



The Parish of Keighley Safeguarding Children Guidelines and Procedures

Accepted by the PCC November 2022

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Church of England Safeguarding Policy Statement (March 2018)

The Church of England's 'Safeguarding Policy for Children, Young People and Adults' was adopted by The Parish of Keighley PCC meeting held on 7th April 2021.

Each person who works within this church will agree to abide by these recommendations and the guidelines established by this church. This church appoints Hazel Mosby as the Parish Safeguarding Officer.

The application of this policy will be reviewed each year and a report provided by the Parish Safeguarding Officer to the PCC.

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.

The Diocese of Leeds and all parishes within it adopt Church of England policies and practice guidance relating to safeguarding.

The above policy commitments are as follows:

- Promoting a safer environment and culture
- Safety recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors of abuse and other effected persons.
- Caring pastorally for those who are the subjects of concerns or allegations of abuse and other affected persons
- Responding to those who may pose a present risk to others

We will endeavour to safeguard children, young people and adults by:

- Ensuring the care, nurture of, and respectful pastoral ministry with, all children, young people and adults.
- Carefully selecting and training all those with any responsibility within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- Supporting, resourcing, training and regularly reviewing those who undertake work with children, young people and adults.
- Establishing safe, caring communities which provide an environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- Recognising that it is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of children, young people and adults, and to report any such abuse that we discover or suspect.
- Responding without delay to every complaint made which suggests that a child, young person or adult may have been harmed, co-operating with the police and local authority in any investigation.
- Seeking to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.

- Committing ourselves to promoting safe practice by those in positions of trust.
- Challenging any abuse of power, especially by anyone in a position of trust.
- Offering pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or adult.

The Parish of Keighley recognises the unique status of children and its responsibility to protect them at all times. The Church is required by God to foster relationships of the highest integrity, truthfulness and trustworthiness. Those in the in the Parish of Keighley who have positions of authority over children must use their power with sensitivity and integrity.

Definitions of abuse based on ‘Working Together to Safeguard Children 2018’

What is abuse?

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Domestic Abuse

From the Home Office 2013, Domestic Abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those ages 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

On-line abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyber bullying, grooming, sexual abuse, sexual exploitation or emotional abuse. NSPCC website: Online abuse definition accessed August 2015.

Modern slavery

Modern slavery is an international crime affecting an estimated 29.8 million slaves around the world. It is a global problem that transcends age, gender and ethnicities including here in the UK.

<https://modernslavery.co.uk/index.html> This can include child trafficking and sexual exploitation.

Spiritual Abuse

Spiritual abuse is coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack (Oakley and Kimmond, 2003).

Abuse is not always clear cut. Sharing of concerns and information with the appropriate agencies is extremely important. Your information may be a vital piece of the jigsaw.

Confidentiality

In all matters relating to Safeguarding children the highest degree of confidentiality must be maintained. However, this has to be balanced against the need to protect children from significant harm. Children who disclose significant harm need to know that the information will be passed on to the appropriate statutory agency, either Children Services or the Police so that it can be properly investigated, and the necessary help obtained. Information must only be passed on to any other individual or organisation on a need to know basis – please check with clergy or the safeguarding officers before sharing unless in the case of an emergency.

If there is a conflict of interest between the needs of a child, who is suspected of suffering significant harm, and the needs of an adult, the welfare of the child is paramount.

Appointing Staff and Volunteers

This should be undertaken with reference to 'The Church of England Practice Guidance Safer Recruitment 24 June 2015.

A volunteer can be allowed to work under close supervision whilst waiting the result of the DBS check so as long as a written reference has been obtained and a Self-Declaration Form has been completed.

All appointments should be made for an initial probationary period of 3 months and a review should be undertaken by the Rector a member of Clergy or the Operations Manager at the end of this period.

Safe working practices

- Information for Children - All leaders must ensure children know who to contact should they need anyone to listen to them regarding any issues they might have in any area of their lives inside or outside of church
- There must be posters informing children of organisations to support them e.g. Childline, in all churches. There should be posters with photographs of individuals available to support children in each of the parish churches.
- Work with children should be organised so as to minimise situations where abuse may occur. This not only protects children but also reduces the likelihood of false allegations being made against leaders.

The following are good working practices:

- Group leaders must work as a team and there must always be at least 2 leaders at any activity
- All groups with girl members must have at least one female leader, ideally all groups should have a male and female leader- (not partners.)
- A register of children with name, address and telephone number should be maintained for those groups which meet on a regular basis. Registers must be kept in locked facilities.
- Parents/Carers should be informed of start and finishing times of activities. These times should be adhered to.
- Leaders must try to ensure that all members of the group feel valued and that favouritism is not shown.

- First aid - Ideally parents/carers should be contacted before any action is taken. Care must be taken regarding use of first aid items e.g. plasters in case of allergy.
- Email & Text - Care must be taken when using computers or mobile phones to contact or receive messages from young people. If a leader uses email to communicate with a young person then all messages must be public i.e. sent to the group. Great care should be taken when using text messaging, e-mail, and social networking sites. Text messaging should generally be sent as a group text. Chat rooms should not be used and there must be no private messaging or sending of photographs or videos to individuals.
- Do not lend your phone to anyone for any reason.
- Leaders should not work in isolation. If a child wishes to speak confidentially it is permissible to go into a quiet area adjacent to the main meeting room but doors should be left open. Leaders should not go into a room alone with a child and close the door.
- Leaders should be aware of the appropriate use of language and touch.
- Private meetings between leaders and young people should be avoided unless in a public place.
- Car Travel – A leader should not transport a child in his / her car unless another adult is present and parental consent has been obtained.
- The premises used should be safe and secure so that strangers cannot gain access.
- Any leader working with individuals or groups should have a clear system for emergency contact.
- Safeguarding training - Everyone who is working with children and vulnerable adults must attend a Safeguarding Training session every 3 years. Failure to do so will result in that person being unable to work in these areas. All workers will be given copies of guidelines and procedures at time of training or the start of their contract or volunteering programme.
- Each group must have their own risk assessment which should be updated annually.

Children Services and the Police Investigations

Children Services and the Police have the powers to investigate allegations of abuse. It is part of their function to decide when to investigate. **It is not the job of the church organisation or of any individual within the church to make this decision.**

Clergy and volunteers must remember this for the following reasons:

- Inappropriate amateur investigation or questioning may well have very adverse effects on any subsequent investigation by the statutory agencies.
- It may put children's lives at risk.
- Passing concerns over to the Children's Services transfers responsibility and reduces one's own anxiety levels.
- It is essential to remember that after a report is received the agencies will consider how to respond. There will not be any thoughtless or precipitate action.

Making a Referral: how to respond to suspicions and allegations of abuse.

Making a referral: how to respond to suspicions and allegations of abuse.

All workers to follow the flowchart displayed in their Church which will give details of their safeguarding officer.

KEIGHLEY SHARED CHURCH SAFEGUARDING VULNERABLE CHILDREN FLOWCHART

Suspicion of abuse:

Concerns may be raised by yourself or another person (this may be physical abuse, emotional abuse, sexual abuse, spiritual abuse or neglect). It is important to document the information and its source. Discuss with the Safeguarding Officer or a member of Clergy or go directly to Social Care for advice.

Disclosure of abuse:

Listen carefully to the person and encourage him/her to say how he/she feels but do not ask leading questions. Remember that the person needs to be aware that if they or anyone else is at risk, the information will have to be shared.

If the person is in immediate danger contact Social Care or the Police

Make a written record as soon as possible after the event, keeping to the facts and including as much information about the person as possible and include the date, time and names of any other persons present or in the vicinity.

A joint decision on appropriate action will be made. Please note any individual can contact Social Care (anonymously if preferred) to discuss or obtain advice.

Discuss with the Safeguarding Officer or Clergy as soon as possible but always on the same day. If none of these are available contact Social Care for advice. Information is shared on a need to know basis and must not be discussed with anyone who is not listed on the bottom of this sheet.

SAFEGUARDING OFFICER: Hazel Mosby 01535 215261 or 07757834256. If unavailable contact Paul Fleming 01535 607003 or 07852 20705058

TEAM RECTOR: Rev Mike Cansdale 07545 566898

EMERGENCY DUTY TEAM: 01274 431010

POLICE: 999 (emergency) 101 (non emergency)

DIOCESAN SAFEGUARDING TEAM: 01133 530257 or safeguarding@leeds.anglican.org

CHILDREN'S SOCIAL CARE: 01274 435600