



**ALL SAINTS HAMPRESTON AND STAPEHILL**

**SAFEGUARDING**

**POLICY**

Date: February 2021

## Safeguarding Policy for All Saints Hampreston and Stapehill

This policy was agreed at the PCC meeting of All Saints Hampreston and Stapehill held on 2<sup>nd</sup> February 2021.

The Church of England, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation of male and female in God's own image and likeness. Christians see this as fulfilled by God's recreation 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.

All Saints Hampreston and Stapehill is committed to the safeguarding and protection of all, and affirms that the needs of children, or of adults when they are vulnerable, are paramount.

All Saints Hampreston and Stapehill recognises that none of us is invulnerable but that there is a particular care for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and seeks to affirm the gifts and graces of all God's people.

This policy addresses the safeguarding of individuals. It is intended to be a dynamic policy. It is intended to support the Church in being a safe supportive and caring community for children, young people, adults who may be at risk of abuse or neglect, for survivors of abuse, for communities and for those affected by abuse.

All Saints Hampreston and Stapehill recognises the serious issue of the abuse of children, and adults who may be at risk, and recognises that this may take the form of physical, emotional, sexual, financial, spiritual or institutional abuse or neglect. It acknowledges the effects these may have on people and their development including spiritual and religious development. It accepts its responsibility for ensuring that all people are safe in its care and that their dignity and right to be heard is maintained. It accepts its responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them. It takes seriously the issues of

promotion of welfare so that each of us can reach our full potential in God's grace. All Saints Hampreston and Stapehill commits itself to respond without delay to any allegation or cause for concern that a child, or adult who may be at risk of abuse or neglect, may have been harmed, whether in the church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.

All Saints Hampreston and Stapehill commits itself to the provision of support, advice and training for lay and ordained people that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults. Information regarding training offered by the Diocese can be found on the Diocese website, [www.salisbury.anglican.org](http://www.salisbury.anglican.org)

All Saints Hampreston and Stapehill affirms and gives thanks for the work of those who are workers with children, and adults who may be at risk of abuse or neglect, and acknowledges the shared responsibility of all of us for safeguarding children and adults who are on our premises.

All Saints Hampreston and Stapehill appoint **Rev. Sarah Pix** as Parish Safeguarding Representative, and (vacant due to interregnum) as deputy Parish Safeguarding Representative, and supports them in their roles:

1. giving support and advice to the Rector, Ministers and Lay Workers in fulfilling their roles
2. providing a point of reference to advise on safeguarding issues
3. promoting safeguarding best practice within the parish of All Saints Hampreston and Stapehill.

#### **a) Purpose**

The purposes of this safeguarding policy is to ensure procedures are in place and people are clear about their roles and responsibilities regarding children, and adults who may be at risk of abuse or neglect in our care and using our premises. To be read in conjunction with 'The Diocese of Salisbury Framework for Safeguarding and Good Practice'.

The Safeguarding Responsibility of Parish is outlined in **Appendix A**.

## b) Good Practice

We believe good practice means that:

1. All people are treated with respect and dignity.
2. Those who act on behalf of the Church should not meet or work alone with a child or adult who may be at risk of abuse or neglect where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written note of this will be made and kept noting date, time and place of visit.
3. The church premises will be assessed for safety for children, and adults who may be at risk of abuse or neglect, and the risk assessment report will be given annually to the PCC of All Saints Hampreston and Stapehill in written form. This will include fire safety procedures. The PCC will consider the extent to which the premises and equipment are suitable or should be made more suitable.
4. Any transport provided to any church activity is done so on a 'friend to friend' basis.
5. Photographs and Videos: The use of images is governed by the requirements of the Data Protection Act 2018 (and GDPR). This states that a person (parent or carer) must have given explicit permission before any personal details can be published - including via the internet. Personal details include names, addresses, phone numbers, photographs, email addresses and even photographs of people's houses. Diocesan responsibilities for safeguarding and the protection of children, young people and adults who may be at risk of abuse (adult at risk) require that an assessment is made about whether publishing a photograph or video recording in any format might pose a risk to a child, young person or vulnerable adult. Full details for photography or video recording at church events are included in **Appendix F**, which includes a consent form and events notice.
6. Where young people or vulnerable adults speak at Church Services and their talks are to be made available on the Church Website, we will obtain written parental/carers consent for this or their written permission if a vulnerable adult.
7. Social Networking Media: The focus of our youth work is relational, and has an emphasis on face to face working. Where it is used social networking will take place only in a closed Facebook Group for the young people, which is only available to those members and volunteers to whom it is directly relevant. Leaders & helpers will not send personal Facebook friend requests to group members. We advise that those working with young people ensure their privacy settings are set

to "strict" so that minimal content is on public display. There should be no use of Facebook private messaging between leaders/helpers and young people. When using technology such as texting or email, workers should keep a log of significant email or text conversations and make young people aware that they are doing this. Any use of technology should be at appropriate hours of the day, agreeing lengths of time and curfews (e.g. not using text after 10pm).

Workers will pass on or show any texts or email conversations that raise concerns to the Parish Safeguarding Representative or Incumbent. Records should be kept of any significant conversation or concerns noted and should be stored securely.

8. Physical contact: Sympathetic attention, humour, encouragement and appropriate physical contact are needed by all who may be vulnerable as part of their expression and understanding of human relationships. There will, therefore, be occasions when a distressed child, young person or vulnerable adult needs comfort and reassurance and this may involve physical contact, e.g. after a fall or injury. Those giving assistance should use their judgement to comfort or reassure someone whilst maintaining clear boundaries. Touch should be related to the person's needs, not the worker's or the carer's needs and should be generally initiated by the child, young person or vulnerable adult. All activity that is or may be thought to be sexual should be avoided. We acknowledge that everyone has the right to decide how much physical contact they have with others, except in exceptional circumstances where they may need medical attention.

9. Intimate and personal care: Children under 5 may need to be escorted to the lavatory by an adult worker who may administer personal care as appropriate. When this happens, another worker should be informed.

It may sometimes be necessary for those giving assistance to do things of a personal nature for a vulnerable adult, particularly if disabled. The potential for this situation should have been identified during the initial assessment. These tasks should only be carried out with the full understanding and informed consent of the vulnerable adult, taking account of their disability or impairment.

Generally workers should avoid any physical contact when a child, young person or vulnerable adult is in a state of undress.

Those giving assistance should not undertake any personal care the person can undertake for themselves.

10. Restraint: Restraint should always be a last resort, when all other methods of controlling the situation have failed. It should not be used as a punishment or to

bring about compliance (except where there is risk of injury). Workers should take steps in advance through dialogue and diversion to avoid the need for physical restraint. A verbal warning that restraint will be used unless the person desists, should precede any action. Only the minimum force necessary should be applied. Every effort should be made to ensure the presence of another worker to act as witness before applying restraint. In every situation where restraint is employed, the incident should be documented and reported with written accounts from all parties, including the person restrained. Parents or Carers should be informed where appropriate on the same day.

11. Promotion of safeguarding is recognised to include undertaking those tasks which enable all God's people to reach their full potential.

**c) Appointment and training of Lay Pastoral Assistants (LPA) and Lay Worship Leaders (LWL)**

LPAs and LWLs will be appointed after a Safer Recruitment process and completion of a safeguarding course at the appropriate level.

**d) Appointment and training of volunteer and paid workers**

Volunteer and paid workers will be appointed after the Safe Recruitment process described in **Appendix B**.

**e) Events with church groups off the premises**

Adequate staffing will be ensured for such events. Notification of the event will be given to the relevant PCC and approved by them in writing in advance.

**f) Risk assessments**

Risk assessments exist for activities which take place away from, as well as in, the main church building, e.g. coffee mornings, Life Groups, junior church. These are attached to our Health and Safety Policy.

**g) Other users of Hampreston premises**

Our bell ringers normally meet to practice one evening each week. The General Statement of Safeguarding in Towers can be found on the diocese website [www.salisbury.anglican.org](http://www.salisbury.anglican.org) A copy can also be found in the church tower.

## **h) Recording, Data Protection and Information Sharing**

Good record keeping is an important part of the safeguarding task. A record, called a case file, should be opened whenever a safeguarding concern or allegation occurs in a church. The record should include key contact details, dates of when the information became known and the nature of the concerns. The record should include ongoing actions with dates, other key documents on the case file (e.g. observation notes, reports, consent forms etc.) and the case closure date. Records should use straightforward language and be concise and accurate so that they can be understood by anyone not familiar with the case.

The safeguarding case files, whether electronic or paper, must be stored securely by the incumbent. This should include identifying who should have access to them. Records in relation to safeguarding issues, even if they have not been proven, should be maintained in accordance with the Church's retention guidance. If the incumbent moves from the church, the records should be passed to the new incumbent.

In May 2018, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 replaced the Data Protection Act 1998. The GDPR contains the principles governing the use of personal data. Personal information in relation to safeguarding will often be sensitive and is likely to be classed as what is called "special categories of personal data" under the GDPR, which means extra care will need to be taken when handling such data. Nevertheless, it is important to be aware that the Data Protection Act 2018 includes specific reference to processing data in relation to the "safeguarding of children and individuals at risk" and allows individuals to share, in certain situations, personal data without consent - information can be shared legally without consent, if a person is unable to or cannot reasonably be expected to gain consent from the individual concerned; or if to gain consent could place somebody at risk. Relevant personal data can be shared lawfully without consent if it is to keep a child or vulnerable adult safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental or emotional well-being. "The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe" and this can equally be said to apply to vulnerable adults.

Never make these decisions on your own. If you are going to share personal data, this should always be discussed with the DSA. Of course, you may be able to share data, at least initially, without identifying the individual concerned both within the church and with the statutory services.

Ultimately, the most important consideration is whether the sharing of information is likely to support the safeguarding of a child, young person or vulnerable adult.

### **i) Safeguarding Complaints procedure**

It is hoped that complaints can be dealt with internally. However, a complaint may be made to the Parish Safeguarding Representative. If a complaint is made to another person, it should be passed on to the Parish Safeguarding Representative who will arrange to meet with the complainant and attempt to resolve the complaint. If the complaint cannot be resolved orally the complaints procedure of the Church of England will be invoked. Advice on dealing with suspicions and allegations of abuse are included here as **Appendix D**.

The Safeguarding Complaints Policy can be found on the Diocese website, [salisbury.anglican.org](http://salisbury.anglican.org) and is included here as **Appendix C**.

### **j) Review**

This policy will be reviewed annually by the PCC of All Saints Hampreston and Stapehill.

### **k) Key concepts and definitions:**

- 1. Adults who may be at risk of abuse or neglect:** any adult who
  - (a) has needs for care and support (whether or not the local authority is meeting any of those needs),
  - (b) is experiencing, or is at risk of, abuse or neglect, and
  - (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
- 2. Safeguarding and protecting children or adults who may be at risk:** preventing maltreatment; preventing impairment of their health and ensuring safe and effective care.
- 3. Adult/child protection** is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.
- 4. Abuse and neglect** may occur in a family, in a community and in an institution. It may be perpetrated by a person or persons known to the child or adult or by strangers; by an adult or by a child. It may be an infliction of harm or a failure to prevent harm.

**Appendices attached**

- A Safeguarding Responsibility of Parish**
- B Appointment and Training of Volunteer and Paid Workers**
- C Safeguarding Complaints Policy**
- D Advice on dealing with suspicions and allegations of abuse**
- E Contact details**
- F Photographs and Videos**
- G Domestic Abuse**

**Signed .....**

**Date .....**

**Chair of All Saints Hampreston and Stapehill PCC**

**Review due: February 2022**

## APPENDIX A.



### Safeguarding Responsibility of Parish

#### **Responsibilities:**

The PCC has the following responsibilities:

- c) To ensure that the PCC has a safeguarding policy for children and young people, and adults who may be at risk.
- d) To ensure that the Safeguarding policy is reviewed annually (*at the March PCC meeting*).
- e) To operate a Safer Recruitment process for all involved in working/volunteering with children and young people, and adults who may be at risk, including DBS clearance for eligible roles.
- f) To ensure that all parish workers who are required to attend any training in safeguarding offered by the diocese, do so.
- g) To keep records showing that checks and training have been done and are up to date.

#### **It is the responsibility of everybody to:**

- h) Always act on any suspicion.
- i) Attend safeguarding training at the appropriate level
- j) Respond appropriately
- k) Keep information about cases or suspicions confidential.
- l) Whistle blow in cases of abuse or suspected abuse.
- m) Report any allegation or suspicion but not investigate
- n) Pay attention to any concerns or worries that you or others may have, may see, or may hear about.

- d)** We will fully cooperate with the diocese and appropriate statutory bodies during any investigation into abuse, including when allegations are made against a member of the church community.
  
- e)** We will ensure that pastoral care is made available to children, young people their families and vulnerable adults who have suffered abuse, and to any member of our church community against whom an allegation is made.
  
- f)** We are committed to reviewing our safeguarding policy every year and as part of this to check our parish safeguarding procedures including DBS checks making sure they are up to date and relevant.

## APPENDIX B.

### Appointment and Training of Volunteer and Paid Workers.

The following recruitment process relates to any new applicants for paid or volunteer positions. Should a member of the church change role they may be subject to a further DBS check in line with their new role.

1. Submission of an application form which includes two referees.
2. Completion of a DBS (Disclosure and Barring Service) identity check (as per the Safer Recruitment, Practice Guidance, published 24 June 2015 and reviewed July 2016)
3. References are taken up, and held in a secure file in the Church Office, along with the associated DBS documentation. These remain confidential.
4. A face to face interview / discussion with appropriate members of the leadership team.
5. Any offer of a paid or volunteer position will be subject to the receipt of a satisfactory Disclosure. This is undertaken through the appropriate Diocesan channel. A DBS Identity Validator, normally the PSR, will act on behalf of the Diocese to validate an applicant's identity.
6. All candidates will receive a letter of appointment following the conclusion of the recruitment process.
7. All paid employees and volunteers for whom this is appropriate, will be resubmitted for a Disclosure Status Check every 5 years as part of our ongoing strategy for the protection of children and vulnerable adults. If the paid employee or volunteer has registered for the DBS updating service we will request their written consent to check their disclosure status every 5 years.

The PCC is committed to the fair and sensitive use of Disclosure information. Where an applicant feels that this has not happened, an appeals process will be available, details of which can be obtained in writing from the Parish Safeguarding Representative or from the Diocesan Safeguarding Adviser.

## **Supervision, probation and accountability**

1. Anyone wishing to work within our children's, youth groups or with vulnerable adults will be able to visit the appropriate group on one occasion in a supervised capacity to ensure that they wish to apply for the role. If they are happy to work in that role they will then be asked to complete the recruitment process as outlined above. Until the recruitment process is complete, they may be invited to work in the role in a group setting on a strictly supervised basis until the completion of this process.
2. All workers will be advised where to obtain a copy of the full Safeguarding Policy.
3. New workers will then complete a 6 months settling in period. Upon completion of this, a meeting will take place to confirm that the worker wishes to continue with the role and that the supervisor believes that they are appropriate for the role. During this period relevant safeguarding training will be planned and support provided in the form of regular reviews/meetings.
4. We will ensure each volunteer and paid member of staff is fully aware of and works within their line of accountability. This should be readily communicated.
5. We will ensure that the PCC is aware of its responsibilities.

## **Safeguarding Training**

1. We are strongly committed to the development of all our volunteers and paid staff.
2. We expect volunteers to display a commitment to their own training and development.
3. All employees or volunteers working with children, young people or adults who may be at risk should complete the relevant safeguarding training and undergo safeguarding refresher training every 3 years, run via Salisbury Diocese.
4. All those who work with children, young people and/or vulnerable adults on a regular basis will be made aware of and should familiarise themselves with All Saints Hampreston and Stapehill's Safeguarding Policy.

## APPENDIX C



### Safeguarding Complaints Policy

The Diocese of Salisbury views complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person that has made the complaint.

Our policy is:

- o)** To provide a fair safeguarding complaints procedure which is clear and easy to use for anyone wishing to make a safeguarding complaint
- p)** To publicise the existence of our safeguarding complaints procedure so that people know how to contact us to make a safeguarding complaint
- q)** To make sure everyone at the diocese knows what to do if a safeguarding complaint is received
- r)** To make sure all safeguarding complaints are investigated fairly and in a timely way
- s)** To make sure that safeguarding complaints are, wherever possible, resolved and that relationships are repaired and reconciliation explored
- t)** To gather information which helps us to improve what we do

### Definition of a Safeguarding Complaint

A Safeguarding complaint is any expression of dissatisfaction or concern, whether justified or not, about a safeguarding matter in the Diocese of Salisbury. It may relate to:

- g)** Concern about possible abusive behaviour by a member of the clergy; licensed, authorised or commissioned lay person or a church officer. This can include abuse that falls within the following definitions:
  - Physical abuse
  - Emotional abuse
  - Sexual abuse
  - Spiritual abuse
  - Financial abuse
  - Domestic abuse/violence
- h)** Concern about a way that a safeguarding matter has been handled by a member of the clergy; a licensed, authorised or commissioned lay person; a church officer or an employee of the Diocese when it has been brought to their attention.

### Where Complaints Come From

Complaints may come from:

- i)** A person who considers that they have been subject to abusive behaviour by a member of the clergy; a licensed, authorised or commissioned lay person; a church officer or an employee of the Diocese
- u)** a person who is dissatisfied with the service that they have received in respect of a safeguarding matter from a member of the clergy; a licensed, authorised or commissioned lay person; a church officer or an employee of the Diocese.
- v)** Any agency involved in safeguarding who is similarly concerned

A formal safeguarding complaint can be received by phone, in person, by email or in writing.

It is our policy that we will not investigate anonymous safeguarding complaints.

This policy does not cover:

- w)** Safeguarding complaints relating to diocesan church schools, where the individual school's complaints process should be used.
- x)** Complaints from staff, who should use the Board of Finance's grievance or dignity at work procedure.

### **Confidentiality**

All information relating to safeguarding complaints will be handled sensitively, telling only those who need to know and following any relevant data protection requirements.

### **Responsibility**

Overall responsibility for this policy and its implementation is with Bishop's Council sitting as the Board of Directors.

### **Review**

This policy is reviewed regularly and updated as required.

### **Safeguarding Complaints Procedure of the Diocese of Salisbury**

Safeguarding complaints should be directed to the Diocesan Safeguarding Adviser who is based at Church house or the Bishop's Chaplain. The complaint may be made verbally or in writing.

### **Publicised Contact Details for Complaints:**

Written complaints about safeguarding should be sent to the Diocesan Safeguarding Adviser (DSA), Church House, Crane Street, Salisbury, SP1 2QB. Email: [heather.bland@salisbury.anglican.org](mailto:heather.bland@salisbury.anglican.org)

In the absence of the DSA or if the complaint is about the DSA then they should be directed to the Bishop's Chaplain, South Canonry, The Close, Salisbury, SP1 2ER.

Email: [bishops.chaplain@salisbury.anglican.org](mailto:bishops.chaplain@salisbury.anglican.org)

## APPENDIX D

### Advice on dealing with suspicions and allegations of abuse

#### Recognising and Responding to Abuse of a child

Very often children do not tell adults directly about the abuse but give indicators by their behaviour or by things that they say that all is not well. The behavioural signs in Figure 1, below, may be indications of child abuse, but should not be taken in isolation. The inference should not be that abuse has taken place but that the possibility should be taken more seriously.

#### Recognising and Responding to Abuse

*Figure 1*

##### Physical signs

- Any injuries not consistent with the explanation given for them
- Injuries occurring to the body in places which are not normally exposed to falls, rough games etc.
- Injuries which have not received medical attention
- Instances where children are kept away from the group inappropriately
- Reluctance to change for, or participate in, games and swimming
- Bruises, bites, burns, fractures etc. which do not have an accidental explanation
- Cutting, slashing, drug abuse, any form of self harm

##### Indicators of possible sexual abuse

- Any allegation made by a child concerning sexual abuse
- Child with an excessive preoccupation with sexual matters and detailed, age inappropriate knowledge of adult sexual behaviour, or who regularly engages in age inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Age inappropriate bed sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes overt or veiled sexual connotations

##### Emotional signs

- Changes or regression in mood, behaviour, particularly if a child withdraws or becomes clingy
- Sudden under achievement or lack of concentration
- Nervous, frozen watchfulness, attention seeking behaviour
- Inappropriate relationships with peers, adults – persistent tiredness
- Running away, stealing, lying - depression, aggression

*Be aware that being a witness to violence, domestic violence or verbal aggression may well affect the child. It is important that the above signs are not taken as indications that abuse **has** taken place, but the possibility should be taken more seriously than we have in the past.*

### **Common signs and symptoms of child abuse**

It is recommended that workers attend training events provided by their local Social Services Department or by the Diocesan Safeguarding Adviser. This summary gives a brief outline of some of the signs you may see which are causes of concern.

#### **Physical abuse**

- Unexplained or inconsistent explanations of injuries or burns
- Refusal to discuss injuries
- Untreated injuries
- Self-inflicted injury or aggression to others
- History of falls or minor ailments
- Bald patches
- GP or agency hopping or reluctance to seek medical help
- Withdrawal from normal physical contact
- Fear of returning home
- Admission by parents of excessive punishment

#### **Emotional abuse**

- Passivity, resignation, demanding behaviour or over active
- Neurotic behaviour
- Fear of someone
- Emotional withdrawal
- Disturbed sleep patterns
- Low self-esteem
- Poor motor or tactile skill
- Ambivalence or confusion, agitation or irritability
- Aggression or bullying of others
- Self harm
- Failure to reach potential –intellectual, social or language delay
- Inappropriate emotional responses to painful situations
- Compulsive stealing or scavenging

## **Neglect**

- Lack of care – inadequate clothing, heating, light or food
- Untreated medical problems or failure to give prescribed medication
- Poor hygiene
- Poor stimulation
- Failure to thrive
- Exposure to dangers from which the child is unable to protect him/herself
- Constant tiredness or hunger.
- Leaving a child alone without proper supervision
- Poor growth
- Poor skin condition
- Developmental delay – poor speech and lay skills
- Lateness or non attendance at school
- Behavioural signs include – destructive tendencies; low self esteem; compulsive stealing

## **Sexual abuse**

- Full or partial disclosure or hints of abuse
- Incontinence
- Unusual difficulty in walking or sitting
- Extreme fear of someone else
- Headaches or stomach aches
- Too much money
- Reluctant to change for swimming etc
- Physical signs include – pain, itching bruises or bleeding in genital area; infections – vaginal, urinary tract or STD; pregnancy; bruises to thighs or upper arms

Disturbed behaviour includes - poor concentration; significant change in sexual behaviour; depression or withdrawal; eating problems; self injury.

## **Behavioural Signs of Abuse in Adults**

It's not always easy to spot the symptoms of abuse. Someone being abused may make excuses for why they're bruised, they don't want to go out or talk to people, or they're short of money.

It may include them

- becoming quiet and withdrawn
- being aggressive or angry for no obvious reason
- looking unkempt, dirty or thinner than usual

- sudden changes in their normal character, such as appearing helpless, depressed or tearful
- physical signs of abuse, such as bruises, wounds, fractures and other untreated injuries
- the same injuries happening more than once
- not wanting to be left on their own or alone with particular people
- being unusually lighthearted and insisting there's nothing wrong
- their home may lack heat, be unusually dirty or untidy, or you might notice things missing.

Other signs to watch out for include a sudden change in their finances, not having as much money as usual to pay for shopping or regular outings, or getting into debt. Watch out for any official or financial documents that seem unusual and for documents relating to their finances that suddenly go missing.

Adults are more at risk of abuse at home if:

- They are isolated and don't have much contact with friends, family or neighbours
- They have memory problems or have difficulty communicating
- They have become dependent on someone as a carer
- They don't get on with their main carer
- Their carer is addicted to drugs or alcohol
- Their carer relies on them for a home, or financial and emotional support

If you have concerns that abuse may have occurred, you should report these concerns as soon as possible to the Parish Safeguarding Representative, **Rev. Sarah Pix**, (hereafter the "PSR") who is nominated by the PCC to act on their behalf in referring all allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of the PSR, the matter should be brought to the attention of the Deputy PSR. (*vacant due to interregnum*)

If suspicions in any way involve any of the above people, then the report should be made to the:

The Diocesan Safeguarding Advisor – see below for contact details.

**Suspicious should not be discussed with anyone other than those nominated above.**

It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or to seek advice from the Diocesan Safeguarding Advisor in the Diocese Office. However, we hope that members of the church will use the procedures as described. If, however, you believe that the PSR (or Deputy) has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct and to refer to the Safeguarding Complaints Policy that can be found on the Diocesan of Salisbury website. We hope that by making this statement that we demonstrate the commitment of the church to effective child protection.

## APPENDIX E

### **Contact telephone numbers:**

#### **Parish Safeguarding Representative**

Rev. Sarah Pix.....01202 897087

#### **Deputy PSR**

Vacant (due to interregnum).....????? ??????

#### **The Diocesan Safeguarding Advisor**

Mrs Heather Bland.....01722 411922

Mobile (for emergency out of hours safeguarding discussions) 07500 664800

E-mail: Heather.Bland@salisbury.anglican.org

Address: Diocesan Office, Church House, Crane Street, Salisbury, SP1 2QB.

*The Diocesan Safeguarding Adviser will reply to non-urgent messages left on the answer-phone or contact can be made by email as above.*

#### **Statutory Agencies for the Ferndown area:**

**Children's Services (Social Services)**.....01202 877445  
Child Care Assessment Team

**Children's Services (Social Services)**.....01202 657279  
Emergency Out of Hours

**Police Safeguarding Referral Unit**.....01202 222229

#### **Other useful numbers**

Childline.....0800 1111

NSPCC.....0808 800 5000

Action on Elder Abuse.....0800 8088 141

Age UK.....0800 1696 565

Silverline.....0800 4708 090

MENCAP.....0808 808 1111

Mind.....0300 123 3393

## **Appendix F**

### **Policy for use of photographs and video recordings of children, young people and adults at risk of abuse**

#### **Guidelines:**

- The use of images is governed by the requirements of the Data Protection Act 2018 (and GDPR). This states that a person (parent or carer) must have given explicit permission before any personal details can be published - including via the internet. Personal details include names, addresses, phone numbers, photographs, email addresses and even photographs of people's houses.
- Diocesan responsibilities for safeguarding and the protection of children, young people and adults who may be at risk of abuse (adult at risk) require that an assessment is made about whether publishing a photograph or video recording in any format might pose a risk to a child, young person or vulnerable adult.

#### **Good practice guidelines for photography or video recording at church events**

- Use the attached consent form (see below) as a matter of course for all groups and events at the same time as you collect contact details, permission slips or registration forms.
- If it is impractical to ask all people at an event to sign a consent form (perhaps at a Crib or Harvest festival), put the Notice about Photographs or Video Recording (see below) in prominent places or in the event programme and make sure official photographers and video recorders are aware of these guidelines. You may also want to read the text of the Notice out in any notices by the minister.
- Do not photograph or video record any child, young person or adult at risk who has asked not to be photographed or who is under court order (where it is known).
- All children, young people or adults at risk must be appropriately dressed when photographed or video recorded.
- All people taking photographs or video recording footage for official use at the event should register with the event organiser.

- All concerns regarding inappropriate behaviour or intrusive photography or video recording should be reported to the event organiser.
- At large events set up photo or video recording opportunities at the end. This allows the performance to go ahead with limited interruption, and allows any child, young person or adult at risk to take part in the event but not to be photographed or video recorded.

Guidance on the use of photographic material in the parish, including the internet

Diocesan churches and organisations creating their own website are encouraged to observe the safeguarding guidelines below and to regularly review the pages of their site so that it remains up to date, effective and safe.

#### **Guidelines:**

- Photographs and video recordings are 'personal data' as far as data protection legislation is concerned and must be used responsibly.
- Obtain consent as above from parents, guardians or carers before using photographs or video recordings of children, young people or adults at risk on a website.
- Children, young people or adults at risk should not be identified by name or other personal details. These details include e-mail or postal addresses and telephone numbers.
- Ensure that the image files are appropriately named - do not use names in image filenames or Alt tags.
- Only use images of children, young person or adults at risk in suitable dress.
- The use of inappropriate images should be reported through the standard procedures (statutory authorities and Diocesan Safeguarding Adviser) to reduce the risks to children, young people or vulnerable adults.

# ALL SAINTS HAMPRESTON AND STAPEHILL

## Photography and Video Recording Consent Form

At All Saints Hampreston and Stapehill we take the issue of safeguarding very seriously, and this includes the use of images of children, young people and vulnerable adults. We occasionally include images of children, young people and vulnerable adults in publications and on our website, but we have a duty of care which means that children, young people and vulnerable adults must remain unidentifiable, reducing the risk of inappropriate contact.

We ask that parents, guardians or carers consent to the church taking and using photographs or recorded images of children, young people or vulnerable adult. Any use of images at All Saints Hampreston and Stapehill is underpinned by our Safeguarding Policy. The full name of a child, young person or vulnerable adult should never be included alongside an image.

**Please complete, sign and return this form to**

**Name of organiser .....**

**at All Saints Hampreston and Stapehill**

I consent to photographs or video recording of the person named below, appearing in church printed publications or websites. I understand that the images will be used only for church purposes and that the identity of the person will be protected. I also acknowledge that the images may also be used in and distributed using other media, such as CD-ROM.

**Name of child, young person or adult at risk:**

**Name of parent, guardian or carer:**

**Address:**

**Signature**

**Date**

## ALL SAINTS HAMPRESTON AND STAPEHILL

### Events - Notice about Photographs and Video Recordings

It is possible that during this event that a child, young person or adults at risk may be photographed or video recorded. The church will take all steps to ensure that these images are used solely for the purposes that they are intended.

If you become aware that these images are being used inappropriately you should inform an official as soon as possible. If you would prefer that a child, young person or adult at risk photograph or video recording is not taken please advise the organiser.

Signed:

Date:

**ALL SAINTS HAMPRESTON AND STAPEHILL**

**Photographs and Video recordings**

Please note that it is not permitted for individuals to take photographs or video recordings during the course of any service / event in this church.

During some services/events an official photographer will be taking photographs and copies may be obtained from them. Their contact details will be made available

You will be permitted to take photographs of family members at the end of the service/event.

Signed:

Incumbent/Churchwarden

Date:

## APPENDIX G

### Domestic Abuse

**NSPCC Definition** <https://www.nspcc.org.uk/.../child-abuse-and-neglect/domestic-abuse>

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence - domestic abuse includes emotional, physical, sexual, financial or psychological abuse.

Abusive behaviour can occur in any relationship. It can continue even after the relationship has ended. Both men and women can be abused or abusers.

Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

#### Worried about a child?

Contact our trained helpline counsellors for 24/7 help, advice and support.

[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

0808 800 5000

**Women's Aid definition** <https://www.womensaid.org.uk/>

Physical, sexual, psychological or financial violence that takes place within an intimate or family-type relationship and that forms a pattern of coercive and controlling behaviour. This can include forced marriage and so-called 'honour crimes'. Domestic violence may include a range of abusive behaviours, not all of which are themselves inherently 'violent'.

**Signs of Domestic Abuse** <https://www.victimsupport.org.uk/crime-info/types-crime/domestic-abuse>

Most people will experience some difficulties in their relationships, but to know whether a relationship is abusive you should look at how the behaviour of your partner or family member makes you feel. If you feel intimidated, controlled or unable to speak out, that's abuse.

Here are some signs you might be in an abusive relationship — you can read more in our guide to recognising the signs of domestic abuse.

- Your partner criticises you and makes you doubt yourself. You might start believing that you're unattractive, or lucky to have a partner at all.
- You feel anxious and stressed in your partner's presence. You worry about how your partner might react and this makes you change your behaviour (like staying in more) to avoid arguments with them.
- You feel intimidated and scared of your partner when they get angry — their behaviour might be unpredictable or aggressive.
- You're made to feel guilty and not given the freedom to do things you want to do. Your partner might control you by telling you who you can and can't see, or emotionally blackmail you.

**Who does it happen to?** [thehideout.org.uk/young-people/adults-young-people-and-domestic-abuse](http://thehideout.org.uk/young-people/adults-young-people-and-domestic-abuse)

Domestic violence and abuse happens between two people in a family or between two people who are in an intimate relationship with each other, it happens to all people in society regardless of ethnicity, socio economic status or age. Domestic violence happens within young people's relationships, within gay and lesbian relationships, to disabled people or between family members. More often than not men are the abusers and women are the victims, but domestic violence can also happen to men.

When you look at the roles of men and women in history it can help you to understand why it happens more to women. 150 years ago in the UK it was still legal for a man to beat his wife, as long as the stick was no thicker than his thumb. Historically, women had very few legal rights: they couldn't own property or divorce their husbands; they could only work in certain jobs and were paid much less than men. In many societies, it's been the role of women to mind the home, cook, clean and care for the children and for their husband. Traditionally, it's been the man's role to work and earn the money for the family. Men made the rules and women and children had to follow them. A man had the right to beat his wife and children if he felt they deserved it.

In the UK, a lot has changed since then - things are much better now! In the last century women have fought hard to win more rights, such as the right to vote, the right to study and to work. Women now have careers and men and women share the responsibilities of taking care of the home and children.

Men and women should be treated as equals, but this is still not always the case. Many societies and cultures still believe that men are stronger and more powerful than women and this makes some people think that violence between men and women is okay - but it's not! Men and women are still working hard today to change this way of thinking and to stop domestic violence from happening.

Domestic violence can happen to anyone - it doesn't matter what race, ethnicity or religion they are, or how much money they have. It happens to people all over the world.

### **How does domestic violence affect children and young people?**

[thehideout.org.uk/young-people/adults-young-people-and-domestic-abuse](http://thehideout.org.uk/young-people/adults-young-people-and-domestic-abuse)

Adults often think that children and young people aren't really affected by the violence if they don't see all the fighting. However, this isn't true. Even if a child or young person doesn't see the shouting or the hitting, they've probably heard it or maybe they've seen their parent bruised or upset after an argument. Many children and young people are at home, sometimes in the same room when the fighting is happening. In 90% of cases of domestic violence the children or young people are in the same or next room (Hughes, 1992). There is also a higher risk that some children and young people will be abused also.

At least 750,000 children a year witness domestic violence. Nearly three quarters of children on the 'at risk' register live in households where domestic violence occurs" (Dept. of Health, 2002)

Children and young people can 'witness' domestic violence in many different ways. For example, they may get caught in the middle of an incident in an effort to make the violence stop. They may be in the room next door and hear the abuse or see their mother's physical injuries following an incident of violence. They may be forced to stay in one room or may not be allowed to play. They may be forced to witness sexual abuse, or they may be forced to take part in verbally abusing the victim.

All children and young people witnessing domestic violence are being emotionally abused. Understandably, children and young people who have or are experiencing domestic violence will feel many different emotions. Each child or young person will deal with their emotions differently.

### **Are there any physical signs?**

Children and young people can experience both short and long term cognitive, behavioural and emotional effects. Each child/young person will respond differently to trauma and some may be resilient and not show signs of any negative effects.

These are some of the effects described in a briefing by the Royal College of Psychiatrists (2004):

- They may become anxious or depressed
- They may have difficulty sleeping
- They have nightmares or flashbacks
- They can be easily startled
- They may complain of physical symptoms such as tummy aches
- They may start to wet their bed
- They may have temper tantrums
- They may behave as though they are much younger than they are
- They may have problems with school
- They may become aggressive or they may internalise their distress and withdraw from other people
- They may have a lowered sense of self-worth
- Older children may begin to play truant or start to use alcohol or drugs
- They may begin to self-harm by taking overdoses or cutting themselves
- They may have an eating disorder

Children and young people may also feel angry, guilty, insecure, alone, frightened, powerless or confused. They may have ambivalent feelings towards both the abuser and the non-abusing parent.

It's important to remember that these signs could also be an indicator that something else is going on in their lives not just domestic violence.

### **Will children or young people grow up to become an abuser?**

Many children and young people who grow up with domestic violence in their homes are afraid that they will also become an abuser or a victim of domestic violence. This does not have to be true! There are many, many children and young people who grow up in homes with domestic violence and do not turn into abusers or victims themselves.

It's really important to remember that an individual is in control of who they want to be and how they want to behave.

If you are working with a child or young person who is living with, or lived with domestic violence and abuse make sure that they talk to someone about what they've seen, what their worries are and what's happening either to them or at home.

It's normal that they may withdraw, feel upset, angry and confused, but what you can do is support them in expressing these feelings more positively, in ways that are not abusive or damaging to themselves or those around them.

### **Some useful on-line tools**

- **Adult safeguarding and domestic abuse** A guide to support practitioners and managers. This can be found at <https://www.local.gov.uk/.../adult-safeguarding-and-do-cfe.pdf>
- The **hideout** website was created by Women's Aid to help young people understand domestic abuse, and how to take positive action if it's happening to you. [thehideout.org.uk/young-people/adults-young-people-and-domestic-abuse](http://thehideout.org.uk/young-people/adults-young-people-and-domestic-abuse)
- <https://www.victimsupport.org.uk/crime-info/types-crime/domestic-abuse>

If you've been affected by crime, there are a number of ways you can contact Victim Support to get support or information.

- Call their Supportline for free on 08 08 16 89 111
- Request support online
- Contact your nearest Victim Support team
- Email their Supportline
- Call the Victims' Information Service for free on 08 08 16 89 293
- Visit their You & Co site if you're a child or young person affected by crime.

Anyone affected by crime in England or Wales can contact Victim Support for free, confidential support. If you live in Scotland or Northern Ireland, you can contact Victim Support Scotland or Victim Support NI for help.