



Safeguarding Policy

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1. Basis for this Policy

The Parish of Girdlington, Heaton and Manningham is committed to safeguarding as an integral part of its ministry and mission; promoting a safer culture and the welfare of every child, young person and adult is of paramount importance. Safeguarding is at the heart of our Christian faith. We are all made unique and in the image of God. Jesus came that we might have life and have it in abundance (see John 10.10). As such, the church is committed to having robust policies, procedures, and guidelines in place to ensure good practice to safeguard the well-being of every person.

2. Safeguarding Policy Statement

In accordance with the Church of England Safeguarding Policies and practice guidance ¹, Girdlington Heaton and Manningham ("GHM") PCC is committed to:

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

The Parish will:

The Parish of Girdlington, Heaton and Manningham will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) [who is the point of contact for safeguarding concerns and who will](#) work with the incumbent and the PCC to implement policy and procedures.
- Carefully recruit and train all those with any responsibility for children, young people and adults in [line with safer recruitment principles including, as required, the use of disclosures and clearance with the Disclosure and Barring service](#).
- Support, resource and train those who undertake work with children, young people and adults; ensuring that they have the confidence and skills to recognise and respond to abuse.

¹[Promoting a safer Church \(2017\)](#)

[Parish Safeguarding Handbook \(2018\)](#)

- Protecting All God's Children,(2010)
- Responding well to domestic abuse practice guidance (2017)
- Safer recruitment practice guidance (2016)
- Responding well to those who have been sexually abused practice guidance (2011)

- Establish safe activities which provide an environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- Recognise that it is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of children, young people and adults, and to report any such abuse that we discover or suspect.
- Listen to and take seriously any disclosure which suggests that a child, young person or adult may have been harmed or is in danger, responding without delay.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following ~~House of Bishops guidance~~, the steps outlined in the procedures below, including notifying the Parish Safeguarding Officer (PSO) , the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually
- Comply with all data protection legislation especially in regard to storing information about any paid and unpaid workers and any safeguarding records
- 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.
- 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.
- Challenge any abuse of power, especially by anyone in a position of trust.

Each person who works (paid or voluntary) within this church community will agree to abide by this policy and the guidelines established by this church.

The PCC of Gillington Heaton and Manningham will review the implementation of this Safeguarding Policy, Procedures and Practices at least annually.

Safeguarding will be an item on every agenda of the PCC. The Parish Safeguarding Officer will provide a report to the Annual Parochial Church Meeting.

3. Parish Safeguarding Officer

The PCC of Girdlington Heaton and Manningham appoints Mrs Susan Mitchell as Parish Safeguarding Officer²

4. Related Policies

GHM Parish has formally adopted the following related policies:

- Safer Recruitment Policy
- Policy regarding the Recruitment of Ex-Offenders

These policies will be reviewed annually.

5. Display of Information

The PCC will display the following information in all its buildings:

- A formal statement showing adoption of the House of Bishops' "Promoting a Safer Church: Safeguarding Policy Statement", signed on behalf of the PCC.
- The A3 poster, "Promoting a safer Church", giving details of whom to contact if somebody has concerns about safeguarding matters, including the Diocesan Safeguarding Advisor and Local Authority Social Services.

The PCC will display the parish safeguarding arrangements clearly on the front page of the parish website.

6. Response to Concerns

Any safeguarding allegations or suspicions of abuse will be dealt with promptly according to the procedure outlined in [Appendices 2, 3 and 4](#) of this policy. As part of this procedure, all safeguarding concerns or allegations, including those against church officers, will be reported to the Parish Safeguarding Officer or a member of the clergy team and the DSA.

Members of GHM congregations who are known offenders or others who may pose a risk to children and/or vulnerable adults will be effectively managed and monitored in consultation with the DSA as outlined in [Appendix 5](#).

As detailed in the Parish Data Protection Policy, the PCC will comply with all data protection legislation especially in regard to using (e.g. storing) information about any church officers and any safeguarding records.

Activity risk assessments are to be completed and reviewed regularly for each activity run in the name of the church, especially for those which include children or vulnerable adults. (Please see the parish Health and Safety Policy, paragraph 5.6)

²

- Any concerns about safeguarding children, young people, and vulnerable adults, can be raised with the Parish Safeguarding Officer, Mrs Susan Mitchell, who may be contacted on or local Children and Adult Services (tel:) or in an emergency the police tel 101*
- References to the above documentation are available on: <https://www.leeds.anglican.org/safe-diocesan-policy-guidance>*

7. Monitoring and Reporting

Safeguarding is a standing agenda item at each PCC meeting.

At each Annual Parochial Church Meeting ("APCM") the PCC will provide an annual report about progress with regard to safeguarding matters. This will include a statement of whether or not the PCC has complied with the duty to have 'due regard' to the House of Bishops' Safeguarding Policy and Practice Guidance.

8. Hire of Parish Buildings

In any hire agreement for the use of Parish buildings, if there is a possibility that children or vulnerable adults will be included in the activities, the hirer(s) will be required to do one of the following:

- *either* to sign a declaration that they have read, understood and will comply with this Parish Safeguarding Policy;
- *or* to provide a copy of their own Safeguarding Policy. In this case their policy must be assessed by the Parish Safeguarding Officer ("PSO"); and the hire of buildings will only be permitted if the PSO determines that it conforms to the standards required in this policy. (If the PSO is not available then the assessment may be carried out by one member of the clergy team plus one churchwarden, taking advice, if necessary, from the Diocesan Safeguarding Advisor ("DSA").

9. Practical Arrangements for Parish Activities

In order to maintain a safe environment, the following arrangements will apply to all parish activities involving children or vulnerable adults:

- **There must be at least two adult helpers (that is, clergy, employees and/or volunteers) on the premises.** For a mixed group there must always be at least one male and one female adult helper on the premises. *In line with best practice, helpers should not be a married couple or family members.*
- For larger activities, e.g. workshops or holiday clubs, there must be the appropriate number of adults helpers for the children or vulnerable adults involved. (Please see the table below.)
- For children's groups which meet on a regular basis, a register be kept with names and addresses.
- Helpers must not work in isolation. If a child or vulnerable adult wishes to speak confidentially, this will be done in area of the room. A helper will not go into a room with a child or vulnerable adult and close the door.
- Helpers will make every effort to ensure that all members of the group feel valued.
- Helpers will not agree to keep secrets for a child or vulnerable adult.
- Helpers will avoid inappropriate language and touch.
- Helpers will not arrange to meet children or vulnerable adults away from the usual meeting place without the presence of another adult helper.
- Children or vulnerable adults will not be routinely ferried around by car unless two adults

are present. Parental consent is required to take children anywhere.

- The premises must be safe and secure so strangers cannot gain access.

Staffing

For children aged under 2	there must be at least 1 adult helper per 2 children.
For children aged from 2 to 2½ years	there must be at least 1 adult helper per 3 children.
For children aged from 2½ to 5	there must be at least 1 adult helper per 5 children.
For children aged from 5 to 8 years	there must be at least 1 adult helper per 8 children.
For children aged 8 years and over	there must be at least 1 adult helper per 10 children.
For vulnerable adults	there must be at least 1 adult helper per 10 guests

Appendix 1 Role Description for Parish Safeguarding Officer

The following role description is based on Appendix 8 of the document, [“Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance”](#) issued by the House of Bishops in October 2017.

The Parish Safeguarding Officer is the key link between the diocese and the parish concerning safeguarding matters. She/he will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of the Parish Safeguarding Policy. The role can be taken by one person or the role shared, for example with one person covering children and the other vulnerable adults.

The key tasks of the Parish Safeguarding Officer are to:

1. Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities.
2. Be familiar with diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance.
3. Liaise with the incumbent over safeguarding issues.
4. Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters.
5. Liaise as necessary with the Diocesan Safeguarding Adviser. Report all concerns or allegations against church officers to the DSA.
6. Attend diocesan safeguarding training offered for PSOs.
7. Assist with safeguarding training in the parish as appropriate.
8. Attend a meeting of the PCC at least annually to ensure safeguarding issues are discussed and that the PCC annually review and re-adopt the Parish Safeguarding Policy, the Parish Safer Recruitment Policy and the Parish Policy regarding the Recruitment of Ex-Offenders
9. Ensure that the following information is displayed in all Church premises:
 - A formal statement showing adoption of the House of Bishops’ “Promoting a Safer Church: Safeguarding Policy Statement”, signed on behalf of the PCC.
 - The A3 poster, “Promoting a safer Church”, giving details of whom to contact if somebody has concerns about safeguarding matters, including the Diocesan Safeguarding Advisor and Local Authority Social Services.
10. Ensure that safeguarding arrangements are clearly visible on the front page of the parish website.
11. Keep good records of any safeguarding concerns that may arise, and ensure that others do the same.
12. Promote inclusiveness in places of worship and within church activities.
13. Keep the church leadership informed of good safeguarding practice.
14. Undertake a regular parish safeguarding self-assessment in the format offered by the Diocese.

Appendix 2 Procedure for responding to a Safeguarding Concern or Allegation

Any person who has 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 will follow the procedure outlined below:

1. Respond well to the person making the allegation, if it is a direct disclosure, to ensure he or she feels listened to and taken seriously. Explain what will happen next and check what support the person may need. The person will be informed that his or her identity and the identity of the person against whom he or she is making the allegation 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 will not be shared with anyone other than those who need to know.
2. **Emergency:** If there is reason to believe that a child or adult is in immediate danger of significant or serious harm, contact the emergency services on 999.
3. **Non-emergency:** Contact the Parish Safeguarding Officer or a member of the team of clergy in the first instance. That person will then contact the DSA. If none of these people are available, contact the DSA directly. If the concern arises in an activity, discuss with the group/activity leader, who will contact the Parish Safeguarding Officer or member of the team of clergy.
4. Any safeguarding concerns **must** be reported to the DSA within 24 hours.
5. If neither the PSO, the DSA nor any member of the clergy team is available within 24 hours, then:
 - if the concern is that a child or adult is being abused contact Children's Social Care or Adult Social Care and/or the police directly
 - if the concern is that a church officer may be abusing a child or adult, contact the Local Authority Designated Officer (LADO) and/or police

Advise the Parish Safeguarding Officer or a member of the clergy team as soon as possible of the action that has been taken. That person will advise the DSA.

If in doubt don't delay – seek advice from statutory agencies.

6. Neither the person against whom the allegation has been made nor anyone who may be implicated in the allegation or disclosure will be informed of the allegation at this stage, even if that person 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. Sign and date the record. Keep it factual. Pass on a copy to the DSA (and/or the PSO/member of the clergy team). The records will be kept secure and confidential

Appendix 3 Guidelines for responding to a person disclosing abuse

Respond

Do:

- Listen.
- Take what is said seriously.
- Only use open questions (open questions begin with words like: who, what, when, where 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 the person minds you taking notes while he or she talks so you can make sure you capture the information accurately.
At the end you can check with the person that you have understood everything correctly.
- 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 Safeguarding Officer/ DSA and statutory authorities what is believed to have happened, when and where.
- Check what the person hopes to happen as a result of the disclosure.
- Tell the person what you are going to do next.

Do not:

- Make promises that cannot be kept (e.g. that you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate.
- Contact the person about whom allegations have been made.
- Do a physical or medical examination.

Record

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Do not destroy your original notes in case they are required by the DSA or the statutory authorities.
- Record the date, time, place and actual words used, including any swear words or slang.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

Report

- If there is immediate danger to a child or adult contact the police.
- Otherwise report to your activity leader/Parish Safeguarding Officer/ member of the clergy team immediately.
- If there is any doubt seek advice from Children's/Adult's Social Care or the police.

Appendix 4 Procedure if a Person who may pose a Risk wishes to worship at one of the Churches of the Parish

If the PSO or incumbent learns that any of the following people worship in one of the churches in the parish, then he or she will contact the DSA as soon as practicable but within 24 hours:

- Anyone placed on the sex offenders register, with a violent offence or conviction and/or who is barred from working with children or adults by the Disclosure and Barring Service.
- Anyone who admits to being an abuser including non-recent abuse.
- Anyone who is subject to an investigation for suspected abuse, including possession of indecent images of children, and/or is suspended from their usual role.
- Anyone who may pose a risk to other church members due to his or her behaviour, irrespective of his or her criminal status. This may include a person in relation to whom:
 - An allegation of abuse against a child or adult has been investigated, but the matter has not proceeded to court, or the person has been acquitted, or the matter is currently the subject of proceedings in the criminal or civil courts but the person may still pose a risk.
 - A complaint or grievance has been received alleging inappropriate behaviour, which is not criminal.
 - There have been concerns about the person's alleged abusive behaviour to a previous or current partner.

The DSA will determine the appropriate action to be taken to best safeguard the parish and its congregation, based on the particular facts and circumstances of each case.