Principles of good safeguarding recording
- Sharing information
- Capacity and consent
- Confidentiality
- Confession
- What should be recorded
- Safeguarding records, storage, access, confidential emails, archive and retention policy
- A model template for safeguarding records including a 'Confidential Incident / Concern Report Form' (↔).

4.8 Responding when complaints are made about the safeguarding work that we do (a complaints procedure)

Introduction

We believe that the best approach to manage complex safeguarding issues is to follow this ***‘Diocese of Derby Safeguarding Policy, Procedures and Practice Guidance’2016*** and the national statutory and Church of England practice guidance documents adopted and endorsed by Diocesan Synod. In doing so we seek always to act in the best interests of those who may be vulnerable, are at risk or who have experienced abuse, maltreatment or neglect. We aim always to act compassionately and respectfully to all, whether at individual, interpersonal, parish, community or Diocesan levels.

We recognise, however, that individuals may have concerns and complaints at the way a safeguarding matter is handled and it is not always easy to find the right balance between ‘doing too much, too soon’ or ‘doing too little, too late’. There may be other difficult aspects of safeguarding practice or services in the Diocese that cause concern or complaint; such as the degree of support or supervision available; the nature of advice given, or in relation to the content and process of training or the ability to access training.

This is why it is important that the Diocese has a complaints procedure and is determined to continue to learn from our safeguarding work, identifying areas for further improvement and development in our practice, our processes and our systems (including the way complaints are handled).

In managing complaints, we seek to embody the principles promoted by the ‘Parliamentary and Health Service Ombudsman’:

- 1 Getting it right
- 2 Being customer (*) focused
- 3 Being open and accountable
- 4 Acting fairly and proportionately
- 5 Putting things right
- 6 Seeking continuous improvement

(*) a ‘customer’ is anyone who has contact with the Church: who attends services or groups, who uses buildings.

The full ‘Parliamentary and Health Service Ombudsman’ ‘Principles of Good Complaint Handling’ document can be found by following this link to our supporting documents or at the website: http://www.ombudsman.org.uk/_data/assets/pdf_file/0005/1040/0188-Principles-of-Good-Complaint-Handling-bookletweb.pdf
(↔)

Responding when complaints are made about the safeguarding work that we do

Everybody should:

- follow the '**Diocese of Derby Complaints Procedure 2015**' (↔),
- send the complaint (in writing or verbally) initially to the DST who will try to resolve the issue or concern informally,
- if they are unhappy with the initial response to their complaint escalate their concern to the next level (as per the Complaints process).

4.9 Ensuring confidence and competence through training and development

Introduction

Effective safeguarding perhaps requires both comprehensive policies, procedures and guidance and competent and confident people to put them into practice on a daily basis; using judgement, assertion, tenacity, sensitivity and compassion.

The Diocese is committed to providing training and support to build the confidence and competence of everyone who may play a part in protecting children, young people and adults and promoting their well-being. The Church of England's **National Learning and Development Framework** https://www.churchofengland.org/media/2433675/practice_guidance_-_safeguarding_learning_and_development_framework_dec_15.pdf (↔) provides details of the training available from the church and has been placed for adopted by the Diocese of Derby within the Pathway to Safeguarding Training 2016 document (↔).

Ensuring confidence and competence through training and development

Everybody should:

Everyone is expected to meet the minimum training requirement for their role and levels of responsibility as outlined in the **Pathway to Safeguarding Training 2016** document (↔). With the assistance of the parishes, the Diocese will undertake an audit of who should have training, monitor take up of training and keep records of those who have received training. A church officer's ability to continue in their role may be dependent on their keeping safeguarding training up-to-date. It is the responsibility for those in leadership roles to monitor people's competence but also to promote and enable access to safeguarding training and to monitor its take up and impact on practice.

Training expectations, linked to role and responsibilities, are set out in the ***Pathway to Safeguarding Training 2016*** document (↔) which will be reviewed and revised regularly by the Diocesan Safeguarding Team and reviewed by the Diocesan Safeguarding Management Committee.

A safeguarding training programme of specific specialist courses and events will be published annually to supplement the Core modules contained within the Learning and Development Framework. All training courses will be available via the School of Formation pages of the Diocesan website.

Parish Safeguarding Links should:

- keep a list locally of those who have completed Diocesan Safeguarding Training,
- promote attendance at the Diocesan training courses provided locally,
- assist with delivering (alongside the DST) the basic safeguarding training in their parish,
- consider additional training to become a Safeguarding Lead within the Deanery.

The Diocesan Safeguarding Team

DSA and ASAs should:

- ensure that all safeguarding training is delivered in line with the ***Safeguarding Learning and Development Framework*** principles,
- ensure that all training is co-delivered,
- keep all training materials up to date and relate examples and statistics to local communities where possible,
- inform the PSL of any concern arising from the response within training of a volunteer helper or leader,
- advise the Archdeacon of any Clergy or Licensed Minister not willing to engage in the training provided,
- advertise additional training provided by the Local Adult or Children's Safeguarding Boards and other voluntary
- statutory agency training that might be available to the parishes.

Area Deans should:

- promote Diocesan training opportunities provided by the Diocese,
- appoint three Safeguarding Leads per Deanery (of which one will be an ordained minister) who will assist in the delivery of basic training alongside the DST,
- inform the DST of any local need for training that is not included in the Pathway to Safeguarding Training document.

4.10 Assuring the quality of our safeguarding work (governance and quality assurance)

Introduction

Individuals, whether members of congregations; users of groups and buildings and other church resources; whether those with specific responsibilities for safeguarding within the Diocese or through the Local Safeguarding Children Boards and Local Safeguarding Adults Boards; those representing local services such as the police, probation, health and social care or those representing national Church and other bodies – all need to have confidence in the quality of our safeguarding work. The Diocese needs to be able to demonstrate its commitment to safeguarding through governance and quality assurance processes that are transparent, testable and can be evidenced.

Assuring the quality of our safeguarding work

Everybody should:

Everybody has a role to play in assuring their own and others' practice and should raise any concerns that they have about policy, process, procedure and practice. Not to do so may tip the balance towards risk and danger for people and away from safe practice that protects everyone.

The Diocese is developing a Whistleblowing Policy which will be added as soon as it is completed. In addition to that policy, any individual unable to raise concerns directly with the Diocese is encouraged to contact the National Safeguarding Team <https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults.aspx>.

Assuring the quality of our safeguarding work – additional specific guidance for people in particular roles:

Volunteers and groups should:

- ensure that volunteers in their own practice adhere to ratios and minimum standards and report concerns to line manager. Everyone is expected to challenge unsafe practice issues directly and share information about any safeguarding to the PSL or the incumbent or licensed minister,
- ensure that no member of staff is asked to undertake duties in an unsafe environment. Leaders will challenge unsafe practice issues directly and share information about any safeguarding concerns to the PSL or the incumbent or licensed minister.

Parish Safeguarding Links should:

- keep a list of validated leaders and helpers in their Parish,
- check that any groups engaging in work with children or adults (considered as vulnerable) who hire Parish premises, have a suitable safeguarding policy, that the leaders have an appropriate DBS certificate and that the group leader signs an appropriate hire agreement form including conditions for having keys to buildings,
- check that any group hiring church premises for Regulated activity has completed and submitted an activity risk assessment form before the event and in sufficient time to allow the PCC to take corrective action on risks identified and their responsibility,
- keep a list of all key holders to church premises,
- ensure that the PCC has taken out appropriate public liability insurance,
- report annually to the PCC on the implementation of safeguarding policy within the Parish,
- ensure that the report to the PCC is sent to the DST,
- assist the DST to keep an up-to-date record of everyone who should undertake safeguarding training and who has completed the appropriate training,
- ensure that all volunteer helpers/leaders have completed appropriate training.
- undertake a Parish Self-Audit of Safeguarding arrangements every 5 years or after 12 months of a new Incumbent's installation.

PCC and Parish Officers should:

- have 'safeguarding' as a standing item on the PCC agenda and, where appropriate: review any safeguarding activity that has taken place; review training take up; consider

the effectiveness of the implementation in practice of this guidance document and those it links to,

- review compliance with the expectations of Parishes set out in section 4.6 of 'Protecting All God's Children' (2010) by drawing up an Action Plan from the Parish Self-Audit and ensure that actions identified are completed in a timely manner,
- ensure the latest Parish Self-Audit Form is available for the Archdeacon to consider as part of the visitation process.

Clergy, Licensed Ministers and Church Staff should:

- be responsible, if an Incumbent, for good governance across the parish (e.g. passing of policies through PCC), and ensuring that PCC has proper oversight of Safeguarding arrangements,
- be responsible, if a Licensed Minister, for supporting this process of PCC oversight.
- Ensure, if a Church Workers that any delegated responsibilities are completed with due diligence.

Archdeacons should:

- ensure that Parishes have appropriate policy documents and safeguarding arrangements as part of the Parish Visitation process,
- ensure that Area Deans and clergy are familiar with their safeguarding responsibilities and have completed their respective training requirements through the ***Pathway to Safeguarding Training 2016*** (↔) process.
- ensure that safeguarding issues are raised, as appropriate, within the senior leadership meetings.
- brief the DST when advice is sought regarding a parish or religious community,
- contribute to discussion and advise the Safeguarding Management Committee in respect of Diocesan and Parish arrangements that might affect future safeguarding developments.

Human Resources (HR) Director and Staff should:

- have responsibility for ensuring any new and revised policies are approved through 'relevant bodies' e.g. PCC, JCC, Bishops Council, Diocesan Synod, Business Committee and the Safeguarding Management Committee.

Diocesan Safeguarding Team

The DSA and ASAs should:

- assess the Diocesan safeguarding policies and advise when they do not conform to the national policy and good practice guidelines,
- receive individual Parish policies to ensure that they conform to the Diocesan procedures and national policies,
- report annually to the Safeguarding Management Committee on the safeguarding arrangements within the Diocese,
- evaluate all safeguarding training provided by the Diocese to ensure that it meets the requirements of the LSCB ('Working Together' 2015) and LSAB, as well as the National Learning and Development Framework,
- ensure that the Diocese has a system in place for reporting concerns to the statutory agencies and for responding to concerns about the abuse of children or adults who are considered vulnerable,
- ensure that every concern of harm reported to the DST is included within the annual safeguarding return for the National Church,
- ensure that the Diocesan safeguarding procedures are kept up to date and any amendments are communicated to parishes prior to implementation.

The Diocesan Safeguarding Management Committee should:

- promote, review, advise and evaluate effective safeguarding policy, procedures, process, practice, training and provision in the Diocese by receiving reports from the DST and others in the diocese, and by reporting analysis of these to the Bishop's Council,
- ensure that the Sub-groups (training, policy and procedures group and the 'case advisory group') meet as required,
- review statistics. and responses and implications for further developing policies, procedures, practice, processes and training,
- contribute to development and action plans.

Bishops should

- appoint an independent chair of the Safeguarding Management Committee,
- meet with the Independent Chair at least twice per year,

- meet with the DSA at least twice per year,
- participate and be a member of the Safeguarding Management Committee
- any issues and developments are actioned within the senior leadership team

4.11 Continuing to develop effective safeguarding work in the Diocese (review and development)

Introduction

It is important that we continue to develop effective safeguarding work in the Diocese and that this development is informed by changes in legislation; policy and procedure; information from reports or reviews; best practice guidelines; suggestions from a national and local perspective including lessons learned from safeguarding activities and practice.

Continuing to develop effective safeguarding work in the Diocese

Everybody should:

Information, insight and lessons learned from the quality and assurance and governance processes in section 4.9 need to be used to inform action plans with 'SMART' goals (goals that are specific, measurable, achievable, relevant and time-bound) at every level of activity in the Diocese: Parish, Deanery, and for all relevant groups or bodies: PCC, Deanery Synod, Safeguarding Management Committee, Cathedral Chapter, Bishop's Leadership Team and Bishop's Council, and Diocesan Synod.

Ideally these plans should be complementary and shared so that, together, a comprehensive picture of the continuing development of safeguarding work across and within the whole Diocese could be demonstrated.

Continuing to develop effective safeguarding work in the Diocese – additional specific guidance for people in *particular roles*:

Parish Safeguarding Links should:

- report annually to the PCC, including a review of work in previous year and approval for the work in the coming year,
- ensure that any concerns or identified areas for development are shared with the DST or others as appropriate.

PCC and Parish officers should:

- include safeguarding as a standing item on PCC agenda,
 - Referrals.
 - On-going activity (anonymised).
 - Safeguarding Agreements (numbers only).
 - Training.
 - Raising awareness of congregations and service users.
- ensure that any concerns or identified areas for development are shared with the DST or others as appropriate,
- complete a Parish Self-Audit once every five years or after twelve months of a new Incumbent being installed.

Clergy, Licensed Ministers and Church Staff should:

- ensure that any concerns or identified areas for development are shared with the PSL, the PCC, the DST or others as appropriate.

Archdeacons should:

- include safeguarding as an area for review in the Parish Visitation process.

Human Resources (HR) Director and staff should:

- participate in the review of Safeguarding policies and training to ensure all policies, procedures and training is fit for purpose.

Diocesan Safeguarding Team

DSA and ASAs should:

- undertake periodic reviews of how parishes have implemented safeguarding arrangements using the Parish Self-Audit tool,
- complete an annual safeguarding return for the National Safeguarding Team on safeguarding arrangements within the Diocese,
- identify any local trends and include them in the annual report to the SMC, Bishop's Council and Synod as appropriate,
- share examples of good practice derived from other Dioceses with the SMC,

- ensure that the Diocesan procedures are updated and amended in line with any national legislation, Church of England policy and local safeguarding arrangements.

The Safeguarding Management Committee should:

- promote, review, advise and evaluate effective safeguarding policy, procedures, process, practice, training and provision in the Diocese and the setting of the Diocese's strategic direction/development in relation to safeguarding matters.

Bishop should:

- review structure and resources for safeguarding work – to ensure fitness for practice,
- promote and support development plans to ensure the continuing development of safeguarding work.

5) Appendices: essential documents referred to directly in this guidance, links and additional supporting documents

5.1: Key national safeguarding documents

5.1.1: 'Working Together to Safeguard Children – a guide to inter-agency working to safeguard and promote the welfare of children.' 2015

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

Appendix C of 'Working Together' 2015 has a series of hypertext links to supplementary guidance on particular safeguarding issues:

- Safeguarding children who may have been trafficked
- Safeguarding children and young people who may have been affected by gang activity
- Safeguarding children from female genital mutilation
- Forced marriage
- Safeguarding children from abuse linked to faith or belief
- Radicalisation - Prevent strategy
- Radicalisation - Channel guidance

- Use of reasonable force in schools
- Safeguarding children and young people from sexual exploitation
- Safeguarding Children in whom illness is fabricated or induced
- Preventing and tackling bullying
- Safeguarding children and safer recruitment in education
- Information sharing: advice for practitioners
- Keeping children safe in education
- Safeguarding Disabled Children: Practice guidance
- Department of Health / Department for Education: National Service Framework for Children, Young People and Maternity Services
- What to do if you're worried a child is being abused: advice for practitioners

and guidance issued by other government departments and agencies:

- Foreign and Commonwealth Office / Home Office: Forced marriage
- Ministry of Justice: Guidance on forced marriage 107
- Home Office: What is domestic violence?
- Department of Health: Responding to domestic abuse: A handbook for health professionals
- Public Health England: Supporting information for developing local joint protocols between drug and alcohol partnerships and children and family services
- Home Office: Guidance on teenage relationship abuse
- Home Office: Guidance on offences against children
- Department of Health: Violence against Women and Children
- Arrangements to Safeguard and Promote Children's Welfare (original title "Every Child Matters" statutory guidance to the UK Border Agency under s.55 of the Borders, Citizenship and Immigration Act 2009).
- Department of Health: Good practice guidance on working with parents with a learning disability
- Home Office: Circular 16/2005 - Guidance on offences against children
- Home Office: Disclosure and Barring Services
- Child protection and the Dental Team – an introduction to safeguarding children in dental practice
- Ministry of Justice: Multi Agency Public Protection Arrangements guidance
- Ministry of Justice: HM Prison Service Public Protection Manual
- Ministry of Justice: Probation service guidance on conducting serious further offence reviews Framework.
- Home Office: Missing Children and Adults - A Cross Government Strategy

- Department of Health: Recognised, valued and supported: next steps for the Carers Strategy November 2010
- Department of Health: Carers Strategy: Second National Action Plan 2014-2016
- Ministry of Justice: Achieving Best Evidence in Criminal Proceedings: Guidance on interviewing victims and witnesses, and guidance on using special measures
- Department of Health: Mental Health Act 1983 Code of Practice: Guidance on the visiting of psychiatric patients by children

Guidance issued by external organisations

- BAAF: Private fostering
- Royal College of Paediatrics and Child Health: Safeguarding children and young people: roles and competences for health care staff - Intercollegiate document, March 2014
- General Medical Council: Protecting children and young people - The responsibilities of all doctors
- Royal College of General Practitioners: Safeguarding Children and Young People: The RCGP/NSPCC Safeguarding Children Toolkit for General Practice
- Royal College of Nursing: Looked after children - Knowledge, skills and competences of health care staff (Intercollegiate role framework)
- NICE: Guidance on when to suspect child maltreatment

5.1.2: 'Care and Support Statutory Guidance - issued under the Care Act 2014'. Section 14: Adult Safeguarding

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/366104/43380_23902777_Care_Act_Book.pdf

5.1.3: 'Keeping children safe in education - Statutory guidance for schools and colleges.' June 2016

[Human Rights Act 1998](#)

5.1.4: 'Information sharing - advice for practitioners providing safeguarding services to children, young people, parents and carers' March 2015 HM Government

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf

5.1.5: 'When to Suspect Child Maltreatment' NICE guidelines. Issued July 2009, modified March 2013

<http://www.nice.org.uk/guidance/cg89/resources/guidance-when-to-suspect-child-maltreatment-pdf> and

Guidance for the public: <http://publications.nice.org.uk/when-to-suspect-child-maltreatment-ifp89>

Additional supporting documents

5.1.6: 'Mental Capacity Act 2005 – Code of Practice'

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/224660/Mental_Capacity_Act_code_of_practice.pdf

5.1.7: 'Mental Capacity Act 2005 – Making Decisions when You Can't'

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/365631/making_decisions-opg601.pdf

5.1.8: Human Rights Act 1998

<http://www.legislation.gov.uk/ukpga/1998/42/contents>

5.1.9: Data Protection Act 1998

<http://www.legislation.gov.uk/ukpga/1998/29/contents>

5.1.10: Freedom of Information Act 2000 *summary and link* ICO.org.uk

<http://www.legislation.gov.uk/ukpga/2000/36/contents>

5.2: National Church of England documents

Useful Contacts

National Safeguarding Adviser:

Graham Tilby

Tel:

0207 898 1330

Email:

graham.tilby@churchofengland.org

Case Work Manager:

Moira Murray (P/T)

Tel:

020 7898 1477

Email: moira.murray@churchofengland.org or
 Email: safeguarding@churchofengland.org

Policy Manager: **Heather Reid**
 Tel: 020 7898 1000
 Email: heather.reid@churchofengland.org

Training and Development: **Lisa Clarke**
 Tel: 020 7898 1000
 Email: lisa.clarke@churchofengland.org

Policy statements

5.2.1: 'Promoting a Safe Church - Policy for safeguarding adults in the Church of England' 2006

<https://www.churchofengland.org/media/37405/promotingasafechurch.pdf>

5.2.2: 'Protecting All God's Children - The Policy for Safeguarding Children in the Church of England' 4th Ed. 2010

<https://www.churchofengland.org/media/37378/protectingallgodschildren.pdf>

5.2.3: 'Responding Well to those who have been Sexually Abused – Policy and Guidance for the Church of England' 2011

<https://www.churchofengland.org/media/2257646/responding%20well.pdf>

5.2.4: 'Responding to Domestic Abuse - guidelines for those with pastoral responsibility' 2006

<https://www.churchofengland.org/media/2097503/domestic%20abuse.pdf>

Practice guidance

5.2.5: 'Responding to Serious Safeguarding Situations' (2015)

<https://www.churchofengland.org/media/2254740/responding%20to%20serious%20situations.pdf>

5.2.6: 'Risk Assessment for Individuals who may Pose Risk to Children or Adults (2015)

<https://www.churchofengland.org/media/2254753/risk%20assessment%20guidance.pdf>

5.2.7: 'Safer Recruitment' (2016)

<https://www.churchofengland.org/media/2254766/safeguarding%20practice%20guidance-%20safer%20recruitment.pdf>

5.2.8: 'Safeguarding in Religious Communities' (2015)

<https://www.churchofengland.org/media/2254779/safeguarding%20practice%20guidance-%20safeguarding%20in%20religious%20communities.pdf>

5.2.9: 'Safeguarding Learning and Development Framework' (2016)

https://www.churchofengland.org/media/2433675/practice_guidance_-_safeguarding_learning_and_development_framework_dec_15.pdf

Joint Practice with The Methodist Church

5.2.10: 'Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church' (2015)

<https://www.churchofengland.org/media/2254792/safeguarding%20joint%20practice%20guidance-%20safeguarding%20records.pdf>

5.2.11: 'Safeguarding Guidance for Single Congregation Local Ecumenical Partnerships' (2015)

<https://www.churchofengland.org/media/2254805/safeguarding%20joint%20practice%20guidance-%20leps.pdf>

Additional supporting documents/resources

5.2.12: Guidelines for the Professional Conduct of Clergy

<https://www.churchofengland.org/about-us/structure/general-synod/about-general-synod/convocations/guidelines-for-the-professional-conduct-of-the-clergy/guidelines.aspx>

5.2.13: Dignity at Work working together to reduce incidence of bullying and harassment (2008)

<https://www.churchofengland.org/media/1167938/dignity%20at%20work%20booklet.pdf>

5.2.14: Contact Management System

<https://cofeportal.org/>

5.2.15: Church of England: Resources for Dioceses

5.2.15a: Church of England national website – safeguarding pages:

<https://www.churchofengland.org/clergy-office-holders/protecting-and-safeguarding-children-and-adults-who-are-vulnerable.aspx>

5.2.15b: Church of England: safeguarding national policy, procedures and practice guidance:

<https://www.churchofengland.org/clergy-office-holders/protecting-and-safeguarding-children-and-adults-who-are-vulnerable/safeguarding-policy-statements-practice-guidance.aspx>

Other National Resources:

ChildLine: (helpline for children and young people) www.childline.org.uk	0800 1111
Silverline: (to seek help for older people)	0800 470 80 90
National Association for People Abused in Childhood: www.napac.org.uk	0800 085 3330
NSPCC: (helpline for adults who are worried about a child) www.nspcc.org.uk	0808 800 5000
Survivors UK (Males only): www.survivorsuk.org	0845 122 1201
The Survivors Trust: www.thesurvivorstrust.org	
Parentline	0808 800500
Samaritans	0845 7909090
Christian Survivors of Sexual Abuse (CSSA) P.O. Box 951, Northampton, NN7 9AS	
MACSAS (Minister and Clergy Sexual Abuse Survivors)	0808 801 0340
Victim Support	0845 3030900
National Runaways Helpline	0808 800 7070
National Missing Persons Helpline	0500 700 700
b-eat (Eating disorders helpline)	0845 634 1414 (advice) 0845 634 7650 (Youth)

5.3: Diocese of Derby documents

5.3.1: Key contact numbers:

DST	01332 388678
e-mail	safeguarding@derby.anglican.org
DSA – Julian Hodgson	01332 388682
e-mail	julian.hodgson@derby.anglican.org
ASA – Amanda Clarke	01332 388697
e-mail	Amanda.clarke@derby.anglican.org
ASA – Cath Shipsides	01332 388698
e-mail	cath.shipsides@derby.anglican.org
DBS Administrator – Claire Brown	01332 388678
e-mail	safeguarding@derby.anglican.org
Derbyshire Police	101
Derby City Social Care	01332 717118 (Working day)
	01332 711205 (Evenings and weekends)
Derbyshire County Council	0845 6058058 (Anytime)
Health (Non- 999 issues)	111
Archdeacon of Derby	01332 388676
Archdeacon of Chesterfield	01332 388650
Derby Rape Crisis	01332 372545
SAIL (Sexual Abuse and Incest line)	01246 559889 / 556114
First Steps Derbyshire	01332 367571
(Eating Disorders support)	
info@firststepsderby.co.uk	



Diocese of Derby Safeguarding Children, Young People and Adults

Definitions, Signs and Symptoms – Information

Introduction

Everyone has the right to live in safety, free from abuse and neglect.

Abuse and neglect can occur anywhere: in your own home or a public place, while you are in hospital or attending a day centre, or in a college or care home.

You may be living alone or with others. The person causing the harm may be a stranger to you, but more often than not the person is known, and it can be the case that you usually feel safe with them. They are usually in a position of trust and power, such as a health and care professional, relative or neighbour.

Definitions

1. Children and Young People

Anyone under the age of 18 years is legally defined as a child. Therefore throughout this training the terms child and children are used to cover all learners up to the age of 18 years.

2. Adults who are considered as vulnerable

Not everyone over the age of 18 years can be classed as vulnerable. There are a number of different definitions and one is situational vulnerability where an individual can be regarded as vulnerable because of what they experience. This has the advantage that when the individual is no longer experiencing the harm they can come out of being regarded as vulnerable.

3. Safeguarding

The term Safeguarding is sometimes used interchangeably with child or adult protection which can be unhelpful as there is a difference. Child or adult welfare concerns are those concerns likely to affect their ability to reach their potential. Safeguarding is the generic term that encompasses both the protection and welfare concerns. The difference is one of severity. It would be very exceptional for anyone to die as a result of a welfare issue, however death from a protection issue remains a possibility.

4. Child Protection & Adult Protection

Child or adult protection is the term used to describe concerns that are likely to cause significant harm. **‘Harm’** means ill-treatment or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; **‘Development’** means physical, intellectual, emotional, social or behavioural development; **‘Health’** means physical or mental health; and **‘Ill-treatment’** includes sexual abuse and forms of ill-treatment that are not physical. There are no absolute criteria on which to rely when judging what constitutes significant harm.

Consideration of the severity of ill-treatment may include the degree and the extent of physical harm, the duration and frequency of abuse and neglect, the extent of premeditation, the degree of threat, coercion, sadism, and bizarre or unusual elements in sexual abuse.

Sometimes a single traumatic event may constitute significant harm, e.g. a violent assault, suffocation or poisoning. More often, significant harm is a compilation of significant events, both acute and longstanding, which interrupt, change or damage the person’s physical and psychological development. Some children and adults live in families or circumstances where their health and development are neglected. For them, it is the corrosiveness of long term emotional, physical or sexual abuse that causes impairment to the extent of constituting significant harm. In each case, it is necessary to consider any ill-treatment alongside the families’ strengths and supports.

To understand and establish significant harm, it is necessary to consider:

The family context, including protective factors

The person’s development within the context of his or her family and wider social and cultural environment

Any special needs, such as a medical condition, communication difficulty or disability that may affect the child’s development and care within the family

The nature of harm, in terms of ill-treatment or failure to provide adequate care

The impact on the person’s health and development

The adequacy of parental or family care

Where there are additional factors that are dynamic in nature the risk of significant harm will increase. Things like drug or alcohol misuse, Domestic Abuse, Mental Health or previous history of abuse will increase the likelihood of harm occurring. Where there is Mental Health, substance misuse and Domestic Violence there is a disproportionate rise in risk and action should be taken to safeguard any children straight away. This is known as the Toxic Trio or Toxic Triangle.

5. Vulnerability

As an adult you’re more at risk of abuse at home if:

- you are isolated and don’t have much contact with friends, family or neighbours
- you have memory problems or have difficulty communicating
- you become dependent on someone as a carer

- you don't get on with your main carer
- your carer is addicted to drugs or alcohol
- your carer relies on you for a home, or financial and emotional support

'No Secrets' 2000 defines vulnerability as a person "who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation."

The Care Act 2014 states that adults have a right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

Six key principles underpin all adult safeguarding work

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – Accountability and transparency in delivering safeguarding.

In the Church of England, we have expanded this definition so that we can all be at risk of being vulnerable at different times in our lives. Experiences such as bereavement, redundancy, divorce and separation, mental health episodes and ill health can all make us susceptible to becoming victims of others. Vulnerable adults however are those who currently meet a legal definition of vulnerability as set out by the government. They include those who have enduring conditions such as learning difficulties and long term mental health conditions. Those who receive services from Adult Social Care are deemed to be automatically vulnerable as are those who are in prison. This definition is due to change in September 2012 to a more situational model of vulnerability. Further guidance will be issued when it is circulated from central Government.

6. What can you do if you think a child is being abused?

The key thing to note is that doing nothing is not acceptable. Your Local Safeguarding Children Board will have local procedures which you should be familiar with and which you can refer at any Diocese of Derby Safeguarding Children and Adults Policy Procedures and Practice Guidance 2016

time. There are also detailed advice for Teachers contained within national guidance “Keeping Children Safe in Education” published in 2015. The NSPCC Childline 08001111 provides advice to professionals as well as having the help line for young people. There will also be local arrangements within your particular place of work which you will need to be aware of. Many places will have a Safeguarding Lead or Designated person to assist you in deciding what needs to happen.

You may find that you alone consider the matter a concern and if so you should still act. Most organisations have a “whistle blowing” policy which you should read and use if necessary.

For further information:

‘When to Suspect Child Maltreatment’ NICE guidelines. Issued July 2009, modified March 2013: <http://www.nice.org.uk/guidance/cg89/resources/guidance-when-to-suspect-child-maltreatment-pdf> and **Guidance for the public:** <http://publications.nice.org.uk/when-to-suspect-child-maltreatment-ifp89>

7. What can you do if you think an adult is being abused?

<http://www.nhs.uk/conditions/social-care-and-support-guide/pages/vulnerable-people-abuse-safeguarding.aspx/> accessed June 2015

The NHS issued the following guidance which can be accessed via the above link.

I think I am being abused or neglected: what can I do?

Who to talk to if you feel you are being abused or neglected:

- Don't worry about making a fuss – tell someone you trust as soon as possible.
- Speak to friends or care workers, who may have an understanding of the situation and be able to take steps quickly to improve the situation.
- You can also talk to professionals such as your GP or social worker about your concerns, or you could ask to speak to your local council's Adult Safeguarding team or co-ordinator.
- Call [Action on Elder Abuse](#) 0808 808 8141 for advice.
- If you believe a crime is being, or has been, committed – whether it's physical abuse or financial – talk to the police or ask someone you trust to do so on your behalf.

Spotting signs of elder abuse: advice for carers

It's not always easy to spot the symptoms of abuse. Someone being abused may make excuses for why they're bruised, they don't want to go out or talk to people, or they're short of money.

Diocese of Derby Safeguarding Children and Adults Policy Procedures and Practice Guidance 2016

It's important to know the signs of abuse and, where they are identified, gently share your concerns with the person being abused. If you wait, hoping the person will tell you what's been happening to them, you could delay matters and allow the abuse to continue.

Behavioural signs of abuse in an older person include them:

- becoming quiet and withdrawn
- being aggressive or angry for no obvious reason
- looking unkempt, dirty or thinner than usual
- sudden changes in their normal character, such as appearing helpless, depressed or tearful
- physical signs of abuse, such as bruises, wounds, fractures and other untreated injuries
- the same injuries happening more than once
- not wanting to be left on their own or alone with particular people
- being unusually light hearted and insisting there's nothing wrong

Additionally, their home may lack heat, be unusually dirty or untidy, or you might notice things missing.

Other signs to watch out for include a sudden change in their finances, not having as much money as usual to pay for shopping or regular outings, or getting into debt.

Watch out for any official or financial documents that seem unusual, and for documents relating to their finances that suddenly go missing.

If you feel someone you know is showing signs of abuse, talk to them to see if there's anything you can do to help. If they're being abused, they may not want to talk about it straight away, especially if they've become used to making excuses for their injuries or change in personality.

Don't ignore your concerns, though. That could allow any abuse to carry on or escalate.

I'm worried about someone who may be experiencing abuse or neglect. What should I do?

Start by talking to the person in private if you feel able to do so. Mention some of the things that concern you – for instance, that they've become depressed and withdrawn, have been losing weight, or seem to be short of money.

Let them talk as much as they want to, but be mindful that if they've been abused, they may be reluctant to talk about it because they're afraid of making the situation worse, because they don't

want to cause trouble or they might be experiencing coercion by someone or being threatened in some way.

It's best not to promise the person you won't tell anyone what you've heard. If an adult is being abused or neglected, it's important to find help for them and stop the harm. Stay calm while the person is talking, even if you're upset by what you hear, otherwise they may become more upset themselves and stop telling you what's been going on.

It can be very difficult for an abused or neglected person to talk about what's been happening to them. Unless you're concerned for their immediate health and safety and feel it's vital to act straight away, give them time to think about what they'd like to do.

If you're right and the person has been abused or neglected, ask them what they'd like you to do.

Let them know who can help them.

Say you can seek some help on their behalf if they want or if it's difficult for them to do so themselves. It's important to listen to what they say and not to charge into action if this isn't what they want.

Who to contact about elder abuse

If an adult has told you about their situation, you might want to talk to other people who know the person you're worried about to find out if they have similar concerns.

There are also professionals you can contact. You can pass on your concerns to the person's GP and social worker. Local authorities have social workers who deal specifically with cases of abuse and neglect.

Call the person's local council and ask for the adult safeguarding co-ordinator.

You can also speak to the police about the situation. Some forms of abuse are crimes, so the police will be interested. If the person is in danger or needs medical attention, call their GP if known or emergency services if immediate assistance is required.

You can also call the [Action on Elder Abuse](#) helpline, free and in confidence, on 0808 808 8141.

8. Definitions of Abuse and Symptoms

There are four ways in which you may become aware of a concern of abuse to a child or vulnerable adult.

- There are sometimes physical marks;
- you may see behaviours that indicate an abuse history;
- there may be physical symptoms (often associated with neglect);
- or you may receive a disclosure by the victim.

The following signs and symptoms are by no means a definitive list and you may not see all within the situation presented to you. The following definitions of abuse to children are taken from Working Together 2010 and for vulnerable adults from No Secrets 2000. What is always important is that abuse is considered as one of the possible explanations for the signs and symptoms that are presented to you.

9. Definition of Physical Abuse of Children

This can include being assaulted, hit, slapped, pushed, restrained, being denied food or water, or not being helped to go to the bathroom when you need to go. It can also include misuse of your medication.

“Physical abuse may involve hitting, shaking, throwing poisoning, burning or scalding, drowning or suffocating, or otherwise causing physical harm to a child. Physical harm can be caused when a parent or carer fabricates or deliberately induces illness in a child.” ‘Working Together’ 2015

Deliberately inducing illness is far more common than most people think. The most usual method of inducing illness is to add increasing levels of salt to the child’s diet. Administering of illegal substances is also becoming more common in our modern society.

Fabricated illness is where a parent or carer subjects the child to spurious medical appointments and even surgical procedures and is often associated with a deep need within the adult for professional attention.

10. Definition of Physical Abuse of Adults

Physical harm includes; hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions. As with children it is possible to induce illness to adults by administering them substances that are harmful, although the frequency is not known to be as common as with children.

11. Symptoms of Physical Harm

- **Physical marks**

These can include cuts and bruising, bite marks, scalds, burns and fractures. The injuries may be caused by the person directly or with the use of an implement. The injuries can also be accidental where the victim is injured in the course of attempting to get away from an attacker. There is often an attempt to conceal physical marks and there are parts of the body where physical injury is less apparent and could go undetected. Often the greater danger lies with internal injury rather than what is visible on the surface. In all instances the injury needs to be considered within the context of the explanation.

- **Accidental v deliberate**

Some injuries have very distinctive characteristics that show they were caused deliberately. The burn from an iron which shows the small steam holes and a clear outline of the iron is unlikely to be accidentally caused. Scald marks that show straight lines across the ankles are more indicative of legs being placed into too hot water than an individual accidentally stepping into too hot water (where the injuries would be less regular in pattern). Cigarette burns are often characterised by a round crater but the comet style tail associated with accidental burning is especially hard to replicate deliberately.

- **Harm from others v self-harm**

Some physical injuries can be self-inflicted as a cry for help and others can be deliberately caused by others as a form of abuse but made to look like self-harm. An example of this is common within girl gang culture where girls are initiated into the gang and receive what have been described as “sergeant stripes” to acknowledge the successful completion of tests designed to elicit loyalty to the gang. Older people also self-harm and this is sometimes the indication that they are experiencing other forms of abuse.

- **Age specific**

There are two aspects where age can play an important role in determining risk. The first is the age of the victim. The very young and the very old are more susceptible to serious injury than older children or younger adults. The force used when hitting an adult (for example), if used on a small toddler or elderly person is more likely to cause them greater injury.

The other aspect of age to be considered is the age of the injury. There is no such thing as a child who bruises easily. There are some medical conditions that can cause bruising and the most familiar of which is Haemophilia; a blood clotting disorder that you and the victim would be well aware of, if they suffered from it.

- **Danger / risk specific**

Some areas of the body are more susceptible to serious injury than others. Children in particular will get knocks and bumps to bony parts of their body through general play. Areas covered by soft tissue are more difficult to injure accidentally. Another example to be wary of is the child smacked around the head which is more likely to cause serious injury than a similar smack across the bottom. The area around the neck is often indicative of abuse in adults and significant internal injury can occur if they have been punched in the abdomen.

- **Analysis of explanation**

Gut reactions should not be the only reason for concern but generally it is a helpful guide to determining whether something is wrong. The person who has been injured accidentally is likely to be happy to tell you how it happened so if you notice a reluctance to share information this could indicate that something is wrong. Similarly, if the explanation is not plausible this could indicate concern although it is worth giving caution to engaging too much detective work in establishing truth. It is the role of the Police,

Social Care and the NSPCC to investigate abuse but you need to be reasonably confident that the concerns you have are serious before making a referral to them.

- **Psychological impact / behaviours**

Sometimes it is the behaviour that indicates a person has been harmed on a repeated basis. The person who flinches every time someone bigger, stronger or in a position of power approaches them may indicate that they are used to receiving physical blows and it becomes a natural reaction to self-protect. A very high percentage of bullies have a history of being physically harmed by others. They feel powerless to prevent the abuse and the pent up anger often comes out in the form of retribution against a weaker character person than themselves.

12. Definition of Sexual Abuse of Children

This includes indecent exposure, sexual harassment, inappropriate looking or touching, as well as rape. Sexual teasing or innuendo, sexual photography, subjection to pornography, witnessing sexual acts, and sexual acts that you didn't agree to or were pressured into consenting to all count as sexual abuse.

Sexual abuse "...involves forcing or enticing a child or young person 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 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.*" 'Working Together' 2015

There may be a dichotomy or confusion for the younger victim. They may not fully understand what has happened and while they might know it was wrong what occurred may have been pleasurable (especially if they reached orgasm). But abuse may not ever involve any physical contact. The person forced to undress while another films or photographs them can feel degraded and abused as badly as the victim of a sexual assault.

13. Definition of Sexual Abuse of Adults

Sexual abuse of a vulnerable adult includes; rape and sexual assault or sexual acts to which the adult has not consented, or could not consent or was pressured into consenting.

14. Symptoms of Sexual Harm

- **Few indicative signs**

There may be few physical signs of sexual abuse that you will see. Physical damage and bruising can be sustained but this is usually in areas of the body that will not be on show or visible within the context of your role.

- **Extremes of behaviour – withdrawn ⇒ promiscuous**

There are a whole variety of behaviours that can accompany sexual abuse from the victim withdrawing from the world around them in an attempt to escape from the trauma and hurt through to apparent promiscuity. It has been reported that as many as 90% of female prostitutes say they were the victims of sexual abuse as a child. Some young people get into patterns of behaviour that has little to do with choice. It is important not to make judgements based on presenting behaviours. An example of this is young people caught up in Sexual exploitation. They are likely to feel particularly powerless and unable to break free from the control exercised by the person exploiting them. This might be equally applicable to substance misuse as well as the sexual activity.

- **Eating and toileting disorders**

Eating and toileting disorders are not exclusively found in young people who have experienced sexual abuse but it is very common amongst victims of abuse that they develop such conditions. Sexual abuse is about an abuse of power and control. Some eating disorders are developed as they replace control back with the individual (e.g. bulimia). Victims often report feeling the need to become less attractive as they wrongly attribute the abuse to sexual attractiveness. This is because to gain compliance the perpetrators of sexual abuse will often say how the victims are attractive. It is often a way in which the abuser justifies their action internally.

- **Self-harm**

Like eating disorders, care must be taken to not assume that all those who self-harm have been sexually assaulted as this is certainly not the case. But there is a link that should be noted. It is again associated with the control of pain which regains the control they have lost as a result of the abusive experience.

- **Very low self esteem**

Victims of sexual abuse often talk about feeling devalued, debased and used to the point of de-humanisation for the sexual gratification of the perpetrator. As a result, they feel less valued and find it extremely hard to feel any form of self-worth. They often feel guilty for the abuse (because they are often told this by the abuser) or they feel responsible for the abuser getting into trouble if they disclose the abuse. Some abusers feel responsible for the protection of younger siblings who may be abused if the abuse to them stops, so they believe they have no option other than to let it continue. This might also have been the threat used by the abuser to gain compliance and retain secrecy.

- **Hearing the voice of the abuser**

Victims often report hearing the abuser controlling their lives actions and decisions even when not present. A characteristic of sexual abuse is that it is rarely an isolated incident and often develops a ritualised pattern. The victim finds themselves knowing when the

abuse is likely and what will happen to them if they are unavailable at the time when the abuse usually occurs.

- **Voyeurism**

Many offenders will attempt to suggest that on-one is hurt by their looking at pornographic images or so long as they don't touch. However the perpetrators often ignore the abused victim needed to produce the image or the emotional impact on the person being watched.

15. Definition of Neglect of Children

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. It may also occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve the parent or carer failing to:

- Provide adequate food, clothing and shelter
- Protect the child from physical and emotional harm or danger
- Ensure adequate supervision
- Ensure access to appropriate medical care or treatment'

'Working Together' 2015

This is the only section where action can be taken before a child is born. When a pregnant woman takes illegal substances there is a good chance that her unborn baby could be affected. There are examples of babies born of mothers who are high dependency drug users but whose child is unaffected. However, when the drug is taken intravenously the drug will pass over the placenta and into the baby. In this situation there is a requirement to refer the unborn baby as soon as possible.

16. Definition of Neglect and Acts of Omission of Adults

Neglect is also a form of abuse. Neglect includes not being provided with enough food or the right kind of food, or not being taken proper care of. Leaving you without help to wash or change dirty or wet clothes, not getting you to a doctor when you need one, or not making sure you have the right medicines all count as neglect.

The definition of neglect of vulnerable adults includes; 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.

17. Symptoms of Neglectful Harm

- **Poor hygiene – dirty and smelly**

Neglect is one of the hardest forms of abuse to recognise partly because, like emotional abuse it can be insidious and prolonged over many years. There are aspects of neglect that are associated with adolescent development; for example, poor hygiene. Most teenagers are reluctant to wash and at times have personal hygiene issues but there is a difference between this and the level of neglect suffered in abuse. Neglected children have ingrained dirt and they have an aroma that is pervasive.

Adults who are neglected can include failure to respond to medical needs such as bed sores. It can be deprivation of food or association so they feel alone or abandoned.

- **Standing out from peers**

Neglected people often stand out from their peers. This is different from non-conformist behaviours which tend to be associated with like-minded peers. The neglected young person has few if any friends and often cannot participate in conversation or activities with peers as they are not experiencing the same life experiences. Neglected adults are lonely and socially isolated.

- **Overweight, thin, pale or tired and listless**

Overweight in humans can have a variety of causes but one is through poor diet and neglect. This is different from comfort eating which is often a response to emotional distress. Being pale tired and lacking in energy may be the result of a variety of medical conditions such as anaemia or severe viral infections but it can also be as a result of poor diet and malnourishment. It is important to distinguish between those who are being neglected and those who are ill. One of the most helpful ways is to look for links between the different symptoms and situations where there are several indicators of possible abuse.

- **Depressed and anxious**

This is very common but not exclusive amongst adults who are neglected. The dawning awareness that their life experiences are different from those others around them, they can feel depressed at the helplessness of their situation and powerless to effect any changes.

18. Definition of Emotional Abuse of Children

“Emotional abuse is the persistent emotional maltreatment of a child in which they feel unloved, ridiculed, belittled or devalued. It can also involve having unrealistic expectations of the child or not allowing them to express their views. It may involve them seeing or hearing the ill-treatment of others. It may involve bullying (including cyberbullying) causing the child to feel frightened or in danger”. ‘Working Together’ 2015

19. Definition of Psychological Abuse of Adults

This includes someone emotionally abusing you or threatening to hurt or abandon you, stopping you from seeing people, and humiliating, blaming, controlling, intimidating or harassing you. It also includes verbal abuse, cyber bullying and isolation, or an unreasonable and unjustified withdrawal of services or support networks.

The definition of Psychological abuse which best equates to the emotional abuse in children includes; emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks are all forms of psychological harm to adults.

20. Symptoms of Emotional Harm

- **Developmental immaturity?**
There are conditions that can cause developmental delayed. It is important to be aware of these and to include abuse as one of the possible explanations. Developmental immaturity can be associated with a learning difficulty or when individuals struggle with adolescence. Look for signs of regression where the person appears less mature than they were previously. Regression to earlier stages of development may be an attempt to go back to a period before the abuse began.
- **What is 'normal' for this person?**
Because there can be a great range across the population it is important to compare like with like. Therefore, the person who has a degree of developmental immaturity, associated with their learning difficulties, can still stand out as being less mature than their peers or have regressed in comparison to their peers.
- **Social skills**
In a similar way people may have poor social skills for a variety of reasons, one of which might be that they are suffering Emotional Abuse. Once again compare them with their cohort of peers and be especially mindful when a person regresses to a younger stage in their development. Look also at links between different symptoms.
- **Aspects of parenting / caring**
Another way you might identify the person is suffering emotionally might be through aspects of parenting, or the care that given or received. The young parent, who struggles to show appropriate emotional nurturing to their child, may have not experienced a satisfactory level of care themselves. You may also see the response to the person from their parent or carer which suggests that they are not valued or that expectations are unrealistic.
- **Life experiences**
Emotional Abuse can be indicated from the description of what is experienced at home. The child may be caring for younger siblings, or the adult prevented from going out to visit friends. At its extreme this can be emotionally abusive if the person is not allowed to freely associate alongside their peers. Some cultures have different expectations with respect to gender or lifestyle both of which will need to be taken into account before

determining whether it is abuse. The key is to consider the effects upon the person and their view of it. While many people who suffer from emotional abuse may at first consider that their experiences are normal they often retain a feeling or awareness that what they are enduring is unfair.

- **Psychological effects**

People who experience emotional harm for long periods often develop a different way of looking at the world around them. They may have an inability to behave or behave in an 'odd' way because of the messages they have heard throughout their lives. Homophobia, sexism, and racism are just a few of the situations that can lead to serious psychological harm.

- **Behaviour / inappropriate reactions**

Closely associated with the psychological effects is the behavioural impact of abuse. The individual who over-reacts to criticism could be indicating that they are fearful of reactions at home, or when they do not react to praise, they may be doing so because they are not accustomed to it.

21. Cyberbullying and the dangers of IT

One of the most difficult forms of harm to children and adults can stem from the inappropriate use of or access to information technology. The greatest threat is to the person's emotional wellbeing but it can also adversely affect their physical safety at its most extreme. Because it is still a relatively new phenomenon those working with the effects of this form of abuse are often playing catch up to what is being experienced. The perpetrators of this form of abuse may be young people who, while being capable of the use of technology, are often ignorant of its dangers or impact. As technology advances new forms of harm and dangers also emerge to challenge us and pose potential risk to those who might be susceptible to harm. It is our responsibility to be alert to such dangers and to identify those who might be at risk from this type of abuse.

There many benefits arising from the use of new information technology devices and the benefits for those who have a communication difficulty are also well known. The following guidance explores some of the dangers which children and vulnerable adults might experience but in no way suggests that information technology, if used appropriately, cannot have great benefits.

- **Social Networking Sites**

Social networking sites like 'Facebook' and 'Bebo' are often the preferred method for young people to communicate and keep in touch. But it is also fraught with dangers for the young person who is not familiar with its dangers. These type of sites have been linked to the proliferation of child pornography as it solved one of the main difficulties for the pornography industry; how to make a child engaging in sexual activity look like they are enjoying the experience? Photos can be airbrushed onto abusive pictures to make new images and suggesting that the victim is both compliant and enjoying the abuse. The Child Exploitation Online Protection (CEOP) branch of the National Crime Unit has suggested that professionals working with children should consider carefully whether they have Face Book accounts for their own protection. Organisations who offer this facility also need to be mindful of the reputational risk of having so open a forum for

posting the views of others. The other difficulty is that older users often have very poor security settings and are unaware of the dangers of hacking. If security settings are insufficiently tight or rarely checked, images can easily be lifted from social network sites and used for other purposes.

In addition to pornography, social network sites run the dangers of peer pressure and instant bullying. There is considerable pressure for young people to have the same amount of friends as their peers. Where they are struggling to do this, their discernment can often reduce as they accept a quantity of friends as opposed to quality. Those who prey on vulnerable people will often search for those who have few friends and minimal security settings as an indicator of potential victims.

In the UK there have been cases of professionals hounded from their jobs due to the written attacks posted on social network sites. Some of these victims have not had accounts themselves and even those that did, felt that they had little or no right of reply. The global nature of the internet means that the Police often have few powers to investigate offensive posts originating from foreign lands. The consequences of such attacks on one's personality have been considerable including some feeling the only way out was to take their own lives. This is bullying at its most extreme and often the most difficult to counteract as it is done in private.

- **Chat Rooms**

Those who use chat rooms are, more often than not, individuals who have fewer social networks than those who don't use that medium. Chat rooms can provide people with an opportunity to meet others but the danger is in assuming that others involved in the chat are being honest about who they are or what they are saying. Convicted offenders admit to using aliases or providing false information in order to groom potential victims. Children appear to be more susceptible to this form of grooming, possibly because they are less discerning about the truthfulness of others, assuming that others would not lie about who they are or how old they are etc.

Some adults have been known to deliberately pretend to be someone else to see how long they can maintain pretence before being found out. This has significant implications for those who are more vulnerable. There have been well reported instances of individuals being subjected to serious abuse and murder following agreeing to meet up with someone whom they have only met through a chat room.

- **Mobile Phones – messaging and photos**

Most young people have access to mobile phones and would argue that they probably could not live without them. They are vital in enabling fast and effective communications but also have a fashion status and this can lead to additional difficulties. The most common form of theft from young people is now their mobile phone and not having the latest piece of technological kit can be the cause of ridicule and teasing, or worse. Additionally, most phones now have cameras built into them and there have been numerous instances of young people taking still or video footage of physical assaults. This is commonly known as "Happy Slapping". With internet access available on many phones, parental controls for the access to inappropriate adult sites are less available. There have been incidents of individuals downloading or taking inappropriate images of

themselves or others and sharing them with friends without the consent or agreement of the person in the picture.

Phones can also be used to send messages to numerous recipients with little opportunity for redress if the information is factually incorrect.

- **Web Cams**

Web cams and skype provide for conversations across the internet but the images remain in digital format and are therefore storable and distributable if so desired. A number of people have agreed to undress or perform sexual acts in front of a web cam for the entertainment or pleasure of a partner within an established relationship only to find it widely distributed when the relationship ends. There is a naivety and perhaps even an innocence amongst the young that reduces their self-protection measures and safeguards that might normally be in place. The young person thinks that it is safe because what they are doing is often within their own home or in the privacy of their bedroom.

- **Downloading**

Downloading of pornographic images of children is an offence and storing them or sharing them can result in additional more serious offences being committed.

Downloading is one of the most common forms of offending by young people. Pornographic images are categorized into five levels of indecency from level 1 (the least offensive, usually of children in provocative poses), through level 2 (involving nakedness), level 3 (in which the child is participating in sexual acts, excluding penetrative acts), level 4 (involving penetrative acts including full vaginal or anal intercourse), to level 5 (including the most depraved forms of abuse such as bestiality). Many offenders do not see this type of offence with the same seriousness as contact sexual abuse. They often suggested that they have not harmed a child by looking at images, ignoring the fact that a child has been abused in order to produce the image.

Other offenders suggest that by looking they are preventing actual abuse of a child. While there is no causal link between voyeurism and contact abuse, like other forms of addictive behaviour, when the individual first starts looking, they are rewarded by experiencing satisfaction quickly. As time goes on the response reduces and a greater quantity or level of explicit detail is needed to achieve the same level of satisfaction. It is therefore not surprising that over time the level of images increases or offenders go on to commit contact offences.

The risk that an offender poses needs to be assessed especially where the offender is a child too. For example, the 15yrs old looking at images of similar age children may well be considered less of a risk than the 15yrs old whose interest is with pre-pubescent children or infants.

22. Definition of Discriminatory Abuse of Adults

The definition of discriminatory abuse only applies to vulnerable adults and can include the following; racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

23. Symptoms of Discriminatory Harm to Adults

This includes some forms of harassment, slurs or similar unfair treatment relating to race, gender and gender identity, age, disability, sexual orientation, or religion.

- **Direct Allegations**

One way that you might become aware of discriminatory abuse is through direct disclosure. Individuals may describe comments that they have received or the information may come indirectly via a third party. Discrimination on the grounds of disability may also be contrary to the Disability Discrimination Act 2005 especially if it is determined that the institution, through its procedures, is acting in a discriminatory fashion.

- **Life experiences**

Like other forms of emotional harm discriminatory abuse may manifest itself through observation or recounting of life experiences. The key factor is one of equality of opportunity. People will have a variety of differing life experiences but if an individual is being denied access to those opportunities because of their vulnerability then that could represent an abuse scenario.

- **Psychological effects**

The psychological effects of discriminatory abuse are similar to those of other forms of emotional harm; feeling depressed, having low self-esteem and feelings of low worth. Research suggests that where there is a racist aspect to the abuse the therapeutic interventions have to address the racism in a different way, as the attack is not only against the individual but against their community, culture or traditions too.

24. Definition of Financial or Material Abuse of Adults

This could be someone stealing money or other valuables from you, or it might be someone who is appointed to look after your money on your behalf using the money inappropriately or coercing you into spending it in a way you are not happy with. Internet scams and doorstep crime are also common forms of financial abuse.

The definition of financial or material abuse includes; theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

25. Symptoms of Financial or Material Abuse of Adults

- **Direct Allegations**

One way that you might become aware of financial or material abuse is through direct disclosure. Individuals may allege targeted incidents of theft and incidents of extortion or the information may come indirectly via a third party. This form of abuse is effectively another form of bullying and the victim may have been threatened regarding the consequences if the matter is reported. They may have limited ability and not be aware that money or items are going missing. They may have been lied to in terms of the perpetrator convincing the victim that the money or item was given to them willingly but the victim “must have forgotten”.

- **Poverty**

Like any form of theft, the immediate impact may be the loss of money or property which can create anything from inconvenience to considerable deprivation, depending upon what has been taken. The longer the abuse carries on the greater the likelihood that it will impact upon the individual’s ability to cope financially. Like other forms of extortion, the perpetrators can also become greedy and demand increasing amounts in the value of the items or cash demanded.

- **Psychological**

If the abuse is prolonged the impact can cause the victim to have low self-esteem, anxiety and depression. There have been cases of victims self-harming and even committing suicide. Victims are often helped when they accept they are in no way to blame and that the responsibility lies with the perpetrator.

- **Emotional harm**

Victims of this form of abuse often start out isolated or are made more isolated by the experience of the abuse. This can be self-fulfilling in that they are more likely to be easy targets for further abuse if they have little or no informal support networks around them. Where the vulnerable adult is supported by their peers the perpetrator is less likely to abuse, especially if they risk detection by a third party.

26. Definition of Modern Slavery

The Modern Slavery Act 2015 includes the abuse of adults and children. Modern Slavery is a term used to encapsulate both offences in the Modern Slavery Act: slavery, servitude and forced or compulsory labour; and human trafficking, including sexual exploitation.

Slavery and Servitude: Slavery which is the status or condition of a person over whom all or any of the powers attaching to the right of ownership are exercised. Servitude is the obligation to provide services that is imposed by the use of coercion and includes the obligation for a ‘serf’ to live on another person’s property and the impossibility of changing his or her condition.

Forced or compulsory labour: is defined as coercion, either direct threats of violence or more subtle forms of compulsion.

Human Trafficking: An offence of human trafficking requires that a person arranges or facilitates the travel of another person with a view to that person being exploited.

27 Signs and Symptoms of Modern Slavery

- The key element of slavery is the behaviour on the part of the offender as if he/ she did own the person, which deprives the victim of their freedom.
- The key elements are that work or service is exacted from any person under the menace of any penalty and for which the person has not offered him/her self voluntarily.
- Trafficking can be committed even where the victim consents to the travel. This reflects the fact that a victim may be deceived by the promise of a better life or job or may be a child who is influenced to travel by an adult. In addition, the exploitation of the potential victim does not need to have taken place for the offence to be committed. It means that the arranging or facilitating of the movement of the individual was with a view to exploiting them for sexual exploitation or non-sexual exploitation. The trafficking may involve the movement across international, national or County borders but could equally include the movement of people within a town/city or even within a multi-occupancy dwelling.

Further information can be obtained from the following website:

<http://www.legislation.gov.uk/ukpga/2015/30/section/3/enacted>

28. Spiritual Abuse

Protecting All God's Children has a helpful, but brief definition of what constitutes Spiritual Abuse. Unlike other forms of abuse there are no specific laws relating to type of harm but there is likely to be an associated Emotional harm and it may be a way of grooming a potential victim into some other form of abuse, in its use of power. Spiritual abuse includes the misuse of authority of leadership or penitential discipline, oppressive teaching or intrusive healing and deliverance ministries. If you have concerns relating to Spiritual Abuse, you should seek specialist advice from the Diocese before attempting to address it within the parish. Diocese will have an identified person to provide advice and guidance on such concerns.

29. Domestic Abuse

This is typically an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is, or has been, an intimate partner or family member. The effects of living in a Domestic Violence household can last for many years after the abuse has come to an end. Some studies have shown that the way abusers relate to their victims is very similar to that experienced in hostage situations. The impact on the victims will depend upon the length and severity of the abuse experienced. The damage to children witnessing or being aware of threats and actual violence to others can be tremendous and action must always be taken to refer situations where you suspect there to be domestic abuse.

30. Non-Recent (Historical) Allegations

The recommendations from the Chichester enquiry has sharpened the focus on needing to respond to non-recent or historic concerns in exactly the same way as one might respond to current abuse allegations. Concerns are sometimes raised about the accuracy of historical but the research shows that attributing false memories to an individual's personal memory is rare and seldom where it relates to a false memory suggesting that it directly relates to them (Elizabeth Bowman 1996). While some scepticism needs to be held in regard of early childhood memories, the work of Daniel Offer in 2000 showed that traumatic events dramatically increase the child's ability to recall an event many years later. There are a number of longitudinal studies into the validity of both child and adult allegations of abuse and overall only 1 in 10 allegations are found to be false. Some allegations are found to be unsubstantiated or a misunderstanding (albeit believed to be of genuine intent). Less than 0.02% of allegations are considered as malicious where the intent in making the allegation is to get the alleged perpetrator into trouble.

Occasionally, allegations are made by a third party and the alleged victim feels under pressure to go along with the suggested claim. In 1991 Green's research amongst custody disputes going through UK courts found that 35% of alleged child abuse cases were considered to be false but they rarely originated from the child. More often it was the parent who made the allegation in order to strengthen their custody claim and out of loyalty to that parent, the child went along with the story.

31. Keeping everyone safe

Where someone is accused of behaviour that is likely to cause a potential risk to others within the church, the risk will need to be managed. The church may draw upon existing assessments of risk or on occasion commission an assessment to be completed. The role of the diocese is to formulate an effective management plan to help manage the identified risk. It is only in working together with parishes that we will be able to achieve effective reduction of this potential risk. Where statutory agencies are involved the church has a legal duty to cooperate with them to ensure that an identified risk is managed and where possible reduced, so that potential victims within our parish communities are as safe as we can make them.

Julian Hodgson
Safeguarding Adviser
Diocese of Derby
January 2016.

5.3.3: Safeguarding Contract and Code of Conduct for all those who work with children and/or adults within the Church

The following points of good practice should be followed by everyone; they are based on the '*Church of England Safeguarding Model of Good Practice 2014 number*'

What to do if...

5.3.3.1 You have concerns about possible abuse (including allegations):

- a) In an emergency, call emergency services 999
- b) Otherwise, consult the Parish Safeguarding Link (PSL) and the person to whom you are responsible (Line manager / Leader).
- c) Decide together whether to seek advice or to make an immediate referral to police or care services (see back page)
- d) Always contact the Diocesan Safeguarding Team
- e) Keep a record of what happened, your concerns and your actions and copy them to the Diocesan Safeguarding Team.
- f) Tell your parish priest (unless the priest is the person of concern)
- g) Only tell others who need to know.

5.3.3.2 A child, young person or adult wishes to disclose they have been abused

- a) Listen and keep listening. Do not interrupt them.
- b) Do not investigate or ask questions unless it is to clarify what you have already been told.
- c) Do not promise confidentiality; tell them we need to share this.
- d) Reassure them that they are not to blame.
- e) Tell them what you are going to do and that they will be told what happens.
- f) Make careful notes of what is said, record dates, times, events and when you were told. Notes must be written up within 24 hrs.
- g) Report it to the person to whom you are responsible, to your priest and the PSL unless they are the person of concern.
- h) Only tell those who need to know

5.3.3.3 Things to remember

- a) Treat everyone with respect, setting a positive example for others.
- b) Respect personal space and privacy.
- c) Ensure any actions you take cannot be misrepresented by someone else.
- d) Challenge any unacceptable behaviour.
- e) Do not put anyone, including yourself, in a vulnerable or compromising situation.
- f) Do not have inappropriate physical or verbal contact with others, including the use of IT communication devices.
- g) You must not keep allegations or suspected abuse secret

Contract and Code of Conduct for all Volunteers

Name of Worker:

Job Title:

Job Description:

Specific Responsibilities

Person to Whom You Are Responsible (eg Youth / Pastoral Group Leader)

We are committed to helping you give the best possible service to the children you are working with, so we will endeavour to provide for any training needs. We will also meet with you from time to time to see how things are going.

Signed _____ Date _____ (Church Minister/Leader)

Signed _____ Date _____ (Parish Safeguarding Lead)

Conduct:

☐ I understand my employment is for a probationary period of 6 months after which there will be a review and by agreement of the Church Minister/Leader my appointment will be confirmed.

☐ I confirm that I have read the ***Safeguarding in the Parish: A Reference Guide*** and know where to access the ***Diocese of Derby Safeguarding Policy, Procedures and practice Guidance***.

☐ I will endeavour to carry out the policy to the best of my ability and if there are things I do not understand or if I have reason to be concerned about a child or adult, I will inform the appropriate leaders or the Parish Safeguarding Link.

☐ I will follow guidelines on safe working practice at all times.

- ☐ I will ensure that I will treat everyone with respect, setting a positive example for others.
- ☐ I will respect personal space and privacy.
- ☐ I will ensure that any actions I take cannot be misrepresented by someone else.
- ☐ I will challenge unacceptable behaviour sensitively, in a way that encourages growth, through respect for difference but challenge of any misuse of power.
- ☐ I will not put anyone, including yourself, in a vulnerable or compromising situation.
- ☐ I will not have inappropriate physical or verbal contact with others, including the use of IT communication devices.
- ☐ I will not keep allegations or suspected abuse secret
- ☐ I will attend training as required in the Pathway to Safeguarding Training for the role I undertake.
- ☐ I will not commence my duties until cleared to do so following completion of a DBS check (if required).

Signed _____ Date _____

5.3.4: Creating a safe environment / activity for children and adults within the parish

(1) Keeping records:- Children and Youth Work

It is important that accurate records in safeguarding are maintained. Records are produced to record what happened, what was said, what actions were taken and why, and to provide an account for those who were not there but who may need to make decisions based upon the records of others. The Diocese of Derby has produced a detailed policy on Record Keeping to supplement the national joint Anglican/Methodist **Recording Practice Guidance document 2015**. In addition to those two helpful documents the advice below must be followed:-

(2) Club and Activity Register (see 5.3.19)

- A register should be kept of children, young people or adult members attending, including arrival and departure times. This can be used as a fire register.
- A similar register should be kept of which Leaders and Helpers attended each session.
- A note should be kept of other people or other events taking place in the building at the same time.
- Club and Activity Logbook or Recording Sheet: A logbook must be kept and stored in a secure place for recording:-
 - A brief record of the programme activity for every session.
 - Any unusual events or conversations witnessed by the Leaders or Helpers.
 - Observations or signs of harm or abuse, e.g. bruising, inappropriate comments, overtly sexualised behaviour.
 - Aggressive behaviour, fighting or bullying.

This may protect both the Leaders or Helpers as well as the children, young people or adults from accusations of assault or abuse, by providing a context for the incident/s or by showing patterns of similar behaviour.

(3) Personal Logs

Personal logs should be kept to record worrying incidents such as:

- Repeated bruising on a child, young person or adult which is unexplained or beyond what might be reasonable to expect.
- Continuing complaints about another person.
- A marked change in a child, young person or adult's behaviour.

This log should be shared with the Parish Safeguarding Link (PSL) and the procedures in section 4 of this document should be followed.

(4) General Information and Consent Forms:– (Appendix 5.3.17)

Permission from parents (those who hold parental responsibility) should always be sought when working with anyone under the age of 18 years.

It is recommended that parents should be sent an information form with the annual consent form (see 5.3.17). This annual consent form should be returned to the group leader for information and safe-keeping.

Additional consent forms are required for outings or residential events, including sleepovers for anyone under the age of 18 years (Appendix).

Generally, there will be fewer occasions where written consent is needed in respect of working with adults. The taking and using of photographs is one such area as is the agreement to engage in a program of 1:1 work where you wish to be clear about the arrangements and the boundaries that will be required.

(5) Record retention

Activity registers and general consent forms should not be kept indefinitely. It can be very helpful to look back at what activities were undertaken as part of any review or planning for future programs. Therefore it is recommended that these records are retained for a period of 2 years.

Club and Activity Logbooks or Recording Sheet and Personal Logs contain safeguarding information and as such need to be kept indefinitely. Where a referral is made to the statutory agencies parish records can be destroyed only where there is a detailed record retained with the DST. The DST will retain all safeguarding files for a period of 75 years, thereafter they will be destroyed securely.

(6) Adult to Child Ratios

Below are the recommended minimum ratios of adult workers to children for all specific indoor/outdoor activity or holiday events. These are the ratios required in regulations governing day care for under 8's. In calculating the ratios, you should include helpers who are below the age of 18 within the numbers of children or young people. You should also increase the number of adults if you have young people with additional needs, are taking children away from their usual venue, participating in an activity which requires increased supervision or if you have a number of new children whom you are still getting to know.

Adult to Child Ratios

2 years & under 1 :3

3 years 1 :4

4 to 8 years 1 :8

Over 8 years See below

For children over 8, there is no official guidance. A suggested ratio is two adults (preferably one of each gender) for up to 20 children, with an additional leader for every 10 children. Following a risk assessment, this ratio would need to be increased for outdoor activities and more so if that activity is considered high risk or dangerous, or when catering for children with additional needs.

In some circumstances a worker might be alone with a child. Examples include a small group situation, listening to a child, acting as a mentor or in transport arrangements. Be specific in your written guidance and expectations and make sure that the parents have given consent and the PSL is aware of when 1:1 working is necessary (See Lone Working below).

For adult groups there are no official guidance. The Diocese recommends that the ratio for over 8 years is used as a guide. There should be a minimum of two Leaders (with Enhanced DBS) for any group activity. For home visiting and pastoral visits to those in residential care homes, prisons and hospitals, there should always be a DBS checked worker in attendance and the adult should never be left alone with someone who has not been approved through the Diocese. Many of these institutions will have their own regulations that will need to be complied with, so it is advisable to check before any worker visits. Please note that many education establishments regard the DBS certificate as being out of date after three years. If you are a regular visitor to such a place, please make sure you have an Enhanced DBS that is within the three year period and contact the DST if you need further advice.

(7) Parents/carers staying with children's groups

It is possible that parents/carers of younger children may wish to stay with them in their activity on occasion. Some of these may want to respond to children for whom they are not responsible. However, while this natural relationship should not be discouraged, the demarcation between validated leaders and other adults must be maintained.

Toileting and other personal care are examples of activities that should remain the responsibility of parents/carers for the child, unless specific authorisation has been given by the child's parent or carer for the group leaders to undertake those duties.

If you have concerns that a particular adult is getting overly involved with other people's children, discussion should take place with the PSL as how best to address this.

Some vulnerable adults have full time carers or mentors who will accompany them to activities run by the church. In this situation the worker does not count in the group ratios and they should not be encouraged to assist in the care of others, for whom they are not responsible.

(8) Liaison with Parents/Home

Children's workers and leaders will need to visit children and their families at home from time to time. The parents/carers may or may not attend church and it is important therefore that they have

been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.

Guidelines for visiting a child's home:

- Inform a supervisor or another worker of the proposed visit.
- Never go into a child's home if a parent/carer is absent.
- Keep a written record of the visit detailing the following:-

Purpose

Time you arrived and left

Who was present

What was discussed

- If the parent/carer is absent when the call is made, leave some means of identification and explanation for the visit that can be given to them if the child is "home alone" or with other children.
- The invitation of a child to a worker's home must be done with the knowledge of the team/leadership and the PSL. The permission of the parent/carer must also be obtained in writing and where this is to be a 1:1 meeting, there should always be another validated adult present throughout the visit.

(9) Children or Adults coming in from the street

Sometimes children playing outside or wandering the streets with no adult supervision will want to join in with church activities (e.g. children's club, Sunday school) without the knowledge of their parents. The following guidance is recommended as best practice:-

On arrival, welcome the children and try to establish their names, ages, addresses and telephone numbers. Record their visit in the register.

- Ask the children if their parents/carers are aware of where they are, and what time they are expected home. If this is before the session ends, the children should be encouraged to return home, unless permission to stay can be obtained from the parents/carers via a telephone call. In any event suggest the child obtains the parent's/carer's permission to return the following week.
- Link the visiting children with regular attendees who can introduce them to the group and "show them the ropes".
- On leaving, give the children a leaflet about the group with contact telephone numbers, a letter to the parents/carers inviting them to make contact and a consent form if they wish their children to become regular attenders.
- Without interrogating the children, you will need to find out as soon as possible whether they have any special needs (e.g. medication), so that you can respond appropriately in an emergency.

When working with homeless adults you need to balance welcoming them into the church activity with your need to protect those whom already attend and might be vulnerable. It is good practice to try to establish the person's name and where they are staying in case this is needed at a later stage. All new comers to the church will need to feel welcomed and this is particularly true of those who are homeless. If you are concerned about their safety or the safety of another adult or a child, you should contact the DST. It is important that you consider safer working practices and do not place yourself or anyone else in a vulnerable situation.

(10) Detached Youth Work

Detached Youth Work is a form of street-based youth work provision, which operates without the use of a Centre and takes place where children "are at" both geographically and developmentally. This work should be planned and team members should be trained for this role.

It is important that a detached programme has aims and objectives. Questions to be asked are: what are you aiming to achieve and what will be the benefits of the work for the children and the church? The following advice is:

- Detached workers should always work at least in pairs.
- A child may wish to have a one-to-one conversation with a youth worker; this may be acceptable so long as the worker stays in sight of other members of the team.
- Team members should carry a mobile phone and should be aware of other members of the team, their whereabouts, and actions.
- Team members should carry an ID card.
- Allow sufficient time at the end of a session for evaluation and recording.

(11) Drop-in Centre

Drop-in Centres operate in a similar way to detached youth work. Apart from the impracticality of keeping a register of the children or adults attending or obtaining consent from parents/carers, the advice contained in this section is relevant and applicable for this type of activity.

It is difficult to keep track of who is actually in the building, therefore it is important that churches and organisations:-

- Conduct regular fire drills to ensure that the building is evacuated completely and within a set time scale.
- Ensure all users of the drop-in centre only have access to specific areas of the building.

- Work with the group members to negotiate ground rules for acceptable behaviour in and around the premises and decide what age range you will work with.
- Monitor and, if necessary, supervise any grounds around the building and the immediate vicinity.
- Get to know the names of the children or adults and, if possible, learn and note any special needs or health issues.
- A record sheet should be completed at the end of the session (see 5.3.18).
- Consider how to call for help, should an incident occur or if parents or others need to be contacted.
- Ensure that staff are trained and supported.
- Outings and visits will require a completed consent form and risk assessment (5.3.14).

(12) The use of restraint

No Child, young person or adult should be physically restrained except as an absolute last resort to prevent injury to themselves or another person.

Make every effort to move the adult or child away from the immediate area at an early stage.

- Talking calmly to them will reassure them that you remain in control of the situation.
- Do not shout or lose your temper.
- Make sure that only one person takes the lead in resolving the situation with assistance from other adults.
- Warn the child or adult about their unacceptable behaviour and be clear that they may be asked to leave or be collected by a parent / carer, or even the Police.
- Parents must be informed if a child needs to be excluded from any particular activity.
- Keep a record of what decisions you make, and why, and pass them onto the DST.
- If you have cause to exclude the same person from activities repeatedly, you should discuss it with your PSL as disruptive behaviour could indicate other issues in a person's life.
- Where a person regularly presents with challenging or concerning behaviour, efforts should be made to learn what other support services are involved and try to link in with them. Discussions with the child's parents, or other professionals working with the person, in this instance is crucial.

(13) Alcohol, Tobacco & Other Substances

It is a criminal offence to allow any child in the care of a church group or organisation to produce, possess, use or supply illegal drugs. It is also inappropriate to provide any child or young person under the age of 18 with alcohol. Appropriate licenses are required for the selling of alcohol at church functions and you should ensure that your PCC has the relevant permissions.

In group settings role modelling can be a powerful influence upon the behaviours of others. Inappropriate behaviours might be copied by those who are more vulnerable or likely to be susceptible to peer influence. Such behaviours need to be challenged by the group leaders and helpers at the time.

It is important that workers role model good conduct. It is never appropriate for a worker to be working while under the influence of alcohol or drugs, neither is it appropriate for a worker to offer a child or young person under the age of 18 cigarettes. The national guidance states that:-

Now the minimum age is 18 in order to buy cigarettes, rolling tobacco, cigarette papers and other smoking products. Also, if you are under 16 and a police officer catches you smoking in a public place, be aware that they have a duty to confiscate your cigarettes.

When working with children, young people or adults misusing alcohol, tobacco or other harmful products the following guidance should be used:-

- Asking the child or adult to stop the behaviour that is causing concern.
- If the child is under 16 years you must inform parents/carers
- If the child is over 16 years inform the parents/carers with their permission.
- Discuss with the child or adult the proposed course of action, particularly if they re-offend, including informing the police and suspending them from the group if the behaviour is illegal.
- Write down the content of any discussion including the action taken, sign and keep this in a secure place and send a copy to the DST.
- Liaise with either the DST or the Diocesan Youth Adviser and the police to devise a strategy for dealing with the use of illegal substances.
- If it is thought that the child is suffering significant harm then, consult the PSL and follow the flowchart.

(14) Helping others to help themselves

Children and adults may have a confused understanding of what is acceptable and what is unacceptable behaviour in adults. Abusers may present themselves as having authority in order to

convince or silence their victims. This may be the authority of a parent/carer, a church leader or another trusted adult.

The child or adult needs to be able to distinguish acceptable from unacceptable behaviour and be empowered to take appropriate action when threatened with harm.

To help them help themselves you should:-

- Always act with integrity, consistency and honesty so that you may be seen as trustworthy and potentially helpful.
- Be sensitive and aware so that you do not miss tentative requests for help.
- Consider the wider picture, for example, can parents, carers or other trusted adults be enlisted to help.

(15) Those with a Disability or Additional needs

The available UK evidence on the extent of abuse to those with additional needs suggests that they are amongst the most vulnerable in our society and they are at increased risk of harm. Also the presence of multiple needs increases the risk of both abuse and neglect.

There are a number of reasons why those with additional needs are likely to be more vulnerable to abuse e.g.:-

- Communication difficulties may make it difficult for them to tell others what is happening.
- Those with complex needs tend to have more physical contact than those without disabilities (i.e. therapists, health or care workers) and may require higher levels of intimate personal care.
- They often have fewer outside contacts than their peers (Socially isolated).
- They may have impaired capacity to resist abuse.
- Attitudes can play a part, for example, the belief that a child or young person with a disability cannot be sexually abused because they are seen as “a-sexual”.
- Not understanding or being aware of what is or is not appropriate behaviour.

Leaders must gain an understanding of the individual's additional needs in a culture of openness, in order to ensure that reasonable adjustments can be made to any activities planned.

Those with additional needs have the same rights as anyone else and it is important to respond appropriately when they are seen to have bruises or other marks, signs or indicators of abuse and not to assume that these are due to the disability.

Sex offenders may target those with Additional needs in the belief that they are less likely to be detected. There may be more opportunity to groom a person with additional needs.

Additional areas where you might see signs of abuse to those with additional needs may include:

- Force feeding
- Excessive physical restraint or rough handling
- Misuse of medication
- Failure to follow medical recommendations
- Invasive procedures against the person's will

When a person has communication impairments or learning difficulties, special attention should be paid to their communication needs and to ascertaining their perception of events, and their wishes and feelings allowing enough time for them to express themselves freely. You may need to access specialist help from those using specific communication aids/language (e.g. Bliss boards, Makaton or British Sign Language). If you need additional advice remember to contact the DST.

REMEMBER: safeguarding those with additional needs is essentially the same as for anyone else and you should follow the flowchart in the same way.

(16) Transport

By private car: These guidelines apply to all drivers transporting children, young people or adults considered to be vulnerable, which is organised by or on behalf of a church/organisation. They do not apply to private arrangements made by those with parental responsibility or a vulnerable adult who is deemed to have capacity. In very exceptional circumstances it may be necessary to transport a child, young person or vulnerable adult without having time to cover all the issues below. If this is the case the minimum requirement is that the person offering the transport must agree that there is no alternative with the Group Leader, Incumbent or the DST. If in doubt advice from the DST should be sought before the journey takes place.

(17) General:

- Only adults approved by the group leader and holding an enhanced DBS should transport children, young people and adults considered as vulnerable on behalf of the parish.
- Those transporting others should sign an undertaking to abide by these guidelines.
- Parental consent is required for all transport of children including to and from a meeting or as part of an activity.
- Except in emergency, all journeys should be with the knowledge and consent of the leader in charge.
- The back seats should be used first when transporting children.

- Under normal circumstances, no adult should be alone in a vehicle with a child.
- Consideration should be given to suitable additional adults to support a child with additional needs or challenging behaviour.
- When dropping children off, make sure they are met by their parent/carer or someone designated by the parent /carer and that they have access to their home.
- If child restraints are needed they should be fitted in accordance to the Highway Code.

(18) Driver Issues:

- It is good practice to limit transport to drivers over 25 who have held a full licence for two years.
- Drivers with unspent convictions for Drink Driving, Dangerous Driving or Racing on the Highway should not transport children. Those with spent convictions for these offences should be assessed by the DST as to their suitability to convey people on behalf of the parish.
- Any driver transporting others on behalf of the parish must have appropriate insurance cover and appropriate license to cover the vehicle used.

(19) Vehicle issues:

- All cars must comply with the law in respect of MOT and roadworthiness.
- All drivers must hold comprehensive insurance and the leader must check that it covers the transportation that is proposed.
- All drivers must comply with the seatbelt and child restraint law and must only use seats that are designed for the vehicle.

(20) By minibus:

- Minibus law has changed over the years and may continue to do so. However, currently, a small bus permit is required in all cases to carry between 6 and 16 passengers. Up to date regulations and a permit application form can be found by an internet search on "small bus permit".
- The Board of Education at Church House has two Small Bus Permits available for group use; contact the Youth Adviser for more information.
- Speed limits for minibuses are currently 50mph on single carriageway roads, 60 on dual carriageways and 70 on motorways.
- Everyone must have a proper seat and a seatbelt.

- Except in emergency, an additional validated adult should be present. Further information from www.thinkroadsafety.gov.uk

(21) First Aid

All premises used by members of the public should have a properly equipped First Aid kit. Its contents should be stored in a waterproof container and the designated worker should regularly check the contents. Workers should be encouraged to attend training run by the Diocese or by the Red Cross etc. and to keep their training up to date. First Aid training is advertised in the Christians Learning Together Programme and on the Diocesan Website. It is good practice for there to be a nominated First Aider at each group session.

First Aid Kit - Suggested minimum contents:

- 2 x small wound dressing
- 2 x large wound dressing
- 1x eye pad
- 2 x triangular bandages
- 2 x non-stick dressing 5cm x 5 cm
- 2 x non-stick dressing 10cm x 10cm
- 1 reel of low allergy adhesive tape
- 1 pair of scissors
- 4 x safety pins
- 5 x pairs of disposable latex gloves
- 2 x conforming bandages 6cm
- 1 x resuscitation shield
- 2 x crepe bandages 5cm
- 20 x wrapped adhesive dressings (plasters)
- 1 x disposable apron
- 1 x sealed eye wash
- 1 x emergency aid card
- 4 x individually wrapped cleaning wipes (non alcoholic)
- An accident report book with forms (available from any good stationers)

(22) Children or Adults Placed with Host Families

Exchange visits may be arranged locally, nationally or may be foreign exchanges. The children or adults on exchange visits typically stay with a family selected by the local Church or an approved organisation.

With regard to children (anyone under the age of 18 years), unless the visit is for more than 28 days, the local authority (Children's Social Care) need not be involved.

It is for the Church or organisation to make arrangements to select host families locally and to negotiate the provision of families with the church or organisation in the area of the visit. All adults within the host family **must** have an enhanced DBS check in place throughout the duration of the stay.

If there is any reason to believe that a child within the host household is subject to a child protection plan or is the subject of child protection enquiries, the household should be considered to be unsuitable as a host family.

The Church organisation remains responsible for taking reasonable steps to safeguard and promote the welfare of children or adults when they are on an exchange visit. The Church organisation must take reasonable steps to ensure that the relevant other Church or organisation on the exchange visit takes a comparable approach. It is good practice for the parish to obtain 2 written references for the host families before they are put forward as a suitable host household. You should do as much appropriate matching as is possible as this will increase the likelihood of a successful stay; there are no easy shortcuts. You should consider as a minimum the following:-

- Age
- Gender
- Social Interests
- Sibling Mix or grouping
- Capacity in the home
- Any additional needs
- Any extra equipment needed
- Any transport issues
- Language issues

The above list is not exhaustive or in any priority order. If you need further advice, please discuss with the Diocesan Youth Adviser or the DST.

(23) Sleepovers

Where you organise sleepovers in churches, church halls or other public buildings which are not designed for that purpose, the following good practice **must** be followed:-

- Males and females should be allocated separate sleeping areas.

- Consideration should be given as to where staff should sleep so as to ensure the safety, security and supervision of children.
- Ensure parents understand and agree to the planned sleeping arrangements.
- There must be two clear unobstructed marked exits from the sleeping area to the outside.
- All exit doors must be easy to open from the inside.
- To prevent the spread of fire and smoke, all internal doors should be closed at night.
- Portable heaters should not be placed in such a way that they would block an exit if they caught fire.
- Portable heaters should be turned off at night.
- If there is no emergency lighting system that turns on when the power fails, leaders must have torches.
- There must be no smoking inside the building at any time.
- A list of all those staying should be kept by the main exit door and a duplicate copy with the group leader.
- Practice evacuating the building to the agreed assembly point before anyone goes to bed.
- Do not park vehicles where they would obstruct an exit, a fire appliance or Emergency vehicles accessing the building.

(24) Baby Sitting Circles/Respite sitting

Many churches and some Christian organisations try to help their members who have young children or who care full time for adult relatives, by organising a pool of babysitters/ respite sitters. Care should be taken when offering such services as it has the potential for providing access to young children or vulnerable adults who could be exploited.

If you run, or wish to run, such a service please ensure that:-

- It is co-ordinated by a validated leader.
- For children, the helpers must be over 16 and for adults the helpers must be over 18 years. In all situations the helpers must have an Enhanced DBS.

Any concerns about the sitting arrangements or adverse comments from children, parents, carers or adults must be discussed with the PSL and the flowchart will be used to decide on any further action that may be required. If in doubt, the PSL should consult the DSA for advice.

(25) Photography

Since the introduction of the Data Protection Act in 1998, churches and organisations must be careful if they use clearly identifiable photographic, video or web cam images.

- Permission (verbal or written) must be obtained from all the individuals (children and adults) before the image is made. If anyone declines permission their wishes must be respected. In seeking permissions you will need to be very clear about:-
 - What the image will be used for
 - How it will be stored securely, and
 - How and when the image will be destroyed.
- Some children may be the subject of disputed legal proceedings, a result of which is that information about their whereabouts has to be restricted (sometimes with a court order).
- It must be made clear why the image is being used and who might want to look at the pictures.
- Details of the identity of any children must not be attached to the photograph or image.
- Written and specific consent must be obtained from parents or carers before using photographs on a website and ensure any images appropriately represent your activity/event. This can be included in the annual consent form.
- Care must be taken about using children who are scantily dressed, eg on the beach or swimming. Focus on the activity, not the child/adult and try to avoid full face and body shots.
- Separate permission may need to be obtained if any of the images are passed to the press or media.

(26) Public displays

Care should be taken in constructing public displays of the work completed by children which is accessed by all. While you will want to celebrate their achievements and efforts, displays that clearly identify the work of specific children should only be displayed with the specific permission of the child and their parent/carer. Some abusers will use information like this to engage the child in conversation and gain the child's trust.

(27) Mobile phones, camera phones and text messages

The use of mobile phones can be a valuable tool to aid communication. However, they can also be misused. The following guidance must be followed:-

Diocese of Derby Safeguarding Children and Adults Policy Procedures and Practice Guidance 2016

- Care should be taken when giving out or requesting private numbers, ensuring that they are only used as part of the function of the church or organisation's activities.
- The use of camera phones should follow the Photography guidelines above.
- If you allow young people to use their phones during a church activity, it is good practice to make it clear that the responsibility for that use remains with the child.
- Mobile phones are often the reason for children and young people being victims of crime and have been used to record crimes (e.g. so called "happy slapping"). Leaders and helpers should be mindful of these risks when working with children and young people.
- Care should be taken when using text messaging and other instant messaging services. The language used in quick messaging is often open to misunderstanding and interpretation. It is not unusual for people to imagine "feelings" towards people in roles of responsibility and the nature of texting can contribute to this confusion.
- If a child shows you any inappropriate text messages, photos or videos that they have received or made, try to make sure they do not delete them as they may be evidence of an offence. Consult your PSL to see if further action is needed and follow the flowchart.
- If you receive a text from a child, parent/carer or adult, that causes you concern, it should not be deleted. The PSL should be informed and a record kept. If deemed appropriate by the PSL, action should be taken in line with these procedures.

(27) Social Network Sites, Web Accounts, etc.

Many churches are using social network sites to build an online community or to keep the wider community aware of things that are happening within the church. This is a good way to share information and engage in an on-going conversation. It is also a way of sharing concerns (such as lobbying on social issues or and photographs). Young people often initiate these groups and promote them with their friends. There is a recognised difficulty that some people set different levels of safer practice in the virtual world of the internet than they would in the real world. This is not exclusive to young people and many users from an older generation (who have not grown up with technology) struggle to see the dangers of the internet.

If the "Facebook" or similar accounts or groups are set up in the name of the church or youth group, it is essential that a leader becomes a member of it and oversees the content and activity.

There are other considerations that people need to be aware of:

- Leaders should always maintain a professional and clear boundary between their personal and professional lives by customising their privacy settings and avoiding uploading inappropriate personal information that might present a reputational risk to their role, the parish or even the wider church.
- Events or parties at a private address should be reserved for the group's private area.

- The guidelines on photographs should be followed when uploading images.
- Leaders should monitor conversations, the fun wall, images and the behaviour of members of the group and challenge, educate or intervene as necessary.
- Leaders should discuss any concerns with the PSL and the Diocesan Communications Team are available to offer specialist advice if needed.
- If any child, parent/carer or adult raises concern about the content of any social network site connected to the church, the PSL should be advised and the flowchart followed.

(29) Computers and Laptops

Care should be taken when allowing the use of computers (including laptops) to ensure that users are not given access to information that is either private, personal, of adult nature in content or confidential. Users must not be left to use computers unattended even if programmes are password protected, if there is material held on the computer to which they would not have permission to access.

If the computer belongs to a church or organisation:

- Adequate protection measures must be installed to prevent access to inappropriate adult sites including on-line purchasing, gambling and/or pornography.
- Retail sites that may be useful to your church or organisation should be protected by a password if the machine is to be used by non-church officers (paid and volunteers).
- If the laptop is lent out, it is essential that there is a robust system for recording who has used it, when and for what reason.
- It is good practice to have a sheet accompanying loaned equipment specifying the responsibilities of the borrower.
- Equipment should only be lent out for activities related to the church or organisation.

(30) Whistle-blowing

All suspicions and allegations have to be taken seriously and appropriately reported. It is recognised that strong emotions can be aroused particularly in cases where any form of abuse is suspected or where there is loyalty, sometimes misplaced, to a colleague or to someone known to you. In addition, individuals may not express their concerns because they fear harassment or victimisation.

In these circumstances it may be thought easier to ignore the concern rather than report what might be regarded as just a suspicion of malpractice. It is important to understand these feelings but not to allow them to interfere with any action we feel is necessary. The Diocese is committed to the highest standards of openness, honesty and accountability. In line with that commitment you are

encouraged to come forward and voice any concerns. It is recognised that certain cases will have to proceed on a confidential basis.

The Bishop expects all individuals in the church to discuss concerns they have about the safety and welfare of a child or adults in the church setting with the PSL and through them, their Archdeacon and the DST. Not acting is not an option.

It is essential that these concerns are reported and an individual who raises them in good faith, will be supported. For additional advice see the Diocesan Whistle-blowing policy and/or contact the DST.

Safer Working Practices

(31) Lone Working

There will be occasions when lone working is not only inevitable but is desirable. However when you are working on a 1:1 basis there are some steps that you can take which will help reduce the risk of harm and protect workers from inappropriate alleged misconduct:-

- Each request for 1:1 working should be risk assessed before any agreement is undertaken to embark on lone working. Factors that might make risk increase could include known history of violence, Mental Health, illegal drug misuse, alcohol misuse, a request to meet in an isolated place etc.
- Consider whether 1:1 working is the most appropriate and if not, consider working alongside a colleague.
- If you decide to offer 1:1 meetings, are there steps that you can take to minimise the risk? These can include arranging to meet in a public place, ensuring that someone knows what time you are visiting, where and for how long, arranging a phone call shortly after the meeting has started to check that you are OK, letting a colleague know that the session is ended, have an exit strategy just in case you suddenly feel ill at ease, debrief after the session and make notes of what was discussed. If in doubt, please seek advice from the DST.
- Any concerns arising from lone working should be shared with the PSL and follow the flowchart for any further action needed.

(32) Safe Boundaries

Many of the people we serve will not see the demarcations that we see in the different roles within the parish. You are undertaking a role within the church and are often seen as someone with authority and trust. This can be misused and care needs to be taken to ensure that professional boundaries are maintained. There are four main boundaries that are often crossed in which problems usually arise. They are:-

- Physical Boundaries
- Relational Boundaries
- Power and Role

- Confidentiality

Physical touch can be important to create connectivity but remember any physical contact should be undertaken with the other person's consent and to meet their needs not your own. It is worth reminding that if an action can be misinterpreted or misunderstood by someone it is probably best avoided and think of an alternative. E.g. placing a hand on someone's arm can be as comforting as giving them a hug if they are upset.

The role you undertake comes with assumed authority and a set of values associated with the church. Therefore it is important that you agree clearly what the expectations are and that duties correspond with the role description. In the past problems have arisen where, for example, pastoral visiting expands to doing errands or odd jobs and over time an inappropriate dependency is created. It is not that the help is not needed, rather that it needs to be agreed whose role it will be to complete the task.

Similarly, some roles attract those who enjoy the kudos that accompanies the role and may on occasion exert power inappropriately. Remember that all abuse is effectively a misuse of power within an interpersonal relationship. Those who have already experienced abusive relationships may be sensitive to those who misuse the power attached to a particular role. Research also shows that individuals are more likely to be abused if they have already experienced abuse in the past.

In many of the roles within the parish, workers will have access to confidential information or will receive information that needs to be kept confidential. This has to be balanced with knowing what information should be shared in order to keep children or adults safe from harm (see the guidance on information sharing and record keeping)

(33) Confession

It is in everyone's interest to recognize the distinction between what is heard in formal confession, however this might take place, which is made for the quieting of conscience and intended to lead to absolution, and disclosures made in pastoral situations. For this reason, it is helpful if confessions are normally heard at advertised times or by other arrangement or in some way differentiated from a general pastoral conversation or a meeting for spiritual direction. A stole might be worn and a liturgy should be used.

Guidelines for the Professional Conduct of Clergy also advise that:-

The ministry of absolution may only be exercised by the minister who has the cure of souls of the place in question or by another priest with that minister's permission, or by a priest who is authorized by law to exercise ministry in that place without being subject to the control of the minister who has the cure of souls (e.g. a priest who is licensed to exercise ministry under the Extra-Parochial Ministry Measure 1967).

This rule is subject to an exception that permits a priest to exercise the ministry of absolution anywhere in respect of a person who is in danger of death or if there is "some urgent or weighty cause" (See Canon B 29.4). Before undertaking the ministry of absolution a priest should receive

appropriate training and be familiar with any guidelines published by the House of Bishops that relate to the exercise of this ministry.

A clear distinction must be made between pastoral conversations and a confession that is made in the context of the ministry of absolution. Where such a confession is to be made both the priest and the penitent should be clear that that is the case. If a penitent makes a confession with the intention of receiving absolution the priest is forbidden (by the un-repealed Proviso to Canon 113 of the Code of 1603) to reveal or make known to any person what has been confessed. This requirement of absolute confidentiality applies even after the death of the penitent.

If, in the context of such a confession, the penitent discloses that he or she has committed a serious crime, such as the abuse of children or vulnerable adults, the priest must require the penitent to report his or her conduct to the police or other statutory authority. If the penitent refuses to do so the priest should withhold absolution.

Clergy may seek further advice from their Bishop and the DST prior to embarking on the provision of formal confession.

(34) Deliverance Ministry

It is sometimes suggested that a child or adult is possessed by evil spirits and that this may account for behavioural issues in that person or be considered to justify harsh treatment by the parents or carers. Parish priests and others should consult the bishop and should note that most parish insurance policies do not cover deliverance ministry.

This is an area of ministry where particular caution needs to be exercised, especially when ministering to someone who is in a disturbed state. The House of Bishops' guidelines on both healing and deliverance ministry should be followed and cases referred to the diocesan advisers for deliverance ministry and safeguarding when necessary; the advisers' special expertise should be used in order to help as effectively as possible those who think they need this ministry.

The ministry of exorcism and deliverance should only be exercised by priests authorized by the bishop, who normally requires that permission be obtained from him for each specific exercise of such a ministry. If this ministry is sought in connection with a child, the Diocesan Safeguarding Adviser must be involved before any action is taken. The DSA may need to consult with the statutory authorities in line with local safeguarding arrangements.

(35) Spiritual Abuse

Within faith communities, harm can also be caused by 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. Any of these could result in children or vulnerable adults experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful, it should be referred for investigation in co-operation with the appropriate statutory agencies.

Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children and vulnerable adults should help to prevent harm occurring in this way. Other forms of spiritual

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harm include the denial of the right to faith or the opportunity to grow in the knowledge and love of God. If anyone in the Church is uncertain whether or not abuse has taken place, he or she can contact the Diocesan Safeguarding Team or the local authority children's social care team.

(36) Examples of when a child or adult might be at increased risk of abuse:-

- Disability increases the risk of abuse and those with multiple disabilities are at even more significant risk of abuse and neglect,
- Bullying, whether physical, verbal or emotional is damaging.
- Self-harm or suicidal behaviour may be indicative of serious abuse occurring and should always be taken seriously.
- Female Genital Mutilation is abuse and is also a criminal offence.
- Sexual Exploitation is someone taking advantage of you sexually, for their own benefit. Through threats, bribes, violence, humiliation, or by telling you that they love you, they will have the power to get you to do sexual things for their own, or other people's benefit or enjoyment (including: touching or kissing private parts, sex, taking sexual photos).
- Forced marriages – i.e. where duress is a major factor and where the union is conducted without the informed consent of both parties.
- Within families where there is domestic violence, defined by the Home Office as, "Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are, or who have been, intimate partners or family members, regardless of gender or sexuality".
- Family separation and its consequences can be traumatic, especially if threats or violence are part of the history or custody and care arrangements are acrimonious.
- There is clear evidence of a link between the abuse of animals and the abuse of children and adults.
- Human Trafficking for enforced labour, domestic servitude, or the sex trade happens in the UK and is illegal. Many people are under the misapprehension that it only occurs when national or international borders are crossed but individuals can be trafficked in local communities without leaving their town or county.
- Other factors where tensions and pressures are increased include social exclusion, racism, parental mental health problems, or illness.

For further information on these specific issues please consult the Local Safeguarding Boards procedures for adults or children, or seek additional advice from the DST.



Safeguarding Records

1. Introduction

- 1.1. This guidance seeks to set out what should be recorded in relation to safeguarding concerns and sets out the good practice concerning both the:
 - nature of the actual recording
 - requirements for the safe storage and processing of this data
 - what information can be shared
- 1.2. The guidance is aimed at Diocesan Safeguarding Officers and Diocesan Safeguarding Teams. However Clergy and Parish Workers who may also need to record a safeguarding matter may also find this information useful.
- 1.3. Good record keeping is an important part of the safeguarding task. Records should use clear, straightforward language, be concise, and accurate so that they can be understood by anyone not familiar with the case. They should clearly differentiate between facts, opinion, and judgments and hypothesis.
- 1.4. In the Church context, safeguarding records are needed in order to:
 - 1.4.1. Ensure that what happened and when it happened is recorded.
 - 1.4.2. Provide a history of events so that patterns can be detected.
 - 1.4.3. Records the action of the advisers and church workers.
 - 1.4.4. Allow for continuity when there is a change of personnel.

2. Principles of a good safeguarding record

- 2.1. **Proportionality** – all work must be recorded with the minimum necessary bureaucracy, avoiding where possible repetition of written information.
- 2.2. **Accountability** – recording practice must comply with legislation, case law, professional standards /codes of practice and guidance.
- 2.3. **Transparency** – where information in a case record is classed as personal data pursuant to the Data Protection Act 1998 it is likely to be available to those about whom it is written, in accordance with the provisions of that Act (unless one of the exemptions apply). In any event, it is good practice for the information contained in the records to be available to the subjects of those records, whenever it is safe and possible to do so.

- 2.4. **Accessibility** – the written record is a vital tool and should be accessible to those who have a need to know this information. As an example, this means that the safeguarding adviser must ensure that an authorised individual from within the church is able to access the safeguarding records in the event that the safeguarding adviser is absent or otherwise unavailable.
- 2.5. **Accuracy** – the subjects of these records are entitled to expect that the safeguarding adviser's records are accurate. Under the Data Protection Act 1998, it is a requirement that personal data is accurate and where necessary kept up to date. Bear in mind that making such records accessible upon request (where it is possible to do so) is a good way of ensuring this accuracy.
- 2.6. **Security** – Records should be stored safe from loss, theft, damage and inappropriate access or onward disclosure. In an age of digital storage and exchange of information, this requires additional care, (see section 6 below entitled 6."Safeguarding Records: Storage, access, confidential emails / archive / retention policy / and working with the statutory sector").

3. Sharing information

- 3.1. The expectation that personal information will be respected is supported by law, as well as by ethical obligations to others; and the Diocese takes these duties seriously. However, the duty to keep this information confidential has limits. Personal and sensitive personal information may be shared within the law to prevent or solve a crime, or related serious misconduct in a church 'workforce' role or whenever disclosure is in the public interest.

This means that when an allegation of abuse is made in any church setting, it must be reported to the Diocesan Safeguarding Team within 24 hours. Appropriate information will also be shared with the police or the child and/or adult protection services of the local authority wherever necessary. This will always include disclosures of abuse, unless it related to an adult victim or an adult survivor of child abuse who objects, and there is no danger of the abuse continuing against them or any other victim.

It is essential that this is made clear to all those working in the Church whether they are paid or unpaid.

If the person who is sharing the information is worried about the matter being referred to the police or the child and/or adult protection services the professional advice can be sort from the Diocesan Safeguarding Team.

The following 7 'golden rules' are taken from information sharing guidance HM Government (2009), updated March 2015.

- i. **Remember that the Data Protection Act is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately.

- ii. **Be open and honest** with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- iii. **Seek advice** if you are in any doubt, without disclosing the identity of the person where possible.
- iv. **Share with consent where appropriate** and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
- v. **Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- vi. **Necessary, proportionate, relevant, accurate, timely and secure:** Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- vii. **Keep a record** of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

4. Capacity

- 4.1. All people over the age of 16 are presumed, in law to have the capacity to give or withhold their consent to sharing confidential information unless there is evidence to the contrary.
- 4.2. The Mental Capability Act (2005) Code of Practice defines the term ‘a person who lacks capacity’ as a person who lacks capacity to make a particular decision or take a particular action for themselves at the time the decision or action needs to be taken.
- 4.3. A person who is suffering from a mental disorder or impairment does not necessarily lack the capacity to give or withhold their consent for information sharing. Equally, a person who would otherwise be competent may be temporarily incapable of giving valid consent due to factors such as extreme, fatigue, intoxication, shock, severe pain or sedation.
- 4.4. Where a child under 16 years of age is concerned, the consent of their parent or carer should be obtained before their personal information is shared, If this is not possible due to the urgency of the situation should be notified that information has been shared as soon as possible. Where a parent or carer has been implicated in the abuse, or the child or vulnerable adult will be placed at further risk of abuse by involving the parent or carer, the information can be shared without consent. Where any doubt exists advice from the Diocesan safeguarding team should be obtained by calling 01332 388650.

5. Confidentiality

- 5.1. Whilst every effort should be made to ensure that confidentiality is preserved, in matters of safeguarding this will be governed by what may be an overriding need to protect a person who has been abused, or is currently at risk of being abused.
- 5.2. All those working with children or vulnerable adults must be clear that it is not permissible to keep information about suspected or actual abuse confidential.
- 5.3. There is a common law 'Duty of Confidence', where a person has a right to expect information given in confidence to be kept confidential by the person receiving the information i.e. doctor and patient and solicitor and client.
- 5.4. The 'Duty of Confidence' is not absolute and disclosure can be justified;
 - i. If the information is not of a confidential nature and is available elsewhere.
 - ii. If it is in the public interest to disclose the information e.g. for the prevention or detection of crime.
 - iii. If a court orders the disclosure of information.
 - iv. If there is another legal obligation to disclose the information.
- 5.5. When deciding on breach of confidentiality without consent of the person the disclosure would have to be proportionate to the need to protect the child or vulnerable adult.
- 5.6. Even where you do not have consent to share confidential information you may lawfully share it if this can be justified in the public interest. Seeking consent should be the first option. However, where consent cannot be obtained or it is refused, or where seeking it is inappropriate or unsafe, the question of whether there is sufficient public interest must be judged on the facts of each case. Therefore where you have a concern about safety and wellbeing of a person, or a crime has been committed, you are not prevented from sharing confidential information simply because consent has not been given. Advice should always be sought from the Diocesan Safeguarding Team especially where there is any uncertainty or consent has been refused.

6. Confession

- 6.1. A failure to share information has been identified repeatedly in child abuse enquires as the most common reason for failure to intervene quickly enough in protecting children, sometimes with serious consequences.
- 6.2. The House of Bishops' Guidance suggests that it is in everyone's interest to recognise the distinction between what is heard in formal confession, however, this might take place, which is made for the quieting of conscience and intended to lead to absolution, and disclosures made in pastoral situation. For this reason, it is helpful if confessions are normally heard at advertised times or formalised by other arrangements or in some way differentiate from a general pastoral conversation or meeting for spiritual direction.

6.3. The House of Bishops' 'Protecting All God's Children' (2010) advises that:

'Canon Law constrains a priest from disclosing details of any crime or offence which is revealed in the course of formal confession; however, there is some doubt as to whether this absolute privilege is consistent with the civil law. Where a penitent's own behaviour is at issue, the priest should not only urge the person to report it to the police or the local authority children's social care, if that is appropriate, but may judge it necessary to withhold absolution. In such a case the priest may consider it necessary to alert the bishop to his or her decision in order to safeguard himself or herself and seek advice on the issues, though the penitent's details would not be shared without their permission. The priest might also judge it appropriate to encourage the penitent to speak personally to the bishop.'

One successful form of practice employed by priests in this position has been to withhold absolution until the penitent has admitted their behaviour to the police and then to accompany them to the police station to make this disclosure

6.4. In any event confidential and professional advice can be sought at any time from the Diocesan Safeguarding Team.

7. What Should be recorded

7.1. The following approach is helpful in considering what should be written.

- **A written record** of the event or conversation should be made as soon as is practicable (after the event or conversation but always within 24 hours.)
- **Who is it about?** (the names of all key people including any actual / potential witnesses)
- **What happened?** (use exact quotes where possible, in quotation marks)
- **How did it happen?** (For example, if someone is alleged to have assaulted a child, did they use an implement? Or was it a kick? Or a hit?)
- **Where did it take place?**
- **When did it take place?**
- **Why did it happen?** (This allows you to record any explanations offered to you by the people involved. It is not the place for your own analysis.)
- **What should happen next** (what action will follow, what are you going to do next what is X going to do next, making sure it is the diary in Y days' time as a reminder)
- **Recording what did happen next and the checks made to ensure effective follow up** (did X do what they said they were going to do)
- **Include the views / perspective of the child or vulnerable adult**

- **Analysis.** The District / Diocesan Safeguarding Adviser should analyse all the information gathered to decide the nature and level of the child's needs / vulnerable adult's need and the level of risk, if any, they may be facing.
- **Records must always be dated and the author identified.**
- **Indexing.** The Safeguarding Adviser should ensure that District / Diocesan records are able to be searched or indexed so that previous names and concerns can be easily retrieved.
- **Summary.** The Safeguarding Adviser should ensure, if a church worker has a separate personnel file, that a summary of any concerns and the outcome is filed on the personnel file.

8. Safeguarding Records Storage, access, confidential emails / archive / retention policy

- 8.1. Safeguarding records should only be seen by those who need to have proper access to them.
- 8.2. There should be a written protocol about who has access to the records and how records are accessed in an emergency or in planned or unplanned absences of the record holder.
- 8.3. Paper files should be contained in a lockable fire proof cabinet.
- 8.4. Electronic files should be password protected and backed up regularly. A secure server is preferable. Systems should be virus protected. Data must never be stored on pen drives or other removable media unless encrypted
- 8.5. Great care should be taken when scanning paper records so that they retain their authenticity. This is especially the case when records are required in criminal or civil cases.
- 8.6. Make passwords hard to guess (6-12 characters in length, at least one capital letter and at least one symbol). Do not use a word that appears in a dictionary as this is easily broken.
- 8.7. Sending information via e-mail is quick and easy but is open to the risk that someone other than the intended recipient can intercept it. Assume that it could be read by anyone. This will help to ensure that you take appropriate care both in the content of the email and any attachments. Take care to check the address you are sending it to.
- 8.8. Safeguarding personal information is subject to the Data Protection Act, requires special handling and has the highest classification (DPA Confidential).
- 8.9. Emails containing safeguarding personal information should ideally be in an approved encrypted format.
- 8.10. No letter containing confidential information and identifying details should be sent other than by 'Special Delivery' (which tracks documents online together with signed proof of delivery) Always use the double envelope safeguard. The relevant information

should be contained within an inner envelope marked confidential but no classification details shown on the outer envelope.

- 8.11. Professional advice (IT and Legal) should always be obtained in relation to digitalisation of old records. Safeguarding Record Retention in the Church of England. The Care of Diocesan Records (page 14/15) says they should be kept indefinitely.

**9. Model Template for Safeguarding Records
(See section 5.3.18 below)**

5.3.6: Complaints Procedure



Diocese of Derby: Safeguarding Complaints procedure outline (v2)

Key issues that may require consideration/decision:

- Timings
- Who should receive what?, when?
- Who should respond at which stage?
- Who should manage?
- To clarify: this is not about a complaint about behaviour that might constitute and safeguarding matter – these should be dealt with using the safeguarding procedure

Possible nature of complaint:	Decision:	Process/Action	Target timescales from the time of the receipt of the complaint
a) 'Case' management: <ul style="list-style-type: none"> • process and/or • individual 	Who should receive?	1) Complaint received 2) NB: immediate or urgent action may be required at this point – or at any point of the process depending on the nature of complaint or information – in line with HR and related procedures 3) Initial response to complainant setting out process and anticipated timescales and providing a named link 'complaint manager'	3): within one week
b) Training: <ul style="list-style-type: none"> • trainer/s - process • other participants • content • availability 	Who should respond? Who should manage? Immediate requirement to liaise/refer to external agency?	'Complaint manager' to: 4) Clarify information about the complaint if required 5) Decide who to share information with – especially the subject of complaint where relevant 6) Gather information to support or challenge complaint	Steps 4) to 7): within one month
c) Other...?			

	Subsequent requirement to liaise/refer to external agency?	<p>7) Consider:</p> <ul style="list-style-type: none"> • action under personnel procedures • action involving external agencies • learning points and 'feeding' into development process: training, procedures etc. <p>8) Respond to complainant with 'findings' and proposed actions (where appropriate to share)</p> <p>9) Respond to subject of complaint where relevant with 'findings' and proposed actions (where appropriate to share)</p> <p>10) Report to appropriate individual/group: Bishop, DSL, DSA, DSOffer, Chair SMC, SMC etc. and</p> <ul style="list-style-type: none"> • agree an action plan to implement learning from the complaint and its investigation • establish outcome measures <p>11) Review</p>	<p>Steps 8) to 9): within 6 weeks</p> <p>Step 10): within two months</p> <p>Step 11): within 6 months of agreeing action plan; within 8 months of the start of the complaints procedure response</p>
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5.3.7: Whistleblowing Procedure

(See Church of England Whistleblowing Policy on the Diocesan Website)

5.3.8: Training Strategy: 'Pathway to Safeguarding Training' (2016)

Diocese of Derby Pathway to Safeguarding Training

1. The Pathway to Safeguarding Training 2016 is designed to bring together the training cycle (3 years) with the DBS cycle (5 years) for simplicity of use. It does so by seeing the 5 year DBS cycle as capable of encompassing two training cycles.

The Training Cycle

2. Training is divided into core mandatory training and specialisms. Core training must be completed at the start of the cycle (when the DBS check is done); an update must be done in year 3; and then a new set of core training done in year 5 (when DBS is revised, which in effect becomes the new year 1). Specialist training can be done at any point during the three years.
3. That produces a schedule like this:
 - Year 1: Core Training and DBS
 - Year 2: Specialist Training (optional or mandatory dependent on role)
 - Year 3: Top up Training
 - Year 4: Specialist Training (optional or mandatory dependent on role)
 - Year 5 (= Year 1 of second cycle): Core Training and DBS

Core Training

4. Four sets of Core Training will be available:

C0	Basic Safeguarding Awareness (children and adults)
C1	Safeguarding in a Church Context
C2	Safeguarding for leaders
C3	Safeguarding for oversight

Delivery of Core Training

5. **C0** can be accessed online via the Church of England Website, the Diocesan Website or the Church of England Resource Portal. A few face-to-face training events will be necessary for those who do not have access online. It will last about an hour. There are currently some functionality issues about the on-line course and the DSA advises not to access the C0 on-line until further notice. C0 is a basic introduction to safeguarding.

6. **C1** is a two-and-a-half-hour face to face training. There will be some post-reading. Soon, an on-line version will be available but only to those who are required to complete both the C1 and C2. Those who only complete C1 must attend a face-face training event. C1 is the baseline course for all those working with children and adults who need to understand safeguarding in the context of the church.
7. **C2** will be provided face-to-face in a three-hour (half-day) training event. There will be some post-reading. C2 is a leadership module to be completed by those who have responsibility for staff who work with children or adults. In the Diocese of Derby we suggest that this is the more appropriate route for Associate priests, those with PtO and Licenced Readers as well as the PSL's and Church Wardens, to receive their safeguarding training.
8. **C3** will be provided as a six-hour (full day) training event. There will be some post-reading. C3 is designed for those with an overview role of safeguarding. It is the preferred rout for those with Incumbent status and the Residentiary Canons at the Cathedral to access the safeguarding training.
9. Safeguarding training for Senior Staff will continue to be supplied by the national Church but delivered locally.

Accreditation

Certificates will be issued for all courses fully attended. The trainers and the DSA will consider whether anyone who has left a training event before it has ended, can nevertheless receive a certificate or whether additional attendance is required. If an individual can evidence (through the production of a valid certificate) attendance at a Church of England course in another diocese, this will be accepted so long as it was completed within the past two years.

Requirements for Core Training

10. Anyone who has contact with the public, whether face-to-face or on the phone must complete the **C0** training.
11. All volunteers who work with children and adults, licensed ministers (other than those with Incumbent status), officers, PSLs, and Group leaders and members of the PCC are required to complete the **C1** in addition to the **C0**.
12. Parish Safeguarding Links, Church Wardens, Group Leaders, Deacons, Licensed Ministers (lay and ordained without Incumbent status), Diocesan Officers and all paid workers with youth, families, children or adults will be required to complete **C2**.
13. All Area Deans, Incumbent Status Licensed Ministers, and those with PtO who are covering during an Interregnum, plus Residentiary Canons at the Cathedral are required to complete **C3**.

14. The Archdeacons, Dean of Derby, the Bishop's, and all Directors at Church House (both for the DDBF and the DDBE/DDAT) are required to attend the **C4** training for senior staff.
15. Specialist courses are available for those working with specific groups. These are aimed at assisting the church officer in their work. Two specialist courses are mandatory. Church Officers cannot supervise a person who poses a risk to others without attending the corresponding specialist training and those who recruit staff (paid or volunteers) must attend the safer recruitment training.

Specialist Training

16. There will be a non-exhaustive list of other specialist training. Topics could include: Domestic Violence; Mental Health; Safer Working Practices; Keeping Safe online; Pastoral Support for those who have experienced Sexual abuse; Disability Awareness; and Conflict Resolution.
17. Additional training may be sourced from a range of other places. A (non-exhaustive) list will be kept on the Safeguarding pages of the website.
18. Local Authority online training can be accessed but this does not replace the need to complete the standard Church of England training. This currently provides training that includes the following areas: Child Sexual Exploitation; Young Carers; FGM; Honour Based Violence.

Requirements for Specialist Training

19. Within the five-year training cycle, all those required to complete core training **C2** and **C3** will be required to complete at least one piece of specialist training.
20. Anyone working in a relevant area may be asked by the Safeguarding Team to complete other appropriate specialist training.
21. Each Deanery will appoint three Deanery Safeguarding Leads. These cannot be the Area Deans themselves. One should be recruited from those who hold the Bishop's Licence but are not Incumbent status (e.g. a retired clergy), and one must be from the laity (e.g. a PSL). Each Deanery Lead will hold an area of interest so that parishes can access someone locally who has additional knowledge in Children's safeguarding, Adults' safeguarding or Mental Health. Deanery Leads must complete three or more pieces of specialist training within a training cycle. They will receive a Bishop's Certificate as a Deanery Safeguarding Lead. This status will last for 5 years before it must be renewed.
22. Area Deans will be responsible for encouraging key people within the Deanery to become Deanery Safeguarding Leads
23. Deanery Safeguarding Leads will be expected to support the DST trainers and the PSLs in the delivery of face-to-face **C0**, **C1** and **C2** training in their locality.

24. The DST will maintain a data base of those who have completed **C1**, **C2**, **C3** and specialist training modules provided by the Diocese. Certificates of attendance will be issued for all those who satisfactorily complete the training.
25. PSLs are required to keep a record any training (not provided by the DST) completed which can be evidenced through a certificate from the relevant training provider.

Julian Hodgson, Diocesan Safeguarding Advisor
Simon Taylor. CMD Officer
28th June 2016.

Document drafted June 2016
Last Reviewed April 2017

Safeguarding Training Matrix and Dates 2016-17

<u>Role</u>	<u>C0</u>	<u>C1</u>	<u>C2</u>	<u>C3</u>	<u>Specialist Modules</u>
Incumbent Priest or Equivalent	✓			✓	✓
PTO and Associate Ministers, NSM and Curates in Training	✓	✓	✓		✓
Deacons in training	✓	✓	✓		
Licensed Lay Ministers / Readers	✓	✓	✓		
Paid Children, Youth or Family Workers	✓	✓	✓		
Parish Safeguarding Links	✓	✓	✓		✓
Other Church Officers who meet the public in their role	✓	✓			
Church Wardens	✓	✓	✓		
PCC Designated Safeguarding Leads	✓	✓	✓		
Child/Adult Group Leaders & Co-ordinators,	✓	✓	✓		
All volunteer helpers for children/adult	✓	✓			
Tower Captains	✓	✓	✓		
Choir and Music Group Leaders with U18s	✓	✓	✓		
Supervisors of those who pose a risk to others	✓	✓			✓

Additional supporting documents

5.3.9: Safeguarding Management Committee: Terms of Reference

Proposed Terms of Reference for the Derby Diocese Safeguarding Management Committee

1) Members

Ex officio members:

- Bishop of Derby
- Archdeacon of Chesterfield
- Archdeacon of Derby
- Derby Cathedral Chapter Member
- HR Director
- Bishop's Chaplain
- Diocesan Safeguarding Adviser
- Assistant Safeguarding Advisers
- PA to the Diocesan Safeguarding Adviser
- Diocesan Secretary
- Director of Education
- Diocesan Registrar (attendance as required)
- Director of Vocations
- Diocesan Youth Adviser
- Director of Mission and Ministry

Appointed Representative members

- Independent Chair
- Youth Council member
- Children's Social Care (Derbyshire or Derby City)
- Adult Social Care (Derbyshire or Derby City)
- Probation
- Police
- Health
- PSL Representative
- Voluntary Sector Representative

Other expert members as required to advise on specific issues

Appointed members will be invited to serve on the committee for a period of three years; this may be extended for one or more periods of three years as appropriate. Members may only represent up to two different representations. There will be a minimum representation of three appointed members from the statutory sector and one from the voluntary or independent sector. There will be a minimum representation of six ex-officio members of which three must be external to the Diocesan Safeguarding Team.

2) Chair

The independent Chair will be appointed by the Bishop of Derby and invited to serve for a period of three years; this may be extended for one or more periods of three years as appropriate.

3) Frequency of meetings

- The Committee will meet twice a year but may convene for extraordinary meetings with the agreement of the Independent Chair.
- Any member of the Committee may request an extraordinary meeting via the Bishop or the Chair.
- The Committee may appoint from its membership an advisory and support sub-group: Its purpose is to work more closely with the Diocesan Safeguarding Team and will meet as and when required (see below).

4) Purpose of the Safeguarding Management Committee

The purpose of the Committee is to promote effective safeguarding practice and policy across the Diocese by:

- Approving, monitoring and reviewing procedures and policies relating to the safeguarding of children and vulnerable adults.
- Receiving reports from the Diocesan Safeguarding Team in relation to:
 - the development of policy, procedures and good practice guidelines
 - training provided and recommendations for future training
 - casework, including specific cases where advice has been sought from the relevant sub-group
 - the management of vetting and barring procedures within the Dioceses
- Receive any reports relating to safeguarding issues upon which the Diocesan Safeguarding Management Committee would be expected to implement action
- Receiving an annual report from the Diocesan Safeguarding Team in relation to work undertaken and future priorities
- Producing an annual report for the Diocesan Synod on the effectiveness of safeguarding work in the Diocese.
- Assist the Diocese in the appointment of the Diocesan Adviser and the terms and conditions required for the Diocesan Adviser to fulfil his/her responsibilities to the Dioceses.
- To review the work of any Support and Advisory Sub-Groups that have met between meetings of the Management Committee

5) Safeguarding Advisory and Support Sub-group(s)

- Safeguarding Support and Advisory Sub-Groups may be established to meet between Management Committee meetings as required to advise and support the Diocesan safeguarding work in relation to specific projects or individual 'case work'
- The minimum composition of the cases sub-group will be the Archdeacon, the Diocesan Adviser and *at least* one other member of the Management Committee according to the expertise required
- The Independent Chair of the Management Committee should be informed of the need for a sub-group meeting
- The role of the cases sub-group(s) (known as the Case Management Meeting (CMM) is to:
 - provide advice and support to the Diocesan Safeguarding Team and endorse actions in individual cases in line with the ***Responding to Serious Safeguarding Concerns relating to Church Officers 2015*** e.g: where there is media interest, the implementation of clergy disciplinary matters, Police enquiries etc
- The Policy & Training Sub-group will have a minimum composition of a member of the DST and three members of the Committee who are not part of the DST. They may be made up of both Ex-Officio and Appointed members as required.
- The Policy & Training group will:
 - support and monitor the implementation of recommendations of the Management Group in relation to specific projects
 - decide on whether any issues need to be referred back to the full committee
 - act as a consultation group should the Diocesan Safeguarding Team wish to discuss:
 - any new or future issues or projects
 - any specific or unusual case issues
 - how to best implement specific recommendations of the full committee

6) Governance of the Safeguarding Management Committee

- The Committee will be quorate if at least half of the ex-officio and half of the appointed members are present.
- Members of the Committee will either have a valid DBS or complete the Confidentiality Agreement before attending any meeting.
- All members of the Committee will be asked to sign an additional confidentiality statement at each new term of office.

- An agenda, reports and papers for each meeting will be distributed to members at least one week in advance of meetings.
- Minutes of the meetings of the group will be taken by the PA to the Diocesan Safeguarding Team.
- Minutes of meetings will be distributed within three weeks of the meeting.
- The PA to the Diocesan Safeguarding Team will retain a full set of minutes and papers.

Produced Julian Hodgson
Diocesan Safeguarding Adviser
September 2016.

5.3.10: Disclosure and Barring Service documents

See Diocesan Website <http://www.derby.anglican.org/en/safeguarding.html>

5.3.11: PSLs annual report proforma

Diocese of Derby Parish Safeguarding Link:- Annual Report proforma

Parish details: _____

PSL Details: _____

Date of PCC Meeting: _____

Date report submitted to the DST: _____

1. Introduction
2. Number of new volunteers started in the last 12 months
3. Number of Justification Forms requested
4. Number of Justification Forms completed/Returned
5. Number of House of Bishops' Confidential Declaration Forms completed
6. Number of DBS checks completed
7. Instances of advice and guidance given to group leaders
8. Number of referrals to the DST
9. Number of referrals to outside agencies
10. Number of Safeguarding Agreements in place
11. Number and variety of training events provided to volunteers
12. Action on the Parish Self Audit
13. New issues arisen from outside groups
14. Completion of a parish policy
15. Future plans for the coming year

Signed _____

Dated _____

Approved by Incumbent _____

Date _____

5.3.12: Safeguarding Case Management Action Plan

Safeguarding Case Management Action Plan:

Subject:

Date

Current position or concern of the case.

Attendees:

Incident:		
Action – Pastoral Care	Who	When
Support for the individual complainant?		
Support for the complainant's family?		
Support for the alleged perpetrator?		
Support for the alleged perpetrator's family?		
Support required for the parish/Cathedral?		
Support required for the Area Dean, Church/Cathedral Wardens, Parish Safeguarding Link?		
Authorised Listener / Counselling needs?		

Action - Ministry	Who	When
Cover for Services – Interim Minister?		
Practical support for the Area Dean / Dean		
Action - Communications	Who	When
When to brief COMMS and what details will they need?		
Holding Statement if required?		
Senior Staff spokesperson for the press/ media		
Communications with statutory organisations (Police, Social Care)		
Communications within the diocese, Board of Education, DDAT		
Communications across other dioceses?		
Action – HR and Legal issues	Who	When
Is there a possibility to adjust or change duties during the investigation?		
Is there a need to suspend? If so when?		

Do we need alternative Housing? What is available?		
Informing the Parish/Diocesan Insurers?		
Informing the legal team in Westminster?		
CDM/ Formal Disciplinary process: when should it start? What progress/outcome?		
Contact with the Provincial Registrar?		
Contact with the Charities Commission?		
Action – Background context	Who	When
Are there other cases we should consider regarding legal precedent?		
Is there a need to contact other dioceses?		
Action - Safeguarding	Who	When
Which DSA is Lead investigator? How will different DSAs work together?		
Who will maintain the records?		
Reporting to the Statutory Agencies (LADO Process)?		

Is there a need to liaise with the National Safeguarding Team?		
What type of risk assessment is to be undertaken?		
Other things to consider?		
Is there a need for a Learning Review to be held?		
Action - Admin	Who	When
Is there a need for another Case Management Meeting?		
Signature of person completing this record		

5.3.13: General Activity Risk Assessment Proforma

(Exemplars to follow)

General Activity Risk Assessment Document 2016						
Activity	Risk detail	Causes	Rating Red Amber Green	Controls	Person Responsible	Actions

5.3.14: Specific Activity Risk Assessment Proforma

(Exemplars to follow)

Specific Safeguarding Activity Risk Assessment Document 2016						
Activity	Risk detail	Causes	Rating Red Amber Green	Controls	Person Responsible	Actions

5.3.15: Role descriptions for PSLs, Leaders and Helpers

VOLUNTEER – Essential Criteria

1. Ability to communicate with age group.
2. Willingness to follow direction from Leaders.
3. Commitment to the role – timekeeping, preparation and follow-up.
4. Ability to recognise concerns and relay to Leader.
5. Willingness and commitment to adhere to Safeguarding Policy and Procedures.
6. Willingness and commitment to undertake Diocesan training.
7. Understanding of how the role fits with their faith and willingness to pray for those in the group.
8. Willingness to attend and participate in planning sessions, as requested by the Leader.
9. Willingness to contribute towards feedback of each session.
10. Willingness to participate in regular review of their contributions to the group activity.
11. Understanding of the importance of regular worship and how this sits alongside the role as a volunteer.
12. Ability to work on own initiative within the parameters of the group's activities/Leaders' direction.

LEADERS

1. Ability to plan effectively for short and long term objectives.
2. Ability to identify appropriate potential volunteers and refer to relevant person for recruitment.
3. Liaison with wider church leadership so that the work of the group forms part of the Church's Mission and Ministry.
4. Contribute to annual review of church activities by producing a report to the PCC/Church Leadership arrangements.
5. Encouraging volunteers to participate in the activities and contribute to the planning and evaluation of each session.
6. To take part in all relevant training opportunities and to encourage attendance by others.
7. To recognise the training needs of volunteers and identify appropriate training to meet those needs.
8. To recognise safeguarding concerns and pro-actively refer to the Safeguarding Co-ordinator where appropriate.

9. To liaise with parents/carers regarding any issues arising from group activity.
10. To keep accurate records relating to group membership attendance, relevant health information and contact details.
11. To have an understanding and commitment to retaining confidential information but also knowing when information needs to be shared and to whom and how it should be stored.
12. Keep accurate relevant information relating to volunteers eg contact details.
13. Knowledge of relevant legislation, procedures and protocols relating to the groups' activities, eg Data Protection, Transport Regulations, Health and Safety.
14. To complete Risk Assessments for all activities to be undertaken on a regular basis.
15. To ensure that, where appropriate, permission slips are obtained, are kept up to date and available at each activity session.
16. Have the ability, and willingness, to challenge volunteers and others where poor practice is identified.
17. To have the ability and willingness to challenge constructively any forms of discrimination or oppressive behaviours.
18. Ability to communicate with age group.
19. Commitment to the role – timekeeping, preparation and follow-up.
20. Willingness and commitment to adhere to Safeguarding Policy and Procedures.
21. Willingness and commitment to undertake Diocesan training.
22. Understanding of how the role fits with their faith and willingness to pray for those in the group.
23. Willingness to participate in regular review of their contributions to the group activity.
24. Understanding of the importance of regular worship and how this sits alongside the role as a volunteer.
25. Ability to work on their own initiative to vary the group session at short notice to respond to individual circumstances, eg volunteers not attending or weather affecting activities.
26. To ensure that each session allows for differentiation of ability levels and participation levels.

PARISH SAFEGUARDING LINKS

1. Knowledge of, or interest in, the particular area of concern eg Adults or Children's Safeguarding.
2. Understanding of the range of activities taking place in the Church and where Safeguarding protocols would apply.

3. Ensure all volunteers have been recruited in line with Diocesan guidelines on Safer Recruitment.
4. Ensure volunteer references and DBS lists are kept securely for future reference, in line with Diocesan Safeguarding arrangements.
5. Have an understanding and ability to comply with regulations relating to Confidential Storage of Data, Data Protection and Good Practice to Information Sharing.
6. Assist Leaders in the recruitment of suitable volunteers.
7. Liaise with Church Leadership on compliance and implementation of the Diocesan Safeguarding Procedures.
8. Liaise with the DSA regarding any Safeguarding concern and agree the appropriate actions to take.
9. To support Leaders and/or volunteers where a concern is raised, or where there is likely to be a conflict of interest, to identify a suitable alternative person to provide that support.
10. To be willing to undertake relevant training in Safeguarding and encourage Leaders and volunteers to participate in the Diocesan training available.
11. Ability to recognise training needs in others and encourage attendance.
12. Ability to challenge others who are reluctant to comply with Diocesan Safeguarding arrangements.
13. To be a regular worshipper in the parish and have a general knowledge of or a willingness to acquire a general knowledge of the congregation.
14. Discernment about relevant information available to identify appropriate volunteers.
15. Ability to present information to PCC and Church Leaders regarding 7 above.
16. Understanding of the role of Supervisors sufficient to assist the church leader in identifying suitable supervisors where a Confidential Agreement is needed.
17. Commitment to the role – timekeeping, preparation and follow-up.
18. Willingness and commitment to adhere to Safeguarding Policy and Procedures.
19. Understanding of how the role fits with their faith and willingness to pray for those in the group.
20. Willingness to participate in regular review of their contributions to the group activity.
21. Understanding of the importance of regular worship and how this sits alongside the role as a volunteer.

5.3.16: Parish Self-Audit Tool**Parish Safeguarding Implementation Self Audit 2016**

Please see covering letter sent with this audit tool for instructions on how to use it.

Abbreviations used in this document:

SL – Parish Safeguarding Link

DSA – Diocesan Safeguarding Adviser

DST – Diocesan Safeguarding Team

APCM – Annual Parochial Church Meeting

PCC – Parochial Church Council

DCC – District Church Council

NSM – Non-Stipendiary Minister

Before you start:

Are you in a Team Ministry, United Benefice or a Local Ecumenical Project?

☐ Yes ☐ No










If you are in a Team Ministry or United Benefice, please work together with Parish Safeguarding Links in each of your churches for sections 1 to 3, then for more detailed implementation, give each church a copy of the audit. You may choose to share your results and discuss your plans either at your District or Parish Church Council.










If this is your first audit, you will be asked to repeat the audit every five years or within the first 12 months of a new Incumbent being installed. Your scores and Action Plan from this audit give you a baseline against which you can compare future scores; and safeguarding implementation can be measured against this year's agreed Action Plan.

When you have finished the audit:




1. Please add up the number of red, amber, green and N/A scores, and insert totals in the table at the end of the document. Information in this table will be asked for in the Archdeacons' Articles of Enquiry, and should be passed to the Deanery Administrator for collation. The action plans should be retained by the Parish and may be requested by the DST for the completion of the annual statistical return.
2. Summarise **for your own use** your action plans for each section, and complete the Action Plan sheet. Take this sheet, plus your table of scores to the PCC for discussion.
3. Ask your PCC to agree the safeguarding Action Plan for the next 12 months.

Section 1: Publicity & Promotion of Safeguarding in Church			Please indicate below whether you have met the criteria wholly , partially or not at all		
1.1	Do you have sufficient copies of the Diocesan Safeguarding Policy and Procedures	Minimum of 2 hard copies of the Summary Booklet.	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
1.2	Have you shared electronic copies of the relevant sections with those who need them?	Relevant sections should be given to each role holder as identified in section 1 of the procedures.	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all

1.3	Do you display where copies can be accessed if needed?	Is it available to all church members?	 Wholly	 Partially	 Not at all
1.4	Does your congregation know who your Parish Safeguarding Links are?	eg photos and contact details on your notice board and details published in the parish magazine	 Wholly	 Partially	 Not at all
		eg posters on notice boards; articles in magazines; links on your website; discussion/training in meetings; through sermons?	 Wholly	 Partially	 Not at all
	Total score Section 1				
	Action needed to move to green from red or amber		n/a		

Section 2: The Diocesan Safeguarding Policies			Please indicate below whether you have met the criteria wholly , partially or not at all		
2.1	Has your PCC formally adopted the Diocesan Policy for safeguarding children and adults and the accompanying Church of England Policies?	Date first adopted by PCC: Protecting All God's Children Promoting a Safe Church Responding to Domestic Abuse Responding Well to those who have been Sexually Abused Safer Recruitment in the Church of England Safeguarding Records guidance	 Wholly	 Partially	 Not at all
2.2	Has your PCC reviewed these policies in the last 12 months?	Date of last review: Next review due:	 Wholly	 Partially	 Not at all
2.3	Is there a Safeguarding report completed annually by the Parish Safeguarding Links for the Annual Parochial Church Meeting?	Written, plus opportunities for questions and discussion	 Wholly	 Partially	 Not at all
Total score Section 2					
Action needed to move to green from red or amber			n/a		

Section 3: Responsibilities within the parish church			Please indicate below whether you have met the criteria wholly , partially or not at all		
3.1	Have all your church officers read relevant sections of <i>Diocesan Policy and Procedures</i> ?	<i>How-1; Sections 1 to 8 applies to;</i> Incumbents/Priests in charge, PSLs, Churchwardens, Readers, Other clergy, paid workers and volunteers with children and adults, Tower Captains and PCC members etc	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
3.2	Has your PCC appointed 2 Parish Safeguarding Links to cover Children and Adults?	Minimum 1, 2 recommended	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
3.3	Have the PSLs been issued a mobile phone to use for the role	The PCC should fund a phone for use by the PSLs and this is the number(s) that should be advertised within the parish.	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
3.4	Is there a formal connection between the PSLs and your PCC? Does it need improvement?	eg receipt of minutes and agenda in advance of meeting; PSLs can comment/raise issues/ask to be invited; annual invitation for safeguarding report and review; inclusion in items where there are safeguarding issues.	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
3.5	Do you work as a team of Incumbent/Priest in charge, PSLs, Churchwardens, youth & children's workers, adults' workers and others in ministry teams etc?	How do you communicate? (meetings, email etc) Are you clear about your respective safeguarding responsibilities and the links between different ares (Think Family)? Do PSLs share safeguarding information received from the DST? Do you work together on risk assessments? Have the PSLs briefed new Churchwardens on safeguarding practice in the parish?	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all

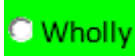

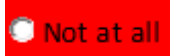
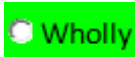

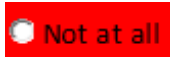
3.6	Have all of your church officers attended Diocesan Safeguarding training? Have incumbents/priests in charge and PSLs undertaken the required diocesan safeguarding training?	Do PSLs disseminate and promote the training programme? See separate training programme for the different roles.	 Wholly	 Partially	 Not at all
	Total score Section 3				
	Action needed to move to green from red or amber		n/a		

Section 4: Keeping safe			Please indicate below whether you have met the criteria wholly , partially , not at all , or n/a			
4.1	Health and safety and risk assessment	<p>Have all new activities for children and adults, or all age, been risk assessed?</p> <p>When did you last risk assess ongoing activities?</p> <p>Is there an Accident and Incident book available for all activities? To whom are entries reported and are entries reviewed to look for trends?</p>	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	
4.2	Activities with children and young people	<p>Check:</p> <ul style="list-style-type: none"> · Required staffing level for each activity · Recruitment, induction and training of new helpers · Up to date list of all paid and voluntary leaders · Registration forms for each child · Attendance record for each activity · Records and secure storage of sensitive safeguarding information · Activities run in accordance with procedures (including taking children off premises) · Sharing and publicising information to parents about activities and safeguarding practice · Responding to unaccompanied children · Risk assessment of home venues 	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	<input type="radio"/> N/A
4.3	Activities with adults who may be vulnerable	<p>Check:</p> <ul style="list-style-type: none"> · Required staffing level for each activity · Recruitment, induction & training of new helpers · Up to date list of all paid and voluntary leaders · Registration forms for each adult in activities · Attendance record for each activity · Records and secure storage of sensitive safeguarding information · Accessibility of premises and materials · Home visits in accordance with guidance on pastoral visiting 	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	<input type="radio"/> N/A

4.4	First aid	<ul style="list-style-type: none"> · Is there a first aid kit available for all activities? · Is there a designated First Aider for all activities? · Are emergency contact details available in case of accident or injury? 	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	
4.5	Holidays and residential trips	If you have had or are planning a residential trip or 'sleepovers', have you worked through and complied with the relevant section in the procedures?	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	<input type="radio"/> N/A
4.6	Child care provision on your premises	<ul style="list-style-type: none"> · If you are offering regular child care, have you checked whether you need to be Ofsted registered? · If you do, have you applied in good time? 	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	<input type="radio"/> N/A
4.7	Transport	If your PCC takes responsibility for transporting children or adults, have you complied with this section of the procedures?	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	<input type="radio"/> N/A
4.8	Electronic communication/ use of the internet Taking and publishing photos and videos	<ul style="list-style-type: none"> · How do you communicate with children/young people? – does it comply with the guidelines in section 4 · Does your parish/youth club have a Facebook page or equivalent? – if so, do you have a User policy? · What images of children and adults do you use, and where? Do they comply with the guidelines? · Do you have the required consents? · Are digital images stored securely? 	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	<input type="radio"/> N/A
4.9	Acceptable behaviour (including those who have committed offences)	<ul style="list-style-type: none"> · How do you respond to challenging behaviour from children and adults? · Do you have a code of conduct? · Do you relate to any agencies who might be supporting them? · Are others potentially placed at risk by their behaviour? If so have you a Safeguarding Agreement signed by the DSA · Do staff know how to respond to violent/aggressive behaviour? 	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	

4.10	Record keeping and personal data	<ul style="list-style-type: none"> Do you keep records of safeguarding incidents? Do you destroy/keep records as recommended? Do you store records securely? Who has access to them? – is this appropriately limited? Who has access to computers which store sensitive personal data? – are they password restricted? 	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	
4.11	Insurance	<ul style="list-style-type: none"> Have you notified your insurers of any safeguarding incidents or allegations? Are all of your activities insured adequately? 	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	
4.12	Hire of church buildings	<ul style="list-style-type: none"> In all of your letting agreements, do you include a paragraph relating to the Diocesan Safeguarding Procedures? Do you renew agreements annually? 	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	<input type="radio"/> N/A
	Total score Section 4					
	Action needed to move to green from red or amber		n/a			n/a

Section 5: Selection, recruiting and supporting staff			Please indicate below whether you have met the criteria wholly, partially or not at all		
5.1	The 10 Steps Procedure for all recruitment for parish paid and voluntary posts	<ul style="list-style-type: none"> Have you implemented the 10 Steps Procedure for all recruitment, including: - role descriptions, skills required, application forms, references and interviews? Procedure for checking single certificate? Recording details where the Portability or Updating Schemes have been used. 	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all

5.2	The Disclosure and Barring Service (DBS)	<ul style="list-style-type: none"> Have you checked which posts require a DBS record check? Do you ask for a confidential declaration form on all such posts? Do you keep a list of names and dates of DBS disclosures? Do any need to be renewed (every 5 years)? 			
5.3	Support, supervision and training	<p>If you employ children or youth workers, do you induct them, require them to do Diocesan safeguarding training, make them familiar with the Diocesan Procedures, and formally supervise them regularly?</p> <p>Does each paid or voluntary worker know to whom they are accountable?</p> <p>Are they all trained in safeguarding relevant to their role?</p>			
	Total score Section 5				
	Action needed to move to green from red or amber				

Section 6: Allegations and concerns			Please indicate below whether you have met the criteria wholly, partially or not at all		
6.1	Complaints, grievances and whistle blowing	Do you have separate procedures in place, agreed by the PCC? Has the PCC formally adopted the Diocesan Complaints process for safeguarding? Do people know how to use them?	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
6.2	Disclosures or observations of abuse/inappropriate behaviour	Does everyone (staff, congregation, users) know who to contact if they have a concern (usually PSLs or incumbent)? Are contact details for PSL's, DST, ChildLine and Social Care clearly on display? Do the PSLs and incumbent know how to respond (don't delay, take advice from DST etc)? Do all leaders know how to listen to a concern or allegation?	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
6.3	Allegations against clergy or church officers	Do incumbents, PSLs, churchwardens know who count as 'church officers'? Do they know how to respond (refer to DST)?	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
6.4	Allegations of domestic abuse	Have clergy and those in pastoral roles undertaken diocesan training in domestic abuse?	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
6.5	Information sharing, confidentiality and consent	Do those in pastoral roles know when information has to be passed on, and to whom?	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
Total score Section 6					
Action needed to move to green from red or amber					

Section 8: Supervision of offenders and those who pose risk

8.1	Risk assessments/ management and agreements	<p>Are you aware of any offenders or others who pose a potential risk to children or adults in your congregation that you haven't informed the vicar of?</p> <p>Is the DSA /DST aware of them?</p>	<p><input type="radio"/> Yes</p> <p>Please inform the vicar (or churchwarden) verbally and with a brief written report.</p>	<p><input type="radio"/> No</p>
-----	---	--	---	---------------------------------

Name of Parish:			Form completed by:				Date of completion:
			Role(s) in parish:				Date discussed with PCC:
Scores	Section 1 Out of 5	Section 2 Out of 3	Section 3 Out of 5	Section 4 Out of 12	Section 5 Out of 3	Section 6 Out of 5	Total score
Green							
Amber							
Red							
N/A							
Date policies first adopted:					Date of last review by PCC:		
Confidential sheet submitted:	Yes/No						
Are you a Team Ministry/United Benefice?	Yes/No				Are you a Local Ecumenical Project:		Yes/No

5.3.17: General Information and Consent Forms

Consent for Regular Activities & Photographs

Church of England, Diocese of Derby, parish of _____

Name of the group: _____

Where and when we normally meet: _____

How often: _____

Leader's name: _____

Leader's contact address: _____

Leader's contact phone number: _____

(This form should be filled in annually and kept in group records)

- I consent to the child named above taking part in the regular activities of this group. I understand that separate permission will be sought for any other activities. ☐
- I consent to the leaders making appropriate transport arrangements for my child. ☐
- In emergency I authorise the leaders to sign any written form of consent required by the medical authorities. ☐
- I consent to my child's photograph being taken (with their verbal consent) for use in reports and on church internet sites. ☐

(Please cross out this box if you do not consent.)

This consent form is valid for one year from today.

Signed _____ Parent/Carer/Adult or Guardian

Date _____

Consent and health form for regular meetings and activities

(PLEASE COMPLETE THE FOLLOWING IN RESPECT OF EACH CHILD)

Church of England, Diocese of Derby, parish of _____

Name of the group: _____

Where and when we normally meet: _____

How often: _____

Leader's name, _____

Group's correspondence address/ e-mail _____

Leader's contact phone number: _____

(This form should be filled in annually and kept in group records)

Child or Young Person's details:

Name _____

Date of Birth: _____

Address _____

Phone numbers including mobiles _____

Doctor's name, address and phone number _____

NHS Number [this is not the same as a National Insurance number] _____

Are there any medical problems that could affect normal activity? (e.g. allergies, asthma, epilepsy, diabetes, attention deficiency syndrome, learning difficulties, hearing or sight problems etc.)

Signed _____ Parent/Carer/Guardian

Date _____

Letter to parents about Outings and Residential Stays

Diocese of Derby, parish of _____

Details of activities and arrangements:

Name of the group: _____

Nature of activities/residential and where they/it will happen:

Dates and times of activities/residential: _____

Things to bring:

Travel arrangements, including departure and return times and venues:

Name of group leader: _____

Phone numbers: _____

Address: _____

Local phone number in case of emergency at home: _____

Dear Parent,

It is proposed to take our group on the above (*special activity/residential*). If you agree to your child taking part in this group activity please complete the attached consent form and return it to me as soon as possible. Please contact me if there is anything more you need to know.

With best wishes

(Group leader)

Consent and Health Form for Outings and Residential Stays

Church of England Diocese of Derby, parish of _____

Name of the Group: _____

This form to be returned to: _____

Dates and times of activity/residential: _____

Travel arrangements, including departure and return times and venues:

Name of group leader: _____

Phone number: _____

Child or Young Person's details

Name: _____

Date of Birth: _____

Address: _____

_____ Day: Evening: Mobile: _____

Home phone numbers including mobiles:

Doctor's name, address and phone number: _____

NHS Number if known (NB not the National Insurance number)

Are there any medical problems that could affect normal activity? (eg allergies, hay fever, asthma, epilepsy, diabetes, glandular fever, migraine, fits or faints, period pains, nervous disorders, attention deficiency syndrome, learning difficulties, hearing or sight problems etc.)

Are there any specific dietary needs? _____

Date of last anti-tetanus injection: _____

Will they have any medicines or tablets with them?(including headache tablets) If so please give details:

Are there any strategies you use that will aid us while we care for your child? If so please specify or talk to the Leader well before the day of the trip.

Signed _____ Parent/Carer/Guardian

Date _____

SAFEGUARDING RECORD

Ref No. _____ (DST use only)

<u>Basic Details</u>	
Name of child / young person / adults experiencing, or at risk of abuse or neglect / at risk:	Contact details: Address Tel. / Mobile
Name of parent / guardian / carer of above named:	Contact details: Address Tel. / Mobile
Name of person causing concern:	Contact details: Address Tel. / Mobile
Name of parent / guardian / carer of above named (if applicable):	Contact details: Address Tel. / Mobile
Position and church of person causing concern:	
<u>Summary of Concerns</u>	
Please indicate a brief summary of the concern: (the allegation / behaviour / risk that is causing concern):	
(Names of principle parties are essential. If you have not done so make a factual written record of your observations and any conversations - sign and date it)	
<u>Initial Action; Who have you spoken to about your concerns?</u>	

Child / young person / adults experiencing, or at risk of abuse or neglect / at risk:		
Date		Yes / No
Parent / Guardian / Carer of the above:		
Date		Yes / No
Person alleged to being causing concern		
Date		Yes / No
Senior staff / line manager;	Yes / No	Contact details
Position:		
Name:		
Date		Tel. No
Diocesan Safeguarding Team (Name of Team member)	Yes / No	Contact details
Date		
Children's / Adults' Social Care	Yes / No	Contact details
Date		
Police	Yes / No	Contact details
Date		
Probation	Yes / No	Contact details
Date		
School / Employer	Yes / No	Contact details
Date		
Other (Please specify)	Yes / No	Contact details
Date		
Initial Report compiled by:		
Position:		
Date and time:		
<u>Initial action / feedback at Parish / Diocese levels:</u>		
Name / details of person taking action:	Actions agreed:	

[illegible]

5.3.19: General Activity Record

	Tick
Children's or Youth Activity	
Adults' Activity	
Mixed Group Activity	

Activity Name		
Date of Session		

<u>Leaders & Helpers</u>	

[illegible]

(PTO)

General description of the session activity:

Report: Brief record of programme activity, including any incidents or unusual events, conversations witnessed by leaders or helpers, observations of signs of abuse, eg bruising, fights or bullying, inappropriate language or behaviours. Plus, a note of other users in the building at the time of your session.

Name:

Date completed:

Signature:

5.4: Derbyshire and Derby local safeguarding links and documents

5.4.1: Derby Safeguarding Children Board:

<http://www.derbyscb.org.uk/index.asp>

5.4.2: Derbyshire Safeguarding Children Board:

<http://www.derbyshirescb.org.uk/>

5.4.3: Derbyshire Safeguarding Children Procedures:

(available on-line which ensures access to the latest version):

<http://derbyshirescbs.proceduresonline.com/>

5.4.4: Derbyshire and Derby Safeguarding Children Board Threshold Guidance:

http://www.derbyshirescb.org.uk/files/dscb_threshold_guidance.pdf

5.4.5: Derby and Derbyshire Safeguarding Children Board Escalation Policy:

The policy sets out clear routes to escalate professional concerns where there are differences of opinion which may impact on keeping a child or young person safe

https://www.derbyshirescb.org.uk/images/derby_derbyshire_scb_escalation_policy_tcm65-277407.pdf

5.4.6: Derbyshire Guidance for schools and colleges on safer working practices:

http://www.derbyshirescb.org.uk/files/g_schools_safer_working_practices.pdf

5.4.7: Derbyshire Safeguarding Children Board referral form:

a) Professionals Children's Referral Form (Word)

b) Professionals Children's Referral Form (PDF)

http://www.derbyshirescb.org.uk/files/profs_ref_form_call_derbyshire.pdf

5.4.8: Derby Safeguarding Adults Board:

<http://www.derbysab.org.uk/>

5.4.9: Derby and Derbyshire Safeguarding Adults Policy and Procedures:

<http://www.derbysab.org.uk/downloads/safeguarding-adults-policy-and-procedures-10-08-2015.pdf>

5.4.10: Information for Managers and Employers Managing allegations of abuse against adults who work with children:

<http://www.derbyscb.org.uk/docs/allegations-for-managers-web-version.pdf>

5.4.11: Child Sexual Exploitation (CSE) Risk Assessment Toolkit (Apr. 2017)



Derby and Derbyshire Child Sexual Exploitation (CSE) Risk Assessment Toolkit

Joint Version 1, April 2017

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Version Control

Please note this joint document replaces all previously published Derby or Derbyshire CSE Toolkits.					
Version	Author	Amendments	Signed off by	Date	Review date

1	Derby Child Protection Manager, Derby City Council. Derbyshire process additions by Principal Practitioner Early Help, Derbyshire County Council	-	DSCB P & P Group	April 2017	April 2019
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Child Sexual Exploitation Risk Assessment Toolkit

Introduction

The purpose of this toolkit is to enable practitioners to assess a child or young person's level of risk of child sexual exploitation (CSE) in a quick and consistent manner. Children and young people under the age of 18 (Children Act 1989) are considered under the scope of this toolkit.

The toolkit supports the implementation of the [Derby and Derbyshire Safeguarding Children Board \(DSCB\) procedures](#); in particular Children Abused through Sexual

Exploitation, Safeguarding Children who may have been Trafficked and Children and Families who go Missing procedures. The DSCBs' safeguarding children procedures can also be accessed via www.derbyscb.org.uk or www.derbyshirescb.org.uk.

This toolkit will support agencies to:

- Identify and protect those at risk of being sexually exploited at the earliest opportunity.
- Take action to promote the welfare of children and young people who are being or may be sexually exploited.
- Develop local prevention strategies.
- Take action against those intent on abusing and exploiting children and young people in this way.

The toolkit should be used flexibly to take account of each child's individuality, the uniqueness of their circumstances and the changes that may occur for them over time.

All agencies and practitioners should also be aware of the DSCB's Child Sexual Exploitation Strategy which outlines how the two Local Safeguarding Children Boards and partner agencies will work together to reduce the level of, and harm from CSE; see page 4 for the three key elements of the strategy. The strategy document can be found in the [document library](#) of the DSCBs' safeguarding children procedures or via the LSCB websites.

What is Child Sexual Exploitation?

Current statutory guidance defines child sexual exploitation (CSE) as:

Diocese of Derby Safeguarding Children and Adults Policy Procedures and Practice Guidance 2016

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

CSE can happen in a number of contexts involving contact and non-contact abuse, via 1-1 or an organised abuse (group) basis. These include:

- Peer on Peer
- Adult on Child
- Gang association or membership
- Party Scene/ Youth Culture
- Boyfriend/Girlfriend Model
- Constrained Choices Model
- Trafficking, into, within and out of the UK
- Internet based CSE- contact and non contact offences, including Sexting

Children and young people who are sexually exploited or at risk of sexual exploitation are victims of child sexual abuse and therefore:

safeguarding procedures must be implemented to protect them and a referral must be made to Children's Social Care.

Derby and Derbyshire Safeguarding Children Boards' and partner agencies will work together to reduce the level of, and harm from CSE equally through:-

PREVENTION

Enhancing children and young people's awareness of CSE (on and off line abuse).

- Support children and young people who may be vulnerable to CSE.
- Improving staff awareness and support to professionals across all agencies.
- Promoting corporate and community understanding of, and responsibility for CSE.
- Preventing opportunities for perpetrators, using shared intelligence and focusing on identified hot spots.

PROTECTION

Ensuring children and young people who are at risk of, or are being exploited:

- Are identified as quickly as possible e.g. those who self-harm or go missing.
- Have their needs assessed and the level of risk identified.
- Are protected through a multi-agency plan at an appropriate level.
- Are supported to work with others to reduce or remove the risk.
- Making provision available for personal and/or therapeutic support for children and young people affected by CSE.

PROSECUTION

Maximise the detection and prosecution of perpetrators through:

- Identification of perpetrator behaviour and areas of risk.
- Effective evidence gathering.
- Successful prosecution.
- Support to victims and witnesses throughout and after conclusion of the criminal justices process.
- Disruption work re perpetrators using civil and criminal orders.
- Liaise with CPS at an early stage to progress cases.

Key issues when working with CSE

There are a number of important points to remember when assessing the risk of CSE:

- CSE is professional terminology and should not be used immediately with children or young people; they do not relate to this language.
- It can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex.
- CSE can still be abuse even if the sexual activity appears consensual;
- It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and can take place in person or via technology, or a combination of both.
- CSE can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.
- It may occur without the child or young person's immediate knowledge (through others copying videos or images they have created and posting on social media, for example).
- CSE can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse.
- CSE is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.
- Parents/carers may be involved in the sexual exploitation of their children, or fail to prevent/protect from it.
- **No child under 13 years** can be assessed as Low Risk if behaviours indicate involvement in CSE.
- Children and young people with additional needs require special consideration up to the age of 24 years.
- **No child with a learning disability** will be assessed as Low Risk if behaviours indicate involvement in or risk of CSE.
- Be aware: disclosure of information by the young person may take time and evident risks may only emerge during on-going assessment, support and interventions with the young person and/or their family.

Child sexual exploitation is never the victims fault, even if there is some form of exchange: all children and young people under the age of 18 have a right to be safe and should be protected from harm.

Who is vulnerable to child sexual exploitation?

Any child, in any community: Child sexual exploitation is occurring across the country but is often hidden so prevalence data is hard to ascertain. However, areas proactively looking for child sexual exploitation are uncovering a problem. All practitioners should be open to the possibility that the children they work with might be affected.

Age: Children aged 12-15 years of age are most at risk of child sexual exploitation although victims as young as 8 have been identified, particularly in relation to online concerns. Equally, those aged 16 or above can also experience child sexual exploitation, and it is important that such abuse is not overlooked due to assumed capacity to consent.

Account should be taken of heightened risks amongst this age group, particularly those without adequate economic or systemic support.

Gender: Though child sexual exploitation may be most frequently observed amongst young females, boys are also at risk. Practitioners should be alert to the fact that boys may be less likely than females to disclose experiences of child sexual exploitation and less likely to have these identified by others.

Ethnicity: Child sexual exploitation affects all ethnic groups.

Heightened vulnerability factors: Working Together to Safeguard Children (2015) makes clear the requirements for holistic assessment. Sexual exploitation is often linked to other issues in the life of a child or young person, or in the wider community context. Practitioners should be alert to the fact that child sexual exploitation is complex and rarely presents in isolation of other needs and risks of harm (although this may not always be the case, particularly in relation to online abuse). Child sexual exploitation may be linked to other crimes and practitioners should be mindful that a child who may present as being involved in criminal activity is actually being exploited.

Good practice when working with children and young people affected by CSE includes:

- Early sharing of information to ensure that effective help is provided where there are emerging problems.
- Holistic assessment of vulnerability, examining risk and protective factors.
- Child centred and intensive support around the young person, their family and peers.
- Equal focus on the three pronged governmental and local approach to CSE; Prevention, Protection and Prosecution.
- Awareness raising with any professional, family or community.
- Note and disrupt hot spots, houses, hotels, shopping centres being used and report to licensing bodies where appropriate.

The earlier the intervention, the better the chances of success and it is likely to be far more effective than intervention at a later stage, when the impact on the child/young person's health and emotions or development, is likely to have escalated.

Agencies and practitioners should also be aware of the seven essential principles for safeguarding children from CSE that underpin the *"See Me, Hear Me"* Framework (Office of the Children's Commissioner):

- The child's best interest must be top priority;

- There must be participation of children and young people;
- Enduring relationships and support to be provided;
- Comprehensive problem profiling;
- Effective information sharing within and between agencies; ☐ Supervision, support and training for staff;
- Evaluation and review.

Guidance notes for completion of the Risk Assessment Matrix

These indicators are a guide and should assist the exercise of professional judgment.

Completion of the Risk Assessment Matrix by the practitioner identifying the concerns should involve liaison with other agencies to ensure that there is multi-agency information sharing and support. Please note the list provided within this matrix is not exhaustive, the indicators and vulnerability factors are simply the most common indicators of CSE.

The full risk assessment matrix should be used to assess any risk of CSE to a child of 10 years and up, this includes:

- Risks and evidenced Indicators
- Additional vulnerabilities
- Analysis and summary of the ongoing risk to CSE, incorporating the above along with:
 - Identification of immediate concerns and risks
 - Perpetrator/places of risk information
 - Protective and resilience factors
 - Immediate actions to safeguard and protect the child
 - Information sharing

The level of intervention required depends on the presenting indicators. Practitioners should seek advice from an appropriate person within their agency, their designated safeguarding lead or from a CSE Champion if available (Derby only). Reference must be made to the DSCBs' child protection procedures Safeguarding Children Abused through Sexual Exploitation chapter for the appropriate actions to be taken. Advice and support can also be sought from a Child Protection Manager.

A record must be kept of case discussions, decision making and interventions in the young person's case file.

In all cases in order to facilitate the systematic collation of information in respect of children and young people considered to be at risk of sexual exploitation, the practitioner should also complete the **CSE Information Report Operation Liberty form** if they have identified individuals or places that pose a risk to children: this should be forwarded to the City or County Police Referral Unit. See pages 12 and 13.

Young people can move very quickly between the risk categories, therefore there should be a regular review of the risk assessment and any action plan.

In Derby a new risk assessment should be completed at every team around the family, network or core group meeting. The level of risk recorded at the CSE meeting will remain on file regardless of new assessments until there is further multi-agency CSE review meeting to formally agree the level.

In Derbyshire the risk assessment should be completed and brought to any initial strategy meeting or Team Around the Family (TAF) meeting and held on file. Should concerns increase, then the Risk Assessment should be updated.

Any identified escalation of risk should be dealt with immediately through the processes outlined in the [DSCBs' Safeguarding Children procedures](#) and recorded in the young person's file.

It is common for young people in the Medium and High Risk CSE categories to be reluctant to work with professionals, particularly if they are in love, have misplaced loyalties or are embarrassed. They may also be at an early stage of the grooming and excited by the attention/activities and the fear of the perpetrator/s may be stronger than the wish to engage with professionals. **The level of coercion used to groom and abuse young people should never be underestimated.**

Where reluctance to engage is an issue, the person with the best relationship with the young person should lead the work with them. There should also be a strong focus on the disruption and prosecution of perpetrators.

Children with a disability; learning difficulty/disability or Special Educational Needs and Disabilities (SEND)

No child with a learning disability will be assessed as Low Risk if behaviours indicate involvement in or risk of CSE.

- Children with disabilities are three times more likely to be abused than children without a disability. Within this group, children with behaviour or conduct disorders are particularly vulnerable. Other high-risk groups include children with learning difficulties/disabilities, children with speech and language difficulties, children with health-related conditions and deaf children.
- Children with disabilities are often over-protected and not informed about sex and relationships.
- Those young people in transition from children's to adult services and independent living are particularly vulnerable.
- Learning difficulties or delayed development may be a consequence of trauma or sexual abuse.

- A lack of diagnosis and assessment for learning disabilities can result in a child's behaviour being misunderstood, and exclusion from school. This can lead to the child being vulnerable to CSE.
- Attitudes and assumptions about children with a disability and the reluctance to believe disabled children are abused increases vulnerability.
- Barriers to provision of support services may lead to isolation of the child and their family.
- Dependency of a number of carers for personal assistance, impaired capacity to resist/avoid abuse, communication difficulties and inability to understand what is happening or how to seek help increases vulnerability.

NSPCC and Barnardo's (2016)

Children who use technology as a means of communication are also more vulnerable to online grooming and abuse.

NOTE: All children aged between 10 and 17 years should be assessed for the risk of on and off line exploitation. If they are considered to be Medium or High risk they must be referred to Children's Social Care for consideration of a referral to the CSE strategy. See DSCBs' safeguarding children procedures.

Risk Assessment Matrix

Name of Young Person:

DOB:

Note: No child under 13 or with SEND can be considered low risk.

Risks (R) and Evidenced (E) information to be shared.

Section 1: Indicators

Lower Level Indicators- one or more indicators identified	R✓	E✓
Regularly coming home late or going missing		
Overt sexualised dress		
Sexualised risk taking on or off line		
Associating with unknown adults on or off line		
Association with other young people at risk of CSE or who are being sexually exploited		
Reduced contact with family and friends and other support networks		
Sexually transmitted infections (indicating underage and unprotected sexual activity)		
Experimenting with drugs and/or alcohol		
Poor self image		
Eating disorders		
Superficial self harm as a consequence of CSE		
Peer on peer, issues including sexualised bullying, sexualised language and sexting with consent		
Medium Level Indicators- any of the above and ONE or more of these indicators	✓	✓
Getting into cars with one or more unknown adults		
Associating with one or more peers or adults known as a risk of CSE		
Being groomed on or off line (perpetrators must be 18 and over)		
Offering to have sex for money or other payment and then running before sex takes place		
Disclosure of a physical assault with no substantiating evidence to warrant a S47 enquiry, then refusing to make or withdrawing a complaint		
Being seen in hotspots i.e. known houses, parties or places identified as unsafe		
Having a 'PARTNER' who is perceived to control or harm (could be older, same age or younger)		
Non school attendance or excluded (due to symptomatic behaviour or being isolated)		
Staying out overnight with no explanation		
Breakdown of residential placements due to behaviour		
Unaccounted for money or goods including mobile phones, drugs and alcohol		
Multiple sexually transmitted infections		
Self harming that requires medical treatment (symptomatic of CSE or related factors)		
Repeat offending linked to risk of CSE or CSE activity		
Gang member or association with gangs and delinquent peer groups		
High Level Indicators - any of the above and ONE or more of these indicators	✓	✓
Child under 13 involved or coerced into sexual activity		
Inciting a child under 16 to engage in sexual activity		
Pattern of street homelessness and staying with an adult believed to be sexually exploiting them		
Child under 16 meeting different adults and exchanging or selling sexual activity for goods or a roof overnight (constrained choices)		
Peer on peer abuse (children who pose a risk to others) or receiving rewards for recruiting		
Being taken to licensed premises i.e. clubs and hotels, pubs by one or more adults as part of grooming or sexual activity		
Disclosure of serious sexual assault (with statement or withdrawal of statement)		
Abduction and forced imprisonment		
Disappearing from the 'system' with no contact or support		
Being bought/sold/trafficked		
Multiple miscarriages or terminations		
Indicators of CSE alongside serious self-harming		

Section 2: Identification of Additional Vulnerability Factors

Underlying Vulnerability Factors	Comments
Witnessing/experiencing domestic violence	
Children and young people 'looked after' or history of being in care	
Patterns of abuse and/or neglect in family	
Homelessness / sofa surfing	
Mental Health Issues	
Substance misuse by parents/carers/child	
Learning disabilities / special needs	
Homophobia	
Breaks in adult relationships	
Death, loss or illness of a significant person in the child/ young person's life	
Financially unsupported	
Some form of family conflict	
Lack of love and security	
Adult in home known to be soliciting (prostitution)	
Migrant/refugee/asylum seeker/new community	
Low self-esteem	
Social exclusion	
Other, please specify	

Section 3: Risk Assessment Analysis and Summary

Number of Risk Indicator score:		Overall Risk Category:	
Number of Evidenced Indicators:		Models of CSE:	

Immediate Concerns and Risks:

--

Identified Perpetrators and/or Places of Risk

--

Protective Factors/Resilience of child

--

Analysis of Above Information

--

Immediate Action to Safeguard Child/Young Person:

--

Other identified actions, timescale or date for review

--

Information shared with

--

Name, agency and role of person completing CSE Matrix:

--

Date completed:

Date for Review:

--	--

Please use additional sheets if required

Completing the CSE Information Report Operation Liberty Guidance

The Information Report Form offers a multi-agency system of sharing information with Derbyshire Police to aid keeping young people safe.

This form should be used to provide details of any concerns about people who pose a risk to or target, groom or sexually exploit young people.

Prior to completing the form, practitioners should seek advice and support from their agency CSE champion or Service Manager. Advice and support can also be sought from a Child Protection Manager ☎ 01332 642376 or in Derbyshire ☎ 01629 01629 32834.

The form focuses specifically on the behaviours or actions of alleged or known perpetrators, and can act to corroborate the statement of the child or young person.

Once completed this form will go via email or fax to the appropriate City or County Police Referral Unit which incorporates domestic abuse, child abuse, child sexual exploitation and vulnerable adults.

You must also share it with any other practitioner's involved with the young person; if the young person is known to Children's Service's you must send a copy of the form to the young person's Social Worker or Children's Practitioner.

If the information is about significant harm to a child or young person then normal Social Care referral systems must be used to report those concerns. Please see [DSCBs' Safeguarding Children procedures](#).

The information can also include low level, soft “whisperings” and gut feelings, something that does not sit well with you or co-workers but has nowhere else to go.

Please ensure that the information is accurate, current and that it is factual not opinions.

Also ensure that full names and details of victims and where possible perpetrators are provided. If you are unsure of the information then make checks before completing the form and sending it to the City or County Police Referral Unit. If the information is unreliable or you are uncertain about the content, you may wish to call together a multiagency network meeting before completing the Information Report Form and sending to the relevant persons.

NEVER assume someone else has passed on the information you have. Duplicate information is better than none.

CSE Information Report Operation Liberty

Date/Time of report:

Details of Professional submitting

Name:					
Post/Job Title:					
Agency:					
Contact details:					
Witnessed Incident?		Member of Public		Professional	

Are you reporting the information as a third party?

If so, details of witness, if known:

Would they be willing to engage with the Police?

Please provide information about SPECIFIC EVENTS/INCIDENTS. Include as much detail as possible (where known) regarding name's / descriptions / nicknames / vehicle details / addresses. Do not use abbreviations. (Please use one form for each victim) Note: Use this space to report an incident even if this **does not relate to a victim.**

Victim (if known):

DOB:

Date/time and details of incident:

Details of other persons present at incident (if known):

Alleged offender(s)(if known):

Name(s) and contact details of persons/professionals this information has been shared with:

City referrals send to City Referral Unit: email cityreferralunit@derbyshire.pnn.police.uk, telephone number 0300 122 8719

County referrals send to County Referral Unit: email countyreferralunit@derbyshire.pnn.police.uk, telephone number 0300 122 8319

PLEASE NOTE THIS IS NOT A REFERRAL FORM TO CHILDREN'S SOCIAL CARE.

If the information is about significant harm to a child or young person then normal Social Care referral systems must be used to report the concerns. If the young person is already known to Social Care you must also send a copy to their Social Worker or Children's Practitioner.

Intervention Strategies

Common strategies are outlined below:

- Disrupting the young person's relationship with other young people suspected of introducing them to adults involved in violence, gang activity, drugs and sexual exploitation.
- Disrupting the young person's contact with adults suspected of being involved in violence, drugs and sexual exploitation.
- Gather, record and share information (via Operation Liberty forms) to assist prosecution and disruption of adults or other young people suspected of being involved in violence, gang activity, drugs and sexual exploitation.
- Corroboration of evidence is very important to prevent reliance on the young person's statement.
- Promote positive relationships with family, friends and carers, communities.
- Physically protect the young person. Emergency Protection Order or Police Protection Order if required and at the discretion of the relevant authority.
- Maintain contact whilst absent; 'compassion banking' i.e. text, email, letter, card.
- Enhance the return procedure to ensure it is a positive experience.
- Set clear boundaries of acceptable behaviour and motivate positive behaviour through reward.
- Empower the child/parent/carer/ foster carer, remember they are a key partner in protecting the child or young person and gathering information to disrupt perpetrators.
- Build the young person's self-esteem.
- Raise the young person's awareness of CSE and the dangers of risk taking behaviours.
- Consider physical, sexual and emotional health needs of the young person and family.
- Involve the young person in diversionary activities.
- Make home a more attractive place to live.
- Achieve normality.
- Make school a more attractive place to go.
- Provide specialist support through other agencies.
- Plan on positive change for the future and set small targets to achieve monthly.
- Where a young person is refusing or reluctant to engage, and is involved in selling or exchanging sex or grooming peers discuss with the Police. If they are a persistent offender the case should be referred to a Police and Child Protection Manager for a s47 complex case strategy meeting.

Disruption Strategies Interventions Options Tool

This tool identifies which disruption tactics may be used for the individual child / young person to support the development of an effective intervention plan.

Aim	Intervention Options
Disrupt the young person's relationship with other young people suspected of introducing them to adults involved in violence, gang activity and sexual exploitation.	<ul style="list-style-type: none"> • Identify whom the young person is spending time with and recognise negative relationships. • Prevent visits to the home by other young people who may either deliberately or unwittingly be recruiting the young person. • Screen telephone calls to the home. • Complete information report forms on known associates and any risk they pose.
Disrupt the young person's contact with adults or young people suspected of being involved in violence, drugs and sexual exploitation.	<ul style="list-style-type: none"> • Implement the Abduction Warnings and Orders strategy. • Recognise and acknowledge abusive relationships. • Deny individuals suspected of abusing, grooming, or recruiting the young person access to the child's home. • Secure mobile phones and SIM cards, particularly if supplied by abusers and pass to the Police. • Consider removing mobile phones at night for the purpose of charging the batteries and monitor internet, call and text use.
Gather information to assist prosecution and disruption of adults suspected of being involved in violence, gang activity, drugs, sexual exploitation.	<ul style="list-style-type: none"> • Obtain as much information as possible to identify associates and those who pose a risk to children and young people. Good information includes full names, nick names, telephone numbers, addresses and car registrations etc. • Keep accurate records and retain the information on children's personal files; it is important to date and time the information and note who is involved in incidents and any interventions. • Complete CSE Information Reports Operation Liberty and send to the City or County Police Referral Unit. • Note down any licensed body or property and send information to a Child Protection Manager. • Ensure all network group members are updated at meetings and as and when information is accessed. • Be aware of specific agency responsibility and interventions i.e. Abduction Orders, licensing remedies, checks on persons.
Promote positive relationships with family, friends and carers.	<ul style="list-style-type: none"> • Carers/parents should be actively engaged in searching for the young person to show that they care. • Promote positive relationships with family and friends.

Aim	Intervention Options
	<ul style="list-style-type: none"> • Promote the need for carers/parents to show attention. • Encourage honesty; reinforce the nature of the crime. • Involve parents/young person in tackling the problem and in Network and CSE Meetings. • Identify suitable long-term key workers who can “befriend” the young person.
Physically protect the young person.	<ul style="list-style-type: none"> • It is permissible to physically intervene to prevent a young person running from care as an emergency intervention. • However, physical intervention does not offer a long-term risk management strategy and if the only way to prevent the young person repeatedly running away is by physically restraining the young person on a regular basis, an alternative or reciprocal placement should be considered. • Consider removing and preserving clothing and passing it to the Police if it will aid the Police in an investigation • Police and Social Care Protection Powers to be used as appropriate.
Maintain contact whilst absent.	<ul style="list-style-type: none"> • See Derby and Derbyshire Runaway and Missing from Home or Care (RMFHC) Protocol. • Ring the young person’s mobile phone. • There must be 24/7 contact available so that the young person does not feel isolated during evenings or at weekends. • Ensure the number of the Missing People Helpline and Childline is in the young person’s mobile phone address book or text the numbers to them. • Compassion banking - send text messages to the young person. Consider using ‘text language’ that the young person relates to, tell them you are worried and care about their safety and encourage them to contact you or another adult. • Consider informing appropriate outreach workers, Safer Neighbourhood Team Bulletins, border alerts (UKBA/UKHTC) and agencies in other cities such as Social Care, Police and specialist services. • If whereabouts are unknown consider publicity and posters; their design should be young person centred. • If still missing after 3 days or earlier if deemed appropriate, a missing strategy meeting should be held.
Enhance the return procedure to ensure it is a positive experience.	<ul style="list-style-type: none"> • See RMFHC Protocol. • Identify an individual that the young person respects and wants to talk to. This person should conduct the return interview within 72 hours of the young person’s return on every occasion wherever possible and be alert of CSE indicators. This will support consistency and facilitate a

Aim	Intervention Options
	<p>positive relationship between the young person and the interviewer.</p> <ul style="list-style-type: none"> • Safe and well checks or interviews by Police Officers that are no more than an admonishment of the young person should be avoided, as these may exacerbate the situation. Threats to prosecute for wasting Police time or threats to take out an ASBO are rarely effective at engaging young people who regularly go missing, and are unlikely to positively change their behaviour. • Independent interviews should be arranged and would preferably be conducted by Staff who have received specialist training and have a good relationship with the young person. • Return interviews should be followed up by active support of the young person to ensure the return interview is seen as a positive experience. • Where child or young person is involved in petty offending consider Restorative Justice Solutions as the offending could be symptomatic of abuse; particularly recognised in young males. • Young people who are persistently missing should have a missing behaviour strategy or multi agency plan to address future missing reoccurrence and to reduce the risks to that the young person should they go missing again. • The young person's situation should also be discussed at the Derby Missing Children Monitoring Group or Derbyshire Tactical Missing Person Group.
Set clear boundaries to acceptable behaviour and motivate positive behaviour.	<ul style="list-style-type: none"> • Consult the young person and agree rewards and penalties. Consider reward schemes i.e. monetary/ vouchers. • Be flexible. • Adopt a behaviour management strategy. • Give the young person more independence in response to responsible behaviour.
Empower the parent/ carer/ foster carer.	<ul style="list-style-type: none"> • Raise the awareness of parent, carers and foster carers of relevant policies, procedures, their responsibilities, duties, legal powers, their options and restrictions upon them. • Consider family support services. • Maintain active support of parents, carers and foster carers. • Raise the awareness of parents and carers to help them to identify the signs of child sexual exploitation and encourage use of the information report forms. • Consider parenting programmes, contract or where appropriate Parenting Orders. • Provide training in self-protection.
Build the young person's self-esteem.	<ul style="list-style-type: none"> • Identify and encourage positive activities that the young person may engage in and encourage the young person to make positive contributions at home, school, leisure or work; positive activities should build self-esteem, not just entertain.

Aim	Intervention Options
	<ul style="list-style-type: none"> • Assist the young person to look at the consequences of their behaviour. • Take time to explain the issues and keep the young person informed. • Involve the young person in looking at alternatives and decision making.
Raise the young person's awareness of the dangers.	<ul style="list-style-type: none"> • Work with schools to raise awareness of risk. • Develop or identify internet sites aimed at young people to raise their awareness of the dangers of going missing. They must be young person focussed, accessible and user friendly to ensure that young people will be attracted to them and motivated to use them i.e. 'Ask Frank' and 'Think U Know' websites. • Arrange inputs by professionals to groups or individuals explaining the dangers. • Organise individual or group discussions with adults that the young person respects. • Facilitate peer mentoring (buddies) by young people who have been through similar experiences and learnt how to cope and protect themselves from exploitation. • Arrange personal safety training for the young person and family.
Consider the health needs of the young person.	<ul style="list-style-type: none"> • Sexual health and contraceptive advice. • Medical treatment if suffering neglect, injury or poor health. • Therapeutic Interventions.
Involve the young person in diversionary activities.	<ul style="list-style-type: none"> • Enable the young person to participate in exciting positive activities and leisure activities such as drama or dance. • Activity weekends or team building exercises through multi agency provision. • Arrange work experience opportunities or vocational training. • Use all agencies involved such as YOS, Police, Voluntary Sector and Social Care.
Make home a more attractive place to live.	<ul style="list-style-type: none"> • Identify push/pull factors and deal with them. • Tackle relationship problems. • Address domestic violence issues. • Tackle drug/ alcohol problems of other family members. • Consider an alternative placement that gives the young person a feeling of more independence and responsibility. • Consider a placement that has continuity of staff and extra support for evening shifts. • Consider extended stay with a family member in a different city to break the cycle. • Consider specialist placement options.

Aim	Intervention Options
Achieve normality.	<ul style="list-style-type: none"> • Enforce bed and waking times. • Promote attendance at school. • Encourage young people to eat together at meal times.
Make school a more attractive place to go.	<ul style="list-style-type: none"> • Tackle bullying, truancy and peer pressure. • Provide 'Personal, Social and Health Education'. • Encourage engagement with alternative and educational provision. • Provide funding for after school activities.
Provide specialist support through other agencies.	<ul style="list-style-type: none"> • Sexual, Drug and Alcohol Counselling and other Services. • Therapeutic Services. • Advocacy Services. • Mentoring Services. • Child and Adolescent Mental Health Services (CAMHS). • Involve Education Welfare. • Involve Youth Services. • Raise awareness of "drop in" support groups. • Refer to a MAT Connexions Advisor. • Refer to Voluntary Sector for support. • Refer to Safe and Sound. • Consider Barnardo's 4 A's Model (Access, Advocacy, Assertive outreach and Affection). • Provide self-referral systems so that young people can refer themselves. • Provide parent-referral systems that deal with parent's concerns that their young people will be taken into care if they report abuse.
Plan on positive change and set small targets to achieve monthly	<ul style="list-style-type: none"> • Targets need to be agreed with young person and parents.
Where a young person is refusing or reluctant to engage, and is involved in soliciting or grooming peers, ensure all engagement and disruption activities detailed above have been considered.	<ul style="list-style-type: none"> • Where the police are considering criminal action against children and the final decision rests with the police, they should consult with partner agencies through the CSE meetings to ensure that all alternatives and appropriate actions have been considered for that child, in line with ACPO guidance in relation to not criminalising young people where possible.

Disruption Letter to Known or Alleged Perpetrator/s

Issues to consider when using this template letter.

This letter applies when the local authority does **NOT** have parental responsibility.

- There should be written and informed consent from the person(s) with parental responsibility and from the young person, taking into account their capacity to give consent (Fraser Competence).
- Should a decision be made to send the letter without the consent of the young person, there will need to be a clear assessment of risk and what issues have been balanced in deciding to send the letter without obtaining the young person's consent.
- We cannot require/order people to do any actions if we are not able to enforce this, hence the language of request. If we do have evidence that the person does present an immediate risk (i.e. has a risk to children status) we should be looking to other legal actions; for example Emergency Protection Order or Police Protection to ensure the young person is removed.
- We have to be clear what we can enforce through our civil and legal responsibilities and what the Police can enforce through criminal action; hence stating we will refer to the Police and the act under which they will consider any action.
- Where we have put that the person should contact the Police, we need to be confident that the Police will act appropriately on that contact.
- Where the young person is subject to a Care Order, then again different legal actions can be applied, in terms of Recovery Orders (Sections 49-50 Children Act, 2004).

To Whom It May Concern:

The young person named above is under 16 years of age and s/he and their family are being supported by the Derby City Council People's Services (Early Help and Children's Safeguarding) /Derbyshire Childrens Services. We are working closely with the family to reduce any episodes of running away and prevent any risk to him/her from known or unknown persons.

His/her parent(s)/carers do not wish him/her to have contact with you; this position is supported by the agencies working with the family. The purpose of this letter is to request that you do not contact or associate with (*name of child*) again. If s/he turns up at your address we would request that you ask him/her to leave and if s/he refuses, please call the Police on 101 to report the situation.

If you do not comply with this request, we will refer the matter to the Police who will consider taking action against you under Section 2, Child Abduction Act 1984.

Yours sincerely,

Key Contacts and Resources

Key Local Agencies

- Derby Children's Social Care: First Contact Team 01332 641172, Careline (out of hours, weekends and bank holidays) 01332 786968
- Derbyshire Children's Social Care: Starting Point 01629 533190
- Derby Child Protection Managers (CPM): 01332 642376
- Derbyshire Child Protection Manager Vulnerable Young People: 01629 532834
- Safe and Sound: 01332 362120: www.safeandsoundgroup.org.uk
- Police: non-urgent 101 or in an emergency 999
- Derby and Derbyshire Safeguarding Children Board's safeguarding children procedures, includes specific chapters on CSE and trafficking, and other safeguarding information see www.derbyscb.org.uk or www.derbyshirescb.org.uk

Key National Agencies and Resources

- National Crime Agency's CEOP Command (formerly the Child Exploitation and Online Protection Centre): www.ceop.police.uk
- Thinkuknow (part of CEOP Command): www.thinkuknow.co.uk
- National Working Group: www.nwgnetwork.org
- PACE (parents against child sexual exploitation): www.paceuk.info
- NSPCC Child Trafficking Advice Centre: 0808 800 5000 www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-trafficking/
- UK Safer Internet Centre: Helpline 0844 3814722, helpline@saferinternet.org.uk www.saferinternet.org.uk
- UK Human Trafficking Centre (part of National Crime Agency): www.nationalcrimeagency.gov.uk/about-us/what-we-do/specialist-capabilities/ukhuman-trafficking-centre
- BLAST Project (national boys and young men's sexual exploitation service) www.mesmac.co.uk/blast
- Department for Education: www.gov.uk/government/organisations/department-of-education