



**PAROCHIAL CHURCH COUNCILS OF
ST JOHN THE BAPTIST SAXMUNDHAM
THE UNITED PARISH OF KELSEA CUM CARLTON**



Benefice Statement of Safeguarding

(as approved by the Bishop's Safeguarding Panel, March 2016 and revised August 2017)

Approved by the PCC on:	Monday, 19th February, 2018
Date of review:	February 2019



Parishes:

St John the Baptist, Saxmundham (including Connections Church).

The United Parish of Kelsale cum Carlton.

Priest with Pastoral Charge: The *Rev. Andy Wolton*

Parish/Benefice Safeguarding Officer: *Julia Kinsey*

This parishes recognise that the welfare of children, young people and vulnerable adults is paramount and that we have a duty of care when they are in our charge. We will do everything that we can to provide a safe and caring environment whilst they attend our activities.

We will:

- ✓ Treat all children, young people and vulnerable adults and groups with respect and celebrate their achievements.
- ✓ Recruit and select all those working with children, young people and vulnerable adults or groups on our behalf in accordance with Church of England Practice Guidance on Safer Recruitment.
- ✓ Provide a code of conduct for all staff to include the assessment of risk for key roles when working with children, young people and vulnerable adults.
- ✓ Respond to concerns and allegations without delay in accordance with Diocesan Safeguarding procedures.

Concerns

When there is a disclosure of harm or there are concerns about the welfare of any children, young person or vulnerable adult, all adults in our church community are expected to share their concerns and allegations with:

- The parish/benefice safeguarding officer or the parish priest.
- Julia Kinsey (01728-664085 or 07726-793888)
- Rev. Andy Wolton (01728-602687)

Any referrals should be made **without delay** to:

- Suffolk County Council Customer First - **0808 800 4005** (Freephone from landlines and some mobiles).
- If a child, young person or vulnerable adult is at risk of immediate harm, the police should be immediately informed – **999**.

See Appendix A for a referral flow chart and contact details

See appendix B for further policy on safeguarding of Adults



Allegations

Additionally, in accordance with diocesan safeguarding procedures, all allegations against staff or volunteers should also be referred to Diocesan Safeguarding Advisor (01638 718939 or 07785621319) by the parish priest at the earliest opportunity. If the priest is implicated then the churchwarden should be informed and, following Diocesan procedures, inform the Diocesan Bishop (01473) 252829 **without delay**.

The parish safeguarding officer is responsible for:

- Helping to ensure that all those who work with children, young people or vulnerable adults on behalf of the parish or benefice are aware of the Diocesan Safeguarding procedures. These are available from the Diocesan Website www.cofesuffolk.org/safeguarding.
- Helping to ensure that all those who work with children, young people or vulnerable adults receive diocesan safeguarding induction or safeguarding vulnerable groups training, as appropriate.

Course and booking information is available from the Diocesan Safeguarding Trainer and Training Coordinator; 01473 298552 or craig.hutton@cofesuffolk.org or online; www.cofesuffolk.org/safeguarding then click on the 'Safeguarding Training' menu. **Safeguarding code of conduct for parishes**

In our church community we will

- ✓ Treat all children, young people or vulnerable adults with respect and dignity.
- ✓ Ensure that their welfare and safety is paramount at all times.
- ✓ Always act in a professional way and not accept bullying.
- ✓ Liaise openly (where it does not place a child, young person or vulnerable adult at risk) with parents and carers.
- ✓ Only use physical contact in an entirely appropriate manner.
- ✓ Avoid being alone with children and young people (unless it is absolutely necessary to do so).
- ✓ Listen to, and act upon, any disclosures/allegations/concerns that a child, young person or vulnerable adult has been harmed.
- ✓ Ensure that all those working with children, young people or vulnerable adults receive the appropriate diocesan safeguarding training.



For people with key roles working with children and/or young people:

- Supervision should be in place to ensure that the code of conduct is being followed.
- Issues concerning the management of children and young people regarding such things as one-to-one working should be discussed and risk-assessed by the PCC in light of this code of conduct.
- A clear statement should be made regarding the non-compliance to the code of conduct by individuals; e.g. 'Non-Compliance will automatically lead to the person being suspended from working with children, young people or vulnerable adults on behalf of the parish or benefice'. Any concerns about that person's behaviour regarding children, young people or vulnerable adults will be reported to the Bishop's Safeguarding Officer and/or the police without delay.

Safeguarding Children Procedures

(Revised: August 2017)

Introduction

These procedures are based on, and should be read in conjunction with, National Church of England Policy and Practice Guidance. [<https://www.churchofengland.org> > Safeguarding]

"The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all."
[Church of England 2017 Promoting a safer church Safeguarding policy statement for children, young people and adults, Scope.]

These procedures are developed in partnership with the Suffolk Safeguarding Children Board and Suffolk Police Safeguarding Unit. The term 'children' refers to all those under 18 years of age.

Key Principles of the Policy

- that there is a commitment to:
 - the care, nurture of, and respectful pastoral ministry with, all children;
 - the safeguarding and protection of all children and adults;
 - the establishment of safe, caring communities which provide a loving environment where there is a culture of informed vigilance regarding the dangers of abuse.
- that everyone with any responsibility for children within the Church will be carefully

selected and trained in line with safer recruitment principles, including obtaining criminal records disclosures and registering with the relevant vetting and barring schemes.

- that response will be made without delay to all information that a child may be suffering, or at risk of suffering, significant harm.
- that full co-operation will be given to statutory agencies during any investigations made into allegations concerning a member(s) of church communities.
- that informed and appropriate pastoral care will be offered to any child or adult who has suffered harm or abuse, and/or wherever possible, those who have caused the harm or abuse.
- that those who are known to have offended against a child will, wherever possible, be welcomed and accepted as members of church communities subject to a risk management plan, developed in conjunction with the obligatory statutory agencies.

Safeguarding Procedures

The Church is trusted to be a safe place within the community. It is therefore imperative that all who work with children and their families on its behalf know how to appropriately safeguard children, by protecting them from harm and acting responsibly if harm is discovered or disclosed. These procedures are also applicable to the harm of children by other children.

Responding to Concerns

Individuals may become concerned that a child is, or may be at risk of, being harmed because of;

- their own observations
- the child telling them
- the abuser telling them
- a report from another person
- an anonymous communication

When there is any such concern it is important to follow the process in the flowchart on page 3.

Management of Allegations

When any allegation of abuse is made against a person working with children, including volunteers, it is essential the matter is handled in a way that foremost provides protection for the child, but that also supports the person who is the subject of the allegation.

An allegation can be that a person has;

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

[Working Together to Safeguard Children, Page 54, Section 2.4, DfE, 2015]

When any such allegation is made, the same flowchart for referral should be followed as with any concern of harm. The Diocesan Safeguarding Adviser must also be informed at the earliest opportunity so that s/he are able to co-ordinate the response and provide support.

In addition, all allegations against licensed clergy must be immediately reported to the Diocesan Bishop, or in the event of his/her unavailability the Bishop's Office, as well as the Diocesan Safeguarding Adviser.

Working with Offenders

Recognising that everyone has a right to attend a place of worship; if it becomes known that a person in a parish or benefice has offended in a sexual manner against any person, the Diocesan Safeguarding Adviser must be informed. S/he will contact Suffolk Police and a Local Area Designated Officer [LADO] for Suffolk County Council's Children and Young Peoples Services to formulate a risk management plan.

If appropriate, the Diocesan Safeguarding Adviser will draft an attendance agreement for the offender in consultation with the Incumbent and in accordance with this plan.

Supporting Potential Offenders

If a person makes it known that they believe they are tempted to cause, or are at risk of causing, harm to a child by committing a sexual offence against them, they can receive confidential advice from the Lucy Faithfull Foundation 'Stop It Now' Freephone helpline: **0808 1000 900** or by visiting: <http://www.stopitnow.org.uk/>

Safeguarding Vulnerable Groups Training

All those working with children on behalf of the Church of England in Suffolk must complete the C0 Basic Awareness for Safeguarding Training as prescribed by the National Church and are expected to attend role-relevant training at least every three years. Please contact the Safeguarding Training Co-ordinator for more information.

Safer Recruitment

Parishes and benefices must adhere to the Church of England Safer Recruitment Practice Guidance when employing or deploying paid and volunteer staff.

When recruiting; Disclosure and Barring Service Disclosures should be obtained for all those working with children on behalf of a parish or benefice, where eligible to do so, prior to them beginning their employment or volunteering.

The child's welfare is the paramount consideration in all matters referred to in these procedures

What to do if you think someone is being abused

Please note: Recording Form for Safeguarding Concerns can be located at www.cofesuffolk.org/safeguarding-

Concerns

Suspicion or allegation of abuse by observation, victim disclosure, abuser disclosure, report by another person or anonymous communication.

**RECORD
SIGN
DATE**

Consult

If it does not delay the referral, speak to the Incumbent or Parish Safeguarding Officer (if they are not implicated), then: the Diocesan Safeguarding Adviser

Office: 01638 718939 / Mobile: 07785 621319
and if Clergy the Bishop's Office 01473 252829

**RECORD
SIGN
DATE**

Contact

Make a referral to:

Suffolk County Council Customer First	0808 800 4005
customer.first@suffolk.gov.uk	
and/or the Police	101

**RECORD
SIGN
DATE**

Confirm

A written copy of your verbal referral may be required as advised. If you have had no response within 7 days of referring, telephone again.

**RECORD
SIGN
DATE**

Commitment

Be prepared to provide further information as requested and commit to assisting as required until the conclusion of the investigation.

**RECORD
SIGN
DATE**

Diocesan Bishop & Bishop's Office:

The Bishop's House, 4 Park Road, Ipswich, IP1 3ST

01473 252829

Diocesan Safeguarding Adviser:

Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich, IP1 1UQ

Office: 01638 718939

Mobile: 07785 621319

safeguarding@cofesuffolk.org**Safeguarding Training Enquiries:**

Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich, IP1 1UQ

Office: 01473 298552

Mobile: 07795 974734

safeguarding.training@cofesuffolk.org**Disclosure and Barring Service Administration:**

Diocesan Safeguarding Administrator

Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich, IP1 1UQ

Office: 01473 298540

For lay criminal record checks: lay.dbs@cofesuffolk.orgFor clergy criminal record checks: clergy.dbs@cofesuffolk.org**Referral of concerns of harm:**

Suffolk County Council Customer First

0808 800 4005

customer.first@suffolk.gov.uk

Suffolk Police (Main switch board)

101

Referral of allegations

Should be made to the Diocesan Safeguarding Adviser and, if against a member of Clergy, to the Diocesan Bishop.

Diocesan policy and procedures and related documents<http://www.cofesuffolk.org/safeguarding-documents>**Additional organisations that may help**

NSPCC

0808 800 5000

Childline

0800 1111

The Lucy Faithfull Foundation

0808 1000 900

Child Exploitation and Online Protection Centre

<http://ceop.police.uk/>**If a child is at risk of immediate harm call 999 NOW**

Owner:	Gavin Stone Head of Safeguarding	Version:	1.2	Last amended:	August 2017
Last reviewed:	June 2017	Bishops Safeguarding Panel	Next Review:	August 2018	Bishops Safeguarding Panel



Safeguarding Adult Procedures (Revised: August 2017)

Introduction

These procedures are based on, and should be read in conjunction with, National Church of England Policy and Practice Guidance. [<https://www.churchofengland.org> > Safeguarding].

“The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all.”
[Church of England 2017 Promoting a safer church Safeguarding policy statement for children, young people and adults, Scope.]

Who are Adults at Risk of Abuse?

People’s wellbeing is at the heart of the Care Act 2014, and the prevention of abuse and neglect is one of the elements identified as going to make up a person’s wellbeing. A link to the Care Act 2014 is provided on the Diocesan Website.

An 'adult at risk' is someone who is 18 years or over who may be in need of community care provision due to a mental health problem, learning disability, physical disability, age or illness. As a result, they may find it difficult to protect themselves from abuse.

Safeguarding duties apply regardless of whether a person’s care and support needs are being met, whether by the local authority or anyone else. They also apply to people who pay for their own care and support services.

An adult with care and support needs may be:

- an older person
- a person with a physical disability, a learning difficulty or a sensory impairment
- someone with mental health needs, including dementia or a personality disorder
- a person with a long-term health condition
- someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living.

This is not an exhaustive list. In its definition of who should receive a safeguarding response, the legislation also includes people who are victims of sexual exploitation, domestic abuse and modern slavery.

Key Principles of the Policy

Christian communities should be places where all people feel welcomed, respected, and safe from harm. The Church is particularly called by God to support those who are, or may become vulnerable.

The Church can work towards creating a safe and non-discriminatory environment by being aware of some of the situations that create vulnerability.

A person who might be considered as an adult at risk of abuse has the right to:

- be treated with respect and dignity;
- have their privacy respected;
- be able to lead as independent a life as possible;
- be able to choose how to lead their life;
- have the protection of the law;
- have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background;
- be able to use their chosen language or method of communication;
- be heard.

In achieving this it is imperative that;

- there is a commitment to respectful pastoral ministry to all adults within our church community.
- there is a commitment to the safeguarding and protection of adults at risk of abuse within our church communities.
- everyone working with adults at risk of abuse on behalf of the Church of England in Suffolk, including ordained and lay ministers, paid and volunteer workers, will be recruited using the Disclosure and Barring Service as part of the Safer Recruitment process to enable their background and suitability for the role to be assessed.
- responses will be made without delay to all information that an adult at risk of abuse may be suffering, or at risk of suffering, significant harm.
- full co-operation will be given to statutory agencies during any investigations made into allegations concerning any members of church communities.
- informed and appropriate pastoral care will be offered to any adult who has suffered harm or abuse, developing with them an appropriate healing ministry; and/or wherever possible, those who have caused the harm or abuse.



- those who are known to have offended against an adult will, wherever possible, be welcomed and accepted as members of church communities subject to a risk management plan, developed in conjunction with the obligatory statutory agencies.

Safeguarding Procedures

Responding to Concerns

Individuals may become concerned that an adult is, or may be at risk of, being harmed because of;

- their own observations
- the person telling them
- the abuser telling them
- a report from another person
- an anonymous communication

When there is any such concern it is important to follow the process in the flowchart on the back page. Referrals can be made online via the Suffolk Adult Safeguarding Board website (www.suffolkas.org) or by telephoning Customer First, freephone 0808 800 4005

Management of Allegations

When any allegation of abuse is made against a person working with adults at risk of abuse on behalf of the Church of England in Suffolk, including volunteers, it is essential the matter is handled in a way that foremost provides protection for the adult, but that also supports the person who is the subject of the allegation.

An allegation can be that a person has;

- behaved in a way that has harmed, or may have harmed, an adult. This includes any physical, sexual, psychological, financial (or material), discriminatory or institutional abuse or neglect (or acts of omission).
- Possibly committed a criminal offence against, or related to, an adult at risk of abuse.
- Behaved in a way that indicates that they are unsuitable to work with adults at risk of abuse.

When any such allegation is made, the same flowchart for referral should be followed as with any concern of harm. The Diocesan Safeguarding Adviser must also be informed at the earliest opportunity so that they are able to co-ordinate the response and provide support.

In addition, all allegations against licensed clergy must be immediately reported to the Diocesan Bishop, or in the event of his/her unavailability the Bishop's Office, as well as the Diocesan Safeguarding Adviser.

Working with Offenders

Recognising that everyone has a right to attend a place of worship; if it becomes known that a person in a parish or benefice has offended in a sexual manner against any person, the Diocesan Safeguarding Adviser must be informed. They will contact the Police Public Protection Unit and a Safeguarding Manager for Suffolk County Council's Adult Safeguarding Board to formulate a risk management plan.

If appropriate, the Diocesan Safeguarding Adviser will draft an attendance agreement for the offender in consultation with the Incumbent and in accordance with this plan.

Safeguarding Adults at Risk of Abuse Training

All those working with adults at risk of harm or abuse on behalf of the Church of England in Suffolk should complete C0 (Online Children and Adult Safeguarding Module) and are expected to attend endorsed "safeguarding vulnerable groups" training at least every three years. Please contact the safeguarding administrator for more information.

Safer Recruitment

Parishes and benefices must adhere to Church of England Safer Recruitment Practice Guidance when employing or deploying paid and volunteer staff.

When recruiting, Disclosure and Barring Service Disclosures should be obtained for all those working with adults at risk of abuse on behalf of a parish or benefice, where eligible to do so, prior to their beginning their employment or volunteering.

The wishes of an adult at risk of harm or abuse are always the most important – regardless of whether or not they lead to an outcome that we would choose for them.

What to do if you think someone is being abused

Please note: Recording Form for Safeguarding Concerns can be located at www.cofesuffolk.org/safeguarding-

Concerns

Suspicion or allegation of abuse by observation, victim disclosure, abuser disclosure, report by another person or anonymous communication.

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Consult

If it does not delay the referral, speak to the Incumbent or Parish Safeguarding Officer (if they are not implicated), then: the Diocesan Safeguarding Adviser
Office: 01638 718939 / Mobile: 07785 621319
and if Clergy the Bishop's Office 01473 252829

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Contact

Make a referral to:

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customer.first@suffolk.gov.uk	
and/or the Police	101

**RECORD
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DATE**

Confirm

A written copy of your verbal referral may be required as advised. If you have had no response within 7 days of referring, telephone again.

**RECORD
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DATE**

Commitment

Be prepared to provide further information as requested and commit to assisting as required until the conclusion of the investigation.

**RECORD
SIGN
DATE**

If an adult is at risk of **immediate harm** – call 999 **NOW**

Diocesan Bishop & Bishop's Office

The Bishop's House, 4 Park Road, Ipswich, IP1 3ST

01473 252829

Diocesan Safeguarding Adviser:

Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich, IP1 1UQ

Office: 01638 718939

Mobile: 07785 621319

safeguarding@cofesuffolk.org**Safeguarding Training Enquiries:**

Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich, IP1 1UQ

Office: 01473 298552

Mobile: 07795 974734

safeguarding.training@cofesuffolk.org**Disclosure and Barring Service Administration:**

Diocesan Safeguarding Administrator

Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich, IP1 1UQ

Office: 01473 298540

For lay criminal record checks: lay.dbs@cofesuffolk.orgFor clergy criminal record checks: clergy.dbs@cofesuffolk.org**Referral of concerns of harm**

Suffolk County Council Customer First

0808 800 4005

customer.first@suffolk.gov.uk

Suffolk Police (Main switch board)

101

Referral of allegations

Should be made to the Diocesan Safeguarding Adviser and, if against a member of Clergy, to the Diocesan Bishop

Diocesan policy and procedures and related documents

www.cofesuffolk.org/safeguarding-documents

Suffolk Safeguarding Adults Board

<http://www.suffolkas.org/>**If an adult is at risk of immediate harm dial 999 NOW**

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