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Diocese of Bristol
Parish of St John the Baptist Colerne

January 2025

**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

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1. 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, the safeguarding policies 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:

- Promoting a Safer Church, 2017
- Protecting All God's Children, 2010
- Promoting a Safe Church, 2006
- Parish Safeguarding Handbook, August 2019
- Safer Environment and Activities, September 2019
- Code of Safer Working Practice
- Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance, October 2017
- PCR2 Protocol and Practice Guidance, July 2019
- PCR2 Background and Overview, July 2019
- PCR2 Full Appendices for Practice Guidance, August 2019
- Responding to Safeguarding Concerns or Allegations that relate to Children, Young People and Vulnerable Adults Practice Guidance, November 2018
- Responding to, Assessing and Managing Concerns or Allegations against Church Officers Practice Guidance, December 2017
- Responding well to Domestic Abuse Practice Guidance, 2017
- Safer Recruitment and Practice Guidance, June 2021
- Safe Recruitment – Permission to Officiate
- Safeguarding Learning and Development Framework, August 2024
- Safeguarding (Clergy Risk Assessment) Regulations, 2016
- Diocesan Safeguarding Advisors Regulations, 2016
- Glossary Reference Guide, October 2017
- Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church, June 2015

These documents can be found on the Church of England website under <https://www.churchofengland.org/safeguarding/policy-and-practice-guidance>.

Diocese of Bristol:

- Diocesan Safeguarding Policy, August 2023
- Diocesan Digital Safeguarding Policy, October 2023
- Domestic Abuse Policy, August 2023
- Allegations Management Policy, August 2023
- Ministering to those that may present a risk, September 2023

These documents can be found on the Diocese of Bristol website under:

<https://www.bristol.anglican.org/aboutus/safeguarding/safeguarding-policies-and-procedures/>.

Statutory Guidance:

Working Together 2023: This is guidance from the Department for Education which describes safeguarding processes and the safeguards that every organisation must have in place, including faith organisations, when safeguarding children. See the guidance under <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> or <https://www.workingtogetheronline.co.uk/>.

Care and Support Statutory Guidance 2024: 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 and People Management Guidance, 2021¹ (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 can be abused by an adult or child, 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 can be abused in person or via electronic media, or they can 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.

¹ <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>

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 those 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

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 can 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:

Do	Don't
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

Do	Don't
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

Wiltshire Council: 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 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 Policy'² 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 that may present a risk'³ will be followed. Copies of this guidance 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 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

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

³ <https://www.bristol.anglican.org/content/pages/documents/ministering-to-those-that-may-present-a-risk.docx>

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 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' 2015⁴ available on the Church of England website.

The parish of St John the Baptist, Colerne 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 and People Management Guidance, 2021⁵'. 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.

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.

⁴ <https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20joint%20practice%20guidance%20-%20safeguarding%20records.pdf>

⁵ <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>

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 3 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"> • Agree, implement, monitor and review annually this safeguarding policy and all associated policies • Ensure all staff and volunteers are recruited safely • Agree and implement supporting good practice guidance and processes • Ensure adequate insurance for all activities • Recruit and support adequate Parish Safeguarding Officers • Ensure all staff and volunteers are adequately trained and supervised
Parish Safeguarding Officer (PSO)	<ul style="list-style-type: none"> • Respond to all safeguarding allegations and concerns according to policy and guidance • Monitor and report to PCC regarding adherence to policy and practice • Arrange safeguarding training and maintain records • Process DBS disclosures for the church and maintain records
Incumbent	<ul style="list-style-type: none"> • Act as a point of contact should there be any safeguarding allegation or concern regarding a PSO
Church Wardens	<ul style="list-style-type: none"> • Take part in the allegations management procedure when required • Take part in an 'agreement' as per 'ministering to those that may present a risk'
Activity Leaders	<ul style="list-style-type: none"> • Follow the Safeguarding policy and associated good practice guidance • Ensure that activities are run according to good practice guidance • Report any safeguarding concerns as per policy • Ensure all volunteers are safely recruited

Name	Responsibilities
	<ul style="list-style-type: none"> ● Ensure all volunteers have in date training and DBS check as required ● Ensure all new volunteers receive agreed induction ● Supervise agreed volunteers
Staff and Volunteers	<ul style="list-style-type: none"> ● Follow the safeguarding policy and associated good practice guidance ● Report any safeguarding concern as per policy
Church members	<ul style="list-style-type: none"> ● Be aware of the safeguarding and associated policies ● Report any concerns as per policy

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 without the written consent of that child's parent or carer and the consent of that child where they are old enough. For young people aged 16- to 17-years old, parental consent will only be obtained if deemed appropriate, depending on the activity and the young person's circumstances.

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.

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.

This policy has been written with reference to the full guidance provided by the NSPCC which can be found at <https://learning.nspcc.org.uk/online-safety/photographing-filming-children#skip-to-content>.

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.
- 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 non-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 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.

11. Policy implementation and Review

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, and a copy will be available in each church building.

This policy was last reviewed and approved by the PCC on 27th January 2025.

Signed and dated by Mike Brzezicki (Chair)

This policy is to be monitored via annual audit and is to be reviewed by the PCC annually. The next review date is January 2026.

Appendices:

- Appendix 1: Useful contact numbers
- Appendix 2: Categories of abuse and additional information
- Appendix 3: Recruitment procedure for volunteers working with young people or vulnerable adults
- Appendix 4: Safeguarding record retention periods
- Appendix 5: Duties of the parish safeguarding officer
- Appendix 6: Fair recruitment of ex-offenders
- Appendix 7: Policy on handling of disclosure information
- Appendix 8: Safeguarding guidelines for volunteers
- Appendix 9: Responding to domestic abuse

APPENDIX 1: USEFUL CONTACT NUMBERS

Parish Safeguarding Officer Rob Featherstone: **01225 743044** or **07754 959948**

Diocesan Safeguarding Officer Adam Bond: **0117 906 0100** or **07543 504977**

Wiltshire Council: Children's Safeguarding Team

Telephone number - Monday to Friday **0300 456 0108**

Telephone number - Out of hours/Weekends **0300 456 0100**

Wiltshire Council: 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)

If advice is needed on a safeguarding issue and the PSO or DSA are not available, Thirtyone:eight, the Churches Child Protection Advisory Service (CCPAS), 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 any action taken.

APPENDIX 2: CATEGORIES OF ABUSE AND ADDITIONAL INFORMATION

Type Of Harm	Definition	Examples	Indicators
Physical Adults and Children	Non-accidental harm to the body. From careless rough handling to direct physical violence. Unlawful or inappropriate use of restraint or physical interventions.	Hitting, slapping, pinching, shaking, pushing, scalding, burning, dragging, kicking, physical restraint, locking an individual in a room or a car.	History of unexplained falls or minor injuries, bruising which is characteristic of non-accidental injury – hand slap marks, pinch marks, grip marks, bite marks, scalds, flinching, reluctant to undress.
Sexual Adults and Children	Direct or indirect involvement in sexual activity without capacity and/or consent. Individual did not fully understand or was pressured into consenting. Note: A child under 16 years old can never consent to any sexual act	Coercion to be involved in the making or watching of pornographic material. Coercion to touch e.g. of breasts, genitals, anus, mouth, masturbation of either self or others, penetration or attempted penetration of vagina, anus, mouth with or by penis, fingers and or other objects	Pregnancy in a women unable to give consent, difficulty in walking or sitting with no apparent explanation, torn, stained or bloody underclothes or bedding, Bleeding, bruising to the rectal and/or vaginal area, bruising. Behavioural changes, sexually explicit behaviour, explicit language, self-harm, obsession with washing, fear of pregnancy may be exaggerated
Emotional Adults and Children	Behaviour which has a harmful effect on an individual’s emotional well-being or development, causing mental distress undermining their self-esteem and affecting individual’s quality of life. Wilful infliction of mental suffering by a person in a position of trust and power.	Shouting, coercion, bullying, blaming, insulting, ignoring, threats of harm or abandonment, intimidation, harassment, humiliation, depriving an individual of the right to choice and their privacy, dignity, self-expression,	Loss of interest, withdrawn, anxious or depressed, frightened, avoiding eye contact, irritable, aggressive or challenging behaviour, unexplained sleep disturbance, self-harm, refusing to eat, deliberate soiling, unusual weight gain or loss

Type Of Harm	Definition	Examples	Indicators
		deprivation of contact, undermining self-esteem, isolation and over-dependence. Failure to provide a loving environment for a child.	
Neglect Adults and Children	Failure of any person who has responsibility for the charge, care or custody of an adult at risk or child to provide the amount and type of care or treatment that a responsible person could be expected to provide.	Fail to meet basic needs including food, environment, access to health care and education, failure to provide for social needs.	Unwashed/ dirty appearance, clothes too small/big, untreated sores or infections, isolation.
Financial Adults	The unauthorised taking (theft), deprivation or misuse of any money, income, assets, funds, personal belongings or property or any resources of an adult at risk without their informed consent or authorisation.	Misuse of power of attorney or appointee-ship. Money and possessions stolen, misuse or misappropriating money, valuables or property, possessions or benefits, undue pressure in connection with wills, property, inheritance or financial transactions, denying the adult at risk the right to access funds, unauthorised disposal of property or possessions, being asked to part with money on false pretences,	Unexplained or sudden inability to pay bills, Power of Attorney obtained and misused when a person lacks or does not lack mental capacity to understand, unexplained withdrawal of money with no benefits, person lacking goods or services that they can afford, extortionate demands for payments for services
Organisational Adults	Involves the collective failure of an organisation to provide safe, appropriate	Lack of individualised care, inappropriate confinement or restriction, sensory deprivation,	Whistle blowing policy not in place and accessible, insufficient employees training and development. Organisational standards

Type Of Harm	Definition	Examples	Indicators
	<p>and acceptable standards of service to adults at risk.</p> <p>Mainly relates to health and social care provision but aspects may be relevant to Church settings</p>	<p>inappropriate use of rules, custom and practice</p>	<p>not meeting those laid down by regulatory bodies, service users not treated with dignity and respect, diverse needs not recognized and valued in terms of age, gender, disability, ethnic origin, race or sexual orientation, services not flexible</p>
<p>Discriminatory</p> <p>Adults</p>	<p>Exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals.</p>	<p>Verbal abuse, harassment or similar treatment, unequal treatment, deliberate exclusion from services such as education, health, justice and access to services and protection, harmful or derisive attitudes, inappropriate use of language</p>	<p>Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice</p>
<p>Modern Slavery</p> <p>Adults and Children</p>	<p>Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.</p>	<p>Adult or Child trafficked into UK or between places in UK for purpose of sexual abuse or labour.</p> <p>Adult or Child forced to work as domestic servant.</p> <p>Adult or child forced to work as sex worker, farm labourer, car cleaner.</p>	<p>Individual may not have their passport or Identity documents. They may not have access to or contact with friends and family. May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds. May not know where they are or who they are with.</p>
<p>Self-Neglect</p> <p>Adults</p>	<p>A wide range of behaviour involving neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.</p>	<p>May not react to or appropriately fulfil needs for health care, food, warmth. May live in an environment that is an environmental or fire risk</p>	<p>Environment that is poorly maintained, dirty, animal infested, cramped to the degree that it places the individual's wellbeing at risk.</p>

Type Of Harm	Definition	Examples	Indicators
		and not take any measure to reduce risk or inadequate measures.	May have untreated or inadequately treated physical health issues.
Domestic Violence Adults and Children	Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Age range 16+	Includes: psychological, physical, sexual, financial, emotional abuse; so-called 'honour' based violence; Female Genital Mutilation; forced marriage.	Appears to be afraid of partner / of making own choices, behaves as though she/he deserves to be hurt or mistreated, low self-esteem or appear to be withdrawn, appears unable or unwilling to leave perpetrator, makes excuses for or condones the behaviour of the person alleged to have caused harm, blames abuse on themselves
Spiritual Abuse⁶⁷ (not defined in Statutory Guidance)	Inappropriate use of religious belief or practice	The misuse of the authority of leadership or penitential discipline, oppressive teaching or intrusive healing or deliverance ministries which may result in various types of harm.	Could be any of the above.

⁶ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/175437/Action_Plan_-_Abuse_linked_to_Faith_or_Belief.pdf

⁷ https://thirtyoneeight.org/media/loen2yoh/calfb_v2.pdf

Some Additional Information:

Child Sexual Exploitation: All children and young people can be at risk of sexual exploitation. This includes boys and girls of any age. This is a form of sexual abuse. Whilst young people can give consent to sexual acts from the age of 16 (so long as they have the capacity to do so) they continue to be at risk of sexual exploitation beyond their 16th birthday. **Any concern that a child or young person may be at risk of or experiencing sexual exploitation must be reported immediately to Children's Social Care or the police.** Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social, economic and/or emotional vulnerability.

Female Genital Mutilation: Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. It has been estimated that over 20,000 girls under the age of 15 are at risk of female genital mutilation (FGM) in the UK each year, and that 66,000 women in the UK are living with the consequences of FGM. However, the true extent is unknown, due to the "hidden" nature of the crime. The girls may be taken to their countries of origin so that FGM can be carried out during the summer holidays, allowing them time to "heal" before they return to school. There are also worries that some girls may have FGM performed in the UK. Any concern that a child or adult who may be vulnerable may be at risk of FGM must be reported immediately to the relevant Local Authority or directly to police.

Terrorism and Extremism: Any person may become drawn into extremism or sympathy with such views and into terrorism. This will often happen through contacts made via the internet but a culture that supports this can develop in any community, group, school or faith organisation. The Counter-Terrorism and Security Act 2015 places duties on certain bodies, not including Faith Organisations (excepting where such an organisation runs a school or other relevant premises) to have due regard to the need to prevent people from being drawn into terrorism. Everybody should be alert to any indication that a person or group may be developing or has developed an interest or ideology that may include harm to others. **Any concern related to this whether for a child or adult must be reported to the police without delay.**

APPENDIX 3: RECRUITMENT PROCEDURE FOR VOLUNTEERS WORKING WITH YOUNG PEOPLE OR VULNERABLE ADULTS

This recruitment procedure must be followed for all people who work with children, young people, or vulnerable adults as part of their church responsibilities.

The Priest-in-Charge, together with others responsible for the relevant post, will draw up a job description. This should be presented to the PCC for approval.

All volunteers will be given a volunteer pack which will include:

- A Job Description.
- A Volunteer Application form to apply for the job. The form can be downloaded by the Safeguarding Officer, Lead Recruiter or Document Checker from the CCPAS website by going to : Members Area ; Safe and Secure Manual; Safer Recruitment; Application Form, and then the link to the pdf of the model form. It requires, among other things, the names of two referees.
- Instructions for obtaining Disclosure and Barring Service Check (for applicants over 18 yrs). Effectively this means providing the candidate with a copy of the CCPAS E-Bulk Guide for Applicants in electronic or hard-copy form.
- Confidential Self Declaration form (as on pages 24-26 of the CCPAS E-Bulk Guide for Recruiters)
- A copy of the Safeguarding Policy.

The sequence for recruitment is as follows:

- Writing of Job Description and Person Specification.
- Advertisement (include a statement of whether the post is eligible for a DBS check).
- Issue and completion of a Volunteer Application form.
- Interview.
- Offer of the post subject to DBS and references (don't start in role...).
- Completion of Confidential Self Declaration form.
- DBS check and references.
- Confirmation of appointment.
- PCC informed.
- Then induction, probationary period, training, supervision, 3-year DBS re check.

All new volunteers will be invited to meet with the person responsible for the activity with which they wish to be involved, in order to explore their potential role.

The Parish Lead Recruiter will ensure that two references for each applicant are taken up and reviewed.

If there is any cause for concern necessary action will be taken in discussion with the Priest-in-Charge and the Diocesan Safeguarding Officer. (If any information is disclosed on the Disclosure certificate the Diocesan Safeguarding Adviser must be contacted with the applicant's consent. If consent is not given the individual cannot proceed into the role.)

Names of all those who have been through the full application procedure, including DBS clearance, will be brought to the PCC and recorded in the minutes, and a master list will be maintained by the Lead Recruiter.

All paperwork will be kept in as secure a manner as possible in accordance with provision of the Data Protection Act as summarised in Appendix 4. A Safeguarding Box, to which only the safeguarding officers have keys, is kept locked in the vestry safe.

APPENDIX 4: SAFEGUARDING RECORD RETENTION PERIODS

Basic Record Description	Record Stored	If in the Parish, then where?	Retention Period	Final Action
Accident reporting book-Adults	Parish	Vestry safe	Date of Incident + 20 years	Destroy
Accident reporting book-Children	Parish	Vestry safe	Date child became an adult + 20 years	Destroy
DBS Disclosure certificate	Parish and Diocese	The locked Safeguarding Box stored in the locked vestry safe	6 months from issue	Destroy
Risk assessment and management plan in the event of a non-clear DBS Check	Parish and Diocese	The locked Safeguarding Box stored in the locked vestry safe	50 years after employment ceases	Destroy
Records of safeguarding child or adult incidents either within the parish or within a family where the Parish was the reporting body or where it was involved in care or monitoring plans. Including any sex offender management agreements and risk assessments	Parish Additional record stored by Diocese where information shared	The locked Safeguarding Box stored in the locked vestry safe	50 years after conclusion of the matter	Destroy

Personnel records relating to lay employees not working with children and vulnerable adults: Including annual performance assessments, disciplinary matters, job descriptions, training and termination documentation.	Parish Additional record stored by Diocese where information shared	Securely within the Vicarage (Church Lane, Box, SN13 8NR)	6 years after employment ceases (except as above)	Destroy
Personnel records related to lay employees with contact with children and / or vulnerable adults including all documentation concerning any allegations and investigations regardless of findings.	Parish Diocese of Bristol Diocese	Securely within the Vicarage (Church Lane, Box SN13 8NR)	Parish: 50 years after conclusion of the matter Diocese: Indefinitely after employment ceases Bishops Staff: Minimum 75 years after employment ceases	Destroy Destroy Destroy
Parish agreement with the Diocese regarding DBS disclosures	Parish	The locked Safeguarding Box stored in the locked vestry safe	Last action + 5 years	Permanent deposit

APPENDIX 5: DUTIES OF THE PARISH SAFEGUARDING OFFICER

The Parish Safeguarding Officer (PSO) is responsible for:

- Acting as a focal point for any concerns with regard to safeguarding within the context of the parish church, and to lead the Safeguarding Team
- To support the PCC and Incumbent with reviewing the Parish safeguarding policies and procedures and ensuring their implementation.
- In conjunction with the Lead Recruiter, presenting the Safeguarding Policy to the PCC for review annually
- Being available for any child or adult to speak to regarding any concerns about a child or vulnerable adult. The PSO should make herself/himself known to all in the Church and have her/his contact details and picture displayed within Church premises.
- Ensuring that the correct recruitment procedure for volunteers is followed. - To be involved in the Safer Recruitment process including arranging for individuals to apply for Disclosure and Barring Service (DBS) checks where appropriate and maintaining a record of who has undergone a check and when their 5 year renewal is due. And ensuring that current Church of England Safer Recruitment policy is followed.
- In conjunction with the Lead Recruiter, presenting annually to the PCC the list of volunteers who have been cleared under the recruitment and DBS procedures.
- Retaining any written records of concerns about a child or vulnerable adult.
- Ensuring that all such records are kept confidentially and securely.
- Reporting to the PCC any information on policy & procedures, incidents and cases, training and any children subject to a child protection plan. (Made suitably anonymous).
- Attending appropriate training provided by the Diocese of Bristol.
- Being familiar with the Safeguarding Policy and procedures of the Diocese of Bristol.
- Being familiar with Local Authority safeguarding procedures and to know how to raise a safeguarding alert for a child or vulnerable adult with the relevant authority.
- Communicating to the Diocesan Safeguarding Adviser any safeguarding concern relating to any minister, PCC member, staff member or volunteer to enable the 'Allegations Management' procedure to be used.
- Alerting the Diocesan Safeguarding Adviser to the presence of any individual in the congregation who has a relevant conviction or caution or there is reason to believe that they may present a risk to vulnerable adults or children if this is made know to any Church Official. This will enable the DSA to support with a risk assessment and agreement if required.
- Ensuring appropriate steps are taken to satisfy insurers including recording names of all volunteers with children and young people in the PCC minutes.
- Ensuring that training is provided for anybody involved in Child and/or Adult safeguarding. To communicate to PCC and relevant staff and volunteers information regarding safeguarding training required and available and to maintain records of training completed and next due.
- Supporting anyone involved with safeguarding issues in the parish as necessary. To work with the Incumbent to ensure support is provided for anyone involved with safeguarding issues in the parish as necessary

In order to achieve these tasks, the Parish Safeguarding Officer will be given access to PCC minutes (if not already a member of the PCC) and be provided with access to safe storage for records.

It is a requirement that the Parish Safeguarding Officer (s) has (have) an enhanced DBS check.

It is also important that any relevant known safeguarding information is shared with a new PSO on appointment to the role by the incumbent.

APPENDIX 6: FAIR RECRUITMENT OF EX-OFFENDERS

As an organisation using the Disclosure and Barring Service (DBS) Disclosure Service to assess applicants' suitability for positions of trust, Colerne PCC undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.

We make every subject of a DBS Disclosure aware of the existence of the Code of Practice and make a copy available on request.

Having a criminal record will not necessarily bar you from working with us. It will depend on the nature of the position and the circumstances and background of your offences.

A Disclosure is only requested after a thorough assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job advertisements and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.

Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any unspent criminal record at an early stage in the application process.

Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

Where the nature of a position does allow us to ask questions about your entire criminal record excepting any "protected" information we will ask you to complete a "Self-Disclosure Form" before asking you to apply for a DBS disclosure. (Further information about what information should be disclosed is available from DBS in their 'DBS Filtering Guide', <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>). This enables us to discuss with you at an early stage any information which may cause you to be unable to progress to confirmation in role. We request that this information is sent under separate, confidential cover to the person within the organisation who is responsible for processing your DBS disclosure application and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.

Where a caution, conviction or additional information is disclosed by you or on a DBS disclosure your consent will be sought to forward a copy of the document to the Diocesan Safeguarding Adviser (DSA).

The DSA will make contact with you to discuss the information and the circumstances in which the caution, conviction or concern arose. The DSA may need to speak to statutory bodies or individuals and will seek your consent to do so. The DSA will provide a written risk assessment to the recruiter which includes a recommendation of safe to proceed, proceed with amendments to role or not safe to proceed. You will be provided with a copy of that assessment.

The recruiter will then communicate to you a decision regarding whether they are able to continue with the appointment process.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work. Failure to consent to risk assessment will result in any offer of employment or voluntary work being withdrawn.

APPENDIX 7: POLICY ON HANDLING OF DISCLOSURE INFORMATION

Storage and Access: DBS Disclosure Certificates must be stored in the Safeguarding Box which is kept locked in the locked vestry safe. Only the Safeguarding Officers have keys to the Safeguarding Box. Certificates must never be kept on an applicant's personal file, should there be such a file.

Handling: In accordance with Section 124 of the Police Act 1997, disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage: Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

A disclosure certificate must be for the correct workforce only and at the correct level. i.e. a person recruiting for a role in the child workforce at enhanced level should not ask to see a certificate for child and adult workforce at enhanced plus level as the certificate may include information that the recruiter is not entitled to see.

Retention: Once a recruitment (or other relevant) decision has been made, a disclosure certificate should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with the umbrella body CCPAS. Advice can then be given regarding the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

Disposal: Once the retention period has lapsed, Disclosure certificates must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure certificates must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure certificate may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

APPENDIX 8: SAFEGUARDING GUIDELINES FOR VOLUNTEERS

Good practice

- Treat everyone with dignity and respect
- Ensure your own language, tone of voice and body language are respectful
- Treat all people equally; show no favouritism
- Respect a person's right to personal privacy but also listen to their concerns and take them seriously
- Two people who have DBS clearance should be present at every activity involving children, young people or vulnerable adults
- Always aim to work in sight of another adult
- Follow toileting procedures: - do not accompany a child into the toilet. If a child needs assistance with toileting this should be the responsibility of their parent or carer
- Obtain consent for any photographs or videos to be taken, shown or displayed
- Make a written record of incidents or accidents (signed and dated) and ensure the group leader is aware of this
- Ensure children, young people or vulnerable adults know who they can speak to about a personal concern (contact information below)
- Always share any concern you have about a child, young person or vulnerable adult with your group leader or Safeguarding officer

Things to avoid

- Do not ridicule, make a scapegoat or reject a child, young person or vulnerable adult
- Do not abuse your position of trust by engaging in inappropriate behaviour or conduct – physical, verbal or sexual whether in person or via text or the internet.
- Do not use any form of physical punishment
- Do not permit any abusive peer activities e.g. initiation ceremonies, ridiculing or bullying, whether face to face or online
- Do not initiate physical contact with a child. Any necessary contact (e.g. for comfort) should be initiated by the child. If this happens respond warmly to the child in need of comfort but make sure there are other adults around
- Do not touch a child inappropriately
- Very occasionally it may be necessary to restrain a child who is harming themselves or others. Use the least possible force and inform parents as soon as possible. Ensure the incident is recorded and the Parish safeguarding officer is informed.
- Do not give lifts to children or young people on their own or on your own
- Responding to safeguarding concerns

If you suspect abuse, a child a young person or vulnerable adult confides in you or a complaint is made about any adult or about yourself, it is your duty to report the concern.

If a person tells you about abuse by someone else:

Keep calm, listen attentively and maintain eye contact

1. Allow the young person to speak without interruption, accepting what is said
2. Offer immediate understanding and reassurance, while passing no judgement
3. Advise that you will try to offer support, but you must pass on the information
4. Immediately tell your Group Leader or Safeguarding Officer
5. Write careful notes of what was said using the actual words wherever possible.
Record the person's full name (age if appropriate) address and phone number
6. Sign, date and pass your notes to your Safeguarding Officer

Note: In an emergency (young person at imminent risk of significant harm) contact police or social service/work department direct. Inform your Safeguarding Officer of the action you have taken.

If you have a concern about a child, young person or vulnerable adult's safety and wellbeing:

1. Immediately tell your Safeguarding Officer
2. Write careful notes of what was said using the actual words wherever possible.
Record the person's full name (age if appropriate) address and phone number
3. Sign, date and pass your notes to your Safeguarding Officer

If you receive a complaint or allegation about an adult or about yourself:

1. Immediately tell your Safeguarding Officer.
2. Write careful notes of what was said using the actual words wherever possible.
Record the person's name, address and contact details.
3. Sign, date and pass your notes to your Safeguarding Officer.

YOU MUST REFER; YOU MUST NOT INVESTIGATE

Safeguarding Contact Information

Parish Safeguarding Officer Rob Featherstone: **01225 743044 or 07754 959948**

Diocesan Safeguarding Officer Adam Bond: **0117 906 0100 or 07543 504977**

Wiltshire Council: Children's Safeguarding Team

Telephone number - Monday to Friday **0300 456 0108**

Telephone number - Out of hours/Weekends **0300 456 0100**

Wiltshire Council: 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)

APPENDIX 9: RESPONDING TO DOMESTIC ABUSE

All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse
- protect those vulnerable to domestic abuse from actual or potential harm
- recognise equality amongst people and within relationships
- enable and encourage concerns to be raised and responded to appropriately and consistently

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship
- all survivors (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
- domestic abuse can occur in all communities
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse

We will endeavour to respond to domestic abuse by:

In all our activities –

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse

In our publicity –

- raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse

When concerns are raised –

- ensuring that those who have experienced abuse can find safety and informed help
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community

In our care –

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse

If you have any concerns or need to talk to anyone, please contact:

- Parish Safeguarding Officer Rob Featherstone: **01225 743044 or 07754 959948**
- Diocesan Safeguarding Officer Adam Bond: **0117 906 0100 or 07543 504977**
- National Domestic Abuse Helpline: **0808 2000 247**
- Respect Helpline for Perpetrators: **0808 802 4040**
- Respect Helpline for Men: **0808 801 0327**