

## **Parish Policy for the Safeguarding and Protection of Children 2019**

### **Church Details:**

Name of Church	<b>Beverley Minster</b>
Parish (in Benefice of)	<b>St John and St Martin (Beverley Minster)</b>
Address	Minster Yard North, Beverley East Riding of Yorkshire HU17 0DP

### **Child Protection Representative**

The PCC has appointed the following person to be Parish / Benefice Child Protection Representative to whom any allegation or concerns about abuse should be directed. The nominated person is NOT normally one of those directly working with children and young people. They will follow the guidelines and procedures for responding to any allegations of abuse.

Parish CP Representative	Mr Ian J Merryweather
Address	10 West Close Molescroft Beverley HU17 7JJ
Telephone	01482 867958

## **DIOCESE OF YORK ST JOHN AND ST MARTIN BEVERLEY MINSTER CHILD PROTECTION AND SAFEGUARDING POLICY 2019**

This church recognises and values children and young people (anyone under the age of 18) as equal partners in the life and ministry of the church, and desires to encourage them to explore, discover and live out the Christian Gospel. The Parochial Church Council (hereafter PCC) takes seriously its obligations and responsibilities to protect and safeguard the welfare of any child or young person (i.e. under the age of 18 years) entrusted to the church's care.

Therefore in the church's provision and ministry, the PCC:

1. Accepts responsibility for the activities of the children's and youth groups operating under its auspices.
2. Will actively seek to protect and safeguard the physical, emotional and spiritual welfare of children and young people while in the care of the church.
3. Will have clear procedures for responding to suspicions or allegations about abuse, or inappropriate behaviours towards children and young people by any member of the church, and procedures for working with known offenders attending the church
4. Will ensure that both employed and volunteer children's and youth workers and all other persons working within the church who may have contact with children or young people through this work are properly and appropriately selected and appointed as set out in the Diocese of York document: "Diocese of York Child Protection and Safeguarding Policy"
5. Will ensure that children's/youth workers and volunteers and pastoral care workers are given adequate support and training.
6. Will annually appoint a Parish / Benefice Child Protection Representative.
7. Will annually review the Parish Child Protection Policy and procedures.
8. Will maintain appropriate Third Party Liability insurance for the church work among children and young people.

## Safeguarding

Safeguarding is a process which combines two parts:

- Child protection: the protection of individual children/adults who are identified as either suffering, or at risk of suffering significant harm as a result of abuse or neglect
- Promoting the rights and welfare of children: this incorporates raising awareness of rights and welfare issues; taking actions to enable children and vulnerable adults to enjoy their rights and entitlements; supporting them to thrive and reach potential

## A Child

In respect of Child Protection and Safeguarding and as in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people', and these terms are used interchangeably throughout this document. 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, is in hospital, in prison or in a Young Offenders' Institution, does not change his or her status or entitlement to services or protection under the Children Act 1989. The term 'parent' includes all those who have parental responsibility for the child. There may be other adults who have contact or care of children about whom you have concerns in relation to their contact with or care of a child. In these circumstances you should always seek advice from one of the sources listed in Useful Contacts.

## **Commitment to Children and Young People**

In accepting the Church Child Protection Policy Statement, the PCC as agent of the whole church family in this Parish and within the Diocese of York is also committed:

### **A: To the children by:**

- Listening to and valuing children and young people.
- Relating to children and young people effectively and appropriately.
- Ensuring their protection and minimizing risk of harm by their involvement in any church or related activities, both at the normal meeting place and when away from the normal meeting place.
- Encouraging and supporting children, parents and carers.
- To provide safe, relevant and engaging children's and youth work of the highest quality possible and with adequate resources (bearing in mind the limitations of plant and human resources).

### **B: To workers, volunteers and the Child Protection Representative by:**

- Giving and enabling appropriate support and training.
- Providing clear systems and procedures for dealing with concerns or allegations about abuse.
- Providing clear systems and procedures for the recruitment of workers and volunteers.
- Maintaining good links with Diocesan and statutory childcare authorities as necessary.

### **Pastoral Care:**

While being involved with Pastoral Care the health, safety and comfort of those we are involved with, especially if they are vulnerable adults or children, should be paramount. We should always work within the safeguarding policies of the Minster and the Diocese.

It is advisable that all volunteers are encouraged to take part in basic Safeguarding Training to help them be aware of safeguarding issues and how to deal with situations which may occur, for example when a vulnerable person offers to tell the worker something which may be a safeguarding concern and which legally should be reported to the appropriate authorities.

## **Recruitment of Children and Youth Leaders, including DBS Disclosure:**

Great care will be exercised in the appointment of suitable workers and volunteers to the church's work with young people. The PCC has adopted the use of "Diocese of York Guide to Disclosure through the Disclosure and Barring Service". Where access to children is regular, expected or significant (i.e. a key part of their role even if they are not in regularly contact with children), the Diocesan policy and procedures will be strictly adhered to.

In Brief: (see Safer Recruitment, DBS and Confidential Declarations – a practical guide in the Diocese of York)

Anyone involved in the church's work with children and young people in this parish/benefice must:

1. Provide proof of their identity. (e.g.: Passport, Birth Certificate)
2. Provide 2 referees (who have known the applicant for at least 3 years)
3. Complete a 'Confidential Declaration' form in accordance with The Children Act 1989 and Rehabilitation of Offenders Act 1974/5
4. Obtain an up to date and satisfactory 'Enhanced Disclosure' check from the Disclosure and Barring Service (DBS)

### **NOTES:**

Where a person has only occasional contact with young people, such as a supervised steward or helper at occasional events, the volunteer only need provide proof of identity, 2 referees and complete the Confidential Declaration Form. Any increased involvement will necessitate a DBS Enhanced Disclosure to be carried out. Refer to the Diocese of York Guide to Disclosure through Disclosure and Barring Service document issued 2008.

If the worker is dealing with children in an unsupervised capacity on a regular basis then they should apply for DBS clearance.

In regard to the collection and storage of DBS data the PCC accepts and pays due regard to the following

1. Revised Code of Practice for Disclosure and Barring Service Registered Persons (Nov 2015) Published by the Home Office
2. Handling Use and Secure Storage Retention and Disposal of Disclosures and Disclosure Information. Published by CCPAS.
3. Beverley Minster Equal Opportunity Policy
4. GDPR policy of the Minster

## Child Protection – Definitions of Abuse

The PCC recognises the following categories of abuse used by every local authority in England and Wales.

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

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

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

**Sexual Abuse:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Emotional Abuse:** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Organised Abuse:** Organised abuse is defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

**Religious abuse** is **abuse** administered under the guise of religion, including harassment or humiliation, which may result in psychological trauma. **Religious abuse** may also include misuse of religion for selfish, secular, or ideological ends such as the **abuse** of a clerical position.

**Spiritual Abuse:**

Spiritual Abuse is a form of emotional or psychological abuse and is when a person is subject to coercion and control in a religious setting. This can include the misuse of scripture to control behaviour and can suggest that God is complicit in the threats of negative spiritual consequences. It can also give the idea that a spiritual leader is called by God to a position and therefore cannot be questioned or challenged.

A child may suffer more than one category of abuse.

**People who pose a Risk to Children**

If there is good reason to believe that someone attending the church may pose a risk to children, either as a result of a criminal conviction or for any other reason, the first concern will be a commitment to the protection of all children and young people. Whilst extending appropriate pastoral care to an individual, the Incumbent and Churchwardens (or authorised agent such as the Rural Dean), will discuss with the Diocese Child Protection Officer then meet with the individual and discuss boundaries that the person will be expected to keep. A written agreement will be appropriate in such cases, and the PCC Child Protection Representative and Diocese Safeguarding Advisor informed and supplied with a copy of the written agreement.

## **Child Protection – Procedures for Referrals:**

The role of Church members and nominated PCC Child Protection Representative in the event of an allegation or suspicion of abuse:

- Church members, including children's and youth work leaders and volunteers, may have concerns about possible or actual inappropriate conduct or abuse which may have occurred within a church setting or within another context, but which is drawn to their attention in a church setting; in either event the following procedures should be observed.
- The role of a church member is not to investigate beyond establishing the basic facts so that a decision can be made about what further action, if any, needs to be taken (such as a referral to the investigating agencies).
- Allow the child to speak, but be very careful not to say anything that may suggest or prompt a particular answer. Anything said by the child should be recorded, using the actual words used by the child.
- Reassure the child that you are listening carefully to them, but refrain from promising to 'keep a secret'. Make it clear that you may have to tell someone else who can help to sort things out.
- Concerns or an allegation must be shared with the nominated PCC Child Protection Representative as soon as possible, or in their absence, with either the Incumbent or Churchwarden or another trusted adult, or with the Diocese Safeguarding Advisor. If the concern or allegation is about any of these people DO NOT share the concern with them. The concerns MUST be recorded, as must decisions of how to proceed, including rationale for those decisions and consultation with any other persons.
- If both are satisfied that the concerns are unfounded you need take no further action. However, the aforementioned record MUST be kept, and a copy should be forwarded to the Diocese Safeguarding Advisor.
- If the concern is a childcare issue (i.e. not thought to be abuse related, but where the parents/carer or child may need support from relevant agencies), the nominated PCC Child Protection Representative should make a referral to Social Services. However to do this will require parental permission. Seek further advice from Social Services or the Diocese Safeguarding Advisor.
- If concerns remain the nominated PCC Child Protection Representative should contact the Diocese Safeguarding Advisor.
- If there are concerns that a child is suffering or is likely to suffer significant harm or is in immediate danger of harm, then a referral to Social Services or the Police should be made at once by the church member or the Child Protection Representative. Clearly state that you are making a "Child Protection Referral". Identify yourself and the church you are representing. You must also advise the Diocese Safeguarding Advisor and if she or he is not available the Archdeacon.
- Any concerns in relation to child protection issues should be logged and retained securely by the Diocesan Safeguarding Advisor.



**Additional role of the PCC Child Protection Representative:**

- The PCC Child Protection Representative should support any church member raising or reporting a concern or allegation and make sure that the above procedures have been carried out appropriately.
- Unless it is inappropriate in view of the nature of the allegation, the Incumbent or Churchwardens should be informed of any referral being made as well as the Archdeacon. Do not discuss with anyone else.
- Careful consideration should also be given as to whether the Parish's insurers should be contacted and advised of the incident or allegation.
- If the PCC Representative is unsure, or feels they need to take further advice, they should contact the Diocese Safeguarding Advisor in the first instance, Social Services or alternatively the Churches Child Protection Advisory Service Help line.
- In the event of the Safeguarding Advisor being unavailable within a reasonable time, the local Archdeacon should be contacted. Alternatively telephone the Churches Child Protection Advisory Service Help Line. (See useful telephone numbers)

**Policy Adoption**

**This policy takes due regard of the Diocese of York Child Protection and Safeguarding document 'Making the Policy Work'**

This policy is adopted by the PCC of Beverley Minster

Signed:

Vicar: \_\_\_\_\_

Churchwarden: \_\_\_\_\_

Safeguarding Coordinator \_\_\_\_\_

Date:

## Appendices

### Appendix I

#### **Checklist for the Implementing or Reviewing the Child Protection Policy, Procedures and Good Practice in the Parish of Beverley Minster.**

(Adapted from document on [www.safeguardingadvice.org](http://www.safeguardingadvice.org))

The PCC, incumbent and Parish Child Protection Representative should work together in implementing and then reviewing (at least annually) the child protection policy for the parish. The following areas should be included in the policy:

1. Identify all children's and youth activities and mixed-age activities that are the responsibility of the PCC and therefore come under the child protection procedures.
2. Check that every group has up-to-date registration forms and a register of attendance.
3. Check whether any of the Under 8 groups need to be registered with the local authority (for further advice, contact the Diocesan Children's Work Adviser, see Contacts, Section 3)
4. Identify all leaders, helpers and adults in mixed-age activities who will need to follow child protection procedures.
5. Check that every group has enough helpers and that there is a gender balance wherever possible. (For work with Under 8s, leaders must be appointed in accordance with required adult-child ratios. Contact the Diocesan Children's Work Adviser for further information.
6. Decide what training will be required and how on-going support will be given to children and young people's workers.
7. Consider whether there are any adults in the congregation who have informal contact with children, which will come under the child protection procedures e.g. vergers, caretaker, mini-bus driver etc.
8. Check that all current paid employees, volunteers and adult members of mixed-age groups have signed a Confidential Declaration Form within the last five years, and, as appropriate, have an enhanced-level DBS disclosure that is less than five years old.
9. Decide how new workers will be appointed, trained and supervised.
10. Decide who should be contacted by people who are concerned about a child or young person or concerned about the behaviour of an adult. This will usually be the Parish Child Protection Representative. Generate

sufficient publicity to ensure that the congregation knows whom the contact is and how to get in touch.

11. Make sure the parish insurance policy covers all church activities on and off the premises and includes legal protection insurance for employees and volunteers.
12. Inspect all premises used by children and young people to make sure they are physically safe. Address any health and safety issues e.g. lighting, security of access, etc.
13. The Parish Child Protection Representative should hold a loose-leaf folder where concerns or notes of incidents can be kept. This should be kept confidentially in a secure place and should be maintained in compliance with the Data Protection Act.
14. Decide how the child protection policy will be brought to the attention of the congregation, volunteers, parents and children. In annual review, consider how to refresh awareness within the congregation.
15. Identify local support groups, counselling services and resources for adult survivors of child abuse and make sure the information is easily accessible to those who might need it.
16. If there are any people in the congregation who are known to have offended against children, inform the Diocesan Safeguarding Adviser, who will help to initiate an agreement with that person.
17. Identify all outside groups using church premises and ensure that they either have an appropriate, compatible child protection policy or will agree to adopt the parish policy.

*The Diocesan Child Protection Policy and guidelines for its implementation should be brought to the PCC for ratification. The incumbent and churchwardens should sign the Parish Policy Statement and agree a date to review the policy on an annual basis.*

*A copy of the policy should be placed on the church notice board or in another easily accessible place.*

## Safeguarding

Beverley Minster, as part of the Church of England, is committed to the safeguarding, care and nurture of everyone within our church community.

*In all these principles we will follow legislation, guidance and recognized good practice*

### **The Church of England has agreed the following statement of safeguarding principles**

- We will carefully select, support and train all those with any responsibility within the Church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration/membership of the relevant vetting and barring schemes.
- We will respond without delay to every complaint made, that any adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognizes the importance of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation.
- We will seek to protect survivors of sexual abuse from the possibility of further harm and abuse.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust.
- We will seek to offer pastoral care and support, including supervision, and referral to the appropriate authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

The full Safeguarding Policy is available in the Virgers' Vestry, and on Reception at the Parish Centre, 38 Highgate.

## Appendix 3:

### Useful Contacts:

- **Diocesan Safeguarding Adviser:** 07551124951,  
Julie O'Hara 01904699524  
[safeguarding@yorkdiocese.org.uk](mailto:safeguarding@yorkdiocese.org.uk)
- **Archdeacon** – The Venerable Andy Broom: 01482 881659
- **East Riding Council:** Early Help and Safeguarding Hub (EHaSH)  
Tel: (01482) 395500  
Email: [childrens.socialcare@eastriding.gcsx.gov.uk](mailto:childrens.socialcare@eastriding.gcsx.gov.uk)  
**Emergency Duty Team:** (Outside of office hours) (01377) 241273  
Website: <http://www.erscb.org.uk/how-to-report-concerns/>
- **Churches Child Protection Advisory Service** Help line: 0845 1204550
- **Local Police:** Emergency 999, non emergency 101.
- **Local Authority Designated Officer (LADO) 01482 392139**
- **Ecclesiastical Insurance Group** (NB: Contact with the EIG should only be undertaken following discussion with the Archdeacon or Diocesan Secretary if it is with regard to a confidential child protection related complaint or concern)

The Managing Director  
Ecclesiastical Insurance Group  
Beaufort House  
Brunswick Road  
Gloucester  
GL1 1JZ  
marked "Strictly Private and Confidential"

If it is an emergency telephone 01452 528533