

Policy document

Title	Children’s Safeguarding Policy
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Owner	Jenny Tower, Safeguarding Lead for the Parish of St George & St Paul, Tiverton
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St George and St Paul, Tiverton Parish Safeguarding Policy Statement.

Statement of Safeguarding Principles.

The St George and St Paul Parochial Church Council fully recognizes and accepts the House of Bishops’ Safeguarding Policy Statement “Promoting a Safer Church 2017”, and commits to complying with the current Church of England and Diocesan safeguarding policies and practice guidance. In so doing we will comply with the secular multi-agency safeguarding procedure relating to children and young people and adults experiencing or at risk of harm, abuse or neglect.

We are committed to:

- Promoting a Safer environment and culture within our Parish and in our Parish activities by adhering to safe working practices and acknowledge the principle that safeguarding is everyone’s business.
- In addition, we will ensure that any individual organization renting/using our premises for activities involving children, young people or vulnerable adults is aware of this, our Safeguarding Policy, and aware of their own individual responsibilities to have appropriate safeguarding policies and processes in place, including safer recruitment.
- Safely recruiting and supporting all those with any responsibilities related to children, young people and vulnerable adults within the Church in accordance with the House of Bishops’ Safer Recruitment Practice Guidance 2016
- We will ensure those appointed are aware of the Diocesan and Parish Safeguarding Policies and are aware of their roles and responsibilities. We will support them by ensuring they receive Diocesan safeguarding training commensurate with their role and that they are fully aware of and have access to the practice guidance.

- Responding promptly to every safeguarding concern or allegation in accordance with the statutory child and adult safeguarding procedures and the House of Bishops’ safeguarding practice guidance. We will ensure that any complaint made regarding a vulnerable person, who may have been harmed or is in significant danger, will be reported immediately and we will fully cooperate with statutory agencies during any investigation into allegations concerning a member of the church community or any person.
- Caring pastorally for victims/survivors of abuse and other affected persons. We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation and provide them with details of local and national support agencies.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- We will work with others to ensure the appropriate support for them and those affected. Where that person is considered to pose a risk to others, we will work with the Diocesan Safeguarding Advisor to mitigate any identified risk.
- Responding to those that may pose a present risk to others. We will endeavour to offer pastoral care and support whilst ensuring any risk has been assessed and is being managed in accordance with House of Bishops’ policy Safeguarding Advisor.
- Ensuring that those involved with children’s work understand they have a duty not only to protect young people from abuse but also that this duty is more than non-participation in abuse, it includes a duty to act where abuse is seen to be, or suspected to be, taking place.
- Ensuring that all reasonable measures are taken to ensure that the premises will meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- Ensuring that procedures are produced on the following issues:
 - a) recruitment and support of staff and volunteers;
 - b) guidance on working with young people for staff and volunteers;
 - c) abuse- suspicions and allegations – ‘What to Do.’

Safeguarding representative

- We will ensure that there is an identified person/s to be the Parish Safeguarding Representative/s who will be suitably recruited and trained, and is aware of their role and responsibilities, and who will be the point of contact for any concerns.
- We have appointed Jenny Tower, (Lead) and Verity Yeates, Sheila Hannallah and Rose Chamberlain as our Parish Safeguarding Representatives.
- This policy will be formally reviewed annually and a copy shared with the Archdeacon at the time of the Visitation.

SECTION A - POLICY

Our commitment to safeguarding children

As the Leadership (Vicar, Wardens and PCC of St George and St Paul’s) we recognise the need to provide a safe and caring environment for children, young people and adults at risk of abuse or harm. We acknowledge that children, young people and adults at risk of abuse or harm can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with

the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

This policy and procedures document has been developed in order to safeguard the welfare of the children and young people with whom St George and St Paul’s church has contact, as well as to protect the church leaders, staff and volunteers.

The policy and procedures outlined in this document comply with the guidance contained in ‘Working together to safeguard children interagency guide’. HM Government 2015, and ‘What to do if you’re worried a child is being abused.’ (2015) It is also prepared in conjunction with the guidelines issued by the Diocese of Exeter. These include the House of Bishop’s safeguarding policies.

This Policy and the Leadership undertake to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- ensure that the safe recruitment procedures are adhered to for leaders, staff and volunteers.
- all leaders, staff and where appropriate volunteers will receive training on Safeguarding of Children and Young People covering: a) the various types and definitions of abuse; b) appropriate ways of working with young people; and c) procedures for dealing with disclosure of abuse.
- On-going safeguarding training, advice and guidelines will be provided for all children’s staff and volunteers who work with children.
- ensure that those involved with children’s work understand they have a duty not only to protect young people from abuse but also that this duty is more than non-participation in abuse, it includes a duty to act where abuse is seen to be, or suspected to be, taking place.
- ensure this policy and procedures document is brought to an individual’s attention, ideally prior to the commencement of contact with children but definitely once they have made a commitment to join a children’s ministry team.
- ensure that all reasonable measures are taken to ensure that the premises will meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- at least one person will be designated as the Parish Safeguarding Representative for Children (at present Jenny Tower, Verity Yeates, Sheila Hannallah, and Rose Chamberlain). These people will deal with all child protection matters and are the named person to contact in the first instance of disclosure (see contact details on page 9)
- support the Parish Safeguarding Representatives in their work and in any action they may need to take in order to protect children.
- ensure that procedures are produced on the following issues: a) recruitment and support of staff and volunteers; b) guidance on working with young people for staff and volunteers; c) abuse – suspicions and allegations – what to do.
- the leadership are committed to developing best practice in this area and will review these policies and procedures annually as part of this process.

The Leadership recognises that this safeguarding policy is just one means of promoting safeguarding. Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone

involved in working with children, young people and adults at risk of abuse or harm and to all those with whom we work in partnership.

They also recognise that many current and potential abusers do not possess criminal records and that the best way to prevent the abuse of children is through good management practice and continuous provision of support, guidance and supervision of leaders, staff and volunteers.

Ex-Offenders Statement

Old, minor and unrelated offences will not prohibit otherwise suitable people from work with children. However, it is policy that all people with positive or blemished DBS checks will undergo a risk assessment from a suitable qualified person as per the Diocesan safeguarding policy.

SECTION B - PROCEDURES FOR SAFEGUARDING CHILDREN

1 Recruitment and support of staff and volunteers.

In accordance with the Safeguarding Vulnerable Groups Act 2006, the Parish of St George and St Paul Tiverton will vet and register all individuals who want to work or volunteer with people at risk of harm and abuse.

The Disclosure and Barring Service which came into force in 2013 aims to improve employment vetting practices. This covers all those who currently work or volunteer, or seek to work or volunteer with children, young people and adults at risk of abuse or harm. The following procedures will be adhered to when recruiting members of staff or volunteers who fit into this category. Please refer to the Safer Recruitment and Recruitment of Ex-Offenders Policy.

When recruiting members of staff or volunteers who through their work will regularly be in contact with children, the following procedures will be adhered to:

1.1 Recruitment and screening of Staff and volunteers

- All posts will have a role description
- All candidates will complete a standardised application form
- Two references will be taken and referees will be asked to comment on their suitability for working with young people - where an applicant has no experience of this a reference will be sought from a reputable person who can comment on the applicant's character and relationships with others.
- If a DBS check is required for the role candidates will be asked to complete a 'Confidential Declaration' which asks if there is any reason why they should not be working with children or young people experiencing, or at risk of abuse, harm or neglect.
- Positions involving work with children are exempt from the provisions of the Rehabilitation of Offenders Act 1974. The applicants must declare all convictions however old. Information about an applicant's offending history is only required to prevent the abuse of children. It is not to be used for any other purpose and will be treated in the strictest confidence. The process of conducting DBS checks will be according to the Exeter Diocese Safer recruiting advice and policies. Also see Ex Offenders Statement in Policy
- Candidates ID will be confirmed with photo ID.
- A structured conversation (or formal interview for staff) will be conducted with the team leader which will provide an opportunity to explore an applicant's experience of working or contact with children as a means of preventing abuse
- Appointments are conditional upon the successful completion of a probationary period in consultation with the team leader.
- Where necessary, according to the role, identity badges will be issued

1.2 Staff and volunteer management

- Staff will be given an induction that will form part of the screening within their probationary period. This should include: safeguarding children, young people and adults at risk of abuse or harm, lone working, confidentiality and data protection and information regarding policies and procedures.
- Staff will receive regular supervision and guidance where safeguarding issues are on the agenda. This can be at a team meeting.
- Staff and volunteers will be made aware of these policies and procedures (and others where necessary to the role). They will be expected to attend awareness sessions on Safeguarding Children and Young People and/or complete e-training as advised by the safeguarding team.
- Volunteers working with children will be expected to have read this policy and the Code of Conduct online (via website or email) and to sign a form to state that have read them. Hard copies can be given where necessary. Volunteers will also be signposted to and encouraged to read any related policies listed at the top of this policy, on our website www.tivertonchurch.org/policies

2. General guidance for all who work with Young People

As a church working with children and young people we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation. The Parish Safeguarding Representatives will ensure that all workers have been issued with the relevant codes of conduct towards children and young people.

Note: We define 'child' as someone under the age of 18 and the 'Team leader' as someone, who is over 18, and has been approved by a Parish Safeguarding Representative for leading activities of this nature with a DBS check where required.

Safeguarding is everyone's responsibility. It is important to attend on-going safeguarding training and be up to date with current policies and procedures. Be aware someone of any age can cause harm and any concerns in relation to the safeguarding of those in your care, or team members' conduct, should only be discussed with a Parish Safeguarding Representative and not discussed elsewhere.

- Each event held must have a designated Activity Leader who is assigned before the event commences and a programme is planned before the children arrive.
- The Activity Leader should check the venue for any possible hazards before the activity commences and team members made aware of new or existing controls on any existing risk assessment in place along with evacuation procedures – these risk assessments should be kept by the team leader.
- Children and young people should be registered online via ChurchSuite for every activity.
- The recommended minimum staffing levels for children's groups are given below. More help may be required if circumstances require it. Each group should have at least two adults and it is recommended that there should be at least one male and one female. If small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult per group, dependent on the nature of the activity. Single sex activities should have at least one leader who is the same gender as the group.
 - 0–2 yrs 1 adult for every 3 children 1:3
 - 2–3 yrs 1 adult for every 4 children 1:4
 - 4–8 yrs 1 adult for every 6 children 1:6
 - 9-12yrs 1 adult for every 8 children 1:8
 - 13–18yrs 1 adult for every 10 children 1-10

- When accidents occur, it is the Activity Leaders responsibility to inform the parent/carer and fill out the Accident Book on the site. Where possible, a registered first aider should be the one to administer first aid. For data protection purposes the completed Accident Book page should be detached and handed in to the Parish Office as soon as possible.
- If food is to be prepared, basic food hygiene principles should be observed.
- Individuals without a DBS check (including junior leaders) can be used as part of a team but they must not be left on their own with the group.
- Care should be taken with the number of children in the space available. The maximum number of children is at the discretion of the Activity Leader, in consultation with the Parish Safeguarding Representative.
- Parents/carers are sent for if their child shows signs of becoming distressed, unwell or not responding to reasonable behavioural expectations. The Activity Leader takes these decisions.
- A child's dignity and individuality should be respected at all times and leaders should model this attitude ensuring that everyone is treated with respect and consideration at all times. Leaders should be aware that teasing can be hurtful, and that bullying is not to be tolerated under any circumstances.
- No one should ever be alone in an enclosed space with a child.
- Parents'/carers' input is encouraged and respected. When a Consent/Registration Form is completed expectations of behaviour should be communicated along with the expected programme. Any information is to be treated with respect and must not be shared inappropriately.
- When transport is needed for an activity, the details will be organised by the Activity Leader and all drivers should have read and agree to adhere to the driver's policy. Best practice would be to travel with children placed in the back seat, wherever possible. Journeys should ideally be kept to a maximum of one hour, to avoid the need for comfort breaks.
- Children must be returned to the parent/carer unless the Activity Leader has otherwise been informed. If children are uncollected from an activity, the Activity Leader will contact the parent/carer. If transport home is to be arranged, it will be in accordance with the above guidelines.
- Keep all physical contact age-appropriate and public. Recognise that physical contact can easily be misinterpreted by the child or others around (for instance play fighting, tickling etc). Physical contact (such as hugs, sitting on laps etc.) should be initiated by the child and in a one-to-one situation physical contact should not take place. Ensure any physical contact does not overstep the bounds of friendship.
- You cannot promise confidentiality to any child - if you are made aware of any safeguarding issues this should be discussed directly with the Parish Safeguarding Representative and not other team members. Pastoral issues can be difficult to deal with on your own, so further guidance should be sought from the Parish Safeguarding Representative or the vicar at any point.
- On overnight activities adults will sleep in separate but nearby quarters. For mixed-sex groups, there should be both male and female leaders present. There will be safe access to adult leaders and toilet facilities at night.
- Any photos or videos that are to be taken, must be done so according to the photo and film policy.
- If younger children who need the toilet need to be accompanied, this must be by a team member who is over 18 and has had a DBS check. The leader must not go into the cubicle to assist unless another leader is present. Parents/carers are asked to change the nappies of their own child, or deal with personal care of an intimate nature.

- If parents/carers stay with their child they are not to be treated as team members unless they have gone through the same recruitment process as leaders – although they may be invited to help by the Activity Leader they should never be left in charge.
- Special care should be taken with use of social media - all staff and volunteers should read and work within any policies and guidelines issued by the church and/or Diocese regarding appropriate use.
- No one should engage in an exclusive relationship with a member of the group. If they are concerned that this sort of relationship could be developing (on either side) it is imperative that you speak to the Activity Leader or Parish Safeguarding Representative as soon as possible.
- Parents should always be made aware if a specific ‘mentoring relationship’ is developed. By its nature this will be a trusting relationship and will involve meeting one-on-one but these meetings should be in a public place. Mentor relationships must always be same sex and care must be taken to keep the relationship appropriate. All guidelines should still be followed and confidentiality between the mentor and young person must not be promised.
- If you are to spend time with a child outside of a regulated, programmed event then parents/guardians must be made aware and the meeting must happen in a ‘public place’ where other adults can see you, e.g. a café. It is not enough to assume the child will have passed on the information.

3 Codes of Conduct

The Leadership seeks to undertake to follow the principles found within the ‘Abuse Of Trust’ guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a relationship of an intimate, or sexual, nature to develop with an adult or child at risk of abuse or harm for as long as the relationship of trust continues. People in a position of trust should always be aware of how behaviour can be interpreted and follow the specific guidelines for the activities they are involved in at all times.

Whilst this policy and these guidelines are in place to protect the children and young people and the workers it is noted that we cannot plan for every situation. In the event of workers finding themselves in situations outside of these guidelines, the Parish Safeguarding Representatives must be notified as soon as possible.

4 Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children and young people This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

When we work with other organisations, we will discuss with them our safeguarding expectations. When we work in partnership with another organisation (by attending an event, or having an event that we invite others to) our safeguarding guidelines should be followed – if different guidelines are issued and to be followed at that event these must be agreed by a Parish Safeguarding Representative. It is also our expectation that any organisation using our premises, who needs a safeguarding policy, will have one that meets current expected standards.

5 Whistle blowing by members of church and public

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from the Diocese of Exeter Safeguarding Advisor or thirtyone:eight (formerly known as CCPAS), the leadership of the church would prefer that disclosures are made directly to the diocese. If however, the individual with the concern feels that the Parish Safeguarding Representative has not responded appropriately, or where they have a disagreement with the Parish Safeguarding Representatives as to the appropriateness of a referral they are free to contact an outside agency direct.

We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are at risk of abuse or harm.

6 Pastoral Care - Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the church family. The Vicar and/or the Pastoral Team can be contacted for extra support (contact details are available from the church office).

7 Working with offenders

When someone attending the church (or activities run by the church) is known to have abused children, or is known to be a risk to children at risk of harm and abuse the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children, young people and adults at risk of abuse or harm, set boundaries for that person which they will be expected to keep. We will work closely with the Exeter Diocese Safeguarding Office and their advisors in this situation.

SECTION C – ABUSE – SUSPICIONS AND ALLEGATIONS - WHAT TO DO

Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult, adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. The definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015).'

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

EMOTIONAL ABUSE: is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

SEXUAL ABUSE: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males - women can also commit acts of sexual abuse, as can other children.

SPIRITUAL ABUSE: is the subtle but nevertheless extremely damaging use of spiritual authority to persuade a person to act in ways which are damaging to his or her individual identity and integrity, in the name of obedience to a higher purpose.

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

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

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

MODERN DAY SLAVERY: There are several types of MDS which include: Child trafficking (or adults) where under 18s are moved either internationally or domestically so they can be exploited. This exploitation may involve forced labour to pay off debts for someone and the child is forced to work against their will. Sexual exploitation when children (or adults) are forced to perform non-consensual or abusive sexual acts against their will such as prostitution, escort work and pornography. Criminal exploitation when children (or adults) are forced into crimes such as county lines exploitation, cuckooing, cannabis cultivation or picking pockets. Domestic servitude where children (or adults) are forced to carry out housework and domestic chores with little or no pay, restricted movement and minimal privacy.

SELF NEGLECT: this covers a wide range of behaviour such as: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

FEMALE GENITAL MUTILATION (FGM): is illegal and involves the mutilation and circumcision to females. It causes alteration and injury for non-medical reasons.

FORCED MARRIAGES: usually females forced to marry males without their (the females) consent.

HONOUR BASED VIOLENCE: are practices used to control behaviour within families to protect perceived cultural and religious beliefs or honour. This is achieved via emotional, physical, sexual, kidnap or locking up.

RADICALISATION: is carried out with the notion towards violent, extremism and terrorism via exploitation. This can be carried out by friends, family or groups, through face-to-face approaches, the internet, social media and online gaming.

BREAST IRONING: this is where girl's breasts are bound tightly to stop them growing with a view to keeping her 'childlike' for the benefit of abusing males. There have been a known 1000 girls in the UK subjected to this approach.

HARRASSMENT: this is carried out when the offender perceives the relationship has shamed, dishonoured the reputation or prestige of the family/community by breaking the family code or "izzat." (Urdu/Arabic word for this issue)

DOMESTIC ABUSE: mostly directed at adults but will have an impact on children and young people in the family and will then be classed as child abuse. More men than previously thought are also subjected to domestic abuse though records still show females being the most at risk. The abuse can include – psychological, physical, sexual, financial, emotional abuse along with honoured-based violence, all including controlling and coercive behaviour by the abuser.

ORGANISATIONAL/INSTITUTIONAL ABUSE: including neglect and poor care practice within institutional or specific care settings such as hospital, care/residential home, for example or it can be in relation to care provided in one's own 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 or practices within the organisation.

Detailed procedures where there is a concern about a child:

For lesser concerns, (e.g. poor parenting) the worker should alert the Parish Safeguarding Representative who may encourage the parent/carer to seek help from others (in the Church, or outside agencies). This approach must be taken with care.

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the relevant Parish Safeguarding Representative who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities. (See contact details at the end of this section)

The following procedures should then be followed:

- Whilst allegations or suspicions of abuse will normally be reported to one of the relevant Parish Safeguarding Representatives if they cannot be contacted the reporting should not be delayed and the same reporting process and procedures listed below followed.
- The Parish Safeguarding Representatives will wherever possible take advice from the Diocese of Exeter Safeguarding Advisor who will advise on any further action. The vicar will be informed unless he/she is directly involved. Where the Diocese is unavailable thirtyone:eight (formerly known as Churches' Child Protection Advisory Service - CCPAS) 24 hour helpline, Police or the MASH (Multi Agency Safeguarding Hub) can be contacted for advice or LADO (Local Authority Designated Officer) if the allegation is against a professional (e.g. clergy, youth worker, volunteer). All contact details are listed at the end of this section.
- If medical help is needed and sought inform the doctor of any suspicions.
- If an allegation has been made against a parent or carer, they should not be told unless advised to do so, having contacted the agencies listed.
- If an accusation is made against a worker (whether a volunteer or paid member of staff), a member of the Leadership or a Parish Safeguarding Representative the same reporting process and procedures should be followed and the Diocese of Exeter Safeguarding Advisor should be informed.
- Where required the insurance company, Charities Commission and any other agency required should be informed.
- Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and a drawing of its location and shape on the persons body, using a body map if needed. Please do not take any photos of injuries. Notes should be factual and not include any speculation or opinion on the part of the note taker.
- Write down exactly what has been said, when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Write down dates and times of these events and when the record was made. Also write down any action taken and keep all hand written notes even if subsequently typed up. These notes should be passed on to the Parish Safeguarding Representative to assist them should the matter need to be referred further.
- All documents should be signed, dated and given to a Parish Safeguarding Representative. These will be kept for an indefinite period in a secure place.
- The Leadership will support the Parish Safeguarding Representatives in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- Copies of a flow chart, body map and forms to help you record information are attached to this document and are also kept in the first aid box at each of our locations for reference.

The role of the Parish Safeguarding Representative (or whoever else is reporting) is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate. Do not investigate the concerns. Suspicions must not be discussed with anyone other than those nominated in this document.

Safe and Secure Storage

The Data Protection Act (2018) required personal data to be stored securely and this requirement is maintained by the GDPR and the Data Protection Act (2018). As Safeguarding data is a special category of data, we have to recognise the associated sensitivity of that data and need to pay extra attention to the secure storage of this data. The measures are not prescribed, but we are directed to implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk. Note that this is not limited to electronic security and consideration must be given to how and where information is stored and who has access. When thinking about who has access, consider who has a 'need to know' in order to protect individuals from harm.

St George & St Paul Safeguarding officers:

Jenny Tower, Safeguarding Lead, tel: 07969 379321

Verity Yeates, Safeguarding officer, tel: 07590517752

Rose Chamberlain, Safeguarding officer, tel: 07969 519 775

Sheila Hannallah, Churchwarden Safeguarding rep, tel: 07772 136 541

safeguarding@tivertonchurch.org

Useful Diocesan Contacts:

Charlie Pitman – Diocesan Safeguarding Adviser, tel: 01392 345909/07889 542640

charles.pitman@exeter.anglican.org

James May - Assistant Diocesan Safeguarding Adviser, tel: 01392 345910/07889 542646

james.may@exeter.anglican.org

Other Important Contacts:

thirtyone:eight (formerly Churches' Child Protection Advisory Service CCPAS) – 0303 003 1111

<https://thirtyoneeight.org/>

Concerns about children

Devon Multi-Agency Safeguarding Hub (MASH): 0345 155 1071

Local Authority Designated Officer (LADO): 01392 384 964

Torbay Hub: 01803 208100

Plymouth Children's Services: 01752 308600 or out of hours on 01752 346784

Emergency out of hours team (for children and adults): 0845 600 0388

Concerns about adults

Devon - Care Direct: 0345 1551 007, Plymouth: 01752 668000, Torbay: 01803 219700

Emergency out of hours team (for children and adults): 0845 600 0388

Domestic Abuse

Devon helpline for professionals and individuals: 0345 155 1074

Rape Crisis Devon: 0808 802 9999

National Helplines for Further Support

- NSPCC - For adults concerned about a child 0808 800 5000
- ChildLine - For children and young people on 0800 1111
- Action on Elder Abuse helpline 0808 808 8141
- 24-hour National Domestic Violence Helpline 0808 2000 247
- NAPAC – Offer support and advice to adult survivors of childhood abuse 0808 801 0331
- Stop It Now – preventing child sexual abuse 0808 1000 900
- Cruse – bereavement helpline 0808 808 1677

Websites for further information/resources

For all of our policies: www.tivertonchurch.org/policies

www.exeter.anglican.org/resources/safeguarding

www.nspcc.org.uk

www.womensaid.org.uk

www.restoredrelationships.org

www.stopitnow.org.uk

www.scie.org.uk

www.ceop.police.uk

www.elderabuse.org.uk

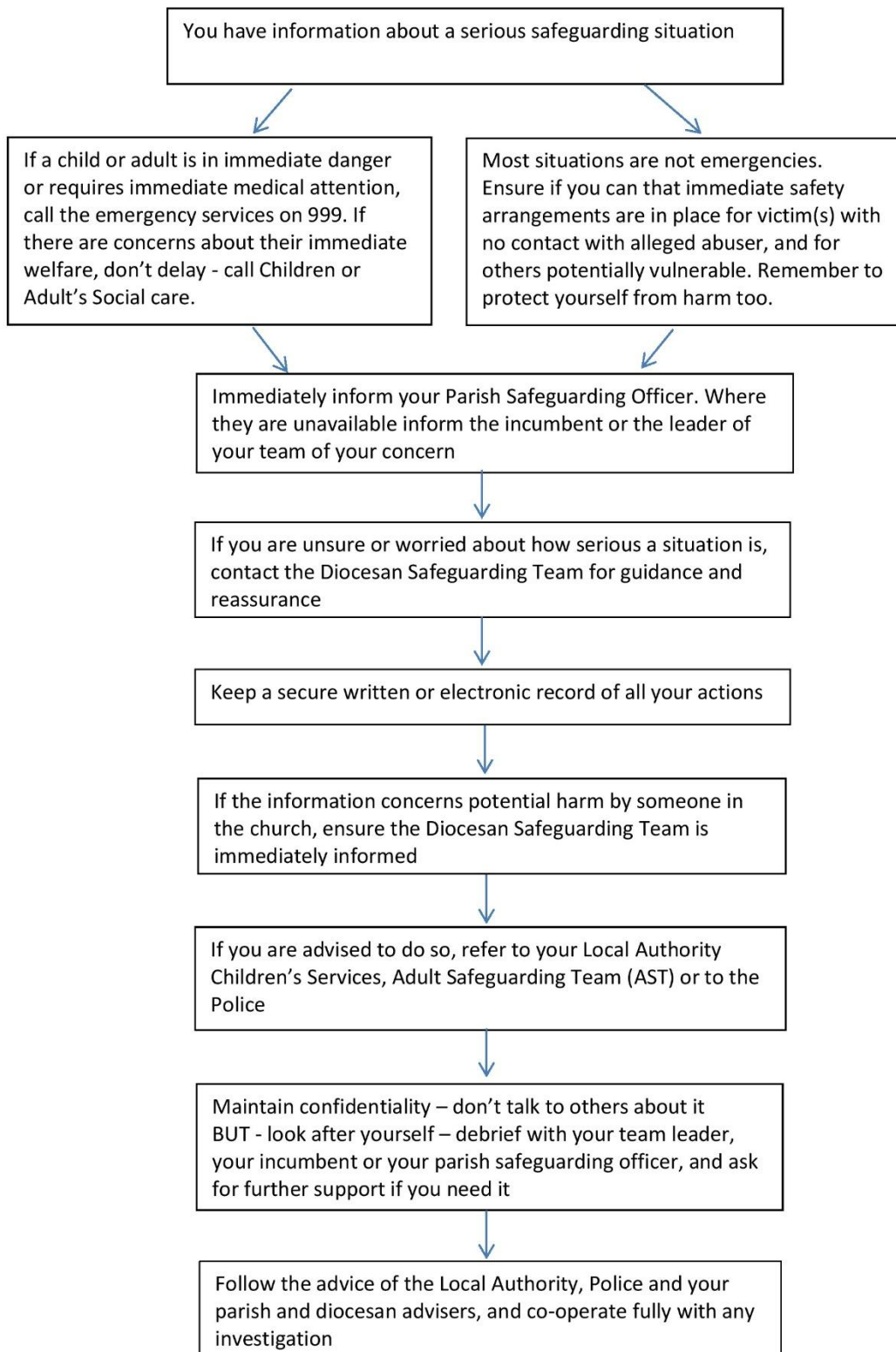
www.ageuk.org.uk

www.barnardos.org.uk

www.spiritualabuse.com

www.modernslavery.co.uk

HANDOUT 3 - RESPONDING TO SAFEGUARDING SITUATIONS FLOW CHART



Concern Body Map Form

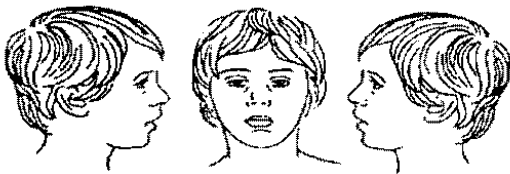
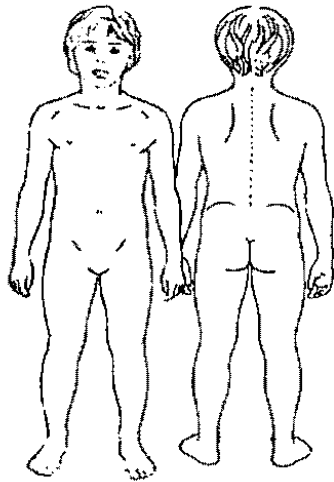
Person's Name: Male/Female: Date of Birth:	Your Name: Location: Date: Time:
---	---

My Concern/s (please indicate as many as are appropriate)

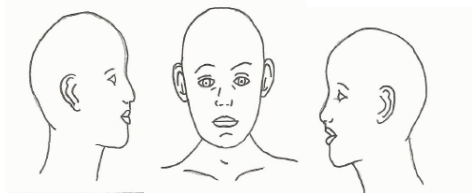
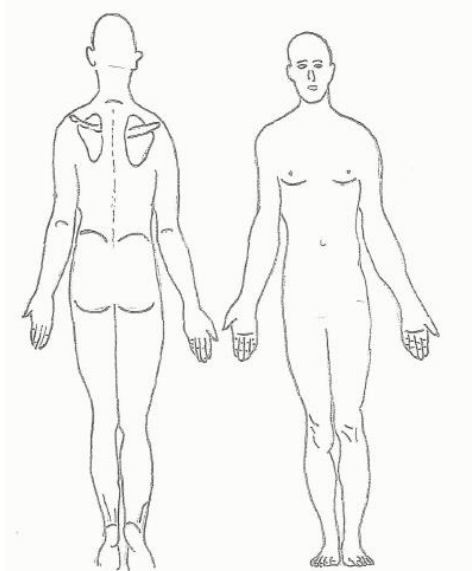
- Is because an adult has reported concerns to me
- Is because someone has disclosed information to me
- Is a result of something I have seen, heard or believe
- Is because I suspect abuse

Indicate any injury on the appropriate section of the diagrams below – DO NOT PHOTOGRAPH IT

Child



Adult



Description of injury:

If the person has given an account of this injury give details:

Please indicate the attitude of the person regarding the injury:

If a parent/carer has volunteered an account of this injury give details:

Please indicate the attitude of the parent/carer regarding this injury:

Any additional information:

Action taken by Safeguarding Officer:

Signed:

Date:

Time:

Notes of any further action (please include dates and persons involved in actions):