

**St Michael & All Angels Parish Church**  
**South Yardley**

**CHILD PROTECTION  
& SAFEGUARDING POLICY AND PROCEDURES**

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## **POLICY STATEMENT**

St. Michael & All Angels Parish Church is committed to care and protecting children, young people and vulnerable adults. Staff, PCC members and volunteers within this organisation accept and recognise our responsibilities to develop awareness of the issue's which cause these people harm.

Everyone who participates in the life of St Michael & All Angels Parish Church has a role to play in promoting a safer Church for all.

St. Michael & All Angels Parish Church is also committed to reviewing our safeguarding policy and procedures at regular intervals.

**St. Michael & All Angels Parish Church will endeavour to safeguard all vulnerable people by:**

- 1) Promoting a safer environment and culture:**
- 2) Providing effective recruitment, training and support of anyone with responsibility relating to children, young people and vulnerable adults within the Church**
- 3) Responding promptly to every safeguarding concern or allegation:**
- 4) Caring pastorally for victims/survivors of abuse or Domestic Violence, and other affected persons.**
- 5) Caring pastorally for those who are the subject of concerns and allegations of abuse, and responding to those who may pose a risk to others.**
- 6) Sharing information about concerns with agencies who need to know, and involvement of parents/guardians appropriately:**
- 7) Sharing information about policies with others:**

## **WHO TO CONTACT**

St. Michael & All Angels Parish Church has designated members of the PCC to take specific responsibility for safeguarding policies. These designated people are:

Mrs Jane Clark.        0121 743 4089

Mrs Denise Knott.     0121 784 7125

All cases of alleged or suspected abuse must be reported immediately to these.  
In the absence of any of the above named, you should contact your local Social Services Office.

External Contacts: Birmingham Diocese Bishops Safeguarding Advisor: 07342 993 844  
Social Services Office: out of hours service 0121 675 4806  
Police Station: 101 or 999 in an emergency.

National Advice: NSPCC Helpline – 0800 800 500  
Childline – 0800 1111  
Age Concern – 0800 678 1602.

Domestic Abuse: Birmingham & Solihull Women’s Aid – 0800 800 0028.  
Birmingham LGBT Domestic Abuse Service – 0121 643 0821  
Mens Domestic Violence Service – 0800 111 4223

## **WHO DOES THIS AFFECT?**

These documents are designed for the guidance of **ALL** staff and volunteers of St. Michael & All Angels Parish Church, as well as families and carers who use our services. The policy and procedures will be made available to all the above-mentioned individuals and groups.

St. Michael & All Angels Parish Church safeguarding policies and procedures apply to all people regardless of age, gender, ethnicity, disability, sexuality or religion.

## **PROCEDURES:**

### **Definitions of abuse**

Abuse occurs when the behaviour of someone in a position of greater power causes harm. Harm is not always easy to categorise, but it can occur in a number of ways, there are four broad definitions of abuse that can be identified:

- **Physical** – where there is harm due to ill treatment, deliberate or neglectful failure to prevent injury or harm.
- **Emotional** – where vulnerable people are persistently or severely emotionally neglected or rejected (i.e.: not being given sufficient attention, made to feel worthless, or being threatened or taunted)
- **Sexual** – where vulnerable people are encouraged or forced to observe or participate in any form of sexual activity.
- **Neglect** – where the physical and/or psychological needs of vulnerable people are persistently or severely neglected, or there is failure to protect them from any kind of danger.

### **Domestic Violence**

Violent, sexual or controlling behaviour by over 16’s who are or have been intimate partners or family members, regardless of gender or sexuality. This can be financial, emotional, neglect, spiritual or online abuse, harassment or stalking.

## **Disabled people**

People with a physical and/or mental disability (including the visually impaired), may be more vulnerable to abuse than others. Safeguards are essentially the same as for those without disabilities.

Where there are communication or learning difficulties, attention must be paid to their special and specific needs, and to the means of ascertaining his or hers perception of the events. Particular attention must be paid to promoting high standards of care and of raising awareness of the risks to those with disabilities, in order to strengthen their ability and that of their families to protect themselves.

Measures include:

- Helping them make their feelings and wishes about their care and treatment known.
- Ensuring they know how to raise concerns if they are worried or angry about something.
- They must have access to other people with whom they are able to communicate, as they must have available the means to be heard at all times.
- A commitment to understanding their safety and welfare needs among all service providers.
- Close contact with other family members or carers and a culture of openness on our part.

## **Awareness of abuse**

Awareness is the key issue in both detection and prevention of abuse. A staff member, volunteer, parent, guardian or carer may become suspicious of abuse by:

- Being told in confidence by the individual.
- Being told by another person as a witness or hearsay.
- Observing symptomatic behaviour.
- Observing outward signs of physical abuse or injury.

The abuse may:

- Have taken place a long time ago (historical) – even in childhood, and they may still be suffering as a result.
- It may be an on-going form of abuse, which is taking place outside St Michael & All Angels (typically at home).
- It may be current or very recent abuse that has taken place within St Michael & All Angels.

## **How to recognise signs of abuse**

Possible indicators may include:

### **Physical abuse:**

- Visible injuries other than normal bumps or scrapes.
- Pain on walking, inability to sit down, to speak or demonstrate they are in pain.
- Furtive or secretive behaviour, displaying uncharacteristic or withdrawn behaviour.

- Compulsive eating or sudden loss of appetite.
- Unusual difficulty in staying awake or suddenly becoming un-coordinated.
- Giving confused or conflicting explanations of their injuries.

**Emotional abuse:**

- Poor relationships with others. Including parents, guardians or carers.
- Parents, guardians or carers showing lack of care or neglectful behaviour towards them, making negative comments about them.
- Showing emotional indicators, such as low self-esteem, unhappiness, fear, distress or anxiety.
- Showing behavioural indicators such as attention seeking, opposing, withdrawing or insecurity.

**Sexual abuse:**

- Awkwardness in walking or sitting down
- Stomach pains.
- Tiredness.
- Extreme and unusual behaviour such as anxiety, aggression or withdrawal.
- Sexually provocative behaviour or knowledge that may be incapable with their ability and understandings.
- Drawings and/or writing that is sexually explicit.
- Direct disclosure (it is important to recognise they may not have the experience or understanding to be able to makeup stories of sexual assault).

**Neglect:**

- Underweight or obesity.
- Unkempt dirty appearance, inadequate or unwashed clothing.
- Hunger or listlessness.
- Indiscriminate friendliness or poor social relationships.
- Unusually poor concentration.
- Low self-esteem.

***Responding to suspected abuse***

No member of staff or volunteer, parent, guardian or carer should investigate report of physical or sexual abuse themselves. Alleged victims, perpetrators or those reporting the abuse, and others involved **MUST** not be interviewed beyond the point at which it is clear there is an allegation.

Medical attention should be sort immediately for the person concerned if required. Then any individual to whom the allegation has been made must:

**Step 1:** Limit any questions to a minimum, only to seek clarification, strictly avoiding “leading” them by making suggestions or asking questions which may introduce their own ideas about what has occurred.

**Step 2:** Stop asking further questions once the person has disclosed that he/she believes some form of abuse has occurred to themselves or someone else.

**Step 3:** Tell them the relevant representative or authority will now be made aware of the matter.

**Step 4:** Depending upon the age or ability, ask the person what steps he or she would like to be taken now that the allegations have been made, and ensure them that the church will try to follow their wishes.

**Step 5:** Report the information immediately to the designated representative, if the allegation is about that designated person, speak to their superior. If the person who has had the allegation made against them would prefer to speak to someone other than the representative, they should contact the Bishops Safeguarding Advisor.

If the report has been made by a member or staff or volunteer, inform the parents, guardian or carer unless there is suspicion of their involvement.

**Step 6:** Complete a Record of Concern form and pass it to the designated representative, or relevant Authority as required. Records of Concern **MUST** be placed in a secure place and accessed only by the designated representative.

Also any person who is told indirect of any incident, or witnesses, or suspects any form of abuse **MUST** report the information immediately, as detailed in step 5.

#### **Do's and Don'ts.**

<b>DO</b>	<b>DON'T</b>
Treat any allegation seriously	Make promises you can't keep
Display belief in what is being told to you	Interrogate the alleged victim
Tell them they are right to have told you	Cast doubt on what is told to you
Reassure them that they are not to blame	Interrupt or change the subject
Be honest about who you have to tell and why	Say anything that makes them feel responsible for the abuse
Take further action immediately	Do nothing – tell the relevant person or authorities immediacy
Write down everything that has been said and what action was taken	
Seek medical attention if necessary	
Inform parents/guardians or carers unless their involvement is suspected	

#### **Confidentiality**

Those providing services to adults and children will be concerned about the need to balance their duties to protect them from harm and their general duty to their users. **However, where there is concern that a person may be at significant risk of harm, the needs of that person must come first.** In these circumstances the overriding objective must be to safeguard the victim.

Research and experience have shown repeatedly that keeping children and vulnerable adults safe from harm requires professionals and others to share information:

- About their health, development and exposure to possible harm.
- About a parent, guardian or carer who may need help to care for them adequately and safely.
- About those who pose a risk to them.

Often it is only when information from a number of different sources had been shared and put together that there is a clear picture of the risk of significant harm.

### ***Adopting Safeguarding policy guidelines through a code of behaviour for staff and volunteer's:***

It is essential that all vulnerable people involved with St. Michael & All Angels Parish Church are:

- Valued and respected as individuals.
- Listened to.
- Involved in decision making as appropriate.
- Encouraged and praised as appropriate.

### ***Appropriate conduct and behaviour***

Staff members', volunteers, parents and carers should:

- Be aware of a person who is visually impaired has a need for physical contact, but they must ensure that contact is both appropriate and only given with the consent of that person. In the case of the need to use restraint to prevent injury, ensure that physical contact is ceased at the earliest possible time.
- Avoid using physical expressions of emotion such as hugging or kissing, but remember they may need to express physical emotion in these ways. If they initiate this, cease it at the earliest opportunity without causing a feeling of rejection.
- Avoid intrusive forms of play such a tickling; if contact is offered cease it at the earliest opportunity, without causing a feeling of rejection.
- Do not allow the use of inappropriate language **unchallenged**.
- Ensure at least **two adults** are always present.
- Do not spend excessive time alone with vulnerable people, away from others; all meetings should take place as openly as possible. If privacy is required **doors should be left open and other staff members or volunteers should be informed of the meeting**.
- Avoid taking individuals on car journeys however short. If this is unavoidable it must be with the full knowledge and consent of parents, guardians or carers and at least another member of staff or volunteer.
- Never meet outside organised activities unless it is with the knowledge and consent of parents, guardians or carers and at least another member of staff or volunteer.
- Never do anything of a personal nature that they can do for themselves.
- Never let allegations made go without being addressed and recorded.

The following forms of behaviour between staff members' or volunteers, and vulnerable people are **not allowed under any circumstance**:

- Sexual conduct.
- Lending or borrowing of money.
- Giving or receiving gifts.
- Exclusive or secretive relationships.

### ***Relationships between personnel***

Relationships between both paid staff and volunteers **MUST** be based on mutual respect. They are all expected to contribute and take responsibility to ensure a positive working environment and conduct themselves accordingly.

### ***Sharing information about policies with others:***

It is essential that vulnerable people understand that any concerns they may have will be listened to and taken seriously. It is also essential that parents, guardians and carers are aware of and understands the procedures St Michael & All Angels, has in place to maintain the welfare of those using the church.

St Michael & All Angels is responsible for ensuring that relevant information is available to and exchanged between all those involved in the church and its activities. But confidential information should only be shared on a need to know basis.

Staff are responsible for:

- Ensuring all users have information about how and who they can share any concerns, complaints or anxieties. This information must be shared in an appropriate manner.
- Ensuring all information is available in multiple formats for those with visual impairment.
- Ensuring parents, guardians and carers are aware of the nature of any relationships or friendships formed by those in their care.
- Ensuring the publication of St Michael & All Angels activities, the Safeguarding Policies and Procedures, and the person(s) to contact in the event of any concerns or complaints.
- Ensuring all staff and volunteers have the information needed to deal with emergencies and safeguarding issues.

### **Providing effective recruitment, training and support of anyone with responsibility relating to children, young people and vulnerable adults within the Church**

St Michael & All Angels will ensure all Staff and volunteers are well informed and supported by the following process:

#### **Induction**

As part of their general induction, new staff and volunteers will be familiarised with this document, as well as other documents such as Health & Safety. This may include training in relevant issues.

### **Probationary period**

The development and suitability of all employees and volunteers will be reviewed during the first six months of taking up the post.

### **Supervision & support**

Regular meetings, whether individual or on a group basis, will provide an opportunity for staff/volunteers to share concerns, anxieties or worries' about their work or the environment. Meetings should also be an opportunity to identify areas of concern and/or training needs. Specific training will be provided for all Designated Safeguarding Representatives.

### **Document History**

<b>Version</b>	<b>Details of amendments</b>	<b>Date</b>	<b>Owner</b>	<b>Approved</b>
0.1	Updated draft for discussion	15/09/15	Rev R Anetts	
0.2	Amended, due to Rev R Anetts moving.	01/05/17	J Clarke	
0.3	Amended version to include new guidelines and Domestic Violence	16/08/19	J Clarke	
0.3	PCC Annual review.	8/12/20	J Clarke	

**RECORD OF CONCERN**

**Name:**

**Address:**

**Name of Carer/Parent or Guardian:**

**Contact No:**

**Is the person making this report, expressing his/her own concerns or those of someone else?**

**When & where did it occur?**

**Has the alleged victim been spoken to? If so what was said?**

**Who else if anyone was involved and how?**

**What was said by these involved?**

**Where there any obvious signs? If so what?**

**Has anyone been alleged to be the abuser?**

**Have the victim's parent/guardians or carers been contacted?**

**Who else has been told about it and when?**

**Signed.....**

**Print Name.....**

**Date.....**

**Appendix 2:**

**GUIDELINES FOR DESIGNATED SAFEGUARDING REPRESENTATIVES**

The responsibilities of a designated Safeguarding Representative are:

- To ensure that St. Michael & All Angels Parish Church Protection Policy and Procedures are followed.
- To undertake training in the recognition and investigation of abuse.
- To develop knowledge of the procedures involved in reporting abuse.
- To make this knowledge available to all where appropriate.
- To manage the process of referring case of succeed abuse by:
  - Ensuring all know who is the designated representative.
  - Ensuring all, that concerns of abuse or possible abuse **MUST** be brought to the designated representative or in their absence Fr Roy Anetts
  - Deciding if, after discussion with the relevant parties, the case should be referred or not. Or if further clarification should be sought from Parents'/Guardians or Carers at any point in time.
  - Ensuring decisions and facts are recorded using a Record of Concern.
  - Reporting the case to ....., confirming the referral in writing under confidential cover.
- To ensure all church officers, staff and volunteers have up to date DBS Checks and have undergone basic safeguarding training as necessary.
- To be the contact point for external agencies who may need to contact St. Michael & All Angels Parish Church about safeguarding matters.
- To ensure written records are stored securely with **access available to designated people only.**
- To ensure St. Michael & All Angels Parish Church recruitment procedures are followed and DBS clearance is obtained for all new staff and volunteers.
- To identify the need for support that any employee or volunteer may have when involved in a case of abuse, and to liaise with necessary parties to establish what and how thus support can be offered.