



Diocese of Bristol
Parish of Yate



St. Mary's Church, Church Road, Yate
St. Nicholas' Church, Abbotswood, Yate
St. James' Church, Westerleigh
St. Peter's Church, Wapley

Safeguarding Children, Young People and Vulnerable Adults
Policy

28 February 2023

“Every person has a value and dignity which comes directly from their creation in God’s own image and likeness. Christians have a duty to value, understand and respect the rights of children and adults as people of faith in the life of the church.”

Diocese of Bristol Safeguarding Policy, 2018

2020 Version	Author	Date	Detail
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Approved by the PCC out-of-committee on 28 February 2023.

1. Policy Context

In developing this Safeguarding Policy and its associated Procedures, the Parish of Yate has had due regard to the guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults. The Parish of Yate is committed to the safeguarding of children, young people and vulnerable adults.

Church of England, House of Bishops:

- *Parish Safeguarding Handbook, Promoting a Safer Church, 2018*
- *Protecting All God's Children, 2010*
- *Promoting a safe church, 2006*
- *Promoting a Safer Church – Policy Statement, 2017*
- *Practice Guidance: Safer Recruitment, 2016*
- *Responding Well to Domestic Abuse, 2017*
- *Responding Well to those who have been sexually abused, 2011*
- *Responding to, assessing and managing safeguarding concerns or allegations against church officers, 2017*
- *Roles and Responsibilities of Church Office Holders and Bodies, 2017*
- *Safeguarding Records Joint Practice Guidance, 2015*
- *Safeguarding Records Retention Tool Kit, 2015*
- *General Statement on Safeguarding Children in Towers, 2015*

These documents can be found at: <https://www.bristol.anglican.org/safeguarding-resources/> under National Church of England policies and guidance.

Diocese of Bristol:

- *Safeguarding Policy, 2018*
- *Allegations Management Procedure, 2018*
- *Ministering to those that may present a risk, 2018*
- *Safer Recruitment Guidance and Toolkit, 2017*
- *Training Policy 2019*

These documents can be found at: <https://www.bristol.anglican.org/safeguarding-resources/> under National Church of England policies and guidance.

Statutory Guidance:

Working Together, 2018: This guidance from the Department for Education describes safeguarding processes and the safeguards that every organisation, including faith organisations, must have in place when safeguarding children. See the guidance at <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> or online www.workingtogetheronline.co.uk.

Care and Support Statutory Guidance, 2016:

This is guidance from the Department of Health that describes safeguarding processes for adults and the responsibilities of different organisations: see [link](#).

2. Policy Statement

The Parish of Yate is committed to the safeguarding of children, young people and vulnerable adults, and to their nurture and care in a safe and secure environment, to prevent actual or potential abuse, neglect, harm or exploitation of any kind when and wherever possible. The Parish of Yate has developed this Safeguarding Policy, together with its associated Procedures and other guidance and forms, has directed their continual review to keep them comprehensive and current, and will undertake their formal review annually. These documents apply to all staff and volunteers working for the Parish of Yate.

3. Our Policy

We recognise that:

- The welfare of the child, young person or vulnerable adult is paramount.
- Where a conflict of interest arises between the welfare of a child or young person and that of an adult(s), the child or young person's wellbeing must always be of paramount importance and priority.
- Everyone has different levels of vulnerability and each of us may be regarded as vulnerable at some time in our lives.
- All children, young people and vulnerable adults (regardless of age, disability, gender, marriage and civil partnership, pregnancy, maternity, race, religion or belief, or sexual orientation) have the right to equal protection from all types of abuse, neglect, harm or exploitation that can occur in all families and communities.
- Working in partnership with children, young people, vulnerable adults and their parents, carers and other agencies is essential in promoting their welfare.

We will develop a culture in our church that:

- Enables a safe and caring community to provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- Enables and encourages concerns to be raised and responded to openly and consistently and protects children, young people and vulnerable adults who may be at risk from actual or potential abuse, neglect, harm or exploitation.
- Ensures all people feel welcomed, respected and safe from abuse.
- Values, listens to and respects children, young people and vulnerable adults, encouraging them to be active contributors to the church community.
- Encourages adults who may be vulnerable to lead as independent a life as possible.

When concerns are raised, we will:

- Respond without delay to every concern raised that a child, young person or vulnerable adult may have been, or may be, at risk of abuse, neglect, harm or exploitation.

- Work with police, local authority and other partners in any investigation, including where 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:

- Informed and appropriate pastoral care is offered to any child, young person or adult who has experienced abuse, neglect, harm or exploitation, including support to make a complaint if so desired.
- Supervision is provided for any member of the church community known to pose a risk of harm to others.
- Appropriate pastoral care is provided to any member of our church community against whom an allegation is made.

In all recruitment we will:

- Carefully select those with any responsibility within the church (including voluntary workers) in line with the Church of England *Practice Guidance: Safer Recruitment, 2016*¹ and provide continuing supervision, support and access to training.

In our publicity we will:

- Share information about good safeguarding practice with children, young people and vulnerable adults, their parents, carers and all those working and worshipping with them.
- Where the Parish has a website, we will ensure there is clear information available regarding our safeguarding arrangements, including a copy of the Parish Safeguarding Policy and other relevant information.

4. Definitions

Children:

Working Together, 2018 defines safeguarding and promoting the welfare of children (under 18) as:

- Protecting children from maltreatment.
- Preventing impairment of children’s health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

[Note: the phrase “children and young people” is used throughout this document to emphasise that it includes all up to the age of 18 years.]

¹ <https://www.bristol.anglican.org/documents/c-e-safer-recruitment-2016/>

Children and young people may be abused by an adult or child, female or male. It is far more common for a child or young person to be abused by a person known to them than by a stranger. This could be a parent, family member, friend, teacher or minister. Children and young people may be abused in person or via electronic media, and they may experience harm as a result of seeing or hearing the abuse of others.

Vulnerable Adult:

The *Safeguarding and Clergy Discipline Measure, 2016* defines a vulnerable adult 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, illness, old age, emotional fragility, distress or otherwise.

The *Care and Support Statutory Guidance* issued under the *Care Act 2014* defines an adult in need of safeguarding as an adult who:

- *Has needs for care and support (whether or not the local authority is meeting any of these needs); and*
- *Is experiencing, or at risk of, abuse or neglect; and*
- *As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.*

(Care and Support Statutory Guidance, 2016)

This vulnerability may be temporary or permanent and may be visible or invisible. Somebody may abuse or neglect an adult by inflicting harm or by failing to prevent harm.

An adult may be abused or neglected by family (including spouse, parents and children), friends, carers (paid and unpaid), professionals, strangers or members of the community – and whether they live at home alone, with family or in a care setting, eg a residential or nursing home.

What is abuse, neglect, harm and exploitation?

The table attached as **Annex C** outlines the forms of abuse noted in legislation related to safeguarding children, young people and vulnerable adults, alongside some examples and potential indicators that abuse, neglect, harm or exploitation may be occurring.

5. Roles and Responsibilities (see Notes below)

Name	Responsibilities
Parochial Church Council (PCC)	<ul style="list-style-type: none"> • Adopt and implement the House of Bishop's Safeguarding Policy <i>Promoting a Safer Church</i> • Have due regard to the safeguarding policies and procedures provided by House of Bishop and Diocese of Bristol

Name	Responsibilities
	<ul style="list-style-type: none"> • Appoint an experienced Parish Safeguarding Officer to work with the diocese, ministry team and PCC • Ensure all recruitment of both staff and volunteers working with children, young people and vulnerable adults is underpinned by the <i>Diocesan Safer Recruitment Guidance and Toolkit, 2017</i> • Adopt and implement <i>Ministering to those that may present a risk, 2018</i> • Work with the PSO to ensure that all church officers are aware of the safeguarding policies and procedures and that all staff and volunteers are trained appropriately to their roles and responsibilities • Review and re-publish this safeguarding policy each year or as needed if changes are required • Ensure adequate insurance for all activities
Parish Safeguarding Officer (PSO)	<p>As stated in the Diocese of Bristol's document <i>Role of the 'Parish Safeguarding Officer'</i>, and specifically:</p> <ul style="list-style-type: none"> • Support the PCC and ministry team with implementing this Safeguarding Policy and Procedures • Ensure that the recruitment of all staff and volunteers is underpinned by current Church of England safer recruitment policy • Be available for anyone to speak to regarding safeguarding concerns • Inform the PCC and relevant staff and volunteers about required and available safeguarding training
Team Rector	<ul style="list-style-type: none"> • Provide leadership concerning safeguarding and encourage everyone to promote a safer church • Act as a point of contact should there be any safeguarding concern or allegation regarding a PSO
Churchwardens	<ul style="list-style-type: none"> • Take part in the allegations management procedure when required • Take part in an 'agreement' as per <i>Ministering to those that may present a risk, 2018</i>
Activity Leaders	<ul style="list-style-type: none"> • Adhere to the Parish of Yate safeguarding policy and procedures and other relevant guidance including safer recruitment policy • Complete a risk assessment for all activities • Ensure activities are run according to good

Name	Responsibilities
	practice guidance <ul style="list-style-type: none"> • Work with the PSO to ensure all volunteers have up-to-date training and a DBS check, where appropriate • Ensure all new volunteers complete an agreed induction programme • Supervise volunteers
Staff and Volunteers	<ul style="list-style-type: none"> • Follow this Safeguarding Policy and Procedures and other relevant guidance and forms • Raise any safeguarding concerns as per Policy
Parish Administrator	As the appointed Parish DBS administrator: <ul style="list-style-type: none"> • Establish the true identity of the applicant for a Disclosure and Barring Service (DBS) check • Ensure that the online disclosure form is fully completed • Check and validate that the information it contains is accurate • Maintain, and safely store, accurate and up-to-date records, using the Parish Safeguarding Dashboard as appropriate
Church members	<ul style="list-style-type: none"> • Seek to create a safer church • Raise any safeguarding concerns as per Policy

Notes:

Leaders – refers to any person acting on behalf of the Parish of Yate who has been given responsibility for guiding the work of others.

PCC – refers to the Parochial Church Council of the Parish of Yate, which acts as the Trustee body for the Parish and therefore carries the legal responsibility for its activities. The PCC consists of clergy, church wardens and others elected by the APCM of the parish.

Staff – refers to all those employed by the Parish of Yate PCC or by the Diocese of Bristol and assigned to the Parish of Yate.

Volunteers – refers to any person working for the Parish of Yate in a voluntary capacity.

6. Policy and Procedures Implementation and Review

This Safeguarding Policy and its associated Procedures was approved by the Parish of Yate PCC on **28 February 2023**.

All staff and volunteers are required to abide by this Safeguarding Policy and its associated Procedures.

This Safeguarding Policy will be made available on the Church website; and a copy will be available in each church building.

This Safeguarding Policy and Procedures and other relevant guidance and forms will be reviewed annually by the PCC in the light of a report from the Parish Safeguarding Officer on their implementation. Amendments required by national church based on changes to legislation will be made as needed through the year.

Next Review Due: 28/03/2024

Safeguarding Children, Young People and Vulnerable Adults Procedures

**Safeguarding is everyone's business; see something, do something
Doing nothing is not an option**

1. What to do if you are concerned that abuse or neglect of a child, young person or vulnerable adult may be occurring

Anyone working with children, young people or vulnerable adults has a duty to report suspected, discovered and alleged abuse, neglect, harm or exploitation. But, please note that staff or volunteers are not required to investigate anything that might lead to a safeguarding referral.

Do

Make sure your and their immediate situation is safe. If there is imminent danger, or if the person needs immediate medical help phone the emergency services on 999.

If the situation is URGENT, ie there is an imminent risk of harm, contact the police on 101 or 999, as appropriate; or contact:

South Gloucestershire [Children's] Access and Response Team

01454 866000 - Monday to Friday

01454 615165 - Out of hours/Weekends

South Gloucestershire Adult Care

01454 868007 - Monday to Friday

01454 615165 - Out of hours/Weekends

If the situation is of concern but is not urgent: Contact the Parish Safeguarding Officer to report the concern and provide a written record (if the concern is about the Parish Safeguarding Officer contact the Team Rector or Diocesan Safeguarding Adviser). They will decide with you whether to discuss with the child, their parents or carers or the adult and any carers and whether a referral to the Local Authority Access and Response or Adults Care Team is needed or any other action.

Note: *Anyone can report a concern directly to police or the Local Authority at any time.*

If there is an allegation that a person in a position of trust (minister, PCC member, staff member or volunteer) has abused or neglected a child, young person or adult or that such a person may present a risk to a child or adult:

The Diocese of Bristol *Allegations Management Procedure, 2018²* will be followed (copies of this procedure can be found on the Diocesan website and copies are held by the Parish Safeguarding Officers, Clergy and in the Parish Office). In brief this procedure requires that:

- The concern should be reported as above; report should reach police and Local Authority within 1 working day.
- The concern should not be made known to the person against whom the allegation is raised without agreement with police and or the Local Authority.
- Next steps will be decided in conjunction with police, Local Authority representatives (including Local Authority Designated Officer where there is a concern for the welfare of a child), the Diocesan Safeguarding Adviser and parish representatives (usually PSO, Incumbent and Churchwardens).

If the concern is about the Parish Safeguarding Officer contact the Team Rector or Diocesan Safeguarding Adviser.

Do

- Preserve evidence.
- If possible, and appropriate, move to a quiet space.
- Keep calm and try not to show shock or disbelief.
- Tell them you will need to share their concerns with the Parish Safeguarding Officer, police, or social care, as appropriate.
- Ensure you are taking it seriously and reassure that they are doing the right thing in speaking with you.
- Let the person talk at their own pace and say what they want to say. If you need to clarify points, use open questions for example:
 - “**T**ell me ...” what happened.
 - “**E**xplain ...” about the incident.
 - “**D**escribe ...” where it was, what happened.
- Clarify your understanding of any ambiguous language.
- Write down what the child, young person or vulnerable adult says using the words that they use. Do this as soon as you can but within 24 hours. Take a note of what, when, where and who and with whom the information has been shared.
- Inform your activity leader.

Don't

- Promise to keep secrets or confidences.
- Tell them to speak with another person.
- Ignore their concerns.
- React as though you are shocked.

² <https://www.bristol.anglican.org/documents/allegations-management-procedure/>

- Use leading questions/words, for example “Why?”
- Do not press for additional details.
- Do not pass on information to those who are not required to be involved.

Once you have sought advice from police or the Local Authority and the situation is made safe, inform the Parish Safeguarding Officer as soon as possible of the concern and actions taken; provide a written record of this.

2. Confidentiality, Consent and Information Sharing

- Confidential information can and should be shared appropriately.
- Be open and honest with the person from the outset about the reason for information sharing, what will be shared, with whom and how.
- Where possible, share information with consent.
- Consent can be overridden in specific circumstances.
- Actions and decisions must always be recorded.
- You have a legal obligation to pass on confidential information when a child, young person or vulnerable adult is at risk of significant harm to themselves or others, or where a crime has been or may have been committed.

Children:

- When experiencing, or at risk of, abuse or neglect, children may ask those who know not to tell anyone.
- Such concerns must be reported to the appropriate authorities to enable appropriate help and support to be received.
- Parents’ or carers’ consent will be sought for information to be shared with the local authority or other agencies – except where to do so would place a child at increased risk.
- Where the allegation is against an individual who may have access to other children or adults who may be at risk the referral should be made without seeking consent.

Adults:

The *Care Act 2014 Statutory Guidance* advises that the priority in adult safeguarding should always be to ensure the safety and wellbeing of the adult at risk.

- An adult’s informed consent should be sought before making a safeguarding referral.
- An adult’s views on what should happen, and their desired outcomes, should be recorded. It is important to remember this view may change at any time and this needs to be respected.

A safeguarding referral could be considered without consent when:

- There is a risk to other adults or children.
- The allegation concerns organisational or systemic abuse.

- The adult making the allegation has been assessed as lacking mental capacity to consent to the safeguarding. (*You will not be expected to complete a mental capacity assessment.*)
- The adult is subject to coercion or undue influence to the extent that they are unable to give informed consent.

Advice should be sought from statutory services (local authority adult care or police) or the Diocesan Safeguarding Adviser where there is any doubt as to whether a concern should be referred or whether parents or carers should be informed.

3. Documentation and Record Keeping

Record keeping must comply with Diocesan information and confidentiality policies and procedures.

Records of all safeguarding concerns will be kept by the Parish Safeguarding Officer using a password-protected memory stick stored in a fireproof box in the church safe.

All those involved with any safeguarding concern must ensure that they provide to the Parish Safeguarding Officer any records related to that case for secure storage.

Records will be retained as per Church of England guidance *Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church, 2015*³ (available through the Diocese of Bristol website).

The Parish of Yate does not have access to secure email systems. Therefore, great care should be taken where email is used to ensure that confidential information is not open to being accessed by unauthorised individuals. Individual's confidential information should not be communicated via email (eg any information should not make the individual identifiable by name, address etc.).

Records must be maintained of staff and volunteer training and DBS checks. These will be maintained by the Parish Safeguarding Officer.

4. Safer Recruitment, Ongoing Support and Supervision

All recruitment of staff and volunteers will be undertaken in line with Church of England policy *Safer Recruitment, 2016*⁴. This states that:

- Recruitment of staff and volunteers will only be undertaken by those delegated such responsibility by the PCC.
- Recruitment of staff and volunteers will only be undertaken according to agreed process.

³ <https://www.bristol.anglican.org/documents/safeguarding-records-practice-guidance/>

⁴ <https://www.bristol.anglican.org/documents/c-e-safer-recruitment-2016/>

- Individuals can only work with children, young people and vulnerable adults after they have been safely recruited.
- Activity organisers are to provide a detailed role profile to be made available to applicants.
- An application form is to be completed by all volunteers.
- If appropriate, the applicant is to be interviewed.
- References are to be sought.
- If appropriate, DBS check is to be obtained, and renewed every three years.
- Once all recruitment checks have been completed, the applicant is to be approved by PSO and PCC.
- The appointee is to attend training relevant to role and responsibilities.
- If possible, a named supervisor is to be appointed.

If a person is identified who has a caution or conviction for abuse of children and or adults who may pose a risk to others: (usually those with convictions for sexual or violent offences) the Diocese of Bristol guidance *Ministering to those that may pose a risk*⁵ will be followed. (Copies of this guidance can be found on the Diocesan website and copies are held by the Parish Safeguarding Officers, Clergy and in the Parish Office). In brief, this guidance advises that the Parish Safeguarding Officer and Diocesan Safeguarding Adviser are made aware and that the individual is informed that:

- To support their being part of the congregation as safely as possible, contact will be made with police, probation and other agencies connected with their case.
- The Diocesan Safeguarding Adviser and Church leaders will need to know of their circumstances.
- A risk assessment will need to be completed.
- A written agreement will be needed between the individual and the Church which agrees when the individual will or will not be involved in church services and activities, boundaries of behaviour and support offered.

5. The Use of Photographs and Social Media

Photographs

- Photographs can only be taken by a designated, named photographer using equipment belonging to the Parish of Yate. Personal equipment including mobile phones should not be used.
- Written consent should be obtained prior to taking photographs of children or young people. If possible, this should be prior to the event. An agreed consent form should be used.

⁵ <https://www.bristol.anglican.org/documents/ministering-those-may-present-risk/>

- When obtaining consent, it should be clearly stated who will take photographs, for what purpose they are being used, how they will be stored and for how long they will be kept. Photographs and videos should only be stored on devices owned by the PCC.
- No photo will be taken, shared or used for any purpose which shows a child in any state of undress.
- Children will not be named in publicity related to photographs or video.
- Where an event may be photographed and is open to the public; signs will be displayed noting that photographs and or video may be taken and inviting anyone not wishing to be in any photos or video used to make this known to a named person.
- Only those delegated with that responsibility by PCC may ask for parental consent and arrange the taking of any photo or video.

Communications and Social Media

No individual employed on a paid or voluntary basis will contact a child or young person directly via social media, email, phone or text without knowledge and written consent of the child or young person's parent or carer.

Where such contact needs to be made (for example a text to advise of a change of time for an activity), the child's parent or carer will be asked for consent in advance and the parent or carer will be copied into that communication.

Where a group wishes to have a social media account to publicise or communicate regarding their group or activity the following will apply:

- A separate group account is to be set up. The leaders personal account should not be used.
- More than one adult will be administrator for the account so that all content and messages can be seen by more than one adult.
- All users will be made aware that bullying, harassment or other anti-social behaviour will not be tolerated. Information will be available to all users about how to raise a concern about the conduct of others and who with.
- Steps must be taken to prevent people outside the group having access to the names or personal details of anyone who is part of the group eg if a group Facebook page is used, the account settings should prevent group members being identified and any message sent to anyone other than the administrator.
- All those in a leadership role will ensure that their language is professional and appropriate.
- Further advice and information regarding online safety is available from the Diocese Safeguarding Team.

6. Dealing with Allegations of Past Abuse

Allegations by an adult of past (historic) abuse of them, from within or outside

the church, should be taken seriously and responded to as effectively and appropriately as possible.

Historic abuse may have occurred before the person joined the church or within the family of the church.

Alleged abuse by someone outside the Parish

If a person reports abuse which happened to them by someone outside the church, the following issues need to be considered:

- The person reporting the abuse will need support and possibly appropriate counselling.
- If children could still be at risk from the alleged abuser, the appropriate statutory authorities should be informed to ensure measures are taken to protect children.
- All such reports must always be passed on to the appropriate authorities.

Alleged historic abuse from within the church

If a person reports abuse which happened to them within the church, the Parish Safeguarding Officer must be informed and will take all such allegations seriously and not in any way show bias towards maintaining the reputation of the church over and above seeking justice for the survivors of abuse. In addition, the following need to be acted upon:

- The Diocesan Safeguarding Adviser will be informed immediately.
- The person reporting the abuse will need support and possibly appropriate counselling.
- If children could possibly be at risk (whether or not the alleged abuser is in the UK) then the statutory authorities should be informed.
- Further action should not be taken until an investigation has taken place by Social Services and/or the Police Child Protection Team.
- Where the alleged abuser is still in the employ of the Parish either as a staff member or a volunteer worker, any suspension should be undertaken in consultation with the Local Authority Designated Officer (LADO) or Police Child Protection Team.

Review of practice and policy after serious cases

It is important that the PCC, leaders and staff of Parish of Yate learn from cases of abuse. Once a statutory investigation has been completed, the PCC will undertake a review of the circumstances and actions to ensure that safeguarding practice and policy were appropriate. Should it be deemed necessary the PCC will discuss with the Diocesan Safeguarding Adviser the potential for a Serious Case Review and whether an independent reviewer should be appointed to establish any Findings of Fact and recommendations for improved safeguarding practice and policy implications.

7. Hire of Church Premises for non-Church events and activities *(whether a fee is chargeable or not)*

Organisations and individual users meeting on premises owned by the Parish of Yate will be expected to adhere to this safeguarding policy or where they work regularly with children, young people or vulnerable adults, to have their own safeguarding policy.

Parish of Yate is responsible for overseeing users and ensuring that the agreed hire process and forms are in use. This will include obtaining a copy of the hirer's safeguarding policy where relevant and providing a copy of this policy.

ANNEXES:

A: Useful Contact Numbers

B: Adult to Children Ratios

C: Categories of Abuse and Additional Information

Annex A: Useful Contact Numbers

- Our Parish Safeguarding Officer is: Beverley Hodgson, contact number 07913 387477, or yateparishsafeguarding@gmail.com.
- Our Diocesan Safeguarding Adviser can be contacted on 0117 906 0100.
- If advice is needed on a safeguarding issue and the PSO or DSA are not available, Thirtyone:eight⁶ provide a helpline that can be contacted on 0303 003 11 11. Please state that you are calling from a Diocese of Bristol church and contact your PSO as soon as possible to report that you sought advice from Thirtyone:eight and the action taken.
- **South Gloucestershire [Children's] Access and Response Team**
 - 01454 866000** - Monday to Friday
 - 01454 615165** - Out of hours/Weekends
- **South Gloucestershire Adult Care**
 - 01454 868007** - Monday to Friday
 - 01454 615165** - Out of hours/Weekends
- Police: 999 (emergency) or 101 (non-emergency)

⁶ Formerly known as Churches Child Protection Advisory Service (CCPAS)

Annex B: Adult to Children Ratios

Specific ratios are recommended for the number of children to adults, which vary according to the age of the children being supervised. All planning for activities with children must take account of these ratios. **There should always be an absolute minimum of two adults with any group of children, however small the group.** This means that there should be at least two adults in any vehicle being used on behalf of the Church to carry children. Where this is not possible the parents should be asked to help with transport.

The recommended ratios are as follows:

Age-group	Maximum group size with TWO ADULTS	ADDITIONAL adults required
0 – 2 years	4	One additional adult for any additional children up to a maximum of 2 per adult
2 – 3 years	8	One additional adult for any additional children up to a maximum of 4 per adult
3 – 8 years	16	One additional adult for any additional children up to a maximum of 8 per adult
Over 8 years	20	One additional adult for any additional children up to a maximum of 12 per adult

Note:

These figures are for regular indoor activities. There may be occasions where the ratios need to be different eg swimming or if taking an individual or a group on an outdoor activity or where you have people with special needs.

Good practice shows that in any group there should preferably be a woman and a man.

Annex C: Categories of Abuse and Additional Information

Categories, Definitions and Indicators of Harm (Last Updated April 2017 v4)

Type of Harm	Definition	Examples	Indicators
Physical Adults and Children	Non-accidental harm to the body. From careless rough handling to direct physical violence. Unlawful or inappropriate use of restraint or physical interventions.	Hitting, slapping, pinching, shaking, pushing, scalding, burning, dragging, kicking, physical restraint, locking an individual in a room or a car.	History of unexplained falls or minor injuries, bruising which is characteristic of non-accidental injury – hand slap marks, pinch marks, grip marks, bite marks, scalds, flinching, reluctant to undress.
Sexual Adults and Children	Direct or indirect involvement in sexual activity without capacity and/or consent. Individual did not fully understand or was pressured into consenting. Note: A child under 16 years old can never consent to any sexual act.	Coercion to be involved in the making or watching of pornographic material. Coercion to touch eg of breasts, genitals, anus, mouth, masturbation of either self or others, penetration or attempted penetration of vagina, anus, mouth with or by penis, fingers and or other objects.	Pregnancy in a woman unable to give consent, difficulty in walking or sitting with no apparent explanation, torn, stained or bloody underclothes or bedding, Bleeding, bruising to the rectal and/or vaginal area, bruising. Behavioural changes, sexually explicit behaviour, explicit language, self-harm, obsession with washing, fear of pregnancy may be exaggerated.
Emotional Adults and Children	Behaviour which has a harmful effect on an individual's emotional wellbeing or development, causing mental distress undermining their self-esteem and affecting individual's quality of life. Wilful infliction of mental suffering by a	Shouting, coercion, bullying, blaming, insulting, ignoring, threats of harm or abandonment, intimidation, harassment, humiliation, depriving an individual of the right to choice	Loss of interest, withdrawn, anxious or depressed, frightened, avoiding eye contact, irritable, aggressive or challenging behaviour, unexplained sleep disturbance, self-harm, refusing to eat, deliberate soiling, unusual weight

Type of Harm	Definition	Examples	Indicators
	person in a position of trust and power.	and their privacy, dignity, self - expression, deprivation of contact, undermining self-esteem, isolation and over-dependence. Failure to provide a loving environment for a child.	gain or loss.
Neglect Adults and Children	Failure of any person who has responsibility for the charge, care or custody of a vulnerable adult or child to provide the amount and type of care or treatment that a responsible person could be expected to provide.	Fail to meet basic needs including food, environment, access to health care and education, failure to provide for social needs.	Unwashed/ dirty appearance, clothes too small/big, untreated sores or infections, isolation.
Financial Adults	The unauthorised taking (theft), deprivation or misuse of any money, income, assets, funds, personal belongings or property or any resources of a vulnerable adult without their informed consent or authorisation.	Misuse of power of attorney or appointeeship. Money and possessions stolen, misuse or misappropriating money, valuables or property, possessions or benefits, undue pressure in connection with wills, property, inheritance or financial transactions, denying the vulnerable adult the right to access funds, unauthorised disposal of property or possessions, being asked to part with money on false pretences.	Unexplained or sudden inability to pay bills, Power of Attorney obtained and misused when a person lacks or does not lack mental capacity to understand, unexplained withdrawal of money with no benefits, person lacking goods or services that they can afford, extortionate demands for payments for services.

Type of Harm	Definition	Examples	Indicators
Organisational Adults	<p>Involves the collective failure of an organisation to provide safe, appropriate and acceptable standards of service to vulnerable adults.</p> <p>Mainly relates to health and social care provision but aspects may be relevant to Church settings</p>	<p>Lack of individualised care, inappropriate confinement or restriction, sensory deprivation, inappropriate use of rules, custom and practice</p>	<p>Whistle blowing policy not in place and accessible, insufficient employees training and development.</p> <p>Organisational standards not meeting those laid down by regulatory bodies, service users not treated with dignity and respect, diverse needs not recognized and valued in terms of age, gender, disability, ethnic origin, race or sexual orientation, services not flexible.</p>
Discriminatory Adults	<p>Exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals.</p>	<p>Verbal abuse, harassment or similar treatment, unequal treatment, deliberate exclusion from services such as education, health, justice and access to services and protection, harmful or derisive attitudes, inappropriate use of language.</p>	<p>Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice.</p>
Modern Slavery	<p>Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.</p>	<p>Adult or child trafficked into UK or between places in UK for purpose of sexual abuse or labour.</p> <p>Adult or child forced to work as domestic servant.</p> <p>Adult or child forced to work as sex worker, farm labourer, car cleaner.</p>	<p>Individual may not have their passport or Identity documents. They may not have access to or contact with friends and family.</p> <p>May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds.</p> <p>May not know where they are or who</p>

Type of Harm	Definition	Examples	Indicators
			they are with.
Self-Neglect	A wide range of behaviour involving neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.	May not react to or appropriately fulfil needs for health care, food, warmth. May live in an environment that is an environmental or fire risk and not take any measure to reduce risk or inadequate measures.	Environment which is poorly maintained, dirty, animal infested, cramped to the degree that it places the individual's wellbeing at risk. May have untreated or inadequately treated physical health issues.
Domestic Violence	Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Age range 16+.	Includes: psychological, physical, sexual, financial, emotional abuse; so-called 'honour' based violence; Female Genital Mutilation; forced marriage.	Appears to be afraid of partner / of making own choices, behaves as though she/he deserves to be hurt or mistreated, low self-esteem or appear to be withdrawn, appears unable or unwilling to leave perpetrator, makes excuses for or condones the behaviour of the person alleged to have caused harm, blames abuse on themselves.
Spiritual Abuse ⁷⁸ (not defined in Statutory Guidance)	Inappropriate use of religious belief or practice.	The misuse of the authority of leadership or penitential discipline, oppressive teaching or intrusive healing or deliverance ministries which may result in various types of harm.	Could be any of the above.

⁷ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/175437/Action_Plan_-_Abuse_linked_to_Faith_or_Belief.pdf

⁸ [http://files.ccpas.co.uk/documents/Help-SpiritualAbuse%20\(2015\).pdf](http://files.ccpas.co.uk/documents/Help-SpiritualAbuse%20(2015).pdf)

Some Additional Information:

Child Sexual Exploitation: All children and young people can be at risk of sexual exploitation. This includes boys and girls of any age. This is a form of sexual abuse. Although young people can give consent to sexual acts from the age of 16 (so long as they have the capacity to do so) they continue to be at risk of sexual exploitation beyond their 16th birthday. **Any concern that a child or young person may be at risk of, or experiencing, sexual exploitation must be reported immediately to the South Gloucestershire [Children's] Access and Response Team or the police.** Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (eg food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Female Genital Mutilation: Female genital mutilation (FGM) (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. It has been estimated that over 20,000 girls under the age of 15 are at risk of FGM in the UK each year, and that 66,000 women in the UK are living with the consequences of FGM. However, the true extent is unknown, due to the 'hidden' nature of the crime. The girls may be taken to their country of origin so that FGM can be carried out during the summer holidays, allowing them time to 'heal' before they return to school. There are also worries that some girls may have FGM performed in the UK. Any concern that a child or adult who may be vulnerable to, or at risk of, FGM must be reported immediately to the relevant Local Authority or directly to the police.

Terrorism and Extremism: Any person may become drawn into extremism, or sympathy with such views, and into terrorism. This will often happen through contacts made via the Internet but a culture that supports this can develop in any community, group, school or faith organisation. The *Counter-Terrorism and Security Act 2015* places duties on certain bodies, not including Faith Organisations (excepting where such an organisation runs a school or other relevant premises), to have due regard to the need to prevent people from being drawn into terrorism. Everybody should be alert to any indication that a person or group may be developing, or has developed, an interest or ideology that may include harm to others. **Any concern related to this whether for a child or adult must be reported to the police without delay.**