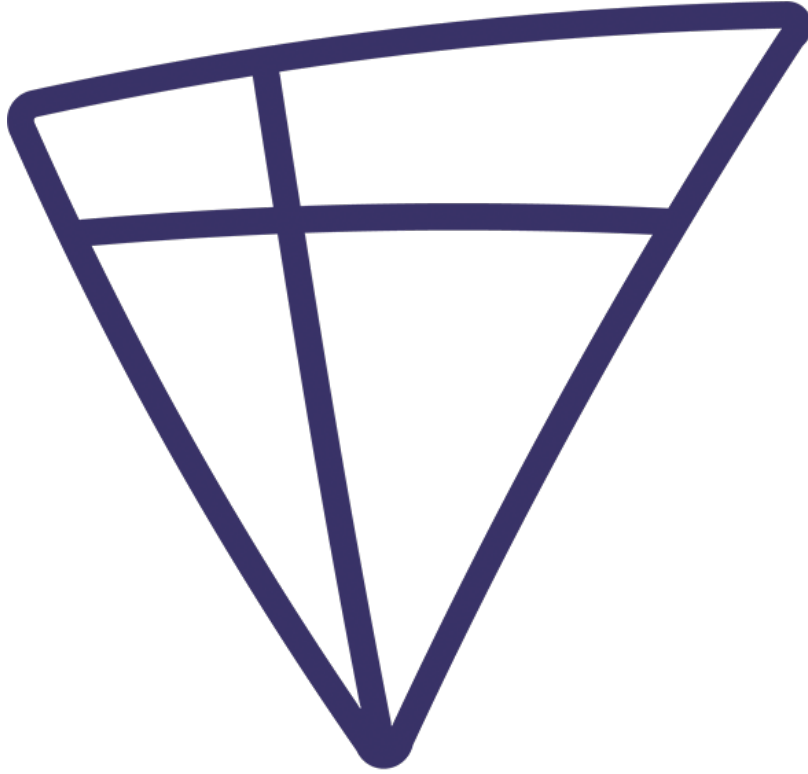



# SAFEGUARDING POLICY



|   |   |
|---|---|
| Policy to be approved by HopeChurch Harrow View core team |   |
| Approved on:  | 16.9.20   |
| Vicar's signature:  | <br>Rev Malcolm Finlay |
| Review date:  | 16.9.21   |

## HopeChurch Harrow View Safeguarding Policy

### Key Contacts

| Role  | Name             | Contact Details                                       |
|---|------------------|---|
| Church Safeguarding Officer                                   | Rachael Vowles   | safeguarding@hopechurchharrow.org                     |
| Vicar   | Malcolm Finlay   | 07460 866562<br>vicar@hopechurchharrow.org            |
| London Diocese Safeguarding Manager                           | Aileen Stamate   | 020 3837 5093<br>aileen.stamate@london.anglican.org   |
| London Diocese Safeguarding Advisor                           | Annette Gordon   | 020 7932 1124   |
| London Diocese Safeguarding Advisor                           | Andrew Munro     | 020 3837 5092<br>andrew.munro@london.anglican.org     |
| London Diocese Safeguarding Adviser (Monday, Tuesday, Friday) | Maggie McMahon   | 020 3837 5101<br>margaret.mcmahon@london.anglican.org |
| London Diocese Safeguarding Assistant                         | Josephine Carter | 020 3837 5098<br>josephine.carter@london.anglican.org |
| London Diocese Safeguarding Helpline                          |                  | 020 7932 1224   |
| Harrow Children's Safeguarding Helpline                       |                  | 07968 485704  |
| Harrow Local Safeguarding Children Board                      |                  | 020 8901 2690<br>lscb@harrow.gov.uk                   |
| Harrow Children & Family Services                             |                  | 020 8901 2690<br>duty&assess@harrow.gov.uk            |
| Harrow Safeguarding Adults Services                           |                  | 020 8420 9453<br>safeguardingadults@harrow.gov.uk     |

*Out of hours advice can be sought from the Thirtyone:eight helpline on 0303 003 1111, selecting option 2. Thirtyone:eight is an independent charity which works in close partnership with the DST. The DST receives notification of any advice given by Thirtyone:eight.*

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## HopeChurch Harrow View Safeguarding Policy

The following policy was agreed at the Leadership Team Meeting held on 16.9.20


In accordance with the **House of Bishops' Policy Statements 'Promoting a Safer Church' (2017)** and **'Protecting All God's Children' 4<sup>th</sup> edition (2010)** and the **Diocesan Safeguarding Policy 'Promoting a Safer Diocese' (2018)** our church is committed to:

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 present risk to others.

The Church will:

- Create a safe and caring place for all.
  - Have a named Church Safeguarding Officer (CSO) to work with the incumbent and the Leadership Team to implement policy and procedures.
  - Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
  - Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
  - Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
  - Listen to and take seriously all those who disclose abuse.
  - Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
  - Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
  - Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
  - Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
  - Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.
- Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints **Rachael Vowles** as the Church Safeguarding Officer

Signed: 

Vicar: Malcolm Finlay \_\_\_\_\_

Leadership Team Member:: Andrew Morsley

Date: \_\_\_\_\_ 14/10/21

### Overview

At HopeChurch Harrow View, we respect and value all children and are committed to providing a caring, friendly and safe environment. HopeChurch Harrow View fully recognises its responsibilities for safeguarding and child protection. We acknowledge that the safety and protection of all children, young people and vulnerable adults is of paramount importance and that all members have a full and active part to play in protecting these groups from harm. Our policy applies to all paid staff, those in leadership positions, volunteers, church members and anyone who is invited to visit or deliver services at HopeChurch Harrow View.

## **HopeChurch Harrow View Safeguarding Policy**

HopeChurch Harrow View is a church plant of OneChurch Harrow. Currently HopeChurch Harrow View is still establishing itself and continues to be covered under the insurance of St Peter's Harrow (a member of OneChurch Harrow). St Peter's are currently also responsible for carrying out any relevant DBS checks whilst HopeChurch Harrow View are establishing charity status.

The main aims of this policy are:

1. To promote a safer environment and culture
2. To enable and ensure safe recruitment practice and to support all those within the Church with any responsibility related to children, young people and vulnerable adults.
3. To respond promptly to every safeguarding concern or allegation.
4. To offer pastoral care to victims/ survivors of abuse and other affected persons.
5. To offer pastoral care to those who are the subject of concerns or allegations of abuse and other affected persons.
6. To respond to those who may pose a present risk to others.

Our policies govern the work undertaken with children, young people and vulnerable adults who attend church and take part in activities organised by the church or on church premises. Liability insurance in relation to such issues may be invalidated if the appropriate safeguarding policies are not in place and being implemented.

*This Policy adopts the 'Towards a safer Diocese' (2018 Policy) and draws from the 'Parish Safeguarding Handbook' and other sources to apply best practice to our own unique context at HopeChurch Harrow View.*

This policy links to the following policies and procedures:

- Volunteer Recruitment Policy
- Risk Assessments
- Data Protection Policy (pending)
- Online Safety Policy (pending)
- Health and Safety Policy (pending)

### **Promoting a Safe Environment and Culture**

The care and protection of children, young people and vulnerable adults who are 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. This is a culture - "the way we do

## **HopeChurch Harrow View Safeguarding Policy**

things around here” and requires leadership to model and speak about it as well as visual reminders around the building reminding all of our shared responsibility to each other.

The House of Bishops’ Safeguarding Policy Statement states that ‘The Church will strive to create and maintain environments that are safer for all, that promote wellbeing, 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 to challenge the abuse of power’.

### **Code of Safer Working Practice**

- Treat all children, young people and adults with respect and dignity, keeping your own language, attitude and body language respectful
- Actively communicate with Children and Youth Pastors and involve them in planning and running activities where possible
- Avoid being alone with a child and always aim to work within sight of another adult and keep others aware of your actions
- Develop a culture where workers, children and adults at risk feel comfortable to point out inappropriate attitudes and behaviour in each other
- Make it plain who someone can speak to about a personal concern, and be proactive in addressing concerns and allegations
- Never use illicit drugs or alcohol when responsible for a child or adult at risk
- Obtain consent for any photographs/ videos to be taken, shown or displayed
- Keep physical contact specific to the needs of the activity and always seek permission first
- Never use rough play, sexually provocative words and games or any forms of physical punishment
- Never scapegoat, ridicule or reject a child, group or adult or allow others to do so
- Avoid showing favouritism to any one child, adult or group or doing anything to reinforce their infatuations towards you
- Never give lifts to children or young people on their own or allow unknown adults access to children
- Never share sleeping accommodation with children or invite them to your home alone
- Always operate within the Diocesan principles, procedures and guidelines, clarifying these with the group leader when unsure
- If you use a smart phone or social networking please ensure you read our online safety policy (pending).

### **Acceptable Touch**

Sympathetic attention, humour, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, is wholly appropriate. The following guidelines regarding touching are suggested:

## **HopeChurch Harrow View Safeguarding Policy**

- Always ask permission.
- Be mindful of your body position.
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be in response to a child's needs and not related to the worker's needs. It should be age appropriate, welcome and generally initiated by the child, not the church officer.
- Avoid any physical contact that is or could be construed as sexual and/or abusive/offensive.
- Allow the child to determine the degree of physical contact with others except in exceptional circumstances (e.g. when they need medical attention).

In addition:

- You can allow people you support to give you brief hugs if you feel comfortable with this.
  - You can allow people you support to hold hands or link arms with you to help with travel and stability.
  - You should discourage people you support from touching your face. You can offer your hand instead.
  - You should discourage people you support from sitting on your lap. You can offer to sit side by side.
  - You should avoid using touch if the person you support is very distressed and is unlikely to tolerate it.
- Ensure that church officers at all levels must take responsibility for monitoring one another in the area of physical contact. They should be encouraged to challenge one another if necessary. Concerns about possible abuse or inappropriate behaviour should always be reported.

## **Prayer Ministry**

Prayer is a regular occurrence in the life of a church. There may arise opportunities for the laying of hands within prayer. The following guidance is suggested in regards to appropriate touch and general safeguarding of individuals during prayer ministry:

- Always get permission before touching the other person, never lay hands without first asking.
- If someone would like prayer for healing of a part of the body, for example their leg, they are free to place their own hand on the part of their body they want healing on but please only put your hand on their shoulder as you pray after seeking permission.
- Confidentiality is to be maintained in all circumstances unless the person tells you how they have or are intending to harm or abuse an individual or that they are subject to harm or abuse by another. In this case follow the agreed procedure for reporting a concern.

## HopeChurch Harrow View Safeguarding Policy

- Although prayer is often done one on one- (unless you need specific help in the prayer and that the person you are praying for is happy for this to happen) ensure where possible that you are never alone and out of sight of others when doing so.
- Where possible pray with members of the same gender.

### Roles and Responsibilities

#### **Role of the Church Safeguarding Officer (CSO):**

- Work closely with the Vicar to advise within the church on all safeguarding matters relating to children, young people and vulnerable adults;
- Receive, with the Vicar, any concerns about children or adults in the church and make sure that proper advice is sought and proper referrals are made;
- Report all matters relating to concerns and allegations of abuse against church officers, in liaison with the Vicar, to the Diocesan;
- Safeguarding Adviser who will liaise with the statutory agencies, as required. Concerns about the Vicar should be raised directly with the DSA;
- Ensure that any ex-offenders with offences against children or vulnerable adults known to be in the church community are notified to the Diocesan Safeguarding Adviser and contribute to the management of Safeguarding Agreements;
- Promote safer practices in all activities and make any recommendations required taking into account the particular arrangements of the church;
- Seek to ensure that Safer Recruitment practice is followed, with the support of diocese.
- Attend diocesan safeguarding training at least every three years;
- Maintain safeguarding records;
- Complete national and diocesan safeguarding self-assessments as required;
- Contribute to the annual review of church safeguarding arrangements;
- The CSO should regularly report on safeguarding in the church. Safeguarding should be a standing agenda item at each leader's meeting. At the annual meeting the leaders will provide an annual report in relation to safeguarding.
- Supporting other church officers who work with children or vulnerable adults;
- Providing or arranging provision of safeguarding training for church workers (both volunteers and paid staff).

#### **Role of the Lead Recruiter (Role currently held by CSO):**

Every church should have a nominated person who is responsible for administration of DBS applications. The church safeguarding officer may incorporate the administration of DBS applications into his/her role, however, where necessary or appropriate (e.g. in large busy parishes), this position may be undertaken by a separate person. In particular, the Lead Recruiter is responsible for:



## HopeChurch Harrow View Safeguarding Policy

- Ensuring the church follows safer recruitment practice guidance
- Establishing the true identity of the applicant, through the examination of a range of identification documents as set out by the Disclosure and Barring Service (DBS);
- Checking and validating the information provided by the applicant on the application form;
- Ensuring the application form is fully completed and the information it contains is accurate.

### **Role of the Church Leaders including the Vicar:**

The leadership team is the main decision maker of a church. The leadership team and the vicar have a duty of care to ensure the protection of the vulnerable in their church community. In terms of safeguarding, the vicar and the leadership team will:

- Adopt and Implement the Diocese of London's Safeguarding Policy 'Towards a Safer Diocese' (2018).
- Appoint an appropriately experienced, named Church Safeguarding Officer to work with the vicar and the leadership team.
- Have a policy statement on the recruitment of ex-offenders and ensure all those responsible for working with children, young people and vulnerable adults on behalf of the church are safely recruited.
- Ensure all church officers, including themselves, are aware of the safeguarding policy/guidance.
- Attend basic safeguarding training at least every three years.
- Provide appropriate insurance to cover for all activities undertaken in the name of the leadership team which involve children, young people and adults.
- Display a formal statement of adoption of the Diocesan Safeguarding Policy. This should be signed on behalf of the leadership team.
- Ensure information is displayed about how to contact the DSA(s), Church Safeguarding Officer and how to get help outside the church with child and adult safeguarding issues.
- Ensure that safeguarding arrangements are clearly visible on the front page of the church website.
- Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse.
- Report all safeguarding concerns or allegations including those against church officers to the Church Safeguarding Officer/vicar and the DSA.
- Ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the DSA.
- Comply with all data protection legislation especially in regard to using (e.g. storing) information about any church officers and any safeguarding records.
- Ensure an "activity risk assessment" is completed and reviewed regularly for each activity which is associated with either children or vulnerable adults and run in the name of the church.
- Regularly review, in collaboration with the CSO, safeguarding progress and practise at monthly leadership meetings and annual meeting. Review and sign the church safeguarding policy annually.

## HopeChurch Harrow View Safeguarding Policy

- Each October a safeguarding audit must be completed and sent to the DST, this process involves completing an action plan which should be reported and acted on by the CSO and leadership team.

### **Role of the Church Warden(s) (Role to be adopted by CSO & Vicar until an equivalent role is created at HopeChurch Harrow View):**

In relation to safeguarding, the churchwardens work with the vicar, leadership team and church safeguarding officer to:

- Ensure that in the period of a vacancy, that the vicar's safeguarding roles and responsibilities are fulfilled, in consultation with the leadership team, church safeguarding officer and the area dean;
- Pay attention to the specific needs of children and vulnerable adults when undertaking health and safety inspections and risk assessment;
- Ensure that risk assessments are carried out before new activities are undertaken;
- Ensure that all parish activities with children and vulnerable adults are adequately supervised and insured;
- Ensure that the parish has procedures for responding to complaints and grievances;
- Answer questions regarding safeguarding as they arise in the archdeacon's visitations, and respond to any specific safeguarding advice, which may be given from the archdeacon.

## Reporting Concerns Arrangements

If you have a concern that a child or adult is or may be being abused, or that a church officer is or may be abusing a child or adult:

1. Respond well to the victim/survivor, if it is a direct disclosure, to ensure they feel listened to and taken seriously. Explain what will happen next and check out support requirements. They should be informed that their identity and the identity of the respondent will be shared with key church officers, and may be shared with the statutory agencies, if there is any current risk to children or adults. The concern or allegation should not be shared with anyone other than those who need to know (e.g. the statutory agencies and appropriate church officers).
2. EMERGENCY: If you believe a child or adult is in immediate danger of significant or serious harm, contact the emergency services on 999. **Note:** Where possible, for a person over 18, this should be done with their written consent.
3. NON- EMERGENCY: Contact the Church Safeguarding Officer or vicar, in the first instance. They must then contact the DSA. If neither are available, contact the DSA directly. If the concern arises in an activity, discuss with the group/activity leader, who will contact the Church Safeguarding Officer or

## HopeChurch Harrow View Safeguarding Policy

incumbent. **Note:** Where possible, for a person over 18, this should be done with their written consent.

4. Any safeguarding concerns must be reported to the DSA within 24 hours.
5. If the CSO/vicar or the DSA are not available within 24 hours, contact Children's Social Care or Adult Social Care and/or the police directly, if the concern is that a child or adult is being abused. Contact the Local Authority Designated Officer (LADO) and/or police if the concern is that a church officer 10 may be abusing a child or adult. Advise the Church Safeguarding Officer or vicar as soon as possible that you have made a referral, they will advise the DSA. If in doubt don't delay, seek advice from statutory agencies.
6. Do not contact the respondent or anyone who may be implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure, until advice has been sought from the DSA or statutory agencies.
7. Record the details of the concern or allegation. Where it is not appropriate to take notes at the time (usually it will not be), make a written record as soon as possible afterwards or before the end of the day. Record the time, date, location, persons present and how the concern or allegation was received, e.g. by telephone, face to face conversation, letter, etc. The record should include details of information provided to that person as well as the information received. Always sign and date the record. Keep it factual. Pass on a copy to the DSA (and/or the CSO/vicar). The records should be kept secure and confidential.

If the concern is about a child or adult:

8. The DSA will act in line with the House of Bishops' guidance. They will offer advice, support and guidance and help to make the required referrals. If there is a risk of harm, the concerns must be reported to the statutory agencies within 24 hours of the DSA receiving the concerns. This would be Children's or Adult Social Care and/or the police.
9. There should be close communication between the DSA, CSO/vicar until the situation is resolved. The archdeacon should also be informed.

If the concern is about a Church Officer:

10. The DSA will act in line with the House of Bishops' guidance. They will offer advice, support and guidance and refer the concerns to the Local Authority Designated Officer (LADO) and/or police within 24 hours. The DSA will now take over the management of the safeguarding concern in conjunction with the core group (which will be convened within 48 hours) and statutory agencies. There may also be a requirement for parish representatives to attend a subsequent core group(s). If there are doubts about the whether or not to make a referral and under what route, the DSA will seek advice from the LADO.

Please note that the procedure is the same for non-recent abuse.

## **HopeChurch Harrow View Safeguarding Policy**

A proper balance must be struck between protecting children and adults and respecting the rights of the person against whom an allegation is made. In such circumstances the welfare of the child, young person or adult must come first. The rights of the person against whom the allegation is made are important and must be given due weight, once the immediate safety and protection of the child, young person or adult has been assured.

### **Recording and Monitoring Concerns**

Good record keeping is an important part of the safeguarding task. HopeChurch Harrow View will open a case file whenever a safeguarding concern or allegation occurs in the church. The record will include key contact details, dates of when the information became known and the nature of the concerns. The record will also 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.

HopeChurch Harrow View uses digital record sheets stored on a secure Google Drive accessed only by the CSO and vicar to record any emerging concerns and maintain ongoing records of concerns or external agency involvement.

Records will be kept and logged when there is concern over:

- Disclosures
- Unusual marks on the body
- Unusual/different behaviour
- Mood changes
- Puzzling statements or stories

### **Confidentiality**

Children, young people and their families and other adults are entitled to confidentiality but church staff have a duty to pass on confidential information if a child is at risk. Safeguarding records are monitored by the CSO and vicar and knowledge shared only on a need to know basis. Unauthorised persons do not have access to safeguarding records. Under the Data Protection Act parents have a right to see all notes, unless the content could jeopardise a child's/young person's safety.

### **Training and Support**

All church leaders, volunteers working with children/young people/vulnerable adults and those who serve in various positions will receive relevant training every three years.

There are four levels of safeguard training available:

## HopeChurch Harrow View Safeguarding Policy

C0 Basic Awareness: This course is a pre-requisite for attendance at any other core training models and should be refreshed every three years. This is delivered online and it is expected that all who serve at HopeChurch Harrow View undertake it so that they can have a basic level of awareness of safeguarding.

C1 Foundation: Also delivered online and follows the completion of C0 for anyone who has safeguarding responsibilities or who have contact with children, young people and/or adults who may be vulnerable.

C2 Leadership: Delivered face-to-face and is for all those who have responsibility leading activities involving children, young people and/or adults who may be vulnerable.

C3 Clergy & Lay Ministers: Delivered face-to-face by the Diocesan of London and is required for those holding a license commission, authorisation, permission to officiate from a Bishop- Ordained and Lay.

|                             | C0 | C1 | C2 | C3 |
|-----------------------------|----|----|----|----|
| Leadership Team Member      | Y  |    |    |    |
| Volunteer Work Force        | Y  |    |    |    |
| Parish Safeguarding Officer | Y  | Y  | Y  |    |
| Vicar (and other clergy)    |    | Y  | Y  | Y  |
| Church Wardens              | Y  | Y  |    |    |
| Pastoral Team               | Y  | Y  |    |    |
| Children & Youth Team       | Y  | Y  |    |    |
| Children & Youth Leads      | Y  | Y  | Y  |    |
| Lead Recruiter              | Y  | Y  |    |    |
| Evidence Checker            | Y  | Y  |    |    |

*Evidence of safeguard training including training evaluation forms, training plans, records of course/online attendance and certificates will be kept securely (in-line with our data protection policy) by the Lead Recruiter.*

## HopeChurch Harrow View Safeguarding Policy

A key way of protecting children 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 leadership team is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid. Often the responsibility is delegated to the vicar. At least two individuals (which could include the vicar) must be responsible for recruitment. All those involved in recruitment must be capable and competent, trained in safer recruitment and able to keep personal matters confidential.

The recruitment process involves the following criteria:

1. Construct a clear and accurate job description and person specification, or for an unpaid role, a role outline, which sets out what tasks and responsibilities the applicant will undertake, and the skills and experience required. This will include what level of DBS check is required.
2. Advertise unpaid roles within church notices and paid roles more widely.
3. Ask all applicants to complete an application form for all paid roles (a Curriculum Vitae may be used for voluntary roles, but an application form is good practice and is recommended). Always ask for, take up and check two references.
4. Ask applicants to complete a Confidential Declaration Form.
5. Shortlist (paid posts), carefully examining the application forms. Identify any gaps in employment/personal history and ensure those shortlisted have met the requirements of the person specification. Shortlist (Unpaid roles) Review any interest from volunteers and assess suitability against requirements.
6. Have a face-to-face interview (or informal discussion if unpaid) with pre-planned and clear questions to assess applicants' suitability for the role. Seek explanations for gaps in employment/personal history. It may also be appropriate to ask the individual to complete a test or presentation if applicable. Check identification and the Confidential Declaration Form (CDF).
7. Decide whom to offer the role to. This decision will be made by the interviewing panel. This is subject to completion of all checks to the satisfaction of the leadership team. No role can commence until satisfactory checks have been completed.
8. Once the applicant has been offered the role, subject to satisfactory checks, ask the applicant to complete an enhanced Disclosure and Barring Service check (DBS) application (online). Any blemished DBS checks or information of concern on the CDF must be risk assessed by the DSA. Please note if someone has either never lived in the UK or spent a period of time overseas (i.e. lived abroad), the person making the appointment should request an additional check and ask the applicant to obtain criminality information from the country where he/she was resident. It is also recommended to undertake an occupational health check for paid roles where possible.

## **HopeChurch Harrow View Safeguarding Policy**

9. Once all checks are satisfactory and support the interview decision, the person can be formally appointed. It is recommended to add an end date to unpaid roles. This can always be extended but helps set expectations for both parties.
10. Have a period of probation for any paid role (or a settling in period for unpaid) and review throughout, as well as at the end of this period.
11. Induct new unpaid and paid workers. This should include expectations in relation to behaviour. Ensure supervision/support is in place and arrange for attendance on the Church of England safeguarding training

*For further guidance on recruiting volunteers refer to 'Volunteer Recruitment Policy'.*

### **DBS Process**

DBS checks are carried out during the recruitment as a requirement for each role. These are then renewed again every three years.

The lead recruiter is responsible for ensuring workers complete the DBS, the spreadsheet is checked regularly and Leads are responsible for chasing up team members to complete or renew their DBS.

*Currently as HopeChurch Harrow View is not yet a registered charity all DBS checks are being carried out by St Peter's Harrow.*

### **Risk Assessments**

Risk Assessments are in place and regularly reviewed for the following:

- Online Zoom Church & Online Zoom Kid's Church
- Social gatherings e.g. picnic park meet-up
- Missional communities (pending)

If a church member plans to deliver an activity in or out of church involving children, youth or vulnerable adults, they must provide the CSO or Vicar with a written Risk Assessment of their planned activity prior to delivery. A risk assessment is not valid unless it has been signed and approved by the CSO or Vicar.

Risk assessments are held and reviewed by the CSO.

### **Online Church**

## HopeChurch Harrow View Safeguarding Policy

Due to COVID guidelines and lack of a physical building HopeChurch Harrow View are currently meeting online for a main Sunday morning service followed by kid's church; this takes place on Zoom.

Safeguards for online church/kid's church include:

- Risk assessments to have been carried out
- Leadership team to always host the meetings and be present in any breakout rooms
- Chat function disabled other than to the host
- Parents to remain present or within ear shot of kid's church service
- Parents must sign a consent form before any photography or images are taken
- An attendance register must be kept and be available at all group meetings.

### Children & Youth Activities

Church groups that involve children need to ensure good practice standards across a wide range of areas including: recruitment of group leaders; DBS checking; staffing ratios; suitability of premises; health and safety arrangements; and facilities for children with special needs. The minimum staffing levels for groups should be as follows:

| Age of Children | Number of adults | Numbers of Children |
|-----------------|------------------|---------------------|
| 0-2             | 1                | 3                   |
| 2-3             | 1                | 4                   |
| 4-8             | 1                | 6                   |
| 9-12            | 1                | 8                   |
| 13-18           | 1                | 10                  |

Each group should have at least two workers, even for smaller groups, and if possible one male and one female. Staff ratios for all groups should always be based on a risk assessment. For example, staffing numbers would need to be increased for outdoor activities and more so if that activity is considered higher risk, potentially dangerous or when children with disabilities or special needs are involved.

For all groups and activities:

- Undertake a health and safety risk assessment



## **HopeChurch Harrow View Safeguarding Policy**

- A registration form must be completed for every child or young person who attends groups or activities which should include up to date information on parents' contact numbers, medical information (e.g. allergies) and any special needs
- An attendance register must be kept and be available at all group meetings.
- A First Aid kit must be available on any premises that are used by children.
- An accident and incident logbook must be available, and all accidents recorded. The logbook should be stored in a secure place. Any significant incidents must be recorded (e.g. a fight between children).
- There should be access to a telephone, if possible.
- In premises where children's groups meet, the Childline and Family Lives telephone numbers should be displayed.
- Parents must sign a consent form before children are transported in a private car, and before any photography or images are taken.

### When taking groups offsite:

- The church leadership must be informed and agree to the activity.
- Details of the activity and any itinerary must be given in advance to parent/s and consent forms received in advance of the activity taking place.
- Details of the activity and a list of contacts must be left with someone in the church.
- Details of the activity and arrangements must be given to the vicar and/or CSO.
- A risk assessment must be undertaken, and confirmation obtained that the activity is covered by insurance.
- A leader must be designated to take responsibility for First Aid.

Many of these items are equally applicable to groups involving vulnerable adults.

## **Visiting Adults**

Visiting vulnerable adults in their homes is an essential element of many church officers' roles. Many parishioners will be well known to the church officer and where there have been no previous concerns the level of risk to the church officer or parishioner during visits will usually be low. However, unexpected circumstances can be encountered, some of which may place a church officer at risk. For example, the unexpected presence in the home of a relative or friend with a history of violence or threatening behaviour. Unfortunately, case histories also show that a parishioner may be at risk from a church officer. For these reasons it is very important for parishes to ensure their church officers and parishioners

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are as safe as they can be, and that there is accountability and transparency in the manner in which church officers engage in lone working or visits to homes.

To assure the person you are visiting of their safety, and for your own as a church officer:

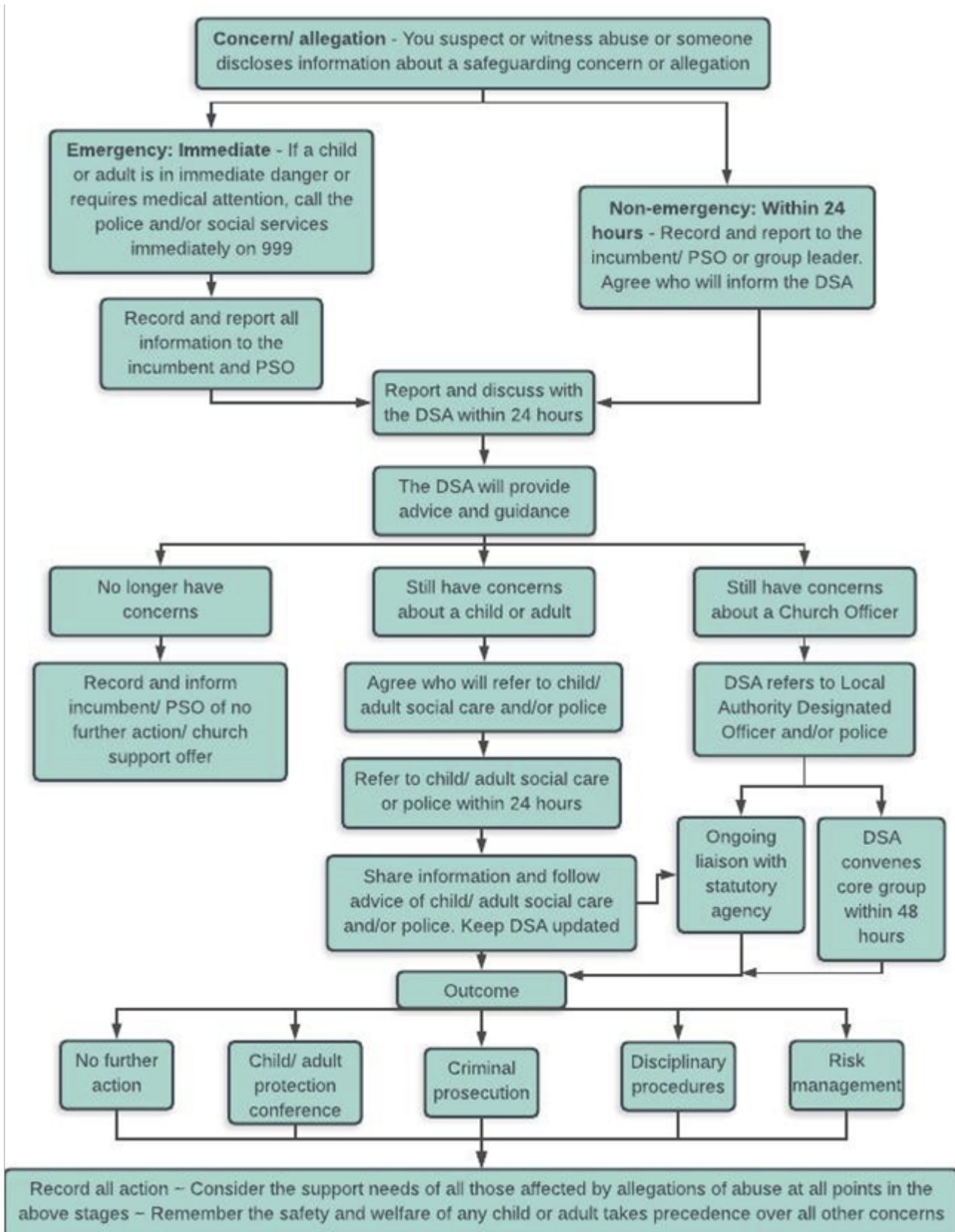
- If possible undertake a risk assessment before an initial visit, especially if you do not know the person. If there are any concerns or risks known before a visit is made, you are advised always to undertake a risk assessment. In these circumstances, consider whether the visit is necessary, or whether you should be accompanied by another church officer. In addition, visiting in pairs may be advisable, especially if the adult is perceived to be vulnerable.
- Do not call unannounced; call by appointment, if appropriate telephoning the person just before visiting.
- Be clear about what support you can offer and the purpose and limitations of any pastoral care/ support that is available.
- Do not make referrals to any agency that could provide help without the adult's permission, and ideally encourage them to set up the contact, unless there are safeguarding concerns.
- Never offer "over the counter" remedies to people on visits or administer prescribed medicines, even if asked to do so.
- Do not accept any gifts from adults other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. If someone wants to make a donation to the church, put it in an envelope, mark it on the outside as a donation and obtain a receipt from the Treasurer.
- Make a note of the date when you visit people, report back about the visit to the agreed named person and say what is concerning or going well. They will report safeguarding concerns to the Church Safeguarding Officer and/or vicar or directly to the DSA if they are not available.

# **HopeChurch Harrow View Safeguarding Policy**

## **Appendix A**

### **Quick Guide for Reporting Concerns**

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### Appendix B

Definitions of Child Abuse

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The abuse of children and young people can take many forms. They have the same right to protection regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. Children and young people from minority ethnic groups and those with disabilities (physical, sensory and/or learning difficulties) are especially vulnerable and need special care and protection.

Statutory Definitions The UK central government document “Working Together to Safeguard Children” categorises and defines child abuse in terms of:

- Physical abuse including hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
- Emotional abuse including conveying to a child that they are inadequate, humiliation, blaming, controlling, intimidation, verbal abuse, isolation, seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying).
- Sexual abuse including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. It may include involving children in looking at, or in the production of, sexual images, watching sexual activities, or grooming a child in preparation for abuse.
- Neglect including failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm or danger, to provide adequate supervision and/or access to appropriate medical care or treatment. It may occur during pregnancy as a result of maternal substance abuse.

### Domestic Abuse

- Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships (sometimes referred to as ‘relationship abuse’).

### Sexual Exploitation

- Child Sexual Exploitation (CSE) is a type of sexual abuse. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

### Bullying and Cyberbullying

- Bullying is behaviour that hurts someone else - such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere - at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.

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### Online Abuse

- With the ever-growing use of the internet, mobile telephones and online gaming (e.g. Xbox/ PlayStation), there has been a corresponding rise in the use of the internet and other electronic communication to target, groom and abuse children. Adults may target chat rooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages when online and who try to obtain images or engineer meetings.

### Electronic Images

- The downloading, keeping or distributing of indecent images of children are all classified as sexual offences. Such offences are sometimes referred to as non-contact sexual offences. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs (sometimes referred as 'sexting') can be particularly problematic and abusive amongst children and young people.

## **Appendix C**

### Definitions of Adult Abuse

The UK central government document "Care and Support Statutory guidance" categorises and defines adult abuse in terms of:

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- Physical abuse including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- Sexual abuse including rape and sexual assault or sexual acts to which the vulnerable adult has not consented or could not consent or was pressurised into consenting.
- Psychological abuse including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- Financial or material abuse including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Neglect or acts of omission including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Discriminatory abuse including racist, sexist, that is based on a person's disability, and other forms of harassment, slurs or similar treatment.
- Domestic abuse that is usually a systematic, repeated and often escalating pattern of behaviour by which the abuser seeks to control, limit and humiliate, often behind closed doors.
- Organisational abuse including neglect and poor care practice within an institution or specific care setting such as a hospital or care home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- Modern Slavery including human trafficking; forced labour and domestic servitude; traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

### **Appendix D**

#### **Definition of a Vulnerable Adult**

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

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to being impaired is to being temporarily or indefinitely impaired. 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 difficulty
- 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, abuse or trauma.

*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.*

## Appendix E

### Specific Safeguarding Issues

#### Domestic Abuse

The cross-government definition of domestic violence and abuse is:



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Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.

The abuse can encompass, but is not limited to:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life.

### Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to child/adult's welfare. Indicators that a family/adult may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family/adult being asked to leave a property.

### Child Sexual Exploitation (CSE)

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Potential Indicators of CSE may include:

- Acquisition of money, clothes, mobile phones etc without plausible explanation;
- Gang-association and/or isolation from social networks;
- Unexplained long absences from church;
- Leaving home/care without explanation and persistently going missing or returning late;

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- Excessive receipt of texts/phone calls;
- Returning home under the influence of drugs/alcohol;
- Inappropriate sexualised behaviour for age/sexually transmitted infections;
- Evidence of/suspicions of physical or sexual assault;
- Relationships with controlling or significantly older individuals or groups;
- Multiple callers (unknown adults or peers);
- Frequenting areas known for sex work;
- Concerning use of internet or other social media;
- Increasing secretiveness around behaviours;
- Self-harm or significant changes in emotional well-being.
- All staff need to be alert to CSE and report any concerns to the CSO.

### Criminal Exploitation of Children including 'county lines'

Child Criminal Exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of "deal line". They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons. A young person's involvement in county lines activity often leaves signs. A person might exhibit some of these signs, either as a member or as an associate of a gang dealing drugs. Any sudden changes in a person's lifestyle should be discussed with them.

Some potential indicators of county lines involvement and exploitation are listed below, with those at the top of particular concern:

- persistently going missing and / or being found out-of-area;
- unexplained acquisition of money, clothes, or mobile phones
- excessive receipt of texts / phone calls and/or having multiple handsets
- relationships with controlling / older individuals or groups
- leaving home / care without explanation
- suspicion of physical assault / unexplained injuries
- parental concerns
- carrying weapons
- gang association or isolation from social networks
- self-harm or significant changes in emotional well-being.

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### So-called 'Honour Based' Violence (HBV)

So-called 'honour-based' violence encompasses crimes which have been committed to protect or defend the honour of a family and/or community. Such crimes include Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. The leadership team and those servicing on relevant teams will be alert to the possibility of a child/young person/adult being at risk of HBV or already having suffered HB.

All forms of so called HBV are abuse (regardless of the motivation) and all concerns about a child who might be at risk of HBV will be passed to the CSO or vicar as with any other safeguarding concern.

### Looked After Children

The most common reason for children becoming looked after is as a result of abuse and/or neglect. The church will ensure that appropriate staff have the relevant information they need. Where possible they will also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after the child.

### Private Fostering Arrangements

A private fostering arrangement occurs when someone other than a parent or a close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16, or under 18 if the child is disabled. Children looked after by the local authority or who are placed in a residential school, children's home or hospital are not considered to be privately fostered. Private fostering occurs in all cultures, including British culture and children may be privately fostered at any age. Most privately fostered children remain safe and well but safeguarding concerns have been raised in some cases so it is important that the church is alert to possible safeguarding issues, including the possibility that a child has been trafficked into the country.

### Peer-on-Peer abuse

At HopeChurch Harrow View we believe that everyone has the right to a safe and caring environment. We recognise that some church members/children/youth may sometimes negatively affect the wellbeing of other. This can be called peer on peer abuse.

This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying)
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm
- Sexual violence and sexual harassment
- Sexting (also known as youth produced sexual imagery)
- Initiation/hazing type violence and rituals

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