

## Introduction

### Theology: why does safeguarding matter in a Christian community?

Jesus talked of the Kingdom of God belonging to children; he gave them status, time and respect. Jesus also showed himself to be compassionately on the side of those without power, reaching across social barriers with the inclusive love of God.

A Christian approach to safeguarding children, young people, adults who may be vulnerable and those in abusive relationships therefore asks both individuals and communities to create a safe environment for them, to act promptly on any complaints made, to care for those who have been abused in the past, and to minister appropriately to those who have abused.

### Purpose: why these policies, procedures and guidelines?

The care and protection of children, young people and vulnerable adults involved in church activities is the responsibility of the whole church. Everyone who participates in the life of the church has a role to play in promoting a safer church for all (see the Church of England's *Promoting a Safer Church*, 2017: <http://bit.ly/CoESaferChurch>).

- The Diocese of Southwark, as part of the Church of England, is committed to establishing an environment where:
  - children and young people are nurtured and protected
  - all people, and especially those who may be vulnerable for any reason, are able to worship and pursue their faith journey with encouragement and in safety.
- The Diocese is committed to working in accordance with the national legal and procedural framework for safeguarding children and adults who may be vulnerable, and Church of England policy and practice guidance.
- The Diocesan policies and procedures provide protection for children and young people and adults who may be vulnerable in the Diocese.
- They provide staff and voluntary workers with procedures that they should adopt:
  - to create a safe environment for children and young people and adults who may be vulnerable
  - in the event that a child or young person or adult who may be vulnerable may be experiencing, or be at risk of, harm.
- The Diocesan policies and procedures foster and encourage consistency of practice across parishes and in all aspects of Diocesan life in relation to standards for working with children and young people and adults who may be vulnerable, and in supporting their parents and carers.

### Vulnerability: who is included?

Human beings are, by their very nature, subject to the chances and changes of this world. Each one of us has strengths and weaknesses, capacities and restrictions.

At some time we will all be vulnerable to a wide range of pressures, concerns or dangers. Some people by reason of their physical or social circumstances have higher levels of vulnerability

## Section 1: Introduction

than others. In supporting a vulnerable person we must do so with compassion and in a way that maintains dignity. An adult cannot be labelled as ‘vulnerable’ in the same way as a child may be regarded as such. Childhood is absolute: someone who is not yet 18 years of age is, in the eyes of the law, a child. Adult vulnerability is not absolute in this way.

For the purpose of church policy and guidance, the definition of ‘vulnerable adult’ is contained in the Safeguarding and Clergy Discipline Measure 2016 as: “a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired”.

Please note that the Care and Support Statutory Guidance issued under the Care Act 2014 by the Department of Health uses the term ‘adults experiencing, or at risk of, abuse or neglect’ in order to assess eligibility to statutory social care services.

### **Who are the policies, procedures and guidelines for?**

- They apply to all clergy and licensed and commissioned lay ministers, all staff employed by the Diocese, and all paid or unpaid workers in parishes and other settings.
- They apply to all parishes and worshipping communities in the Diocese.

### **How should parishes and worshipping communities apply them?**

Parishes need to:

- adopt their own policies for safeguarding children and adults who may be vulnerable, and for responding to domestic abuse
- appoint at least one (although we recommend two) designated Parish Safeguarding Officers (PSOs) per church, to work with the Incumbent and the PCC to implement the contents of this manual
- adopt and implement the Diocesan procedures and guidelines which are in line with those agreed by the House of Bishops.

## Safeguarding and Clergy Discipline Measure 2016 – Due Regard

A significant change was made to safeguarding and clergy discipline with the 2016 amendment to the Clergy Discipline Measure 2003.

Under Section 5 of this measure:

- a relevant person must have due regard to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults.

### Who is a ‘relevant person’?

- All authorised clergy
- Bishops
- Archdeacons
- Licensed and commissioned lay ministers
- Lay workers
- Churchwardens
- PCCs.

### What does ‘due regard’ mean?

A duty to have due regard to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ‘Cogent’ for this purpose means clear, logical and convincing.

### What guidance is covered?

All safeguarding policy and practice guidance issued by the House of Bishops.

### Failure to comply

Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action.

In addition, the Ecclesiastical Insurance Group has made it clear that its insurance cover is only valid where House of Bishops’ safeguarding policy and practice guidance is being followed.

- For parishes which are required to register with the Charity Commission, incidents that cause a significant loss of funds or pose serious risks to a charity’s beneficiaries, resources or reputation should be reported to the Charity Commission as soon as possible. Serious incidents include not having a policy for safeguarding vulnerable beneficiaries and no vetting procedure for trustees and members of staff.
- Apart from these insurance and Charity Commission requirements, serious damage may be done to children and adults who may be vulnerable, their leaders, and the mission and reputation of churches, if best practice is not followed.

## Section 1: Introduction

### Some definitions: what do the terms mean?

Most of these definitions have been taken partly or in full from the Glossary Reference Guide 2017 which can be found on the Church of England safeguarding website: <http://bit.ly/SafeguardingGlossary>

This terminology is used in the House of Bishops' policy and practice guidance.

Abuse	May take many forms, including physical abuse, emotional abuse, sexual abuse or neglect or a combination of these; see 'Adult Abuse' and 'Child Abuse and Neglect', below, for further details.
Adult	An adult is a person aged 18 or over.
Adult Abuse	Abuse and neglect can take many forms and includes physical abuse, sexual abuse, psychological abuse, exploitation, financial or material abuse, neglect and acts of omission, discriminatory abuse and institutional abuse, or a combination of these.
Adult Protection	A term used to describe all work involved to protect vulnerable adults from neglect and/or potential harm or abuse. Many local authorities have replaced this term with the term 'safeguarding adults'.
Alleged Perpetrator	Someone against whom allegations of sexual or violent behaviour have been made, and who is being investigated by statutory agencies.
Authorised Listener	Is a competent and trained person appointed by the Diocese to listen to those who have or want to disclose abuse, in particular for those who disclose abuse from within the church community. They are there to support the individual who discloses abuse and help them to make decisions in relation to next steps.
Barring	<p>The Disclosure and Barring Service (DBS) makes decisions about who should be placed on the children's and/or adults' barred lists (see 'DBS Barred Lists', below). If someone is placed on such a list, he/she is prevented by law from working with vulnerable groups.</p> <p>In broad terms, referrals can be made to the DBS when an employer or organisation believes that a person has caused harm or poses a future risk of harm to vulnerable groups.</p> <p>An employer or volunteer manager is breaking the law if they knowingly employ someone in a regulated activity with a group from which they are barred from working.</p> <p>A barred person is breaking the law if they seek, offer or engage in regulated activity with a group from which they are barred from working.</p> <p>The bar remains in force indefinitely unless the barred individual requests a review by the DBS after the minimum barring period has elapsed and shows good cause why the bar should be lifted after the minimum specified period.</p>

Section 1: Introduction

Child/Children	<p>The term ‘child’ is used to include all children and young people who have not reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, in hospital, in prison or in a Young Offender Institution, does not change his or her status or entitlement to services or protection under the Children Act 1989.</p> <p>In direct work it will usually be more appropriate to use the term ‘young person/people’ for those aged between 14 and 17.</p>
Child Abuse and Neglect	<p>Any form 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, for example via the internet. They may be abused by an adult or adults, or another child or children.</p> <p>Abuse may take the form of physical abuse, emotional abuse, sexual abuse or neglect, or a combination of these.</p>
Child Protection	<p>This is a part of safeguarding and refers to the activities undertaken to protect specific children who have suffered, or are likely to suffer, ‘Significant Harm’.</p>
Church Officer	<p>Anyone appointed/elected by/on behalf of the church to an office, post or role, whether they are ordained or lay, paid or unpaid.</p>
Churchwarden	<p>An elected lay representative in a parish, formally responsible for movable church property and for keeping order in church. Their admission to office and duties are governed by the Churchwardens Measure 2001 and the Church of England Canons.</p>
Clergy	<p>The general term used for all individuals ordained for religious duties.</p>
The Clergy Discipline Measure 2003	<p>The Clergy Discipline Measure 2003 (as amended) provides a structure for dealing efficiently and fairly with formal complaints of misconduct against members of the clergy, other than in relation to matters involving doctrine, ritual or ceremonial. All admitted to Holy Orders in the Church of England are covered by the measure, whether or not in active ministry. Where the formal complaint concerns a Priest or Deacon, the disciplinary structure is centred on the Bishop; where the complaint concerns a Bishop, the structure is centred on the Archbishop of the relevant province.</p>

## Section 1: Introduction

DBS Barred Lists	<p>The DBS barred lists contain information on whether the applicant is barred from working with either children or vulnerable adults. An individual may only be checked against one or both barred lists if their job role is classified as a ‘regulated activity’ with children and/or adults under the Safeguarding Vulnerable Groups Act 2006 (see below).</p> <p>Also see ‘Barring’ and ‘Disclosure and Barring Service’.</p>
Diocesan Safeguarding Adviser (DSA)	<p>A DSA is a paid worker who is professionally qualified and experienced in safeguarding practice. They advise and support the Diocese on all safeguarding matters in line with the law and guidance, both statutory and that issued by the House of Bishops. Their appointment, function and support is governed by the Diocesan Safeguarding Advisors Regulations 2016. Please see <a href="#">A Safe Church, Section 3, Roles and Responsibilities</a> for a full description of the role.</p> <p>The term may also apply to a Provincial Safeguarding Adviser (PSA) and members of the National Safeguarding Team (NST).</p> <p>In addition, other church bodies may have safeguarding officers, safeguarding leads or a designated/nominated safeguarding person. These roles may be specialist paid roles, part of a wider paid role or unpaid, as required.</p>
Diocesan Safeguarding Advisory Panel (DSAP)	<p>The group offers external expertise and advice to the Diocesan Bishop and his/her senior leadership team on the development and effectiveness of safeguarding arrangements to ensure that these arrangements are consistent with statutory requirements and House of Bishops’ safeguarding policies and practice guidance. The panel is chaired by an independent lay person.</p>
Disclosure and Barring Service (DBS)	<p>Combines what were formerly the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).</p> <p>The DBS assists in the safer recruitment process and prevents those who are unsuitable from working with vulnerable groups.</p> <p>In brief, the DBS is responsible for:</p> <ul style="list-style-type: none"> <li>• processing requests for criminal records checks (commonly referred to as DBS checks)</li> <li>• deciding whether it is appropriate for a person to be placed on or removed from the child and/or adult barred list.</li> </ul> <p>Also see ‘Barring’.</p>

Section 1: Introduction

<p>Domestic Abuse</p>	<p>There is no specific offence of domestic abuse. It is a term used to describe a range of violent and/or controlling or coercive behaviour. A useful but not statutory definition used by the government is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological; physical; sexual; financial; emotional.</p> <p><b>Controlling behaviour:</b> a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.</p> <p><b>Coercive behaviour:</b> an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.</p>
<p>Incumbent</p>	<p>The general name given to the minister of a benefice, charged with the cure of souls in a parish. He/she may be an Entitled Vicar, Rector, Parson or, in some circumstances, Perpetual Curate (for the purposes of the guidance, references to ‘Incumbent’, unless otherwise stated, will include ‘Priest-in-Charge’ and ‘Team Vicar’).</p>
<p>Lay Ministry</p>	<p>Is a term used for members of faiths and Christian denominations who are not ordained clergy but who perform the same or similar function. In the context of the Church of England it could include, for instance, Readers or Southwark Pastoral Auxiliaries (SPAs).</p>
<p>Lay Worker</p>	<p>A lay person authorised by the Bishop to carry out certain duties, as set out in Canon E7 of the Church of England Canons, including leading public worship and exercising pastoral care.</p>
<p>Local Authority Designated Officer (LADO)</p>	<p>Local authorities should have designated a particular officer, or team of officers (either as part of multi-agency arrangements or otherwise), to be involved in the management and oversight of allegations against people who work with children and vulnerable adults.</p> <p>Local authorities should put in place arrangements to provide advice and guidance on how to deal with allegations made to employers and voluntary organisations against people who work with children and vulnerable adults.</p>
<p>Management of Sex Offenders Violent Offenders (MOSOVO) (formerly known as PPU)</p>	<p>Police officer staff in the MOSOVO unit are responsible for supervising offenders in the community who are subject to the Sex Offenders’ Register (SOR); their involvement formally ends when the offender is no longer on the SOR.</p>

## Section 1: Introduction

Mistreatment	A violation of an individual’s human and civil rights by any other person or persons. The term covers abuse (including imbalance of power), bullying and harassment. Harm is what results from mistreatment or abuse. Children and vulnerable adults may be mistreated in a family or in an institutional or community setting; by those known to them or by a stranger.
Multi Agency Public Protection Arrangements (MAPPA)	The name given to arrangements in England and Wales for the ‘responsible authorities’ tasked with the management of registered sex offenders, violent and other types of sexual offenders, and offenders who pose a serious risk of harm to the public.
Multi Agency Risk Assessment Conference (MARAC)	The MARAC is a monthly risk management meeting where professionals share information on high-risk cases of domestic violence and abuse and put in place a risk management plan.
Multi Agency Safeguarding Hub (MASH)	The Multi Agency Safeguarding Hub (MASH) is the single point of contact for all professionals to report safeguarding concerns. It brings together multi-disciplinary professionals from different agencies (for example, the police, social services etc) to deal with all safeguarding concerns, where someone is concerned about the safety or well-being of a child. Within MASH, information is collated to assess risk and decide what action to take. As a result, the agencies will be able to act quickly, in a coordinated and consistent way, ensuring that vulnerable children and families are kept safe from harm. The MASH was established in response to various high-profile cases involving the apparent inability to share important safeguarding information effectively.
National Probation Service (NPS)	The NPS is a public sector organisation that supervises high-risk offenders and other MAPPA offenders subject to the notification requirements (see ‘Sex Offenders’ Register’) or those who have served a prison sentence of at least 12 months for a violent offence.
Non-Current/Past/ Historical Abuse	Such terminology refers to: <ul style="list-style-type: none"> <li>• abuse disclosed by an adult which happened to them in the past, either as a child or as a younger adult</li> <li>• abuse disclosed by a child, which happened to them in the past as a younger child.</li> </ul>
Offender	Someone who has been convicted and found guilty of a criminal offence (including those cautioned).
Others Posing Risk	Those against whom concerns have been substantiated, but found not guilty of a criminal offence, or with insufficient evidence to proceed.
Parish Safeguarding Officer (PSO)	A PSO works closely with the Incumbent to advise within the parish on all safeguarding matters relating to children, young people and adults.  These roles are often but not always voluntary.



Section 1: Introduction

<p>Position(s) of Responsibility</p>	<p>A person working with children, young people and/or vulnerable adults is in a position of responsibility if one or more of the following applies:</p> <ul style="list-style-type: none"> <li>• they are engaging in regulated activity</li> <li>• they do not meet the frequency or intensity thresholds for regulated activity (for example, because they are on a rota) but are nevertheless working regularly with vulnerable groups</li> <li>• they are in a position of authority where they might form a relationship of trust (for example, a priest has a particular special closeness and is given privileged access and knowledge by people in his/her congregation and community normally only afforded to intimate friends). Section 1 of the Church of England’s <i>Safer Environment and Activities</i> gives more detail on positions of responsibility: <a href="http://bit.ly/SaferEnvironment">http://bit.ly/SaferEnvironment</a></li> </ul>
<p>Priest-in-Charge</p>	<p>When a benefice is suspended and there is therefore no intention of appointing an Incumbent for the time being, the Bishop must make some other provision for the cure of souls and he does this by appointing a Priest-in-Charge. A Priest-in-Charge, although not an Incumbent, has the same powers, rights and duties as an Incumbent, particularly in relation to the PCC. For the purpose of this guidance, any reference to ‘Incumbent’ will include ‘Priest-in-Charge’ unless otherwise stated.</p>
<p>Reader</p>	<p>A Reader is a lay person licensed by the Bishop to lead certain services of worship or to lead certain parts of a service or to carry out certain duties as specified in Canon E4 of the Church of England Canons. Sometimes referred to as a Licensed Lay Minister.</p>
<p>Regulated Activity</p>	<p>A concept introduced by the Safeguarding Vulnerable Groups Act 2006, which is work that involves close and unsupervised contact with vulnerable groups (i.e. children or vulnerable adults) on a frequent (once a week or more), intensive (four times or more in any 30-day period) or overnight basis (between the hours of 2am and 6am), and which cannot be undertaken by a person who is on the DBS’ barred lists.</p>
<p>Risk Assessment</p>	<p>There are two main forms of risk assessment: those that assess the risk an individual may pose to others and those that assess the risk that may be encountered in an activity. They all aim to make Christian communities safer for all who participate in them. Risk assessments in relation to clergy are undertaken in accordance with Safeguarding (Clergy) Risk Assessment Regulations 2016.</p>
<p>Safeguarding Adults</p>	<p>This means:</p> <ul style="list-style-type: none"> <li>• protecting an adult’s right to live in safety, free from abuse and neglect.</li> </ul> <p>It means people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s well-being is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.</p>

## Section 1: Introduction

Safeguarding Agreement	A written agreement used to establish clear boundaries for those who may pose a risk to others and want to attend church services and activities, both to protect the vulnerable and to lessen the chance of the subject being wrongly accused of abuse.
Safeguarding and Promoting the Welfare of Children	<p>This means:</p> <ul style="list-style-type: none"> <li>• protecting children from maltreatment</li> <li>• preventing impairment of children’s health and development</li> <li>• ensuring that children grow up in circumstances consistent with the provision of safe and effective care</li> <li>• taking action to enable all children to have the best life chances.</li> </ul>
Sex Offenders’ Register (SOR)	Individuals who have been convicted of most sexual offences are required to notify the police of certain details, either for a period of time or for life. This is often referred to as the Sex Offenders’ Register but the official term is the ‘notification requirements’.
Sexual Harm Prevention Orders (SHPO) and Sexual Risk Orders (SRO)	<p>These are civil orders available under Part 2 of the Sexual Offences Act 2003 as amended by the Anti-Social Behaviour, Crime and Policing Act 2014.</p> <p>Sexual Harm Prevention Orders (SHPOs) replaced the Sexual Offences Prevention Order (SOPO). They are a measure available to the court to use to protect the general public or specific members of the public against serious sexual harm.</p> <p>Sexual Risk Orders (SROs) can be made against any individual who has not been convicted or cautioned for an offence but is still thought to pose a risk of harm to the public.</p>
Significant Harm	<p>The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children.</p> <p>Under Section 31(9) of the Children Act 1989, as amended by the Adoption and Children Act 2002:</p> <ul style="list-style-type: none"> <li>• harm means ill-treatment or impairment of health or development including, for example, impairment suffered from seeing or hearing the ill-treatment of another</li> <li>• development means physical, intellectual, emotional, social or behavioural development</li> <li>• health means physical or mental health</li> <li>• ill-treatment includes sexual abuse and forms of ill-treatment which are not physical.</li> </ul> <p>Where the question of whether harm suffered by a child is significant turns on the child’s health and development, the health or development shall be compared with that which could reasonably be expected of a similar child, for example of similar age, gender, culture etc (S31(9)(10) of the Children Act 1989 as amended by the Adoption and Children Act 2002).</p>

Section 1: Introduction

<p>Support Person</p>	<p>The support person is offered to the victim/survivor. The role the support person plays will depend on what is agreed with the victim/survivor but it could be:</p> <ul style="list-style-type: none"> <li>• liaising (which could include attending any meetings) with the statutory agencies to provide support to the victim/survivor</li> <li>• listening to and representing the victim/survivor’s pastoral needs</li> <li>• identifying any therapeutic or other needs the victim/survivor may have, and suggesting how these may be best met</li> <li>• listening to and representing the victim/survivor’s views during the safeguarding process</li> <li>• recording any meetings or contact they have and passing on relevant information to the DSA as appropriate.</li> </ul>
<p>Victims/Survivors</p>	<p>The term victim/survivor is used to describe those who have been subject to abuse. Please note this term is also used before there have been any findings in criminal, civil or disciplinary proceedings, and the victim/survivor will at this stage be ‘alleged’.</p> <p>All abuse is traumatic and effects of abuse may continue long after the event.</p> <p>The language employed to describe those who have suffered abuse is always a sensitive matter. Few would want to be defined by their experience or experiences of abuse. However, they have been victims and that fact must not be lost in concern about correct language. At the same time, many may have moved on as far as they are able and would prefer to be described as survivors of abuse or even thrivers beyond abuse. They do not want an episode or series of episodes to be regarded as the defining moment of their lives and of who they are, however much it has dramatically and tragically influenced and shaped their lives.</p> <p>It is acknowledged that the term victim or survivor may not reflect the individual’s own view of their situation. However, for the purposes of this guidance, the term victim/survivor will be used to identify an individual who has or may have suffered abuse.</p>
	<p>There are other definitions in the Glossary Reference Guide 2017 but not included here.</p>