

**Harbour Church**  
**St Alban's Church Copnor**  
**St George's Church Portsea**  
**Safeguarding Children and Adults:**  
**Policy and Procedure**

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This Policy and Procedure was adopted  
at a Harbour Trustees meeting held on **11<sup>th</sup> November 2018**  
at a St Alban's Copnor PCC meeting held on **1<sup>st</sup> October 2018**  
at a St George's Portsea PCC meeting held on **8<sup>th</sup> October 2018**

It follows and is consistent with the  
Church of England Promoting a Safer Church Policy alongside other Church of England policies  
see appendix i

*Each person who is responsible for, and/or works with, vulnerable groups  
within Harbour Church agrees to abide by this policy.*

*It will be reviewed annually, accepted and written in the minutes of the PCC/ trustees.*

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## Introduction

The PCC/Trustees take seriously its responsibility to protect and safeguard the welfare of children, young people and adults who may be at risk of harm.

This Policy and Procedure applies to all who have received the Bishop's Licence or Permission to work and all others who are responsible for, and/or work with vulnerable groups in our Bishop's Mission Order (BMO)/Parish/LEP/Benefice.

The term 'BMO' is used to denote the Trustees and Incumbent who are together responsible for ensuring that safeguarding policies and procedures are implemented.

The Trustees/PCC will:

- 1 Appoint a **Designated Person** to work with the Incumbent on safeguarding matters
- 2 Follow the **Safeguarding Children and Adults Policy and Procedures** *appendix i*
- 3 Report any abuse or suspected abuse if discovered.
- 4 Ensure that health and safety policy, procedures and risk assessments and insurance cover are in place and these are reviewed regularly.
- 5 Ensure all those whose work brings them into regular contact with vulnerable groups are safely recruited in line with the latest Diocesan Safeguarding good practice guidance *appendix i*

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

**Ian Berry, Diocesan Safeguarding Adviser (Lead for Casework)**  
**Mary Daisy, Diocesan Safeguarding Adviser (Lead for Training and Policy)**

# **1 Safeguarding Children and Adults Policy**

## **We recognise that :**

- the welfare of the child or young person is paramount
- All children and adults with vulnerabilities (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse which can occur in all families and communities
- domestic abuse if witnessed or overheard by a child, is a form of child abuse by the perpetrator of the abusive behaviour
- working in partnership with the parents or carers of children or adults with vulnerabilities, as well as other agencies is essential in promoting their welfare.

## **We will develop a safeguarding culture in our church that:**

- enables and encourages concerns to be raised and responded to openly and consistently and protects children and adults from actual or potential harm
- is child-friendly and ensures that all people feel welcomed, respected and safe from abuse
- values, listens to and respects children and adults, encouraging them to be active contributors to the church community
- encourages adults with vulnerabilities to lead as independent a life as possible

## **When concerns are raised we will:**

- respond without delay to every concern raised that a child, or adult may have been harmed, or may be at risk from harm, through abuse, harassment or bullying; or about the behaviour of an adult or child
- work with the DSAs and the appropriate statutory bodies during an investigation into abuse, including when allegations are made against a member of the church community
- challenge any abuse of power especially by anyone in a position of trust

## **If abuse has occurred, we will ensure in partnership with the DSAs and other agencies that:**

- informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, including support to make a complaint if so desired
- supervision is provided for any member of our church community known to have offended against a child or adult, or to pose a risk to them.
- appropriate pastoral care is offered to any member of our church community against whom an allegation is made

## **In all recruitment and selection we will:**

- ensure careful selection of ordained and lay ministers, voluntary and paid workers with children and young people and adults in line with safer recruitment principles
- provide supervision, support and training after appointment
- commit ourselves to support, resource, train and regularly review those who undertake work amongst vulnerable groups.

## **In our publicity we will:**

- share information about good safeguarding practice with vulnerable groups, their parents/carers and all those working with them

## **2 Responding to a child or adult who may be disclosing abuse**

### **We will endeavour to:**

- Listen carefully, take the child or adult seriously
- Tell the child/adult s/he has done the right thing by telling
- Clarify if necessary
- Say if we can what we will do next
- Make an accurate record as soon as possible\*

### **We will not**

- Promise confidentiality
- Investigate
- Ask leading questions
- Repeatedly question/ask the child or adult to repeat the disclosure over and over

## **3 Child and Adult Protection Procedure**

### **We will follow the procedure below where there is concern that a child or adult has been harmed as a result of abuse and urgent action is needed**

1. If there is concern that a child or vulnerable adult is at risk of harm, inform Sue Donald our Safeguarding Representative who will take advice from the Diocesan Safeguarding Adviser.
2. If there are concerns that a child or vulnerable adult is at risk of immediate harm, inform the Local Authority Social Care Team Tel no: 023 9283 9111. Out of hours 0300 555 1373 or Police. Consult with the Parish Safeguarding Officer, Incumbent or Diocesan Safeguarding Adviser at any point in this process, **always** ensure the Diocesan Safeguarding Adviser is informed of the concern and actions taken.

## **4 Safeguarding children and adults training**

Harbour Church, St Alban's and St George's will make every effort to ensure that clergy, licensed workers and lay ministers, volunteers and employees working with children and vulnerable adults regularly seek and obtain safeguarding training to the level of their responsibility every three years.

## **5 Safer Recruitment**

- All church workers with children and adults will complete and sign an application form and confidential declaration.
- Written references and identification will be required and will be carefully checked.
- A criminal disclosure will be required in relation to all eligible roles ( *see nominated persons appendix ii* )
- All church workers with children and adults will be interviewed in relation to a role/job description or person specification.
- After appointment support and training will be offered.

## **6 Those Who Pose a Risk to Children and Adults**

When it is known that a member of the congregation, or someone wishing to join the congregation, has sexually abused a child or young person, or is not a sexual offender against children but nevertheless may pose a risk, we will consult with the Diocesan Safeguarding Team so that a safe course of action in accordance with recommended Church of England procedure can be pursued in conjunction with the relevant statutory agencies.

## **7 Care of Survivors of abuse and their families**

We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care. Informing and Working with outside agencies where appropriate.

## **8 Record Keeping and Storage**

Notes will be made of all safeguarding incidents involving children or adults. Records will be clear, concise and accurate. They will be a record of facts not opinions. Records will be treated confidentially and will be securely stored by the incumbent or designated person. They will not be retained for longer than necessary. (*Promoting a Safer church 7.7 Recording data, data protection and information sharing*)

During an interregnum, the designated person will be responsible for all safeguarding records which will be passed to the incoming incumbent.

Records will be reviewed 6 monthly to ensure that they are accurate and relevant. Discussions will be documented.

## **9 Safer Practice with children**

We will ensure our work with children is carried out in a 'safe' environment in accordance with Safe Parish Guidelines

- The ratio of leaders to children will comply with current Diocesan guidance and legislation
- Each group will have a minimum of two adults and a gender balance will be maintained where possible.
- Adults will not work alone with children
- We will seek to ensure meeting places are safe, secure and suitable for purpose
- We will be clear about boundaries with regard to touching always related to the child's needs and normally initiated by the child.
- We will obtain parental/guardian permission for attendance at groups, trips, use of images and transporting children in private cars
- All those who drive children on church-organized activities should have held a full driving licence for over two years which must be "clean" i.e. with no current points.
- All cars that carry children should be comprehensively insured for both private and business use. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.

## **10 Unaccompanied Children**

If children attend our church services without their parents' or carers' knowledge we will welcome the child(ren) and try to establish whether their parents are aware of where they are. We will make sure an adult recruited for work with children takes care of the child and try to

discover when they are due home and encourage them to keep to that arrangement. Depending on the age and competence of the child, we will ring the parents or ask the young person to ring to gain the parents' consent to the child remaining. If the child comes regularly, we will endeavor to establish regular contact with the parents or carers.

## **11 Visiting adults who may be vulnerable, in their homes (including residential homes)**

Church workers will always complete an assessment of risk before visiting someone in their own home. They will always carry a mobile phone on a home visit, and ensure that someone knows where they are and when they are expected to return. ( lone workers policy appendix i ) They will always call by appointment and carry identification. Where our workers need to refer the person to another agency we will talk this through with the vulnerable adult, seeking his/her permission before passing on personal information. Our workers will always endeavour to be clear about what behaviour from the vulnerable adults is acceptable and what is not.

## **12 Organizations hiring Church Building or Premises**

In relation to all activities and events which are not run directly by the church but which take place in church buildings or grounds the responsibility for implementing safeguarding policies rests with the hiring organisation and not with the PCC/Trustees. However, the PCC/Trustees needs to take reasonable steps to ensure that safeguarding policies and procedures are being practised by the hiring organisation. The Trustees will require visiting groups to ensure that children and vulnerable adults are protected at all times, follow safe recruitment procedures, and are aware of health and safety issues in the building. Visiting groups will be required to sign a hire agreement and abide by the Parish Safeguarding Policy.

## **13 Social Media and Engaging with Young People**

Children and Young people's workers should be familiar with the full policy set out in the Safe Parish Guidance

### **E mails on line chat and texting**

- Parental agreement should be obtained before communicating with young people.
- Language should be clear and unambiguous, avoid ending communications with 'love' xxx
- Communication should be made between the hours of 9 –5, if a project takes place in the evening and it is necessary to send an e mail/txt this should be in agreement with the team leader and there should be no communication after 9pm.
- All workers should be ready to make all conversations available for viewing by a workers supervisor if asked.
- Use of live chat facilities with children/YP are not permitted as they cannot be kept on record
- Children and YP should not be added to personal social networking page
- Contact with children/YP should not be made using personal social networking or instant messaging
- Personal profiles should be set to the highest form of security
- If social networking is to be used then the safest form is to use group e mails/facebook/whats app etc.
- Groups must a closed space for small groups and in agreement with all members
- For young people who have left the group and are now over 18, please use discretion and seek advice if necessary.

### **Mobile Phones**

- Workers will be allocated a dedicated work phone
- They should use group texts wherever possible
- There should be an agreed length of time for conversations and a curfew as above
- Conversations causing concern should be saved and passed to supervisor
- Photos should only be taken in accordance with safeguarding guidance
- Images should only be downloaded to a church computer

All of the above should be shared with young people.

#### **14. In the event of a safeguarding emergency concern**

Should a member of staff be unable to get hold of a leader out of hours:

The following is a list of contact details of other agencies that are available to assist either on a 24 hr basis or through specialist helplines and services

- **NSPCC Child Protection Helpline:** 0808 800 5000 (lines free and open 24 hours). Phone if you are worried about a child.
- **Child-line:** 0800 1111 (lines free and open 24 hours). Phone if you are a child or young person and are worried about anything.
- **National Domestic Violence Helpline:** 0808 2000 247 ((lines free and open 24 hours). Phone if you are experiencing domestic abuse.
- **Samaritans Helpline:** 08457 90 90 90 (open 24 hours). Phone if you feel you are struggling to cope and need someone to talk to.

Local Authority Social Care Team Tel no: 023 9283 9111. Out of hours 0300 555 1373

This policy is complimented by a pocket safeguarding guide that is handed to all volunteers working with children and vulnerable adults.

## ***Appendix i***

***Policies and Guidance referred to in this document  
can be found in the shared drive under policies and guidance/safeguarding public June 19***

The Church of England 'Promoting a safer Church: Safeguarding Policy for Children, Young People and Adults'

The church of England ' Practice Guidance: Safer Recruitment' July 2016

Diocese of Portsmouth ' Lone Working Policy' Nov 2016

Safeguarding records: 'Joint Practice Guidance for the Church of England and the Methodist Church 2015

Methodist Church Social Media: Guidance for workers, Internet, e mail and texting communication guidelines

## ***Appendix ii***

Safeguarding Adviser

Sue Donald – safeguarding @harbourchurchportsmouth.org

Safeguarding location leads:

St George's Portsea Matt Bray, Sarah Jeffery

St Albans Copnor James Whymark, Jen Whymark

Commercial Rd Ryan Forey, Ellie Forey

DBS checks

Nominated persons:

Sue Donald

Lauren Meredith - Prison Ministry

Liz Wood – Tots and Toddlers and City Woman