

## Safeguarding Policy

### POLICY FOR SAFEGUARDING ADULTS

People who may be subject to mistreatment, are those people who:

- Are very frail
- Are older people
- Have a mental illness including dementia
- Have a physical or sensory disability
- Have a learning disability
- Have a serious physical illness
- Require care at any level

#### What we mean by 'Abuse'

Abuse is any behaviour towards a person that deliberately, or unknowingly, causes him or her harm, endangers their life, or violates their rights.

Abuse may be physical, sexual, psychological, financial, organisational, spiritual, domestic or slavery or may arise through neglect.

Abuse may be perpetrated by an individual, a group or an organisation.

Abuse concerns the misuse of power; control and/or authority and can manifest itself as:

- Domestic violence, sexual assault or sexual harassment
- Racially or religiously motivated assaults
- Discrimination and oppression
- Institutional abuse

Abuse can take place in the person's home, day centre, family home, community setting and in public places (including churches and ancillary buildings).

Any act of abuse, whether a single act or repeated, is a violation of the individual's human and their civil rights.



**ST. MARY'S CHURCH - WAVERTREE**  
deepening faith...building community...engaging others

---

## Issues of Spirituality

Within faith communities harm may be caused by the inappropriate use of religious belief or practice. This can include:

- The misuse of the authority of leadership or penitential discipline
- Oppressive teaching
- Obtrusive healing and deliverance ministries
- The denial of the rights to faith and religious practice

Any concerns in relation to these matters should be dealt with via the procedures outlined in guidelines in this Policy.

Spiritual growth and well being among vulnerable adults can be enhanced by:

- Being aware of their individual needs
- Providing for dietary, dress and other requirements of faith
- Enabling adequate and reasonable access to them by representatives of their faith community
- Accepting the integrity of the person's religious belief and spirituality.

## Abuse can take various forms:

### Physical Abuse

This is the ill treatment of a person, which may or may not cause physical injury. It includes, but is not limited to:

- Hitting
- Slapping
- Pushing
- Kicking
- Forcing
- Restraining
- Withholding or misuse of medication.
- Squeezing
- Biting
- Suffocation
- Drowning
- Killing

### Emotional Abuse



**ST. MARY'S CHURCH - WAVERTREE**

deepening faith...building community...engaging others

---

This is the use of threats or fear to negate the person's independent wishes, it includes, but is not limited to:

- Lack of privacy/choice
- Denial of dignity
- Deprivation of social contact/deliberate isolation
- Made to feel worthless
- Lack of love or affection
- Threats
- Verbal attitude
- Humiliation
- Blaming
- Controlling
- Pressuring
- Coercion
- Inciting fear
- Ignoring the person

### **Financial Abuse / Legal Abuse**

This is the wilful extortion or manipulation of vulnerable adults' legal or civil rights including misappropriation of monies or goods, it includes, but is not limited to:

- Misuse of finances/lack of money
- Exploitation
- Theft or fraudulent use of money
- Embezzlement
- Misuse of property or possessions

### **Neglect**

This is any pattern or behaviour by another person, which seriously impairs the individual, this it includes, but is not limited to:

- Failure to intervene in situations where there is danger to the person or to others, particularly when a person lacks the mental capacity to assess risk
- Not giving personal care
- Deliberate withholding of aids such as hearing
- Withholding food, drink, light and clothing
- Restricting access to medical services
- Limiting choice
- Denial of social, religious, cultural contacts,
- Denial of contact of family
- Left alone unsupervised

### **Misuse of Medication**



**ST. MARY'S CHURCH - WAVERTREE**

deepening faith...building community...engaging others

---

- Withholding medication
- Deliberate poisoning
- Inappropriate use of medication

#### **Organisational abuse**

- Lack of care provision
- Bullying by care providers

#### **Slavery**

- Withholding personal documents
- Controlling an individual's movements and choices
- Restricting contact with friends, relatives and service providers

#### **Domestic Abuse**

- Emotional abuse
- Physical violence
- Financial abuse
- Deliberately isolating the family member

#### **Sexual Abuse**

Any sexual act carried out without the informed consent of any adult is abuse. It includes contact and non-contact abuse.

Non-contact abuse may include:

- Sexual remarks and suggestions
- Introduction to indecent material
- Indecent exposure
- Teasing

Contact Abuse may include:

- Indecent assault
- Touch
- Sexual intercourse
- Being forced to touch another person

**Perpetrators of abuse may be:**

- Neighbours
  - Visitors
  - Carers - informal/formal
  - Relatives and other family members
  - Professional staff
-



**ST. MARY'S CHURCH - WAVERTREE**

deepening faith...building community...engaging others

---

- Volunteers
- Other service users
- Care practitioners
- Member of a community group such as a place of worship or social club
- People who deliberately exploit vulnerable people
- Strangers
- Clergy
- Professional church workers
- Members of church visiting teams
- Church members

From time to time Organisations can and do abuse and cause harm by the way they conduct their day to day practice - churches and Christian groups need to be aware and sensitive to this.

### **Factors which may lead to abuse**

Abuse can occur in any setting no matter where a person lives or where they are being cared for. Abuse can occur in residential or day care settings, in hospitals, in other people's homes churches and other places previously assumed safe, and in public places.

Abuse is more likely to occur if the person: -

- Rejects help
- Has a communication difficulty
- Is aggressive
- Behaves in an unusual way
- Is not helpful or co-operative
- Is behaviourally disturbed or there are major changes in personality behaviour

Research has shown that mistreatment is more likely to occur if carers:

- Feel lonely or isolated and have no one to talk to
- Are under stress due to poor income or housing conditions
- Have other responsibilities i.e. work, family
- Are showing signs of physical or mental illness
- Are becoming dependent on alcohol or drugs
- Family relationships over the years have been poor
- Live where family violence is the norm

Other factors to look for include:

- Carer has their own problems
- Carers perceives the dependant person as being deliberately awkward
- Vulnerable adult/child has few/no social contacts
- Vulnerable person cannot converse normally

### **Indicators of abuse**

---

The lists below are purely indicators. The presence of one or more does not necessarily confirm abuse but could be indicators of abuse.

**Physical Abuse:**

- A history of unexplained falls or minor injuries
- Bruising or burns of unusual location or type or varying types
- Finger marks
- Being excessively withdrawn and or compliant
- Appearing frightened of / avoiding physical contact

**Emotional Abuse:**

- Person in state of neglect
- Difficulty in making choices because never allowed to
- Low self esteem
- Making derogatory statements about a person's ability when they are present

**Individual features:**

- Very eager to please and appear subservient
- Change in appetite
- Unusual weight gain / loss
- Tearfulness
- Inappropriately dressed
- Unkempt and unwashed

**Financial Abuse:**

- Unexplained or sudden withdrawal of money from accounts
- Extraordinary interest by family members and other people in the vulnerable person's assets
- Inability to budget and pay bills that is out of character with previous behaviour

**Neglect:**

- Excessively and inappropriately craving attention
- Marked change in relationship between person and others
- Poor physical state of person and / or their home

**Sexual Abuse:**

- A change in the person's usual behaviour
- Withdrawal, choosing to spend the majority of time alone
- Overt sexual behaviour / language by the vulnerable person
- Self inflicted injury
- Disturbed sleep pattern
- Torn, stained, or bloody underclothes
- Urinary tract infections



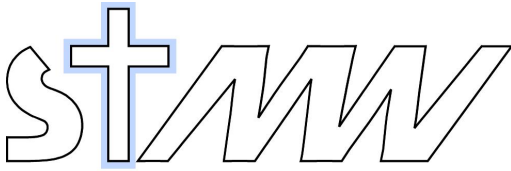
**ST. MARY'S CHURCH - WAVERTREE**

deepening faith...building community...engaging others

---

Abuse can be intentional or unintentional, passive (e.g.) neglect, or active (e.g.) hitting. It may be part of a significant pattern of behaviour or a one-off incident. It can take place in the person's home, day centre, family home, school, community settings - anywhere.

A single act of abuse or repeated acts of abuse is a violation of the individual's human and civil rights.



**ST. MARY'S CHURCH - WAVERTREE**

deepening faith...building community...engaging others

---

**OUR POLICY IS THAT WE WILL DO OUR BEST TO ENSURE PEOPLE ARE PROTECTED FROM ANY KIND OF ABUSE.**

All volunteers authorised by the church will be checked under the DBS procedure, and a register should be maintained.

All volunteers who are official church volunteers will be identified for their role and official records of their function is to be kept in the parish.

Where people are visiting residential homes or nursing homes, etc, these homes should be given a list of authorised volunteers expected to visit that institution.

Where volunteers visit people on their own, or in their own home, they should keep a note of the date, time of visit, who was present, key issues discussed and any actions taken or plans made.

The following is a list of people who will need registration under the policy:

- Those who visit residential homes for the elderly
- Those who take Communion to the sick in their home, institution or hospital
- Those who visit people living in sheltered accommodation
- Those who undertake pastoral visiting in the parish
- Those who offer transport services
- Those likely to come into regular contact on their own, e.g. key holders

The adult Protection Procedure identifies three distinct roles. This comes from the Government's paper on Vulnerable Adults *Safe from Harm*. (*This can be applied equally when dealing with children*) :

- Alerters
- Investigators
- Managers

St Mary's laity and clergy are only to act as alerters. Their duty is:

- To report suspected acts of abuse following the procedure below
- To be alert to what abuse means and take seriously what they are told
- To think about what they see and ask if it is acceptable practice
- To work strictly in accordance with anti-discriminatory practices
- To ensure the safety of the person you suspect is being mistreated as well as your own safety
- To contact the emergency services first, e.g. police, ambulance, if in a life-threatening situation.
- To be alert to hints, signals and non-verbal communication that could indicate abuse, which is being denied or deliberately hidden.

What to do if someone discloses abuse to you:

- Stay calm and try not to show shock
- Listen carefully rather than question directly
- Be sympathetic





**ST. MARY'S CHURCH - WAVERTREE**

deepening faith...building community...engaging others

---

- Be aware of the possibility that medical evidence might be needed

Tell the person that:

- They did right to tell you
- You are treating this information seriously
- It was not their fault

**DO NOT:**

- Press the person for more details
- Stop someone who is freely recalling significant events as they may not tell you again
- Promise to keep secrets: explain that the information will be kept confidential, i.e. information will only be passed to those people who have “a need to know”
- Make promises that you cannot keep (such as “This will not happen to you again”)
- Contact the alleged abuser
- Be judgemental (e.g. “Why didn’t you run away?”)
- Pass on information to anyone who doesn’t have a “need to know” i.e. do not gossip

Lay people should inform the parish priest and/or safeguarding lead. They will inform the Diocesan Protection for All Adviser who will inform the Bishop.

## **CHILD PROTECTION POLICY**

The Church of England recognises the unique status of children and young people within the Christian tradition. There is a particular responsibility to respect them as individuals, protect their vulnerability and nurture them. Jesus had a high regard for children and called his followers to strongly identify with children.

As Christians we are therefore required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. The trust and dependency of children and young people must never be betrayed by those who work within the church community.

**THE CHURCH OF ST MARY WAVERTREE THEREFORE COMMITS ITSELF TO PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT FOR ALL ITS WORK WITH CHILDREN AND YOUNG PEOPLE.**

- The church of St Mary Wavertree endorses and will implement the Diocesan policy of “Protection for All”;
- The parish accepts the principles for protecting children outlined in the Home Office’s “Safe from Harm Code of Practice” and will seek to implement the best possible practice;
- The highest standards will be maintained in all contact with children and young people and adult volunteers will be given appropriate training and support;
- The exploitation of any relationship for self gratification will not be tolerated and allegations of the abuse of children will be taken seriously and the appropriate authorities informed;
- This parish has clear procedures for supporting and supervising all its work with children and young people.

**CHILDREN – IF YOU HAVE ANY COMPLAINTS ABOUT YOUR TREATMENT HERE CALL ALISON BLUNDELL, SAFEGUARDING LEAD ON 07961213668 OR LIZ MCKINNEY, CHILDREN'S ADVOCATE 07739041339**

**CHILDLINE FREEPHONE NUMBER IS 0800 1111**



**ST. MARY'S CHURCH - WAVERTREE**  
deepening faith...building community...engaging others

---

## **CHILD PROTECTION PROCEDURES**

### **Section 1: the FRAMEWORK**

#### **1. General:**

The Incumbent and PCC have appointed Alison Blundell as the Safeguarding Lead [hereinafter referred to as the co-ordinator] in this parish to assist in the process of protection. Her role is to provide support to adults, to advise the PCC, work with the Incumbent and to be a reference person for the development of good practice in “Protection for All”. In the absence of the safeguarding lead the Rector or Wardens can be contacted.

The procedures are the basis of good practice in this church’s care of children and young people. All who work with children and young people shall have a copy of these procedures and shall sign to acknowledge receipt and acceptance in a Record kept for the purpose by the co-ordinator.

The Incumbent acts as the Independent Person, and is contactable on the publicised number.

#### **2. Independent advice:**

The role of the Independent Person is to provide an opportunity for children and young people to speak with somebody outside of their immediate situation about any concerns they may have. Liz McKinney also acts as the Children’s Advocate. This church fulfils its commitment to providing independent advice and support for children and young people by displaying the telephone number of a local contact and that of CHILDLINE in prominent places in the church buildings.

#### **3. Register of Roles and Leaders:**

People seeking to work with children or young people in the parish, other than those in organisations with appointment procedures recognised by the Incumbent and PCC, may only do so after receiving authorisation from the Incumbent and PCC.

The co-ordinator will keep a Register of the various roles and activities within the parish undertaken with those under 18 and a register of those authorised by the Incumbent and the PCC to have access to young people. Ad hoc arrangements will be subject to control through the terms of an “agreement for hire”. (see the 'Hall Hire Agreement')

The Incumbent and the PCC reserve the right to withdraw or restrict authorisation.

The PCC recognises the appointment procedures of the Guide movement as being equivalent to the parish procedures. However, all leaders holding warrants will be recorded in the Register, and the Verifier will hold a copy of all DBS (formerly CRB) Disclosure Certificates.

4. Declarations:

All those seeking authorisation to work with under 18s will need to obtain the appropriate clearance from the Disclosure and Barring Service (DBS) prior to working with children and young people. All information given will be kept confidentially, but such checks as are considered necessary to verify the accuracy of the information given such that the PCC can discharge its obligation to recruit responsibly for regulated activities.

5. Roles and training:

Those appointed to work with children and young people will receive an agreed role description and will be provided with ongoing support and training as appropriate to their role. When new leaders are appointed they will have an induction meeting with the co-ordinator who will explain these procedures and ensure that the requirements for appointing new leaders have been met. Newly appointed leaders will be required to undertake a three-month probationary period.

6. Special needs:

Particular care must be exercised with children or young people with special needs. Leaders should consult with the co-ordinator who will have access to specialist advice.

7. Unsupervised access:

As a general principle, group leaders should ensure that programmes do not offer unsupervised access to children and young people. This requires careful planning in multi-room venues.

Where one-to-one working is essential, it is a requirement that the parent(s) or guardian are informed directly by the leader that the activity is unsupervised and they must be afforded the opportunity to withdraw the child or young person, without prejudice.

The Incumbent and PCC recognise that spontaneous situations do occur but leaders should be aware of the potential risks to themselves and the children and/or young person. Casual, spontaneous actions create particular situations of temptation and conversely scope for false allegations.

The Incumbent and PCC advises that particular care should be taken to:

1. ensure that another adult is aware of the spontaneous activity/visit, retrospectively if need be;
2. ensure if at all possible that another adult is present for home visits;
3. ensure that only normal daytime rooms are used - not bedrooms or bathrooms;
4. Leaders should not be alone in a car with children or young people. There should always be another non-related adult present. Lifts should only be given in extreme emergencies with parental consent.

<b>IN SHORT - KEEP ACTIVITIES PUBLIC AND ACCOUNTABLE</b>
--

## CHILD PROTECTION PROCEDURES

### **Section 2: the TASK - creating a safe environment**

#### 1. Staffing:

Volunteers should not work on their own. With groups it is strongly recommended that a minimum of two volunteers work together, and when the group is of mixed sex, it is recommended that one of the two volunteers should be male, the other female. Family members should not work together alone **unless another adult is also present throughout.**

Suggested ratios of children to volunteers:

<u>Age of participant</u>	<u>Ratios</u>
0 - 2 years	1 adult to 3
2 - 3 years	1 adult to 4
3 - 8 years	1 adult to 8
8 + years	1 adult to 10

Particular activities may need a higher ratio. If in any doubt, consult the co-ordinator. Where children in a group are under age 8, consult the co-ordinator to ensure that the requirements of the Children Act are being satisfied.

#### 2. Insurance:

St Mary's has an insurance policy with Ecclesiastical Direct. Leaders must ensure that the activity is covered by the policy. If it is not, then further cover must be taken out before the activity is organised. If in doubt, consult with the Incumbent or the Wardens. Ad hoc activities may not be covered and organisers of such activities must consult the insurance policy if in any doubt.



**ST. MARY'S CHURCH - WAVERTREE**  
deepening faith...building community...engaging others

---

3. Fire regulations:

There is a copy of the fire regulations on the notice boards in the Hall (by the main door) and in the Church (porch). Ensure you are familiar with the procedures.

4. First aid:

A simple first aid box is kept in the kitchen. At least one leader in each group should be trained in first aid. Those wishing to learn first aid should consult the co-ordinator who can provide contact points. Drugs must not be administered except where essential, and only with the written consent of the parent, who should also agree in writing that the leader, Incumbent or PCC accepts no liability.

5. Parental consent:

All activities, which involve children or young people under 18, must be undertaken with the consent of parents or guardians. A consent form approved by St Mary's is available. If a group is undertaking activities outside what would be reasonably expected for the particular group, specific consent should be obtained.

6. Attendance records:

Leaders must keep proper records of attendance of members of the group, and other adults present.

7. Allegations of abuse:

St Mary's is situated within Liverpool City, and as such the Child Protection Procedures for the City of Liverpool should be consulted and borne in mind at all times. The Incumbent and the co-ordinator have access to a copy of the Procedures. The telephone numbers for cases of emergency are Jude Padfield 07835824177 or Lisa Andre 07582587594





**ST. MARY'S CHURCH - WAVERTREE**  
deepening faith...building community...engaging others

---

If a child or young person makes an allegation of, or discloses abuse, treat the matter seriously and do not minimise or dispute their account. Write down what you have been told as soon as possible after the disclosure, stick to facts only. Give a copy to the incumbent or coordinator.

Reassure the child or young person, and try to stay with them, or ensure that a familiar or acceptable adult remains with them. Do not question the child or young person about the allegation(s) they have made.

Absolute confidentiality should NEVER be offered, as the information may have to be passed to Social Services and/or the Police. A criminal offence may have been committed and other young people may be at risk.

The allegation might concern a person within or outside the church community. In either case the allegation should not be shared with the adult about whom the allegation is being made.

If the allegation is made about someone outside of the church community, a decision will have to be made as to whether the child or young person is at immediate risk, e.g. by returning home at the end of the session. In making this decision, the Incumbent and/or the co-ordinator should be consulted if possible. If the child is considered to be at immediate risk, the police or Social Services should be contacted immediately. If the child is not considered at immediate risk, the Statutory Authorities (police and/or Social Services) should be contacted, but the child or young person allowed to return home at the end of the activity.

The Incumbent and the co-ordinator should be contacted and the Statutory Authorities notified. The incumbent and coordinator are able to support you in informing statutory authorities.

If the allegation is about the Incumbent, the co-ordinator and wardens should be contacted immediately. The Statutory Authorities should be notified. The Diocesan advisor should also be told.

#### 8. Suspicious of abuse:

There may be times when it is suspected that a child or young person is experiencing abuse either within or outside the church community. In such cases, the suspicions should be discussed with the Incumbent and the co-ordinator. They may well consider that the suspicion should be passed on to the Statutory Authorities.

9. Action:

Those becoming involved in these issues should always take care to record events, actions and conversations as soon as possible, making a copy and passing it to the co-ordinator, the Incumbent and/or the wardens - bearing in mind the need to ensure that any allegation is not shared with the adult about whom any allegation has been made.

**REMEMBER - LEADERS ARE NOT EXPECTED TO BE SPECIALIST CHILD PROTECTION WORKERS, AND CAN ONLY BE EXPECTED TO ACT REASONABLY AND SENSITIVELY IF A SITUATION ARISES.**