

Safeguarding Children and Vulnerable Adults: Policy and Procedure

Peterborough Cathedral

(Amended by SMT 14/11/14)

This Policy and Procedure was adopted at a Chapter meeting held on 23rd January 2014
It follows and is consistent with the Church of England House of Bishops' "Protecting All
God's Children" 4th edition 2010, "Promoting a Safe Church" 2006 and Interim guidelines
relating to Safer Recruitment 2010

*Each person who works with children and vulnerable adults
will agree to abide by this policy.*

It will be reviewed annually and this will be recorded in the Chapter Minutes

Contents

	Page
Introduction	
1. Safeguarding Children and Adults Policy	4
2. Responding to child or adult who may be disclosing abuse	5
3. Child and Adult Protection Procedure	6
4. Who to Contact if you are worried about abuse	7
5. Safeguarding Children and Adults Training	8
6. Safer Recruitment	8
7. Those who pose a risk to children	8
8. Care of Survivors of abuse and their families	8
9. Record Keeping and Storage	8
10. Safe Practice with children	8
11. Bell Ringing	9
12. Organizations hiring church buildings or premises	9
13. Social Media and Engaging with Young People	9
14. Music Department	9
15. Appendix (list)	9>

Introduction

THE GOLDEN RULE

'Keep all relationships with children, young people and vulnerable adults open, observable, readily understood and shared with more than one responsible adult.'

All work with children and young people must be well supervised and the people doing it carefully selected, well trained and advised of their child protection duties.'

The Chapter recognises its Christian, moral and statutory responsibility to ensure the safety of children and vulnerable adults in its care and takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to its care.

All members of the Cathedral Community have a responsibility to prevent the physical, sexual and emotional abuse of children and young people. Any abuse or suspected abuse must be reported if discovered.

The Dean and Chapter commit themselves to providing a safe and creative environment for all their work with children and young people.

The Chapter of Peterborough Cathedral is committed:-

- To care, nurture of, and respectful pastoral ministry with, all children and adults.
- To the safeguarding and protection of all children, young people and adults
- To the establishment of a safe, caring community which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse

Chapter will:

- 1 Appoint a **Designated Person** to work with the Chapter on safeguarding matters
- 2 Follow the **Safeguarding Children and Vulnerable Adults Guidelines**
- 3 Report any abuse or suspected abuse if discovered.
- 4 Have adequate insurance cover in place
- 5 Ensure all those whose work brings them into regular contact with children and vulnerable adults are safely recruited, complete a Confidential Declaration Form and are subject to a criminal records disclosure.

For the purposes of this document a child is anyone under the age of eighteen years.

For advice on all safeguarding issues including allegations or suspicions of abuse contact:

Garry Johnson DIOCESAN SAFEGUARDING OFFICER 01733887000
garry.johnson@peterborough-diocese.org.uk

1 Safeguarding Children and Vulnerable Adults Policy

We recognise that :

- the welfare of the child, young person or vulnerable adult is paramount
- everyone has different levels of vulnerability, and each of us may be regarded as vulnerable at some time in our lives
- all children and adults who may be vulnerable (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse which can occur in all families and communities
- domestic abuse if witnessed or overheard by a child, is a form of child abuse by the perpetrator of the abusive behaviour
- working in partnership with children, their parents, adults who may be vulnerable, their carers and other agencies is essential in promoting their welfare.

We will develop a safeguarding culture in the Cathedral such that:

- provides appropriate training for all those who work with young people
- enables and encourages concerns to be raised and responded to openly and consistently and protects children and adults who may be vulnerable from actual or potential harm
- is child-friendly and ensures that all people feel welcomed, respected and safe from abuse
- values, listens to and respects children and adults who may be vulnerable, encouraging them to be active contributors to the Cathedral community
- encourages adults who may be vulnerable to lead as independent a life as possible

When concerns are raised we will:

- respond without delay to every concern raised that a child, or adult who may be vulnerable may have been harmed, or may be at risk from harm, through abuse, harassment or bullying; or about the behaviour of an adult or child
- work with the DSO and the appropriate statutory bodies during an investigation into abuse, including when allegations are made against a member of the Cathedral community
- challenge any abuse of power especially by anyone in a position of trust
- ensure that records are kept for concerns and actions taken

If abuse has occurred, we will ensure in partnership with the DSO and other agencies that:

- informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, including support to make a complaint if so desired
- supervision is provided for any member of our church community known to have offended against a child or vulnerable adult, or to pose a risk to them.
- appropriate pastoral care is offered to any member of our Cathedral community against whom an allegation is made.

See flow chart in appendix.

In all recruitment and selection we will:

- ensure careful selection of ordained and lay ministers, voluntary and paid workers with children and young people and adults in line with safer recruitment principles and checks
- provide supervision, support and training after appointment
- commit ourselves to support, resource train and regularly review those who undertake work amongst people who may be vulnerable.

2 Responding to a child or adult who may be disclosing abuse

We will endeavour to:

- Promote positive relationships between staff or volunteers, and children or vulnerable adults
- Listen carefully, take the child or vulnerable adult seriously
- Tell the child s/he has done the right thing by telling
- Clarify if necessary
- Say if we can what we will do next
- Make an accurate record as soon as possible*

We will not

- Promise confidentiality
- Investigate
- Ask leading questions
- Repeatedly question/ask the child or adult to repeat the disclosure over and over

Imminent risk

- If we encounter a child in a situation where the child or adult is in imminent danger, we will act immediately to secure the safety of the child or adult. We will seek the assistance of the police and then make a referral to Local Authority Social Care in accordance with the Child and Adult Protection Procedure below. If a child or adult needs emergency medical attention, we will seek this immediately and directly from the emergency services. We will keep parents, if available, fully informed, (*notwithstanding paragraph 6 on page 6 below*).

3 Child and Adult Protection Procedure

**We will follow the procedure below where there is concern
that a child or vulnerable adult has been harmed as a result of abuse and urgent action is
needed**

1. If there is concern that a child or vulnerable adult is at risk of harm, inform the Cathedral Child Protection Officer (CCPO - MT) or Canon Missioner who will take advice from the Diocesan Safeguarding Officer (DSO) or Local Authority Social Care. **If the Canon Missioner or CCPO is implicated, inform the DSO.**
2. If there is concern that a child or vulnerable adult has been harmed, immediately inform the CCPO or Canon Missioner or DSO and agree who will make the referral to Local Authority Social Care team. If no-one is available contact the Local Authority Social Care Team or Police directly.
- 3 Make an immediate telephone referral to the Local Authority Social Care. Make it clear from the first point of contact that you are making a child or adult protection referral.
- 4 Describe the event or disclosure and give information about the child and family or adult for example the child/adult's name, date of birth, address, telephone number and GP if known.
- 5 Follow up your telephone call with a completed referral form (sometimes available on the Local Authority web site) or letter. This should be acknowledged. If it is not, chase it.
- 6 Remember that the child and family should, wherever possible, be informed about and consent to the referral **unless this would put the welfare of the child or vital interests of the adult who may be vulnerable, or another person at further risk.** *If you have serious concerns, the absence of consent should not prevent a referral.* The Duty Social Worker will give you advice over this if necessary.
- 7 Be prepared to have further discussions with the social work team or the police investigation team. Say if you do not want your details disclosed to the family.
- 8 For out of hours referrals, call the Emergency Social Work Team or where urgent, the Police.
- 9 Consult with the DSO at any point in this process but in any case always ensure the DSO is informed of the concern and actions taken.

Do not delay your referral. Clergy and Diocesan Officers are NOT authorised to investigate any allegations and must never attempt to do so. Only the Police and the Local Authorities are granted such powers in law.

Most situations are not emergencies.

However: If a child or adult who may be vulnerable needs immediate medical help, call emergency services, and ensure that ambulance and hospital staff are informed of any protection concerns. If it would be dangerous for the child or adult who may be vulnerable to return home, or he or she does not want to return home and you are sufficiently concerned for their safety, contact the emergency social care service or the police. If you observe a child or adult who may be vulnerable being harmed by someone other than a family member, or you believe they are at risk of harm from someone other than a family member, you should inform the parents or carers immediately, so that an appropriate referral to the police or social care can be made.

Who to Contact if there is worry about a child or adult

Peterborough

CHILDREN	Contact Number
Peterborough Cathedral Child Protection Officer	01733 355300
Canon Missioner	01733 355300/ 897335
Childrens Services Referral and Assessment	01733 864180
Childrens Services (out of hours)	01733 234724
ADULTS	
Adult Social Care – Peterborough Direct	01733 747474
Out of hours	01733 234724
POLICE 24hrs	101

Local Safeguarding Children Board Link

http://www.peterboroughlscb.org.uk/reporting_concerns.html

Adult: <http://www.peterborough.nhs.uk/default.asp?id=121>

Northamptonshire

CHILDREN (Children and Young People's Contact Centre)	Contact Number
All Areas and out of hours Option 1	0300 126 1000
Adult Care Team Option2	0300 126 1000
POLICE 24hrs	101

Local Safeguarding Children Board

http://www.lscbnorthamptonshire.org.uk/reporting_concerns_child.html

Adults:

<http://www.northamptonshire.gov.uk/en/councilservices/asc/services/va/Pages/reportingabuse.aspx>

Rutland

CHILDREN	Contact Number
Referrals to social care about children must be made in writing or confirmed in writing after telephone contact is made. Referrals should be made via e-mail using a secure e-mail address. If the e-mail address is not secure the referrals should be faxed. Address: Rutland County Council, Childrens Duty & Assessments, Catmose, Oakham, Rutland, LE15 6HP	Phone: 01572 722577 Fax: 01572 758307 E mail: duty@rutland.gcsx.gov.uk
Emergency 24 hrs (Rutland and Leicestershire)	0116 255 1606
POLICE 24hrs	101 or 0116 222 2222
ADULTS	
Rutland County Council Adult Duty Team Catmose, Oakham, Rutland, LE15 6HP. Adults website www.rutland.gov.uk then choose safeguarding option	01572 722577

Local Safeguarding Children Board link

<http://www.lrlscb.org/index/worriedaboutachild.htm>

Adults: http://www.rutland.gov.uk/health_and_social_care/safeguarding_adults.aspx#what_to_do

Childline	0800 1111
NSPCC Freephone National Helpline	0808 800 5000

DIOCESAN SAFEGUARDING OFFICER (DSO) 01733887000
garry.johnson@peterborough-diocese.org.uk

5 Safeguarding children and adults training

The Chapter will make every effort to ensure that clergy, staff and volunteers working with children and vulnerable adults regularly seek and obtain safeguarding training to the level of their responsibility. Clergy should attend the Diocesan Safeguarding Children Basic Awareness /Refresher training once every three years.

6 Safer Recruitment

- All Cathedral staff working with children and vulnerable adults will complete and sign an application form and confidential declaration .
- Written references and identification will be required and will be carefully checked.
- A criminal disclosure will be required in relation to all eligible roles
- All church workers with children and adults will be interviewed in relation to a role/job description or person specification.
- After appointment support and training will be offered.

7 Those who pose a risk to children

When it is known that a member of the congregation, or someone wishing to join the congregation, has sexually abused a child or young person, or is not a sexual offender against children but nevertheless may pose a risk, we will consult with the Diocesan Safeguarding Officer, so that a safe course of action in accordance with recommended Church of England procedure can be pursued in conjunction with the relevant statutory agencies.

8 Care of Survivors of abuse and their families

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

9 Record Keeping and Storage

Notes will be made of all safeguarding incidents involving children or adults. They will be treated confidentially and will be securely stored by the CSO (Cathedral Safety Officer). They will be retained even if the information received was judged to be malicious, unsubstantiated or unfounded. During an interregnum, the designated person will be responsible for all safeguarding records which will be passed to the incoming incumbent.

10 Safe Practice with children

We will ensure our work with children is carried out in a ‘safe’ environment in accordance with Safe Parish Guidelines

- The ratio of leaders to children will comply with the Children Act 1989
- Each group will have a minimum of two adults and a gender balance will be maintained if possible.
- Adults will not work alone with children
- We will seek to ensure meeting places are safe, secure and suitable for purpose
- We will be clear about boundaries with regard to touching always related to the child’s needs and normally initiated by the child.
- We will obtain parental/guardian permission for attendance at groups, trips, use of images and transporting children in private cars
- All those who drive children on church-organized activities should have held a full

- driving licence for over two years which must be “clean” i.e. with no current points.
- All cars that carry children should be comprehensively insured for both private and business use. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.

11 Bell Ringing

The Chapter will appoint the tower captain and others who are likely to be in charge of ringing at any time. All Tower Captains and ringers are expected to abide by the Safeguarding Protection policy of the Central Council for Bell Ringers. In particular, no adults will work alone with children and young people, at least one adult should be in calling distance at all times and instruction should be given without physical contact.

12 Organizations hiring Church Building or Premises

Chapter will require visiting groups to ensure that children and vulnerable adults are protected at all times and are aware of health and safety issues in the building. Visiting groups will be required to sign a hire agreement and abide by the Cathedral Safeguarding Policy.

13 Social Media and Engaging with Young People

See Social Media Policy Document

14 Music Department

See additional appendix

15 Additional Forms

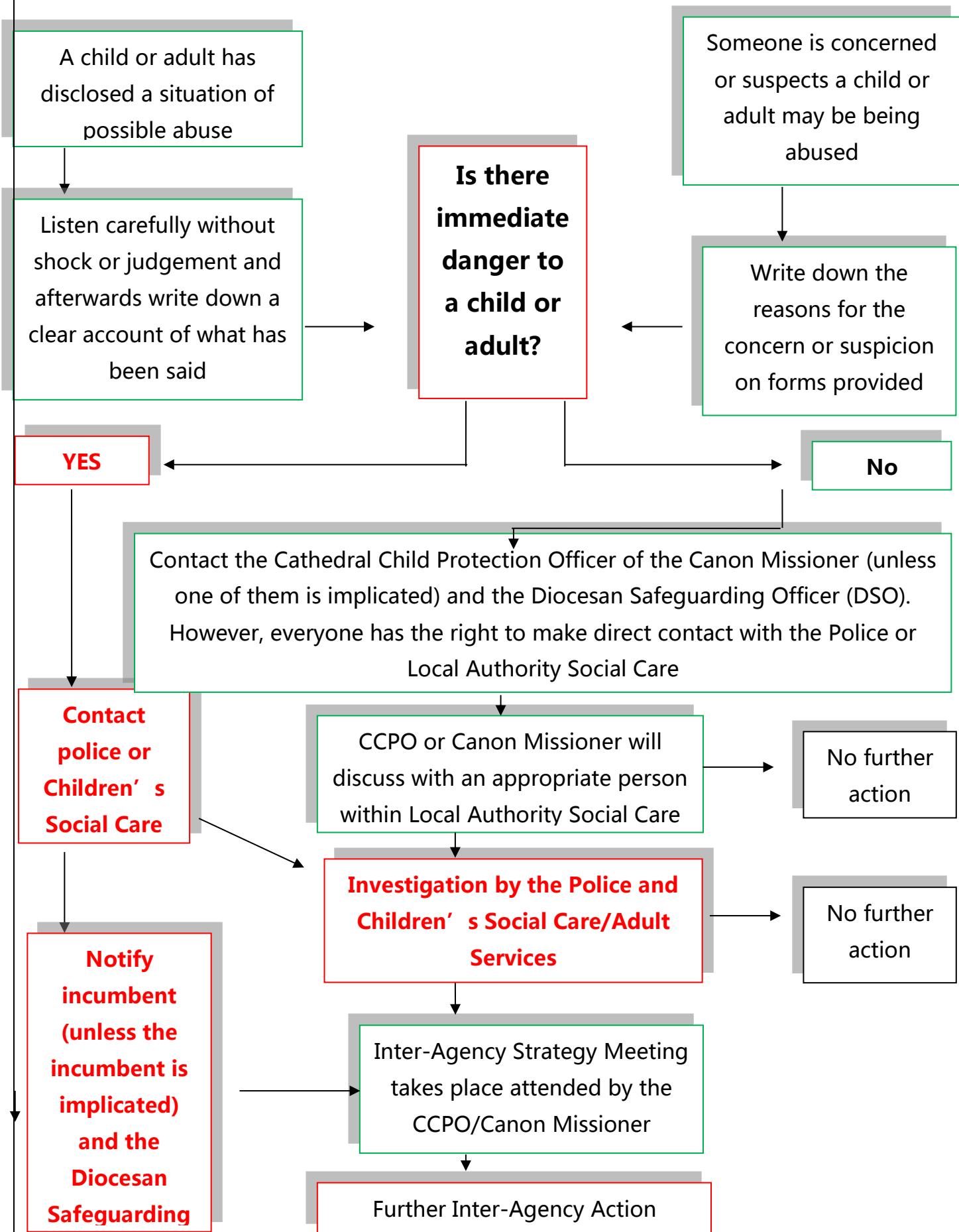
- Child and Adult Protection Procedure (Display copy)
- Flow chart for concerns and actions (Display copy)
- Categories of Abuse (Reference)
- Useful definitions of terms (Reference for staff)
- Safe practice with children (Reference for staff)
- Transporting Children (Reference for staff)
- Cause for Concern forms

Child and Adult Protection Procedure

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2. If there is concern that a child or vulnerable adult has been harmed, immediately inform the CCPO or Canon Missioner or DSO and agree who will make the referral to Local Authority Social Care team. If no-one is available contact the Local Authority Social Care Team or Police directly.
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4. Describe the event or disclosure and give information about the child and family or adult for example the child/adult's name, date of birth, address, telephone number and GP if known.
5. Follow up your telephone call with a completed referral form (sometimes available on the Local Authority web site) or letter. This should be acknowledged. If it is not, chase it.
6. Remember that the child and family should, wherever possible, be informed about and consent to the referral ***unless this would put the welfare of the child or vital interests of the adult who may be vulnerable, or another person at further risk. If you have serious concerns, the absence of consent should not prevent a referral.*** The Duty Social Worker will give you advice over this if necessary.
7. Be prepared to have further discussions with the social work team or the police investigation team. Say if you do not want your details disclosed to the family.
8. For out of hours referrals, call the Emergency Social Work Team or where urgent, the Police.
9. Consult with the DSO at any point in this process but in any case always ensure the DSO is informed of the concern and actions taken.

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WHAT TO DO IF YOU HAVE A CONCERN ABOUT CHILD or ADULT



Categories of Abuse

Four definitions of child abuse are used by every local authority in England and Wales:

Neglect: Persistently or severely neglecting a child
Failing to protect a child from danger.
Failure to carry out important aspects of care.

Examples: inadequate food, clothes or warmth; neglect of medical needs; leaving young children alone and unsupervised, neglect of basic emotional needs.

Physical abuse: Actual or likely physical injury to a child

Examples: hitting, shaking, burning or scalding, biting, giving poisonous substances or inappropriate drugs or alcohol. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child.

Sexual Abuse: Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.

Examples: vaginal or anal penetration or fondling of a child, masturbation or oral sex, involving the child in watching sexually explicit or pornographic material, indecent exposure, 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.

Emotional Abuse: Persistently or severely emotionally ill-treating a child.

Rejecting a child and thus causing an actual or likely effect on their development.

Examples: threatening behaviour, bullying, verbal attacks, coercion, taunting, shouting, rejecting behaviour, deprivation of social contact, racial harassment.

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 teachings or intrusive healing and deliverance ministries. If such inappropriate behaviour becomes harmful, it should be referred for investigation in co-operation with the appropriate statutory agencies.’ (Protecting All God’s Children House of Bishops, 4th edition, 2010.)

Useful definitions – what do the terms mean?

Child/children	All children and young people under the age of 18 .
Vulnerable adult	Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation.
Safeguarding children	Promoting the welfare of children, and keeping children safe from harm, such as illness, abuse or injury. This includes taking all reasonable measures to create a framework where people are confident to undertake activities in which the risks of harm to children's welfare are minimised; and, when there are concerns about children and young people's welfare, taking appropriate actions to address those concerns.
Safeguarding adults who may be vulnerable	Promoting the welfare of adults who may be vulnerable, and keeping them safe from harm, such as illness, abuse or injury. This includes taking all reasonable measures to ensure that the risks of harm to the welfare of adults who may be vulnerable are minimised; and, when there are concerns about the welfare of adults who may be vulnerable, taking appropriate actions to address those concerns.
Child protection	Protecting children from mistreatment, abuse and harm.
Adult protection	Protecting adults who may be vulnerable from mistreatment, abuse and harm.
Child abuse	Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. This could be physical abuse, emotional abuse, sexual abuse, neglect or spiritual abuse. Abuse happens to children of all ages, from any social background or ethnic group. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.
Mistreatment	A violation of an individual's human and civil rights by any other person or persons. The term covers abuse (including imbalance of power), bullying and harassment. Harm is what results from mistreatment or abuse. Children and vulnerable adults may be mistreated in a family or in an institutional or community setting; by those known to them or by a stranger.
Domestic abuse	Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality.
Alleged perpetrator	Someone against whom allegations of sexual or violent behaviour have been made, and who is being investigated by statutory agencies.
Offender	Someone who has been convicted and found guilty of a criminal offence (including those cautioned).
Others posing risk	Those against whom concerns have been substantiated, but found not guilty of a criminal offence, or with insufficient evidence to proceed.
Victim	Someone, child or adult, who has suffered and may still be suffering abuse or mistreatment from an adult or another child.
Adult survivor	An adult who suffered abuse in childhood or as an adult, and who may still be suffering from the effects of abuse.

Safe Practice with children

Work with children must be carried out in a ‘safe’ environment. It is good practice to carry out annual risk assessments which take into account the age and activity of the group. Policy should consider the following areas:

Ensure the ratio of leaders to children complies with the Children Act 1989:

For 0—2 years 1 leader to every 3 children (1:3)

For 2 – 3 years 1 leader to every 4 children (1:4)

For 3 – 8 years 1 leader to every 8 children (1:8)

For over 8’s 1 leader for the first 8 children, then 1:12

Each group should have a minimum of **two adults** and it is recommended that a gender balance be maintained if possible.

Do not work alone

- It is not safe for the children; if an incident occurred there would be no one else to help deal with it.
- It is not safe for the worker; if an accusation were to be made there would be no one to stand as witness.
- Avoid being alone in a room with children (and out of sight of other adults) give thought to the appropriateness of giving individual children or young people a lift in your car and ensure you have parental consent.

Ensure that meeting places are safe:

- that the building is safe from intruders, entrances, stairs etc. are well-lit.
- that furniture is safe and secure
- that heating or electrical appliances are adequately guarded.
- that fire, health and safety regulations are known and in place.

Be clear about boundaries with regard to touching:

- keep all activities in public and in sight of other adults
- touch should be related to the child’s needs and normally initiated by the child.
- avoid any physical activities that may be construed as sexually stimulating to the adult or child.

Obtain parental/guardian permission:

- for normal group activity, a ‘membership’ record should be kept with emergency contact numbers.
- get written permission for children to attend group
- get written permission to take and/or use photographs
- keep a record of any dietary needs if food and drink is served
- make a note of medical or other needs as appropriate to the activity.
- make sure that drop-off and pick-up procedures are established.

Transporting children on behalf of the church

Drivers

- All those who drive children on church-organized activities should have held a full driving licence for over two years. It should be “clean” i.e. with no current points.
- Drivers who are not children’s workers should be recruited for the task through the normal recruitment process.
- Any driver who has an endorsement of 6 points or more on their licence should inform the group leader and the church/parish safeguarding officer
- Any driver who has an unspent conviction for any serious road traffic offence should not transport children for the church.
- Drivers must always be in a fit state i.e. not over-tired; not under the influence of alcohol; not taking illegal substances; not under the influence of medicine which may induce drowsiness.

Private Car

Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity.

- All cars that carry children should be comprehensively insured for both private and business use. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.
- All cars that carry children should be in a roadworthy condition.
- All children must wear suitable seat belts and use appropriate booster seats. If there are insufficient seat belts, additional children should not be carried.
- At no time should the number of children in a car exceed the usual passenger number.
- There should be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car.

Minibus or coach

- Workers and helpers should sit among the group and not together.
- If noise or behaviour appears to be getting out of control, stop the vehicle until calm is restored.
- Before using a minibus, ensure you know the up-to-date regulations for its use and have had a trial drive.

LOGGING A CONCERN ABOUT A CHILD'S SAFETY and WELFARE

Peterborough Cathedral
Education Department
Minster Precincts
PE1 1XS

01733 355300



Child's Name	D.o.B
Today's Date	Time
Your Name (print)	Your Signature
Your Role	
Date of Concern/Incident	Time of Concern/Incident

Describe the incident as factually as possible. Include who was involved, where it happened, exactly what happened etc. Remember to describe clearly any behavioural or physical signs you have observed.

(Check to make sure your report is clear now - and will also be clear to a stranger reading it next year)

Action Taken

Received byCathedral Child Protection Officer

Date Time

Cathedral Child Protection Officer Notes

Previous Concerns

Action Taken Regarding this Concern

Follow up

Signed

Date