

## Diocese of Bristol

### Parish of St John the Baptist Colerne

January 2023

#### Safeguarding Children, Young People and Vulnerable Adults:

#### Policy and Procedure

*“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”*  
Diocese of Bristol 2014

#### Contents

1. Policy Context.....	2
Church of England: .....	2
Diocese of Bristol: .....	2
Statutory Guidance: .....	3
2. Policy Statement.....	3
3. Who is a child, young person, adult who may be vulnerable?.....	4
4. What is abuse and neglect? .....	5
5. What to do if you are concerned that abuse or neglect may be happening .....	5
6. Confidentiality and consent .....	8
7. Record Keeping.....	9
8. Safer Recruitment and ongoing support and supervision.....	9
9. Roles and Responsibilities .....	10
10. Additional Related Policies .....	11
Photographs and videos .....	11
Communications and Social Media.....	12
Hire of Church Premises for none Church events and activities (whether a fee is chargeable or not).....	13
11. Policy implementation and Review.....	13
Appendix 1: Useful Contact numbers .....	14

Policy Date: January 2023  
Version Number: 1  
Due for review: January 2024

Appendix 2: Categories of Abuse and additional information	15
Appendix 3 Recruitment Procedure for Volunteers	21
Appendix 4 Record Retention periods	23
Appendix 5 Role of Parish Safeguarding Officer	25
Appendix 6 Fairer Recruitment for Ex Offenders policy	27
Appendix 7 Handling of Disclosure information	29
Appendix 8 Guidance for Adults working with children	31
Appendix 9 Responding to Domestic abuse	35

## **I. Policy Context**

In developing this policy the parish of St John the Baptist, Colerne commits to following the safeguarding policies of the Church of England, safeguarding policy and guidance as issued by the Diocese of Bristol and commits to working within legislation and statutory guidance as related to the Safeguarding of Children, Young People and Adults.

The main relevant policies and guidance documents are:

### **Church of England:**

Protecting all God's Children, 2010  
Promoting a Safe Church, 2006  
Promoting a Safer Church – Policy Statement, 2017  
Practice Guidance: Safer Recruitment, 2016  
Responding Well to Domestic Abuse 2017  
Responding Well to those who have been Sexually Abused, 2011  
Risk Assessment for Individuals who may Pose Risk to Children or Adults, 2015  
Safeguarding Records Joint Practice Guidance, 2015  
Safeguarding Records Retention Tool Kit, 2015  
General Statement on Safeguarding Children in Towers, 2015

**These documents can be found on the Diocese of Bristol Website here:**

**<https://www.bristol.anglican.org/safeguarding-resources/> look under National policies and procedures.**

### **Diocese of Bristol:**

Safeguarding Policy, 2016  
Allegations Management Procedure, 2016  
Ministering to those who may present a risk, 2016  
Safer Recruitment Guidance and Toolkit, 2017

Policy Date: January 2023  
Version Number: 1  
Due for review: January 2024

**These documents can all be found on the Diocese of Bristol website:**  
<https://www.bristol.anglican.org/safeguarding-resources/> and descriptions are given where these policies are referenced in this policy document.

### **Statutory Guidance:**

**Working Together 2015:** This guidance from the Department for Education describes safeguarding processes and the safeguards that every organisation must have in place, including faith organisations, when safeguarding children. See the guidance at <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Or online:

[www.workingtogetheronline.co.uk](http://www.workingtogetheronline.co.uk)

**Care and Support Statutory Guidance 2016:** This is guidance from the Department of Health which describes safeguarding processes for adults and the responsibilities of different organisations:  
<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>

## **2. Policy Statement**

It is the responsibility of all members of the parish of St John the Baptist, Colerne to give paramount importance to the nurture and care of children, young people and vulnerable adults in a safe and secure environment. It is about preventing harm to children and adults wherever possible.

### **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, young people and adults who may be vulnerable (regardless of age, disability, gender, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation) have the right to equal protection from all types of harm or abuse which can occur in all families and communities.
- Working in partnership with children, young people, vulnerable adults and their parents, carers and other agencies is essential in promoting their welfare.

### **We will develop a culture in our church that:**

- Enables a safe and caring community to provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

- Enables and encourages concerns to be raised and responded to openly and consistently and protects children, young people and adults who may be vulnerable from actual or potential harm.
- Ensures all people feel welcomed, respected and safe from abuse.
- Values, listens to and respects children, young people and adults who may be vulnerable, encouraging them to be active contributors to the church 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, young person or vulnerable adult may have been harmed, or may be at risk of harm, through abuse or neglect.
- Work with police, local authority and other partners in any investigation, including where allegations are made against a member of the Church community.
- Challenge any abuse of power, especially by anyone in a position of trust.

**If abuse has occurred we will ensure:**

- 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 the Church Community known to pose a risk of harm to others.
- Appropriate pastoral care is provided to any member of our church against whom an allegation is made.

**In all recruitment we will:**

- Carefully select those with any responsibility within the Church (including voluntary workers) in line with the Church of England Safer Recruitment Practice Guidance, 2016<sup>1</sup> (See parish of St John the Baptist, Colerne Safer Recruitment Guidelines) and provide ongoing supervision, support and training.

**In our publicity we will:**

- Share information about good safeguarding practice with children, young people and vulnerable adults, their parents, carers and all those working and worshipping with them.

### **3. Who is a child, young person, adult who may be vulnerable?**

**Children and young people:** for the purposes of this policy means anyone under the age of 18 years. Children and young people may be abused by an adult or child,

---

<sup>1</sup> <https://www.bristol.anglican.org/documents/c-e-safer-recruitment-2016/>

Policy Date: January 2023  
Version Number: 1  
Due for review: January 2024

male or female. It is far more common for a child or young person to be abused by a person known to them than by a stranger. This could be a parent, family member, friend, teacher, minister or anyone else. Children may be abused in person or via electronic media, they may experience harm as a result of seeing or hearing the abuse of others.

Where conflicts of interest arise between the welfare of the child and that of adults, the child's wellbeing must always be of paramount importance and priority.

**Adults who may be vulnerable:** The Care Act 2014 defines an adult to whom statutory safeguarding duties apply as an adult who:

*Has needs for care and support (whether or not the Local Authority is meeting any of these needs)*

*Is experiencing, or at risk of abuse or neglect*

*As a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.*

(Care and Support Statutory Guidance, 2016)

The definition may apply to anyone 18 years old and over who may not be able to protect themselves from abuse, harm or exploitation, which may be by reason of illness, physical, sensory or learning disability or impairment, mental illness, use of drugs or alcohol. Increased vulnerability may be temporary or permanent and may be visible or invisible.

An adult may be abused or neglected by family (including spouses, parents and children), friends, carers (paid and unpaid), strangers and professionals and members of the community. Those at risk may live alone or may live with family or in a care setting e.g. residential home.

#### **4. What is abuse and neglect?**

Please see the table attached as **Appendix 2** This outlines the forms of abuse noted in legislation related to safeguarding children, young people and adults alongside some examples and potential indicators that abuse or neglect may be occurring.

#### **5. What to do if you are concerned that abuse or neglect may be happening**

You may see or hear something of concern or someone may tell you something of concern (a disclosure). If a child, young person or adult tells you that they have experienced abuse, are experiencing abuse or are concerned that they may be at risk:

Policy Date: January 2023  
 Version Number: 1  
 Due for review: January 2024

<b>Do</b>	<b>Don't</b>
Listen. Try to move to a quiet space if possible	Tell them to speak to someone else
Let the person talk at their own pace and say what they want to say. If you need to clarify points ask open questions like: Tell me.. what happened, Explain ... about the incident Describe ...where it was , what happened	Investigate. Ask leading questions e.g. why did they do that, was it 'name', did it hurt you?
Take it seriously	Try not to react as though unbelieving or shocked
Reassure. Confirm they are doing the right thing by telling you.	Tell them not to tell stories
Tell them you need to share the concern with the right people e.g. Parish Safeguarding Officer, police, social care	Promise to keep a secret or tell people who don't need to know.
Record what was said and the facts as accurately as possible as soon as possible	Try to just remember it
	Contact the person the allegation is about

**Whether a child, young person or adult has shared a concern with you or you have seen or heard something of concern...**

**If the situation is urgent** i.e. there is an imminent risk of harm: contact the police on 101 or 999 as appropriate or contact the Local Authority Children or Adults safeguarding Teams:

**Wiltshire Council: Children's Safeguarding Team**

Telephone number - Monday to Friday 0300 456 0108

Telephone number - Out of hours/Weekends 0300 456 0100

**Your Local Authority name: Adult Safeguarding Team**

Telephone Number - Monday to Friday 0300 456 0111

Telephone number - Out of hours/Weekends 0300 456 0100

Once you have sought advice from police or the Local Authority and the situation is made safe, inform the Parish Safeguarding Officer as soon as possible of the

Policy Date: January 2023  
Version Number: 1  
Due for review: January 2024

concern and actions taken; provide a written record of this. If the concern is about the Parish Safeguarding Officer contact the Incumbent or Diocesan Safeguarding Adviser.

**If the situation is of concern but is not urgent:** Contact the Parish Safeguarding Officer to report the concern and provide a written record (if the concern is about the Parish Safeguarding Officer contact the Incumbent or Diocesan Safeguarding Adviser). They will decide with you whether to discuss with the child, their parents or carers or the adult and any carers and whether a referral to the Local Authority Children or Adults Safeguarding Team is needed or any other action.

**Note:** Anyone can report a concern directly to police or the Local Authority at any time.

The Parish of St John the Baptist, Colerne hopes that all will follow this policy but where there is any concern that an issue has not been reported and should be or any reluctance to inform the church of an incident the parish of St John the Baptist, Colerne wishes to make clear that the most important point is that those concerns are reported to the appropriate authority so that they can be acted upon where needed.

**If there is an allegation that a person in a position of trust (minister, PCC member, staff member or volunteer) has abused or neglected a child or adult or that such a person may present a risk to a child or adult:** The Diocese of Bristol 'Allegations Management Procedure'<sup>2</sup> will be followed (copies of this procedure can be found on the Diocesan website and copies are held by the Parish Safeguarding Officers, Clergy and in the Parish Office). In brief this procedure requires that:

- The concern should be reported as above; report should reach police and Local Authority within 1 working day.
- The concern should not be made known to the person against whom the allegation is raised without agreement with police and or the Local Authority.
- Next steps will be decided in conjunction with police, Local Authority representatives (including Local Authority Designated Officer where there is a concern for the welfare of a child), the Diocesan Safeguarding Adviser and parish representatives (usually PSO, Incumbent and Churchwardens).

**If a person is identified who has a caution or conviction for abuse of children and or adults who may pose a risk to others:** (usually those with convictions for sexual or violent offences) the Diocese of Bristol guidance 'Ministering to those who may pose a risk'<sup>3</sup> (Copies of this guidance can be found on the Diocesan website

---

<sup>2</sup> <https://www.bristol.anglican.org/documents/allegations-management-procedure/>

<sup>3</sup> <https://www.bristol.anglican.org/documents/ministering-those-may-present-risk/>

and copies are held by the Parish Safeguarding Officers, Clergy and in the Parish Office) will be followed. In brief this guidance advises that that Parish Safeguarding Officer and Diocesan Safeguarding Adviser are made aware and that the individual is informed that:

- To support their being part of the congregation as safely as possible, contact will be made with police, probation and other agencies connected with their case.
- The Diocesan Safeguarding Adviser and Church leaders will need to know of their circumstances.
- That a risk assessment will need to be completed
- And that a written agreement will be needed between the individual and the Church which agrees when the individual will or will not be involved in church services and activities, boundaries of behaviour and support offered.

## **6. Confidentiality and consent**

**Confidentiality:** The parish of St John the Baptist, Colerne accepts the principle that only those with a need to know should be made aware of safeguarding concerns or other confidential information. All staff, ministers and volunteers are expected to share confidential information appropriately and to ensure that written records and verbal information is shared responsibly and stored securely.

**Consent:** The parish of St John the Baptist Colerne accepts that all people have a right to make their own views and wishes known and that these wishes should be followed wherever possible.

**Children:** Where there is a concern that a child is experiencing or at risk of abuse or neglect they may ask those that know not to tell anyone. The parish of St John the Baptist, Colerne accepts that we cannot do this; these concerns must be reported to the appropriate authorities to enable the child or young person to receive appropriate help and support. The parish of St John the Baptist, Colerne asks all staff, ministers and volunteers to explain this to children in their care when appropriate. Where there is concern that a child is experiencing or is at risk of abuse or neglect. The parish of St John the Baptist, Colerne expects that parents and carers will be communicated with and will have their consent sought for information to be shared with the Local Authority or other agencies. This should happen except where there is concern that to do so would place a child at increased risk or where a parent or carer may be involved in the sexual abuse of the child. In those circumstances advice of the Local Authority or police should be sought before informing the parents or carers of the concern. Where the allegation is against an individual who may have access to other children or vulnerable adults the referral should be made without seeking

Policy Date: January 2023  
Version Number: 1  
Due for review: January 2024

consent from parents or carers - how they are made aware of the concerns will be decided alongside statutory agencies.

**Adults:** Adults have the right to make their own decisions about their lives. Consent should be sought from an adult before information is shared about them. However, where an adult withholds consent for a safeguarding concern to be shared with statutory authorities (police and local authority), this should be accepted except where there may be others at risk (e.g. is the abuse or neglect is happening in a care home or hospital or the abuser has access to other vulnerable adults or children) or where there is reason to doubt that the individual has capacity to make that decision or where there is imminent risk of serious harm. Advice should be sought from statutory services (Adult social care or police) or the Diocesan Safeguarding Adviser where there is any doubt as to whether a concern should be referred.

## **7. Record Keeping**

Records of all safeguarding concerns will be kept by the Parish Safeguarding Officers. They will keep a record of the initial concern and all actions taken. The records will be securely held in a lockable box in the vestry safe. All those involved with any safeguarding concern must ensure that they provide to the Safeguarding Officer any records related to that case for secure storage.

Records will be retained as per Church of England guidance 'Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church' 2015<sup>4</sup> (Available on the Diocese of Bristol website).

The parish of St John the Baptist does not have access to secure email systems. Therefore great care should be taken where email is used to ensure that confidential information is not open to being accessed by unauthorised individuals. Individual's confidential information should not be communicated via email (e.g. any information should not make the individual identifiable by name, address etc.).

Records must be maintained of staff and volunteer training and DBS checks. These will be maintained by the Parish Safeguarding Officer.

## **8. Safer Recruitment and ongoing support and supervision**

All recruitment of staff and volunteers will be undertaken in line with Church of England policy 'Safer Recruitment, 2016'<sup>5</sup>. See The parish of St John the Baptist, Colerne Safer Recruitment Guidance for further information.

Recruitment of staff and volunteers will only be undertaken by those delegated such responsibility from PCC.

---

<sup>4</sup> <https://www.bristol.anglican.org/documents/safeguarding-records-practice-guidance/>

<sup>5</sup> <https://www.bristol.anglican.org/documents/c-e-safer-recruitment-2016/>

Policy Date: January 2023  
 Version Number: 1  
 Due for review: January 2024

Recruitment of staff and volunteers will only be undertaken according to agreed process.

All recruited staff and volunteers will be made known to PCC.

No one who has not been safely recruited will be permitted to work unsupervised with children, young people or adults who may be vulnerable.

In brief: All staff and volunteers will:

- Have all recruitment checks completed and approved prior to starting in role.
- All eligible staff and volunteers will have a repeat DBS disclosure every 5 years. Any lapsed DBS check will require the post holder to stand down until the check has been completed.
- Attend safeguarding training as required by the Church of England
- Attend any other training as decided by the PCC
- Have a named supervisor

## 9. Roles and Responsibilities

Name	Responsibilities
Parochial Church Council	<ul style="list-style-type: none"> <li>• Agree, implement, monitor and review annually this safeguarding policy and all associated policies</li> <li>• Ensure all staff and volunteers are recruited safely</li> <li>• Agree and implement supporting good practice guidance and processes</li> <li>• Ensure adequate insurance for all activities</li> <li>• Recruit and support adequate Parish Safeguarding Officers</li> <li>• Ensure all staff and volunteers are adequately trained and supervised</li> </ul>
Parish Safeguarding Officer (PSO)	<ul style="list-style-type: none"> <li>• Respond to all safeguarding allegations and concerns according to policy and guidance</li> <li>• Monitor and report to PCC regarding adherence to policy and practice</li> <li>• Arrange safeguarding training and maintain records</li> <li>• Process DBS disclosures for the church and maintain records</li> </ul>
Incumbent	<ul style="list-style-type: none"> <li>• Act as a point of contact should there be any safeguarding allegation or concern regarding a PSO</li> </ul>

Name	Responsibilities
Church Wardens	<ul style="list-style-type: none"> <li>• Take part in the allegations management procedure when required</li> <li>• Take part in an 'agreement' as per 'ministering to those that may present a risk'</li> </ul>
Activity Leaders	<ul style="list-style-type: none"> <li>• Follow the Safeguarding policy and associated good practice guidance</li> <li>• Ensure that activities are run according to good practice guidance</li> <li>• Report any safeguarding concerns as per policy</li> <li>• Ensure all volunteers are safely recruited</li> <li>• Ensure all volunteers have in date training and DBS check as required</li> <li>• Ensure all new volunteers receive agreed induction</li> <li>• Supervise agreed volunteers</li> </ul>
Staff and Volunteers	<ul style="list-style-type: none"> <li>• Follow the safeguarding policy and associated good practice guidance</li> <li>• Report any safeguarding concern as per policy</li> </ul>
Church members	<ul style="list-style-type: none"> <li>• Be aware of the safeguarding and associated policies</li> <li>• Report any concerns as per policy</li> </ul>

## 10. Additional Related Policies

### Photographs and videos

It is the policy of the parish of St John the Baptist Colerne that no one should take photographs of children or young people without the written consent of that child's parent or carer and the consent of that child where they are old enough to give consent.

Where photographs are to be taken consent will be gained from parents and carers in advance, using the agreed form. This will stipulate: who will take photos, for what purpose they may be used, how they will be stored and after what period they will be destroyed.

All photos and videos taken for the parish of St John the Baptist Colerne should be stored securely on devices belonging to PCC. No photo or video should be left stored on personal photography or videography equipment.

No photo will be taken, shared or used for any purpose which shows a child in any state of undress.

Policy Date: January 2023  
Version Number: 1  
Due for review: January 2024

Children will not be named in publicity related to photographs or video.

Where an event may be photographed and is open to the public; signs will be displayed noting that photographs and or video may be taken and inviting anyone not wishing to be in any photos or video used to make this known to a named person. The photographer/ videographer will be named on these signs and will wear ID.

Only those delegated with that responsibility by PCC may ask for parental consent and arrange the taking of any photo or video.

### **Communications and Social Media**

It is the policy of The parish of St John the Baptist, Colerne that no one employed on a paid or voluntary basis, serving as a PCC member or as a licenced minister will contact children or young people directly via social media, email, phone or text without the knowledge and consent of that child or young person's parent or carer.

Where such contact needs to be made (for example a text to advise of a change of time for an activity) the child's parent or carer will be asked for consent in advance and the parent or carer will be copied into that communication.

Very rarely contact may be made with a child or young person without the knowledge of the child's parents or carers (for example where there are serious safeguarding concerns for a child and it would increase the risk to the child to contact the parent). In this case the person making contact with the child must agree in advance with the Parish Safeguarding Officer that this is appropriate, a second adult should be copied into all communications e.g. Parish Safeguarding Officer or Incumbent and must keep a record of all communications and provide these to the Parish Safeguarding Officer for the case record.

Where a group wishes to have a social media account to publicise or communicate regarding their group or activity the following will apply:

- The account shall not be a personal account belonging to any group member or leader; it will be a separate group account.
- More than one adult will be administrator for the account so that all content and messages can be seen by more than one adult.
- All users will be made aware that bullying, harassment or other anti-social behaviour will not be tolerated. Information will be available to all users about how to raise a concern about the conduct of others and who with.
- Steps must be taken to prevent people outside the group having access to the names or personal details of anyone who is part of the group e.g. if a group Facebook page is used, the account settings should prevent group members being identified and any message sent to anyone other than the administrator.

Policy Date: January 2023  
Version Number: 1  
Due for review: January 2024

- All those in a leadership role will ensure that their language is professional and appropriate e.g. not adding 'xx' to messages, not using nicknames that are not what the leader is called by everyone else, avoiding addressing others by endearments which would be ambiguous, such as 'love'.
- Further advice and information regarding online safety is available from the Diocese Safeguarding Team.

### **Hire of Church Premises for none Church events and activities (whether a fee is chargeable or not)**

Organisations and individual users meeting at 'The parish of St John the Baptist, Colerne will be expected to adhere to this safeguarding policy or where they work regularly with children, young people or adults who may be vulnerable, to have their own safeguarding policy.

'The parish of St John the Baptist, Colerne is responsible for overseeing users and ensuring that that agreed hire process and forms are in use. This will include obtaining a copy of the hirers safeguarding policy where relevant and providing a copy of this policy.

## **II. Policy implementation and Review**

This policy is agreed by the Parish of **St John the Baptist, Colerne PCC** on **1 February 2021**

All staff, volunteers and ministers are required to abide by this policy and associated good practice guidance.

This policy will be made available on the Church website; a copy will be available in each church building.

This policy will be monitored via annual audit and annual report to PCC

This policy is to be reviewed annually.

**Next Review Due: 27/01/2024**

Policy Date: January 2023  
Version Number: 1  
Due for review: January 2024

## **Appendix I: Useful Contact numbers**

- Our Parish Safeguarding Officers are : Pamela Peel 01225 971592 (adults) and Annette Hitch 01225 742718 (children)
- Our Diocesan Safeguarding Adviser, Adam Bond, can be contacted on 0117 906 0100.

If advice is needed on a safeguarding issue and the PSO or DSA are not available, Thirtyeight-one, the Churches Child Protection Advisory Service provide a helpline that can be contacted on 0303 003 1111. Please state that you are calling from a Diocese of Bristol church and contact your PSO as soon as possible to report that you sought advice from CCPAS and action taken.

### **Wiltshire Council: Children's Safeguarding Team**

Telephone number - Monday to Friday 0300 456 0108

Telephone number - Out of hours/Weekends 0300 456 0100

### **Your Local Authority name: Adult Safeguarding Team**

Telephone Number - Monday to Friday 0300 456 0111

Telephone number - Out of hours/Weekends 0300 456 0100

- Police: 999 (emergency) or 101 (non emergency)