

**THE PARISH OF ORDSALL, ALL HALLOWS AND
RETFORD, ST MICHAEL**

**Safeguarding Children
and Young People**

Policy and Procedures

All Hallows, Ordsall

This policy is a framework that requires completion and regular review in your parish
Please add local information and details at all relevant points marked *

Principles of the House of Bishop's Policy for Safeguarding Children

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Principles

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and all adults.
- The safeguarding and protection of all children, young people and adults when they are vulnerable.
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

We will carefully select and train all those with any responsibilities within the Church, in line with safer recruitment principles, including the use of the Disclosure and Barring Service.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will seek to offer pastoral care and support, including supervision and referral to the proper 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.

This principle statement will be renewed annually and progress in carrying it out will be monitored by **The Safeguarding Coordinator who is:**

Karen Gair

who may be contacted at: Telephone: 07522 382232. E-mail: missgair@ymail.com

This statement was agreed by All Hallows Parochial Church Council.

Date: 26th February 2019

Signed.....(Incumbent)

Signed.....(Lay Chair of PCC
or Churchwarden.)

PROCEDURES FOR IMPLEMENTING THE PARISH POLICY

All Hallows, Ordsall

A copy of these procedures will be given to all youth and children's workers, volunteers and employees who have the responsibility for children or young people. They should sign a declaration afterwards saying that they have read and understood them.

1. CONTACTS

Our Safeguarding Co-ordinator is: Barbara Burrows

Address: 50 Redforde Avenue, Retford, DN22 7GQ

Tel: 07702 091899

e-mail: barbaraburrows1962@gmail.com

Vicar: Revd Sue Caddy

Address: 1 Hine Close, Retford, Notts. DN22 7ZH

Telephone: 01777 703322

e-mail: suecee123@btinternet.com

2. Contact details for the main leader of each children's/youth group

GROUP	LEADER'S NAME	ADDRESS	TEL. NO.
Messy Church	Miss Lavinia Swannack	3 Station Villas, Station Road, Retford, DN22 7DF	01777 704116
Choir	Mr Collin Nicholson	26, Maple Close TUXFORD Newark NG22 OJT	01777 871193
Bell Ringers	Mr Paul Richards	9 Wollaton Rise, Ordsall, Retford, DN22 7WT	01777 701052
Church Services and Events	Revd. Sue Caddy	The Rectory, Hine Close, Ordsall, RETFORD DN22 7ZH	01777 703322

3. The following ratio of adults (over 18 years old) to children should be:

Age	Number of Leaders
0 to 2 years	1 person for every 3 children 1 : 3
2 to 3 years	1 person to every 4 children 1 : 4
3 to 8 years	1 person to every 8 children 1 : 8
Over 8 years	1 person for the first 8 children then 1 extra person for every extra 12 children

Each group is to have at least 2 adult youth workers present and a gender balance should be maintained in mixed gender groups.

Our uniformed organisations follow their own recommendations and rules. *Delete if not applicable

If you have groups of a mixture of adults and children, please consider how safeguarding principles will be applied – e.g. choirs, bell ringers etc. There is a National Safeguarding Policy for Bell Ringers, please establish what their policy is and include it here.

Please fill in here the arrangements you have in your parish and who takes responsibility for safeguarding in mixed groups.

Messy Church	Rev. Sue Caddy	The Rectory, Hine Close, Ordsall, RETFORD DN22 7ZH	01777 703322
Messy Church	Miss Lavinia Swannack	3 Station Villas, Station Road, Retford, DN22 7DF	01777 704116
Choir	Mr Collin Nicholson	26, Maple Close TUXFORD Newark NG22 OJT	01777 871193
Bell Ringers	Mr Paul Richards	9 Wollaton Rise, Ordsall, Retford, DN22 7WT	01777 701052
Family Service	Rev. Sue Caddy	The Rectory, Hine Close, Ordsall, RETFORD DN22 7ZH	01777 703322
Church Services	Rev. Sue Caddy	The Rectory, Hine Close, Ordsall, RETFORD DN22 7ZH	01777 703322

1. Introduction:

This document outlines the diocesan procedures for safeguarding children and young people and dealing with allegations of abuse. These procedures aim to be in line with national policy, guidance from within the Anglican Church, and Local Authority multi-agency policies.

The overall policy of the Anglican Church for safeguarding children and young people is set out in "Protecting all God's children" (PGC). All parishes should have a copy of this for detailed reference. Please see link

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

2. Our commitment:

The church, in all aspects of its life, is committed to and will champion the safeguarding of children, both in society as a whole and in its own community. It fully accepts, endorses and will implement the principle first enshrined in the Children Act 1989: the welfare of the child should be paramount. (PGC p 8)

We are committed to actively work within the framework of good practice set out in the Nottingham and Nottinghamshire inter-agency framework of standards for good practice. Documents providing more detailed guidance are listed out in section 9 below.

3. Identifying Abuse

Abuse is a violation of an individual's human and civil rights by any other person or persons.

Examples of Abuse:

National guidance identifies four examples of abuse in relation to children:

- (i) **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing harm to a child. Physical harm may also be caused when a parent or a carer fabricates the symptoms of, or deliberately induces, illness in a child.
- (ii) **Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve: seeing or hearing the ill-treatment of another, for example in domestic violence situations: serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- (iii) **Sexual abuse** involves forcing or enticing a child or young person 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 masturbating, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- (iv) **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
 - Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
 - Protect a child from physical and emotional harm or danger;
 - Ensure adequate supervision (including the use of inadequate care-givers); or
 - Ensure access to appropriate medical care or treatment.

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

4. Safe Recruiting

Those responsible for an appointment should follow the principles outlined on the next page when seeking to appoint someone to a post involving direct contact with children and young people. This follows the recommendations given by the Home Office in the Safe from Harm publication and the House of Bishops policies on safe recruitment.

The forms in the appendices section 12 of the handbook, Children and Young People First is the resource for this

5. Good Practice Guidelines

Every volunteer and paid worker with children and young people should be given a copy of the 'Pocket Guide to Safeguarding Children', which is available on request from the Diocesan Safeguarding Adviser (See below for contact details). They should also be aware of Children and Young People First 2004 (CYPF) and specific good practice guidance is available from Protecting All Gods Children 2010.

6. Procedure to follow in the case of suspicion and disclosure of abuse

Pocket Cards are a useful reminder of actions to take if:

- there is an allegation of abuse
- you are concerned about a young person
- you are concerned about the behaviour of an adult
- it comes to your notice that someone may be committing abuse

*Please detail here what the process would be in your parish**

The A to B to C process

'A' gives information to 'B' who contacts 'C'

Person having concern/taking disclosure	= A
Parish Safeguarding Coordinator/clergy/Paid Lay staff	= B
Safeguarding Adviser for Diocese	= C



Please **record** what you have heard, what your concerns are and what action taken.

Children should be given every opportunity to learn that no-one has the right to do anything to them that makes them feel uncomfortable.

Nottinghamshire County now has a Multi-Agency Safeguarding Hub, designed to help agencies work together on safeguarding cases. The MASH is the **single point of contact for all professionals** to report safeguarding concerns. Passing information and concerns to the MASH is best done by the Diocesan Safeguarding Adviser. MASH Telephone: 0300 500 8090. Nottingham City has a contact point in the city Telephone: 0115 915 5555.

7. Activities away from the church premises

- No child can be taken off-site for activities without the consent of their parent/guardian/ carer's permission.

- Details of the event must be given and permission slips with a request for medical details must be filled in.
- Before events take place please see your parish Safeguarding Coordinator to check over all the arrangement details.
- Seek the permission of the Parochial Church Council, following a risk assessment, for approval of the event so that it is covered by parish insurance or because of the nature of the activity additional insurance and safeguarding procedures may be required.
- When taking children off-site, a detailed programme and list of contacts should be left with someone in the parish.

The parish Safeguarding Coordinator has a sample of a form for such events.

8. Support, supervision and training of children's workers and youth workers.

Everyone should avoid working alone with children and there should always be more than one responsible adult available so that there is mutual supervision. Should one of the adults become ill or get called away, the other adult should call for additional help.

Children's and youth workers are given the opportunity to review their work with the leader of their group or another named adult. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.

From time to time our church may hold training events on Safeguarding. There will also be other training events held by the diocese which church staff, youth workers, volunteers and safeguarding Coordinator may attend.

Information about forthcoming training events is available from the Diocesan Safeguarding Team or speak to the Diocesan Safeguarding Adviser about your training needs.

9. The passing on of information to new screeners and/or incumbents.

After a children's/youth worker or volunteer has resigned, information on their children's/youth work will be kept for an indefinite period, in case it is needed for references for a new position at another church or for working with children elsewhere.

Confidential/sensitive information will be passed on only by the incumbent (or a churchwarden during an interregnum). For advice please contact the Diocesan Safeguarding Adviser.

Passing on Concerns

If the PCC or church organisation has to remove someone from working with children and young people you **must** consult the Diocesan Safeguarding Adviser (Donna Bernard-Carlin – see below for contact details). We have a **legal duty** to refer certain information to the Disclosure and Barring Service (DBS) and consult the Local Authority.

10. Implementation of the Policy.

The Parish Safeguarding Coordinator will be responsible for monitoring the policy to see that it is being practiced. This includes: - ensuring that all helpers are aware of good practice guidance and making sure new work is properly risk assessed and all other tasks in the job description in CYPF 2004.

11. Procedure for regular reporting to the Parochial Church Council

The Parish Safeguarding Coordinator will report annually to the Parochial Church Council on safeguarding matters, new groups, new workers and training needs.

12. Training

Training is offered in the diocese. All PCC Members and those who exercise any kind of leadership will attend appropriate Safeguarding Training every three years.

The procedures and guidelines were last reviewed and agreed by the Parochial Church Council on 26th February 2019

Signed by the incumbent:

Signed by the Lay Chair of the Church Council or a Churchwarden:

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Date for policy review

The children’s and youth committee/leaders and the Parochial Church Council will review this Safeguarding Policy and how it is to be implemented by

Date: February Annually

Please keep a copy for your parish records, give a copy to each of your children’s and youth workers/volunteers and ensure that regular review takes place

For advice on completing this policy form please contact:

Diocesan Safeguarding Adviser: Donna Bernard-Carlin
Email: donna.bernard-carlin@southwell.anglican.org
Telephone: 01636 817200