



Safeguarding Children and Vulnerable Adults Policy and Procedure

for the Church of Christ the King, Kettering.

This Policy and Procedure was adopted at a Parochial Church Council meeting held on:

Signed: Warden on behalf of PCC

Signed: Vicar and Mission Leader

Date:

It follows and is consistent with the Church of England House of Bishops'

- Promoting a Safer Church - Safeguarding policy statement for children, young people and adults 2017 and the
- Parish Safeguarding Handbook

It also incorporates

- Working Together to Safeguard Children 2018 and the
- Care Act 2014

Each person who works with children, young people and vulnerable adults¹ will agree to abide by this policy.

¹ In their policies and procedures our statutory partners have now moved away from the terminology of 'vulnerable adults' towards 'adults at risk of harm', usually shortened to 'adults at risk'



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1. INTRODUCTION

The Church of England House of Bishops' *'Promoting a Safer Church' - Safeguarding policy statement for children, young people and adults* was formally adopted by the Diocese of Peterborough at the Diocesan Synod in March 2017.

This policy is the recommended Diocese of Peterborough Safeguarding policy and within it adopts and takes into account the House of Bishops safeguarding policies and procedures for children, young people and adults.

The care and protection of children, young people² and vulnerable adults/ adults at risk³ involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all.

Under section 5 of the Safeguarding and Clergy Discipline Measure 2016, all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs must have 'due regard' to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action. (*Promoting a Safer Church - safeguarding policy statement for children, young people and adults 2017*)

The Parochial Church Council (PCC) takes seriously its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults. The PCC will embed the Church of England Policy which is based on **5 foundations** and **6 overarching policy commitments** alongside the Diocese Safeguarding policy and procedures.

For advice on all safeguarding issues including allegations or suspicions of abuse contact:

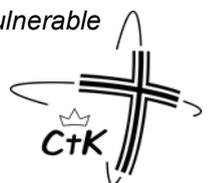
Andy Stilwell, Christ the King Parish Safeguarding Officer
07971170622 youth@ctk.org.uk

Beverly Huff, Diocesan Safeguarding Adviser (DSA) 01733 887000
bev.huff@peterborough-diocese.org.uk

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Sam.suddery@peterborough-diocese.org.uk

² A child or young person is anyone under the age of eighteen years

³ In their policies and procedures our statutory partners have now moved away from the terminology of 'vulnerable adults' towards 'adults at risk of harm', usually shortened to 'adults at risk'



2. PROMOTING A SAFER CHURCH

Adopting the Church of England House of Bishops' Safeguarding Policy for children, young people and adults – 2017

Safeguarding means the action that we take to promote a safer culture. This means we will: promote the welfare of children, young people and adults, working to prevent abuse from occurring; seek to protect those that are at risk of being abused and respond well to those that have been abused.

We will take care to identify where a person may present a risk to others, offer and support them whilst taking steps to mitigate such risks.

Our church will take appropriate steps to maintain a safer environment for all and to practice fully and positively Christ's Ministry towards children, young people and adults. To respond sensitively and compassionately to their needs in order to help keep them safe from harm.

We are guided by the following **5 foundations**:

1. Gospel – being faithful to our call to share the gospel compels us to take with the utmost seriousness the challenge of: preventing abuse from happening and responding well where it has
2. Human Rights and the Law – safeguarding work is undertaken within a legislative framework supported by government guidance
3. Core Principles – welfare of the child, young person and vulnerable adult is paramount
4. Good Safeguarding Practice – includes: leadership commitment; safeguarding policy; clear lines of accountability; clear reporting procedures and record keeping and effective information sharing/ working with partner agencies
5. Learning from the past – statutory reports and independent reviews into abuse that have involved the Church of England highlight past errors and significant lessons learnt to improve safeguarding

Based on the 5 foundations outlined above we commit to the following **6 overarching policy commitments**:

1. Promoting a Safer environment and culture
2. Safely recruiting and supporting all those with any responsibility related 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 and other affected persons
5. Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
6. Responding to those that may pose a risk to others

A copy of the Church of England's 'Promoting a Safer Church' - Safeguarding policy statement for children, young people and adults can be found here: Click on the below and press the option 'open hyperlink'

<https://www.churchofengland.org/media/17545>



3. DIOCESAN, PARISH AND CATHEDRAL CHURCH SAFEGUARDING POLICY

Our 6 overarching safeguarding policy commitments are:

1. Promoting a safer environment and culture

We will strive to create and maintain environments that are safer for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and vulnerable adults. Our Church Officers will respect all children, young people and vulnerable adults and promote their well-being.

2. Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults within the Church

We will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church, in accordance with the House of Bishops safeguarding policy and practice guidance. We will train and equip Church Officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse.

3. Responding promptly to every safeguarding concern or allegation

Anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or non-current abuse to the notice of the Church will be responded to respectfully and in a timely manner, in line with statutory child and adult safeguarding procedures and the House of Bishops safeguarding policy and practice guidance.

4. Caring pastorally for victims/survivors of abuse and other affected persons

We will endeavour to offer care and support to all those that have been abused, regardless of the type of abuse, when or where it occurred. Those who have suffered abuse within the Church will receive a compassionate response, be listened to and be taken seriously.

5. Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons

The Church in exercising its responsibilities to suspicions, concerns, knowledge or allegations of abuse will endeavour to respect the rights under criminal, civil and ecclesiastical law of an accused Church Officer including the clergy. A legal presumption of innocence will be maintained during the statutory and Church inquiry processes. The Church will take responsibility for ensuring that steps are taken to protect others when any Church Officer is considered a risk to children, young people and vulnerable adults.

6. Responding to those that may pose a present risk to others

The Church, based on the message of the gospel, opens its doors to all. We will therefore endeavour to offer pastoral care and support to any member of the church community whom may present a known risk. The Church will ensure that any risk has been assessed and is being managed in a safeguarding agreement in accordance with House of Bishops policy and practice guidance.

This page can be printed and displayed within church premises – in high footfall areas



4. RESPONDING TO A CHILD OR ADULT WHO MAY BE DISCLOSING ABUSE

Parish Safeguarding Handbook – Chapter 7

We will respond promptly to every safeguarding concern or allegation where: there is a concern that a child, young person or adult is, or may be, being abused or that a church officer⁴ is, or may be, abusing a child, young person or adult.

We will ensure that people within our church know how to make a disclosure or raise a concern by:

- Attending appropriate safeguarding training relevant to our roles
- Ensuring safeguarding arrangements are clearly visible on the front page of our parish website
- Displaying contact details of our Parish / Benefice Safeguarding Officer and the incumbent⁵ and how you can contact them to raise a concern or disclose a safeguarding matter
- Displaying the contact details of your Diocesan Safeguarding Team and how you can contact them to raise a concern or disclose a safeguarding matter
- Displaying other organisations who provide support and advice on safeguarding matters
- Displaying the independent NSPCC helpline for Children and Adults for those effected by church related abuse: [0800 80 20 20](tel:0800802020)

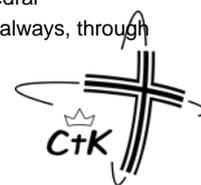
Where there is a safeguarding concern / allegation, we will follow the procedure below:

- Respond well to the victim / survivor – listen and take what is being said seriously
- Emergency – if someone is in immediate danger of significant or serious harm we will contact the emergency services on 999
- Non-emergency – we will contact the Parish/Benefice Safeguarding Officer or incumbent in the first instance. They **must** then contact the DSA team
- If the incumbent is implicated, inform the DSA team
- Any safeguarding concerns must be reported to the DSA team **within 24 hours**
- If the Parish/Benefice Safeguarding Officer, incumbent or DSA team are not available within 24 hours then we will contact directly: for children and young people the local Multi-Agency Safeguarding Hub⁶ (MASH); for adults the local Adult Social Care team or the police for our area. These are our statutory agency partners (you can find their contact details on an internet search). We will advise the Parish/Benefice Safeguarding Officer or incumbent if we have made a referral in this way and they will inform the DSA team. **If in doubt don't delay – seek advice from your statutory agencies for your area**
- We will not contact the person who the allegation / disclosure has been made against (alleged respondent), or anyone else implicated in the allegation or disclosure until advice has been sought from the DSA or our statutory agencies
- We will record the details of the concern / allegation. Where notes cannot be taken at the time a written record will be made as soon as practicable afterwards. (*See notes below about what will be recorded*)
- The DSA will offer advice, support and guidance to signpost those affected by the concern / allegation to other agencies. Pastoral support will also be identified and offered to all those affected by the concern / allegation

⁴ Church Officer – anyone appointed or elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid (Examples – priest, church warden, bell ringer, organist, youth activity leader)

⁵ 'Incumbent' – Vicar / Rector / priest-in-charge. This means the senior clergy person responsible for the Church / Benefice / Cathedral

⁶ MASH - are structures designed to facilitate information-sharing and decision-making on a **multi-agency basis** often, though not always, through co-locating staff from the local authority, health agencies and the police.



Recognise

We might find out about abuse by:

- A child, young person or adult tells us what has happened or we witness abuse directly
- We see an injury or behaviour consistent with abuse and which is unlikely to have been caused another way
- Abuse is disclosed by someone else who knows the child, young person or adult
- Indications of abuse are seen in artwork, play or creative writing
- Through posts on social media or the internet
- Anonymous sources tell of abuse

When we are listening to a child or adult who may be disclosing abuse:

Respond

Do

- Listen carefully and take what is said seriously
- Only use open questions (*open questions begin with words like: who, what, where, when and how. Open questions cannot be answered with a 'yes' or 'no'.*)
- Remain calm
- Take into account the person's age and level of understanding
- Check, if face to face, whether they mind you taking notes while they talk so you can make sure you capture everything accurately
- Clarify if necessary – clear up any ambiguities
- Make an accurate record as soon as possible
- Offer reassurance that disclosing is the right thing to do
- Establish only as much information as is needed to be able to tell your activity leader / Parish or Benefice Safeguarding Officer / DSA what is believed to have happened, when and where
- Check what the person hopes to happen as a result of their disclosure
- Say what we will do next (*see below under record and refer*)

Don't

- Promise confidentiality
- Make assumptions or offer alternative explanations
- Investigate
- Contact the person about whom the allegation has been made
- Ask leading questions
- Repeatedly question/ask the child or adult to repeat the disclosure over and over

Record

- Make written notes at the time⁷, if appropriate, or as soon as practicable after the disclosure. Contact the DSA for advice is needed on how to complete the notes
- Do not destroy your original notes in case they are required by the DSA or the statutory authorities
- The notes will include a record of:
 - Date, time and place the disclosure / concern was raised
 - Who was present and how the information was received (by telephone, face-to-face, email, letter etc.)
 - Details of the information provided – using the actual words used including any swear words or slang
- Record facts and observable things, not your interpretations, assumptions or opinions
- Always sign and date the record. A copy will need to be provided to the DSA

⁷ Using a C+K Safeguarding Query form (yellow form) or complete one as soon as possible.



Refer

- **If there is immediate danger to a child or adult contact the police – 999**
- Report to your activity leader or Parish/Benefice Safeguarding Officer or incumbent immediately. If you report to your activity leader, they should inform the Parish/Benefice Safeguarding Officer or incumbent
- Within 24 hours the Parish or Benefice Safeguarding Officer or incumbent reports the concerns to the DSA
- Alternatively, you can seek advice from the local MASH / Adults Care team or the police for your area (you can find their contact details on an internet search). If you take this option inform the DSA team. The information the statutory agencies will need is:
 - Details about the event or disclosure
 - Information about the child, young person or adult and family – name / date of birth or approximate age / address
 - Information about whom the concern / allegation has been made against - name / date of birth or approximate age / address
 - The statutory agency should provide you with their reference number – ensure this is provided to the DSA team
 - Remember that the child and family should, wherever possible, be informed about and consent to the referral ***unless this would put the welfare of the child or vital interests of the adult who may be vulnerable, or another person at further risk.*** *If you have serious concerns, the absence of consent should not prevent a referral.* The statutory agency you are speaking with will give you advice over this if necessary

Do not delay your referral. Incumbents and Diocesan Officers are NOT authorised to investigate any allegations and must never attempt to do so. Only the Police and the Local Authorities are granted such powers in law. Most situations are not emergencies.

If it would be dangerous for the child, young person or adult to return home, or he / she does not want to return home and you are sufficiently concerned for their safety, contact the MASH teams or Adults Social Care teams or the police for your area.

Non-recent abuse

Non-recent allegations of abuse, will be treated as seriously as recent allegations. A victim/ survivor needs to be aware that, if the person they are making the disclosure about is known to be currently working with children, young people or vulnerable adults in either a paid or voluntary capacity then a referral to the statutory services will be made. In all circumstances where there are concerns about non recent abuse, then the DSA will be contacted. The DSA will make this referral and will provide advice on how this will be done and offer reassurance to the victim / survivor. This includes any allegation made about a church officer who has died.

Domestic abuse

Domestic abuse is contrary to the will of God and an affront to human dignity. The welfare of the adult victim of domestic abuse is important, but where there are children in the family it must be understood that they too are victims of domestic abuse. In all circumstances where there are concerns about domestic abuse then the DSA will be contacted. The DSA will make this referral and will provide advice on how this will be done and offer reassurance to the victim / survivor



5. WHO TO CONTACT WHERE THERE IS WORRY ABOUT A CHILD OR ADULT

DSA Office hours: Monday – Friday 8.30am – 4.30pm

If a child or adult is in serious danger, then phone 999 / 101

If you are submitting a safeguarding referral directly to your statutory partners

In the event of any other safeguarding concern then please contact: Children and young people – MASH for your area; for vulnerable adults: Adult Social Care team for your area or the police for your area (999 / 101). You can also find the referral forms on their websites:

Northants

Children's MASH: 0300 126 1000 or out of hours 01604 626938

Email: MASH@northamptonshire.gov.uk

Website: www.northamptonshire.gov.uk/councilservices/children-families-education/SEND/local-offer/local-government-department/2459-multi-agency-safeguarding-hub-mash-and-child-protection-team

Adults Social Care: Refer to their on-line referral or out of hours 01604 626938

Website: www.northamptonshire.gov.uk/councilservices/adult-social-care

If any of these options are taken, then please email the details to the DSA team bev.huff@peterborough-diocese.org.uk or samantha.jackson@peterborough-diocese.org.uk

Other useful numbers:

Parish Safeguarding Handbook – Chapter 13

Childline for children and young people: 0800 1111

NSPCC for adults concerned about a child: 0808 800 5000

NSPCC for those wanting to report church related abuse: 0808 80 20 20

Action on Elder Abuse helpline: 0808 808 8141

24-hour National Domestic Violence helpline: 0808 2000 247

Samaritans helpline for people struggling to cope and needing someone to talk to: 116 123

Stop it Now helps prevent child sexual abuse: 0808 1000 900

Cruse bereavement helpline: 0808 808 1677

Family Lives provides support and advice on family issues: 0808 800 222

MACSAS for people who have been abused by church officers: 0808 801 0340

MIND mental health charity: 0300 123 3393

Thirtyone:eight: Organisation who completes our DBS checks: 0303 003 11 11



6. SAFEGUARDING TRAINING

Parish Safeguarding Handbook – Chapter 6

The House of Bishops' Safeguarding Policy states that the Church '*will train and equip church officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse*'.

The Parish will make every effort to ensure that clergy, licensed workers and lay ministers, volunteers and employees working with children, young people and vulnerable adults regularly seek and obtain safeguarding training to the level of their responsibility. Clergy should attend the relevant Diocesan Safeguarding training, if they do not then the Bishop will not grant / renew their license. Refresher training should be undertaken once every three years.

7. SAFER RECRUITMENT

Parish Safeguarding Handbook – Chapter 5

A key way of protecting children, young people and adults from harm is to ensure the careful recruitment of those working with them. The House of Bishops' Safeguarding Policy states: '*The church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the church*'. The PCC is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid.

The following processes should be followed:

- All church workers working with children and adults, including volunteers, will complete and sign an application form and a confidential declaration form
- Written references and identification will be required and will be carefully checked
- All church workers working with children and adults will be interviewed in relation to a role/job description or person specification
- A Disclosing and Barring Service (DBS) check will be required in relation to all eligible roles - they must not start their role until the check has been completed and the result returned
- Any blemished DBS check, or information declared in the confidential declaration form that causes a concern, must be referred to the DSA and advice sought
- After appointment induction to the role and support will be given to the individual
- They must complete the on-line safeguarding training or attend the safeguarding training that is relevant to their role

8. THOSE WHO POSE A RISK TO CHILDREN, YOUNG PEOPLE OR VULNERABLE ADULTS

Parish Safeguarding Handbook – Chapter 10

The House of Bishops' Safeguarding Policy states: '*The Church, based on the message of the gospel, opens its doors to all. It will therefore endeavour to offer pastoral care and support to any member if the church community whom may present a known risk*'.

When it is known that a member of the congregation, or someone wishing to join the congregation, has sexually abused a child, young person or adult, or is not a sexual offender against children but nevertheless may pose a risk, we will consult with the DSA.

This is to ensure that a safe course of action can be pursued in conjunction with the relevant statutory agencies.



9. CARE OF SURVIVORS OF ABUSE AND THEIR FAMILIES

Parish Safeguarding Handbook – Chapter 8

The House of Bishops' Safeguarding Policy states: *'The Church will endeavour to offer care and support to all those that have been abused, regardless of the type of abuse, where or when it occurred....Those who have suffered abuse within the church will receive a compassionate response, be listened to and be taken seriously'*.

We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

10. RECORD KEEPING AND STORAGE

Parish Safeguarding Handbook – Chapter 7

Notes will be made of all safeguarding incidents involving children or adults. They will be treated confidentially and will be securely stored by the incumbent or designated person⁸. They will be retained even if the information received was judged to be malicious, unsubstantiated or unfounded. During an interregnum, the designated person will be responsible for all safeguarding records which will be passed to the incoming incumbent.

11. SAFE ENVIRONMENT AND ACTIVITIES

Parish Safeguarding Handbook – Chapter 11

The House of Bishops' Safeguarding Policy states: *'The church will strive to create and maintain environments that are safe for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and vulnerable adults.....The Church will strive to support all church officers to adhere to safer working good practice and the challenge the abuse of power'*.

We will ensure our work with children, young people and vulnerable adults is carried out in a 'safe' environment:

- Ensure that children, young people and vulnerable adults know who they can talk to about a concern
- The ratio of leaders to children will comply with the NSPCC guidelines
- Each group will have a minimum of two adults and a gender balance will be maintained if possible
- Adults will not work alone with children
- We will seek to ensure meeting places are safe, secure and suitable for purpose and that health and safety risk assessments are completed
- We will be clear about boundaries with regard to touching always related to the child's needs and normally initiated by the child
- We will obtain parental/guardian permission for attendance at groups, trips, use of images and transporting children in private cars
- All those who drive children on church-organised activities should be over 25, have held a full driving licence for over two years and, if their license is endorsed with 6 points or more, should inform the incumbent or Parish/ Benefice Safeguarding Officer

⁸ The records will be kept in accordance with the Church of England Safeguarding records – retention toolkit which can be found at: [Toolkit 7 - The Diocese of Peterborough \(peterborough-diocese.org.uk\)](https://www.peterborough-diocese.org.uk/toolkit-7-the-diocese-of-peterborough)



- All cars that carry children should be comprehensively insured for both private and business use. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities

12. UNACCOMPANIED CHILDREN

If children attend our church services without their parents' or carers' knowledge we will welcome the child(ren) and try to establish whether their parents are aware of where they are. We will make sure an adult recruited for work with children takes care of the child and try to discover when they are due home and encourage them to keep to that arrangement. Depending on the age and competence of the child, we will ring the parents or ask the young person to ring to gain the parents' consent to the child remaining. If the child comes regularly, we will endeavour to establish regular contact with the parents or carers.

13. VISITING ADULTS WHO MAY BE VULNERABLE, IN THEIR HOMES

Parish Safeguarding Handbook – Chapter 11

It is important that we ensure that our parishioners and church officers are as safe as they can be, and that there is accountability and transparency in the manner in which our church officers engage in lone workings or visits to homes.

Church workers will, if possible, undertake a risk assessment before an initial visit, especially if we do not know the person. They will not call unannounced but by appointment, if appropriate telephoning just before visiting. They will always carry a mobile phone on a home visit, and ensure that someone knows where they are and when they are expected to return.

They will be clear about what support can be offered and the purpose and limitations of any pastoral care / support that is offered.

Where our workers need to refer the person to another agency we will talk this through with the vulnerable adult, seeking his/her permission before passing on personal information. Our workers will always endeavour to be clear about what behaviour from the vulnerable adults is acceptable and what is not.

Make a note of the date when you visit, report back about the visit to the agreed named person and say what is concerning / what is going well.

14. ORGANISATIONS HIRING CHURCH BUILDING OR PREMISES

Parish Safeguarding Handbook – Chapter 1

In relation to all activities and events which are not run directly by the church, but which take place in church buildings or grounds, the responsibility for implementing safeguarding policies rests with the hiring organisation and not with the PCC.

The PCC will require visiting groups to ensure that children, young people and vulnerable adults are protected at all times, follow safe recruitment procedures, and are aware of health and safety issues in the building. Visiting groups will be required to sign a hire agreement and abide by the Parish Safeguarding Policy.



15. SOCIAL MEDIA AND ENGAGING WITH YOUNG PEOPLE

Parish Safeguarding Handbook – Chapter 12

Social media sites enable users to create and share content and keep in touch with other users. For many, especially young people, using social media is an extension of physical face-to-face relationships. It is therefore important that churches also engage with their community and worshippers through these platforms, and that it is done in a safe way.

The PCC must approve the use of social media and mobile phones by the church. All of the below should be shared with young people.

E mails on line chat and texting

- Parental agreement should be obtained before communicating with young people
- Language should be clear and unambiguous
- All conversations must be made available for viewing by a worker's supervisor
- Workers may provide advice and support, but avoid counselling

Mobile Phones

- Workers will be allocated a dedicated work phone
- They should use group texts wherever possible
- There should be an agreed length of time for conversations and a curfew e.g. no communication between 1000pm and 700am
- Conversations causing concern should be saved and passed to supervisor
- Photos should only be taken in accordance with safeguarding guidance
- Images should only be downloaded to a church computer

16. WHISTLEBLOWING

To fulfil their commitment to safeguard and promote the welfare of children, all organisations that provide services for, or work with, children, young people or vulnerable adults are required to have appropriate whistle-blowing procedures, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed.

Members of a congregation should be encouraged to acknowledge their individual responsibility to bring matters of unacceptable practice, performance or behaviour to the attention of the incumbent. It is often the case that a co-worker or co-voluntary worker may be the first to recognise that something is wrong but may not feel able to express concerns, feeling that this would be disloyal; he or she may fear harassment or victimisation. These feelings, however, natural, must never result in a child, young person or adult who may be vulnerable continuing to be unnecessarily at risk.

How to raise a concern about unacceptable safeguarding practice:

- Concerns, suspicions or uneasiness about practice or behaviour of an individual should be voiced as soon as possible to the Incumbent
- If the concern is about the Incumbent inform the Archdeacon and DSA
- If the concern is about the Dean of the Cathedral inform the Bishops Chaplain and DSA
- Be specific about what practice is concerning, what has been heard or what has been observed



- Ideally put concerns in writing, outlining the background and history, and providing dates and times
- People are encouraged to put your name to any disclosure; however, any concern raised anonymously should be considered at the discretion of the church, taking into account the seriousness of the issue raised, the credibility of the concern and the likelihood of confirming the allegation from attributable sources

17. **DIGNITY AT WORK**

All our churches are advised to adopted the Diocese of Peterborough's dignity at work policy. We are committed to creating a respectful and harmonious workplace, which is free from harassment and bullying of any kind, and one in which everyone is treated with respect and dignity.

It is committed to ensuring that individuals do not feel apprehensive because of their religious belief (including theology or church tradition), gender, marital status, sexual orientation, race, age, pregnancy and maternity, or disability⁹, or through any inappropriate behaviour towards them.

The policy can be found here:

<https://www.peterborough-diocese.org.uk/downloads/safeguarding/190214-dignity-at-work-policy.pdf>

If you are concerned that someone you know is at risk of, or is being abused, or presents a risk to others please seek advice from a Safeguarding Adviser or if necessary report the matter to the Local Authority Social Care Services or the Police without delay

⁹ Equality Act 2010 – Protected characteristics



Safeguarding Query



Please complete this form, giving as much detail as possible to enable the Parish Safeguarding Officer to take appropriate and informed action.

Please stick to the facts and be as detailed as possible.

Please complete this form within 24 hours of an incident occurring.

Please don't overly question the person involved, allow them to tell you what happened so that what they say isn't led by you in any way. Once completed please pass to Andy Stilwell, Jo Batch, Mary Jones. (or the office if they are unavailable.)

Name of person involved:

Age / Date of Birth:

Do we have permission and/or consent forms for them? Y / N

Who was involved: (key names of those involved)

What happened: (Tell me, Explain to me, Describe to me. Please give exact quotes in speech marks)

When did it happen: (Dates, Times & Facts)

Who have you told about this incident:

Received on:

Action Taken:

Date to be Review:



Recording a Safeguarding Concern

Adapted from “Safeguarding Records joint Practice Guidance for the Church of England and Methodist Church 2015”

Good record keeping is an important part of the safeguarding task. Records should use clear, straightforward language, be concise, and accurate so that they can be understood by anyone not familiar with the case. They should clearly differentiate between facts, opinion, judgements and hypothesis.

Why record? In the church context, safeguarding records are needed in order to:

- Ensure that what happened and when it happened is recorded.
- Provide a history of events so that patterns can be identified.
- Record and justify the action/s of advisers and church workers.
- Promote the exercise of accountability.
- Provide a basis of evidence for future safeguarding activity.
- Allow for continuity when there is a change of personnel.

Example: When a minister moves between Parishes, a youth worker moves to a different post, or there has been a change of Parish/Cathedral Safeguarding Officer, the availability of a safeguarding record is essential so that one can know what has happened in the past.

The following approach is helpful in considering what should be written.

- **A written record** of the event or conversation should be made as soon as is practicable (after the event or conversation but always within 24 hours).
- **Who** is it about? (the names of all key people including any actual / potential witnesses).
- **What** happened? (use exact quotes where possible, in quotation marks).
- **How** did it happen? (for example, if someone is alleged to have assaulted a child, did they use an implement? Or was it a kick? Or a hit?).
- **Where** did it take place?
- **When** did it take place?
- **Why** did it happen? (this allows you to record any explanations offered to you by the people involved. It is not the place for your own analysis).
- **What should happen next** (what action will follow, for example, what are you going to do next, what is X going to do next, making sure it is in the diary in Y days time as a reminder).
- **Recording what did happen next and the checks made to ensure effective follow up** (did X do what they said they were going to do?).
- **Include the views / perspective of the child or adult who is vulnerable.**
- **Analysis.** The PSO/CSO should analyse all the information gathered to decide the nature and level of the child's needs / the needs of the adults experiencing, or at risk of abuse or neglect and the level of risk, if any, they may be facing.
- **Records must always be dated and the author identified.**
- **Indexing.** The PSO/CSO should ensure that Parish/Cathedral records are able to be searched or indexed so that previous names and concerns can be easily retrieved.
- **Summary.** The safeguarding adviser should ensure, if a church worker has a separate personnel file, that a summary of any concerns and the outcome is filed on the personnel file.

NB Facts and professional judgments (analysis) should always be distinguished in the record and the record must not be disrespectful to the subjects. Always bear in mind they may well be read by the subject(s) who have a right of access to their files –

<https://ico.org.uk/for-the-public/personal-information>





The Church of Christ the King Children & Youth Registration & Consent form.

CHRIST THE KING

This consent form is for all the activities for children and young people at the Church of Christ the King for the current academic year (XX/XX). **These include: weekly activity-based groups, Children’s and Youth Roots/ Small Groups, Holiday Clubs, also our work with young adults.** Completing this consent form will entitle your child to attend the age appropriate group and/or serve on a team. (To be completed as appropriate by the adult, or parent/carer of the child or young person under 18 and reviewed annually).

Section1. Family contact details:

This information will help us contact you should we need to. Please check or complete the details where appropriate:

Child’s first name _____

Child’s last name _____

Date of Birth _____

Address Line 1 _____

Town _____

County _____

Postcode _____

Name of Parent(s) or Guardian(s) _____

Parent / Guardian Home telephone _____

Parent / Guardian Mobile _____

Parent / Guardian Email _____

If appropriate, Child’s Mobile _____

If appropriate, Child’s Email _____

Family Doctors Details _____

School _____

Christ the King Group: (Please Circle those attended)

- | | | | |
|--------------------|-------------------------|------------|-------------|
| WLTD0 | Little Ones | Kings Club | FridayYouth |
| Sunday Youth Roots | Sunday Childrens Groups | FourTwelve | |

About your child:

Does your child have any food allergies? (please specify):

Does your child have any medical conditions? (please specify):

Does your child take any medication? (please specify):

Does your child have any additional needs? (please specify):

Is there anything else you would like us to know about you/your child?

Alternative emergency contact details for parents/guardians:

Contact name for carer/ an alternative adult in case of emergencies

Tel no Relationship to you/your child

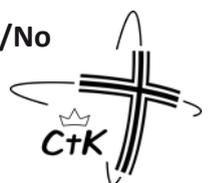
Arrangements for collection: church groups (please amend as appropriate)

I will bring and collect my child to and from the group **Yes/No**

Or My child will be collected by..... Relationship to you/your child.....

Name of anyone **NOT** allowed to collect my child Relationship to child.....

My child has permission to travel to and from the group without me (children over 11years) **Yes/No**



Section 2 Permission and Specific Consent: Here at the Church of Christ the King we take the safeguarding of children and young people and your privacy seriously and we will only use your personal information to serve you and to protect your child whilst they are a member of a group and take part in the activities and services at the Church of Christ the King. Please note that by signing this form you are confirming that you are consenting to the PCC of Christ the King Church, Kettering holding and processing your personal data for the following purposes for the current academic year;

(please tick the boxes where you grant consent & this consent can be withdraw at any point by contacting the church office)

I consent to the church contacting me by: Post Phone Email Social Media

I give my consent to any medical treatment that may be required in an emergency by either a qualified medical practitioner or a qualified first aider. I agree to inform the Christ the King team of any changes to the medical information supplied overleaf. (*see note below);

I give my permission for my son/daughter to be photographed or filmed when taking part in CtK children and youth activities and the pictures and film footage used for CtK publicity (inc social media, online, & Print);

(please note this will be done in accordance to our privacy and using images and video policy & guidelines)

I give permission for the Church of Christ the King to communicate with my child using the following form(s) of communication, in line with the Social Media practice guidance (available on request). Please tick those to be used:

Facebook Messenger Text Messaging WhatsApp Discord Instagram Email

I give permission to add mine and my child's details to ChurchSuite (web-based registration and administration tool) to enable the church to communicate with us and register my child.

I give permission for the Christ the King to keep me informed about news, events, activities and services at Christ the King; **(you can unsubscribe from Update messages at any time via the church office or link within the email)**

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent, we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our Privacy Notice, which is on display in the corridor and available from our website or from the Parish Office.

You can withdraw or change your consent at any time by contacting the Parish Administrator at Christ the King's Church Office, Deeble Road, Kettering, NN15 7AA or office@ctk.org.uk ☎ 01536 517553. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

Section 3. Further information to be read and signed by an adult with parental responsibility.

By signing this I give permission for my son/daughter to become a member of the Children's and Youth work at the Church of Christ the King and take part in the weekly activities they run for children and young people for the current academic year. Transport to and from these activities and meetings (*unless otherwise stated*) is the group member's parent's or guardian's responsibility.

When an activity is away from the usual premises, I agree to my child travelling by private transport in accordance with the Church of Christ the King's transport policy (*available on request*).

I acknowledge that expensive personal possessions are my son/daughter's responsibility and that leaders cannot be held responsible for any loss or damage to my child's property and that the CtK team recommend leaving these possessions and devises at home.

I understand that if my son or daughter grossly misbehaves at any group or activity the organisers may forbid them from continuing to take part and may be asked to leave/ be collected by their parents or guardians. I agree to pay for any deliberate damage caused by my son/daughter.

Signed (parent/guardian) Date

Name (parent/guardian)



* Note: The medical profession takes the view that a parent's consent to medical treatment cannot be delegated. This view is explicit in the Children Act 1989. Medical consent forms have no legal status and a doctor has the right to insist on parental consent to treat a child. However, it can be of comfort to medical staff to have general consent in advance from parents or have a leader on hand to sign forms.

Appendix I – Further information on Vulnerable Adults.

The term 'vulnerable adult' refers to a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability, illness, old age, emotional fragility, distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired. (Taken from CofE Clergy Disciplinary measures)

Please note that some adults may not consider themselves vulnerable but may be vulnerable to being abused by individuals in positions of leadership and responsibility. As adults are not inherently vulnerable and in need of protection it is important to recognise that the factors described below do not, of themselves, mean that a person is vulnerable. It is a combination of these factors and the circumstances that a person finds him/herself in that can make an individual vulnerable to abuse or neglect.

Some factors that increase vulnerability include:

- A mental illness, chronic or acute.
- A sensory or physical disability or impairment.
- A learning disability.
- A physical illness.
- Dementia.
- An addiction to alcohol or drugs.
- Failing faculties of old age.
- Those who are homeless.
- Refugee families or individuals (including those seeking asylum).
- Victims/survivors of domestic abuse – direct violence and/or significant emotional coercion.
- Those who have suffered historic abuse in childhood.
- A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events – for example bereavement or abuse or trauma. Some factors that increase vulnerability include:

These factors may not exist in isolation; for example, someone with a drink problem masking underlying dementia; or a frail housebound elderly person with underlying depression.

