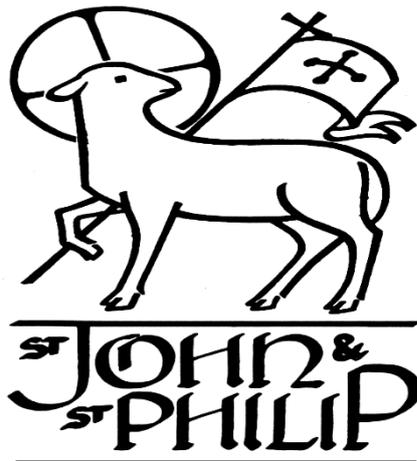


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# CHAPLAINCY SAFEGUARDING PROTOCOL



July 2017

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# 1. INTRODUCTION

*Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God, which he bought with his own blood. (Acts 20:28, NIV)*

These words were spoken by Paul to the church elders in Ephesus. Although he was addressing the leadership (rather than the whole church), and his specific concern was the danger of false teaching (rather than safeguarding), both the picture he paints and the principles behind it are relevant to this policy. For every person in our church is precious, bought at a high price. What does it mean, then, to be good shepherds of the flock entrusted into our care?

Our desire is to be a church community where anyone and everyone can find healing and wholeness through its life of worship, discipleship, fellowship and pastoral care. This does not come without a cost, however: it requires openness and trust, the creation of a safe place where past hurts and wounds can be faced, and where healing and growth can be experienced.

Some of this pastoral activity takes place informally amongst church members, but there are also organised activities and programmes, delivered by capable and loving volunteers, meeting the needs of vulnerable groups: children, young people and vulnerable adults. Those ministering in such settings have a duty of care, which is why policies such as this are necessary and indeed important. There is therefore a healthy tension in the life of the church, operating as both family and organisation.

Of course the overwhelming majority of people working with vulnerable groups in churches like ours take this very seriously and minister with appropriate care and sensitivity. However, it is a distressing reality that there are others who will attempt to infiltrate our churches in order to abuse members of vulnerable groups. In recent years increasing evidence is emerging of this fact, much of it going back over many decades.

Our church, as part of the Diocese in Europe, is therefore committed to the Church of England's official policy statement on safeguarding the welfare of vulnerable groups. To help us comply, we have created our own policy statement that is specific to this church, and which is set out in this document. This policy is based on the Diocesan Safeguarding Protocol, issued by the Diocese in Europe in December 2015, and builds on former policies issued by our church in recent years. Our aim in formulating this policy is to protect children, young people and vulnerable adults and those who work with them, and to facilitate openness and trust between all the parties involved in our work at St John and St Philip. Guidelines such as these help those who work with vulnerable groups to know what is expected of them and to know how to respond if a vulnerable person has been hurt or there is suspicion of abuse.

Every week countless hours of valuable ministry is carried out by people in our church family on a voluntary basis. The contribution they make in nurturing and guiding children, young people and vulnerable adults in the Christian way of life can never be overestimated. With St Paul's charge in our ears, with a prayerful dependence on God's protection, and by developing a church-wide culture of informed vigilance, let's continue to minister to our vulnerable groups as God has called us to do, so that he can be glorified in their lives and ours.

Andrew Gready

Chaplain

## 2. OUR CHAPLAINCY'S SAFEGUARDING POLICY

The protection from harm of children and adults who may be vulnerable is of paramount importance to us. As a chaplaincy within the Diocese of Europe, we comply fully with the requirements of the Diocese's Safeguarding Policy<sup>1</sup>.

**We will not tolerate the abuse of children or adults in any form.**

Specifically, within our Chaplaincy we are committed to:

- The care, nurture, and respectful pastoral ministry of all children, young persons and adults
- The safeguarding and protection of all children, young persons and adults who may be vulnerable
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
- The careful selection and training of all those with any safeguarding responsibility within the Church, including the use of available criminal records disclosures and relevant vetting and barring schemes.
- Preventing abuse or the likelihood of abuse by encouraging and adopting a pro-active stance to safeguarding; responding to the slightest concern whether by rumour, speculation or from an anonymous source – every safeguarding concern will be taken seriously.
- Ensuring that any concern about safeguarding **must** be passed onto someone in the Diocesan Safeguarding Team as there are no legal barriers to sharing such concerns.
- Responding without delay to every complaint made which suggests that a child, young person or adult may have been harmed - co-operating with the local police, relevant local agencies and any other relevant body (e.g. other faith groups) in any investigation.
- Seeking to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.
- Seeking to challenge any abuse of power, especially by anyone in a position of trust.
- Seeking to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

You will find details on how we action our policy and useful contact information on the following pages. If you have any queries please speak to the Chaplaincy Safeguarding Officer.

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<sup>1</sup> For information, you can find the detailed diocesan policy, and how it is implemented across all chaplaincies in the diocese, on the internet at the following link: <http://europe.anglican.org/what-we-do/safeguarding>

### 3. HOW DO WE ACTION OUR POLICY?

This page provides a summary on how we action our safeguarding policy. In the subsequent appendices you will find the more detailed information. If you have any queries please speak to our Chaplaincy Safeguarding Officer.

#### 3.1 WHAT DO WE MEAN BY 'ABUSE'?

The groups of concern include children and young people under the age of 18 who are vulnerable because of their age and life experience and also adults who may be vulnerable for a variety of reasons including a disability, an illness or their advanced years. The nature of the abuse can include playing on people's emotions, neglecting their needs, physical or sexual assault. You can find more about this at the Diocesan website (as referenced in **Appendix 6**).

#### 3.2 WE ALL HAVE A RESPONSIBILITY TO SAFEGUARD CHILDREN AND ADULTS.

Everyone in the chaplaincy has a responsibility to help to ensure that children and adults are not subject to abuse in any form. It is important that if we believe that abuse is occurring that we report this to the appropriate people so that the matter can be properly dealt with. Information on how to report problems is given later in this document.

As well as these general needs there are a number of people who have special responsibilities for safeguarding. These are:

- **Chaplains** whose special responsibilities are explained in **Appendix 1**.
- **Chaplaincy Wardens** whose special responsibilities are explained in **Appendix 2**.
- **Chaplaincy Councils** whose special responsibilities are explained in **Appendix 3**.
- **The Chaplaincy Safeguarding Officer** who is responsible for the overall coordination of safeguarding in the Chaplaincy. Details of their responsibilities are given in **Appendix 4**. If you have any worries or concerns about our safeguarding policy or any worries about someone being abused please speak to them in absolute confidence. *(NB the Chaplaincy Safeguarding Officer is identified and appointed by the Chaplaincy Council).*

#### 3.3 PEOPLE IN OUR CHAPLAINCY WHO WORK WITH CHILDREN AND VULNERABLE ADULTS

People who work with children and adults who may be vulnerable may be required to be checked to ensure that they have no history which may make them unsuitable for that role. The detailed process explaining who needs to be checked (and why this is necessary) and for obtaining checks is explained in the Diocesan Safeguarding Policy (as referenced in **Appendix 6**).

Induction safeguarding training is mandatory for all new workers, and it is a requirement that everyone working with children and vulnerable adults will prioritise attendance at subsequent training opportunities offered by the church. Further information concerning training can be found in the Diocesan Safeguarding Policy (see **Appendix 6**).

### 3.4 REPORTING SUSPECTED ABUSE

Everyone has a responsibility to be vigilant to spotting incidents of abuse. If you become aware of abuse in any form please tell the Chaplaincy Safeguarding Officer (or the Chaplain, a Warden, the Area Dean<sup>2</sup> or Archdeacon<sup>3</sup>) as soon as you can. If you would prefer, you can call the diocesan confidential telephone line **+44 (0)207 898 1163** and leave a message as to your concerns. The Diocesan Safeguarding team will get back to you as soon as possible.

The diocese will then ensure that the concerns are properly investigated and will let you know what the outcome is.

In addition it is of course your right and duty as a citizen to inform the local law enforcement agencies where you believe a criminal offence has been committed.

### 3.5 FURTHER INFORMATION

Useful additional information, and how it may be accessed, is given in **Appendix 6**.

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<sup>3</sup> Revd Canon Dr. Paul Vrolijk: +32 2 289 0921, +32 476 850 744; paul.vrolijk@europe.anglican.org

## 4. HOW WE RECRUIT OUR VOLUNTEER WORKERS

We ask all prospective volunteers to:

1. read carefully through this safeguarding policy
2. complete an application form
3. submit a confidential self-declaration form
4. provide two references
5. attend an initial interview with the relevant ministry team leader
6. sign the relevant job description(s)
7. obtain an Enhanced Disclosure Certificate from the Disclosure and Barring Service (DBS) if the applicant has ever been resident in the UK
8. obtain a certificate confirming a non-conviction record from the relevant authorities in the Netherlands and any other countries where the applicant has been resident (six months or longer) since the age of 16.
9. complete mandatory online training provided by the diocese and any further training that is offered by the chaplaincy
10. complete a six-month probationary period

It is a requirement that any volunteer working with children and / or vulnerable adults has been a member of the congregation for a minimum of six months before commencing their role. They may however begin the application process up to three months before this deadline. Moreover, provided they have submitted a confidential self-declaration form and can show evidence that they have applied for the relevant criminal record checks, the Safeguarding Officer has the discretion to allow them to begin as an additional helper (i.e. alongside a minimum of two other approved adults) pending the remainder of the application process.

Once appointed, volunteers are approved for a period of five years. Towards the end of that period they are asked to submit a new confidential self-declaration and to provide updated non-conviction records relating to their residence during the previous five years.

## 5. PRACTICE GUIDELINES

### 5.1 SAFE WORKING PRACTICE

#### 5.1.1 STAFFING AND RATIOS

- a) Each group should have a minimum of two approved adults and it is recommended that a gender balance be maintained if possible. However, a husband and wife, or partners, should not be the only leaders of a group/visit/activity.
- b) All groups should have an appropriate leader to child ratio. Based on OFSTED minimum staff–child ratios in the UK, we have adopted the following minimum standard:
  - 0–2 years: 1 approved adult for every 3 children
  - 2–3 years: 1 approved adult for every 4 children
  - 3–8 years: 1 approved adult for every 8 children
  - over 8 years : 1 approved adult for the first 8 children and then 1 extra person for every extra 12 children
- c) For meetings taking place during church:
  - one leader should not be left alone with children unless absolutely necessary and then only for short periods, (e.g. toileting). If there is only one leader more than one child should be present. If a leader is alone with one child or a group of children in a room (for reasons of emergency or discipline), they should be visible and other leaders should be easily accessible, and all doors, except fire doors, should remain open. The exception is crèche where the door remains closed for safety purposes and two adults should normally be in attendance.
  - if a leader or helper does not arrive, the leader should inform a churchwarden or the Safeguarding Officer. A second adult approved for work among children should then be found from among the church congregation. Group activities should not proceed without two approved adults present; if a second adult cannot be found, the group activity must be cancelled and children will be escorted back to their parents in church.
- d) For meetings taking place outside of church:
  - the leaders and helpers should arrive at least 10 minutes before the session starts. If for some reason, a leader or helper is unable to attend at the last moment, or has not arrived 10 minutes before the session starts, the process to find an alternative leader or helper should immediately commence. Whilst waiting for the second person to arrive, one of the parents dropping off their child or young person should be asked to wait until another approved adult has arrived. If the young person arrives unaccompanied, the leader will phone the young person’s parent to ensure accountability.
  - The order in which to contact alternative leaders or helpers is: (1) other youth leaders, (2) the Chaplain, (3) the Safeguarding Officer, (4) the churchwardens. The contact numbers for these can be found in the church directory. In the event of no alternative leader being available, the activity will need to be cancelled.
  - Leaders and helpers must not leave until the last child has left.
- e) For activities taking place where leaders and children arrive at different times, parents must remain with their children until the appropriate leadership is present in case the event has to be cancelled.

### 5.1.2 ACTIVITIES INVOLVING COMBINED ADULT AND CHILD PARTICIPATION

*(e.g. music group practice)*

- a) In the case of music group, it is not necessary for all members to complete the safeguarding recruitment procedure, but the music group leader, who has a duty of care, and has frequent or intensive contact is subject to this procedure.
- b) However, in such cases, good practice, for everyone's benefit, dictates that there should be a reasonable ratio of adults to children/young persons. There should be at least two adults present supervising. At least one of these adults (e.g. the music group leader) is required to have completed the safeguarding recruitment procedure.

### 5.1.3 TOUCH

- a) All children, young people and vulnerable adults are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency. Leaders and helpers are to avoid initiating inappropriate physical contact with any young person. For younger children (crèche age, and up to age 7), physical contact may be necessary to keep the children safe and secure. All physical contact should be appropriate, and should only be in full view. When giving first aid (or applying sun cream, etc.), the child, young person or vulnerable adult should be encouraged to do what they can themselves, but giving appropriate help where necessary. Avoid any physical activity that may be misinterpreted.

### 5.1.4 DISCIPLINE

- a) Leaders are encouraged to communicate to those in their care, whether in the regular Sunday session or other midweek or offsite meeting, a clear discipline policy that might include rules, rewards and sanctions. At the start of each school year the youth and children's leaders and helpers will ask parents and/or carers to attend a meeting after the Sunday morning session to communicate the discipline policy. This is also an opportunity for parents and/or carers to discuss discipline related issues and inform leaders and helpers of specific needs relating to their children. At the start of each term the youth and children's leaders will highlight the rules to the young people to remind them of the expectations leaders have of discipline within the group. Sparklers leaders may choose to meet with parents to review any special needs or concerns regarding their children.
- b) When there are disciplinary problems, a leader should try to calm the situation, then talk to the children, the other leaders and possibly the parents. In situations of conflict, if at all possible, leaders are not to physically touch or restrain children. They may shout or whistle (as appropriate) and keep others out of the way of harm. If restraint is necessary to prevent harm, this should be kept to the minimum.
- c) Leaders and helpers must not care for children while under the influence of alcohol or drugs. It is not permitted to smoke when leading or helping in a children's group.

### 5.1.5 HEALTH AND SAFETY

- a) The following health and safety information should be familiar to all leaders:
  - A fire evacuation procedure for the regular meeting place. A copy of the fire evacuation procedure is kept with the register. It is accessible during each Sunday session. At each leaders' meeting this procedure will be reviewed and all leaders/helpers expected to be

familiar with it. If the meeting is off site, the leaders/helpers must refer to the fire evacuation notice in the building.

- Leaders and helpers should also be aware of the locations of the nearest fire exits, meeting point and fire extinguishers in the regular meeting place or any off site meeting place.
  - In the event of a fire (whether real or fire drill) the leaders' first action will be to lead all children out of the building to the meeting point, taking the register only and no other belongings.
  - Maintenance of a register for all meetings. (This is the responsibility of the group leader/s and on Sunday mornings the register will be signed by a church warden. At the end of each school term, the register pages for the past term are handed to the church Safeguarding Officer who arranges for their indefinite secure retention. The reasons are that should in years to come an allegation be made, the records can be checked to establish if a person was on duty on any given day.)
- b) Ideally there should always be present in church someone who has been on a first aid course so in the case of an accident, emergency first aid can be given. A parent or guardian must then be contacted. When appropriate, the emergency services should be contacted. Every group should have a first aid kit and an 'Accident Report Sheet', in which every incident should be recorded. Completed accident report sheets should be given to the churchwardens for secure storage in accordance with the Data Protection Act.

#### 5.1.6 OFF-SITE ACTIVITIES

- a) For meetings taking place when the church is not meeting (for example mid-week meetings), leaders must ensure that all children age nine and under are collected by an authorised person, or follow instructions given by parent/guardian. Clear arrangements should be communicated to everyone.
- b) Chaplaincy Council should be informed of all off-site trips or outings. They are to be well organized, risk-assessed, and where necessary with appropriate extra leaders recruited.
- c) For local activities with minimal or no cost (e.g. Ary van der Spuyweg playground), consent will be assumed on the basis of a completed annual generic consent form.
- d) In addition to the annual generic consent form, specific written consent from a parent/guardian must be given for extraordinary events such as nights away, events taking place outside of the local area, events with a significant cost, and any other events that the leaders consider to have an element of risk (e.g. swimming, go-karting).
- e) Cycling: where children will be cycling as part of a church activity, there must be at least 2 approved adults. The group must stay together during the activity. The following should be noted:
  - It is recommended that all cyclists should have personal liability insurance
  - all bicycles should comply with Dutch traffic regulations (lights, brakes, bells, etc.)
  - all participants must be competent cyclists with a good understanding of Dutch traffic rules
- f) In the case of a non-serious cycling accident (e.g. puncture), parents will be called and required to come to the rescue. The whole group will stay together until help arrives and parents informed that others will be late.
- g) In the case of a serious cycling accident, emergency services, the chaplain, safeguarding officer, and parents will be informed. One adult will be required to accompany a young person to hospital, where parents will be met. If practical and possible, a third adult will be called to help supervise the remaining group.
- h) Swimming and all activities with outside organisations (such as climbing, go-karting): safety rules for the organisation must be checked and followed. Additional adult supervision may be required. For swimming, the swimming ability for each child should be established and a swimming consent form signed and submitted beforehand. A copy of this will be kept on file.

### 5.1.7 REGISTRATION

- a) When a child joins a group within the church, parents / guardians should fill in an annual registration / generic consent form, which should be kept in a safe place by the Sparklers/All Stars/Youth team leader or the Safeguarding Officer, as appropriate. For Sparklers/All Stars, a copy should be in the group folder accessible to the group leaders each week.

### 5.1.8 NON-APPROVED ADULTS

- a) Visitors and guest speakers are not required to complete a confidential self-declaration form, but should not, therefore, be left alone with children.
- b) Adults with no clear reason for being close to where children are meeting should be politely challenged.

### 5.1.9 TAKING AND USE OF PHOTOS IN CHURCH (DIGITAL, ONLINE AND HARD COPY)

- a) The church believes that the responsible use of images (child and adult) can make a valuable contribution to the life of our church. Occasionally, photographs are taken for use in our printed publications and on our website. This policy is intended to minimize the risk that people, of any age, can be exposed to through misuse of images.
- b) The church will only use images that the Chaplain and Safeguarding Officer consider suitable and which appropriately represent the values of our church and the activities the young people are involved with. Images that may be considered to be open to misuse will not be used, e.g. children in swimwear.
- c) We will not use images of identifiable persons for publicity material without their consent. In the case of children, parental consent will be needed. (See note on consent below).
- d) The church's appointed photographer must complete a confidential declaration and a criminal record check.
- e) The church will only take images that are appropriate and are considered not to be open to misuse. (e.g. no photos in swimwear.)
- f) Where possible, group photos will be taken rather than individuals.
- g) Where a photo of an individual is used: a child will not be named; an adult may be named, with their consent, if appropriate.
- h) Every effort will be made to ensure no other personal details are shown in any image, captions, tags or file names.
- i) We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. We cannot guarantee this, however, and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.
- j) Photography and videoing by individuals: Parents, family and friends, or any young people may take images for personal use only. If the recording/photo is not for personal use, consent must be obtained.
- k) Consent:
  - Child (under 18 years of age): consent regarding use of photos in print form and/or online / social media is requested on the annual registrations form for each child, so parents can indicate their preference.
  - Adult: any adult who does not wish to appear in any images can make this known to the Chaplain or Safeguarding Officer at any time.
  - Because we often have visitors, on the occasions when photos are taken during the service, the congregation will be informed that if they do not wish their image to appear on any media, they must specifically inform either the Chaplain or Wardens. Otherwise, their consent will be assumed.
- l) Misuse of images

- m) Any evidence of the use of inappropriate images, or the misuse of images, will be reported to the church's Safeguarding Officer who may involve the appropriate authorities such as the police.

#### 5.1.10 ONLINE COMMUNICATION WITH YOUTH

- a) When using online media to communicate with young people, workers should:
- Obtain parental agreement (using the annual registration form) before using such services (e.g. email, chatting, messenger services, Facebook, etc.) to communicate with a young person. The minimum age restrictions of social media platforms (e.g. Facebook, minimum age 13) must be respected.
  - Use clear, unambiguous language to reduce the risk of misinterpretation. Workers may provide advice and support, but avoid counselling.
  - Ensure all messages can be viewed if necessary by the worker's supervisor, and that this policy is explained to young people. Any texts or conversations that raise concerns will be saved and passed on/shown to the worker's supervisor.

#### 5.1.11 FURTHER PRACTICAL TIPS

- a) Discipline problems? Ask for help.
- b) Need more time with/to give attention to a particular child or young person? Explain the reasons for this to other leaders.
- c) What if a child needs to go to the toilet? This is a particularly sensitive area. Always respect the child, and keep involvement to the minimum.
- d) Giving a lift in your car? Children and young people should not be transported in private cars without prior consent of the parent/carers. All cars that carry children should be comprehensively insured. All children must wear seatbelts and use appropriate booster seats. At no time should the number of children in a car exceed the recommended passenger number of the car. Where possible, there should be two adults in the car, both sitting in the front. If in an emergency a driver has to transport one child on his/her own, the child must sit in the back of the car.
- e) Collecting things from a cupboard, etc? Leaders should not be alone with a child in a cupboard or in any other area. Where possible, all materials should be collected before the session and returned after the children are out of your care.

## 5.2 RELATING TO CHILDREN

All children's leaders and helpers need to know how to talk with, listen and relate to children with whom they come in contact. It is therefore a requirement that they make attendance at training sessions a priority, and seek out other opportunities for feedback and development in this area.

On occasion it may be appropriate for an approved leader to have a one-to-one meeting of a pastoral nature with a child or young person. If the leader considers such a conversation to be necessary, they must build in sufficient accountability by holding the conversation in a public place or a building where other adults are present, and by ensuring that another approved leader knows when and where the conversation is taking place, and who is present. The leader must make it clear that confidentiality cannot be guaranteed if the child / young person is at risk. Recurrent meetings are discouraged to minimise the risk of an unhealthy attachment or dependency being developed.

## 6. USEFUL CONTACTS

### 6.1 RELATING TO THE CHURCH

- St. John and St. Philip Safeguarding Officer: April L. Carter: M: 06-2219 1707 / E: [safeguarding@stjohn-stphilip.org](mailto:safeguarding@stjohn-stphilip.org)
- Diocese in Europe Safeguarding Manager: Ian Carter: T: +44 (0)207 898 1150 / E: [ian.carter@churchofengland.org](mailto:ian.carter@churchofengland.org)
- Diocesan confidential telephone line: T: +44 (0)207 898 1163
- SMPR: Meldpunt Seksueel Misbruik in de Kerk: T: 030-3038590 / E: [info@smpr.nl](mailto:info@smpr.nl) / W: [www.smpr.nl](http://www.smpr.nl)

### 6.2 RELATING TO THE NETHERLANDS

- Emergency services: T: 112
- Veilig Thuis, providing advice and investigating (suspected) cases of domestic violence and child abuse. W: [www.vooreenveiligthuis.nl](http://www.vooreenveiligthuis.nl) (click on 'Veilig Thuis Organisaties' for local contact details) / T: 0800 2000
- Jeugdbescherming West, a regional organisation who offer assistance when the safety and development of a child or young person is under threat. W: [www.jeugdbeschermingwest.nl](http://www.jeugdbeschermingwest.nl) / T: (070) 300 44 44
- De Kindertelefoon, a helpline for children aged 8-18 who are facing bullying, problems at home, arguments with friends, or simply feeling low: W: [www.kindertelefoon.nl](http://www.kindertelefoon.nl) / T: 0800 0432
- meldknop.nl, a website providing information and advice concerning internet safety: W: [www.meldknop.nl](http://www.meldknop.nl)
- Politie (Police): W: [www.politie.nl/themas/kindermishandeling](http://www.politie.nl/themas/kindermishandeling) / T: 0900 8844
- Raad voor de Kinderbescherming, a division of the Dutch Government Ministry of Security and Justice responsible for child protection: W: [www.kinderbescherming.nl](http://www.kinderbescherming.nl) / T: 070 374 2300

### 6.3 RELATING TO THE UK

- Childnet International, an organisation working to make the internet a safe place for children: W: [www.childnet.com](http://www.childnet.com) / T: +44 (0)20 7639 6967
- ChildLine, a website and helpline specifically for children and young people: W: [www.childline.org.uk](http://www.childline.org.uk)
- NSPCC (National Society for the Prevention of Cruelty to Children), specialising in child protection: W: [www.nspcc.org.uk](http://www.nspcc.org.uk)
- Stop it Now!, an organisation working to prevent abuse by providing help to anyone with a concern about child abuse. W: [www.stopitnow.org.uk](http://www.stopitnow.org.uk) / T: +44 (0)1372 847 160

## DETAILED INFORMATION

In the following appendices you will find more detailed information on how we deliver our chaplaincy's Safeguarding Policy as follows:

- Appendix 1: The Chaplain's Safeguarding Responsibilities
- Appendix 2: Chaplaincy Wardens' Safeguarding Responsibilities
- Appendix 3: Chaplaincy Council's Safeguarding Responsibilities
- Appendix 4: The Chaplaincy Safeguarding Officer (their role and responsibilities including obtaining safeguarding checks etc.)
- Appendix 5: Why do I need to have a safeguarding check?
- Appendix 6: Important links to the Diocesan Safeguarding Protocol where you can find further information

## APPENDIX 1: THE SAFEGUARDING RESPONSIBILITIES OF CHAPLAINS AND OTHER LICENSED CLERGY

1. If you are either:
  - The only chaplain currently in your Chaplaincy; or
  - The 'lead' Chaplain in your Chaplaincy (e.g. the 'senior Chaplain' or 'Team Leader')

Then you are responsible for ensuring that:

- Your Chaplaincy has in place an up to date Safeguarding Protocol.
  - Your Chaplaincy Council is fully aware of the Diocesan Safeguarding Protocol and has a working knowledge of your Chaplaincy's Safeguarding Protocol.
  - A 'Safeguarding Officer' is appointed for the Chaplaincy.
  - All persons who are regularly involved with activities organised by the Chaplaincy which might involve children, young persons or adults who may be vulnerable undergo a safeguarding check as necessary. The criteria for who needs a check are referenced in Appendix 6.
  - Any safeguarding complaint or safeguarding concern, no matter how slight, within the Chaplaincy is immediately addressed.
  - The Annual Meeting of the Chaplaincy receives appropriate information with the objective of seeking to keep all members of the Chaplaincy up-to-speed on the importance of safeguarding.
2. If you are a licensed ordained minister in any other capacity ministering within the Chaplaincy, it is important that you work with the Chaplain (or the Chaplaincy Wardens if there is no appointed Chaplain) having the above responsibilities to help to ensure that the Chaplaincy maintains a robust approach to safeguarding.

3. What do I do if someone seeks confession?

The Church's position in this is clearly stated in the House of Bishops publication *Protecting All God's Children* and your attention is drawn to this. In summary whilst it notes the constraints of Canon Law, nonetheless if there is any doubt in your mind then you "*may judge it necessary to withhold absolution*" and alert the Bishop to the matter. The next steps will be for the Bishop to advise.

In all these matters, all Licensed Clergy are accountable to the Diocesan Bishop.

## APPENDIX 2: THE SAFEGUARDING RESPONSIBILITIES OF CHAPLAINCY WARDENS

As a Chaplaincy Warden you have particular responsibilities for safeguarding – especially where your Chaplaincy is in a ‘vacancy’ or where there is no chaplain appointed and consequently there is no one else to take a lead role within the Chaplaincy. Because of this responsibility alone, you will need to be subject to a safeguarding check as a matter of course. Your Chaplaincy Safeguarding Officer will be able to assist you in obtaining the appropriate check.

Your detailed responsibilities will depend on whether or not there is a Chaplain in post as explained below:

1. Where there is a Chaplain in post then you are responsible for:
  - Supporting the Chaplain in respect of their key responsibilities.
  - In the event of any safeguarding complaint or any safeguarding concern, no matter how slight, being made against a Chaplain, bringing this to the immediate notice of the Diocesan Bishop the Archdeacon/Area Dean and the Diocesan Safeguarding Team.
  
2. Where there isn't a permanent Chaplain in post (including in an interregnum) then you are responsible for ensuring that:
  - Any locum chaplains have a ‘PtO’ from the diocese (which will confirm compliance with the diocesan requirements in respect of safeguarding checks for visiting clergy - the Diocesan Appointments Secretary is to be kept informed of the clergy who are invited to cover services.
  - Your Chaplaincy has in place an up to date Safeguarding Protocol. Your Chaplaincy Council is fully aware of the Diocesan Safeguarding Protocol.
  - A ‘Safeguarding Officer’ is appointed for the Chaplaincy.
  - All persons who are regularly involved with activities organised by the Chaplaincy which might involve children, young persons or adults who may be vulnerable undergo a safeguarding check as necessary. The criteria for who needs a check are referenced in Appendix 6.
  - Any safeguarding complaint or any safeguarding concern, no matter how slight, within the Chaplaincy is immediately addressed.
  - The Annual Meeting of the Chaplaincy receives appropriate information with the objective of seeking to keep all members of the Chaplaincy up-to-speed on the importance of safeguarding.

*i.e. all of the things that the Chaplain would otherwise be doing.*

As a Chaplaincy Warden you are (as in other matters) accountable to the Diocesan Bishop.

## APPENDIX 3: THE SAFEGUARDING RESPONSIBILITIES OF CHAPLAINCY COUNCILS/COMMITTEES

As a member of a Chaplaincy Council/Committee, as well as your general responsibilities as a member of your congregation you have a responsibility to:

- Support the Chaplain, Church Wardens and the Chaplaincy Safeguarding Officer in respect of their responsibilities for safeguarding.
- Approve and renew the Chaplaincy Safeguarding Protocol each year.
- Be aware of the Diocesan Safeguarding Protocol and have a working knowledge of your Chaplaincy's Safeguarding Protocol.
- Complete the annual Chaplaincy Safeguarding Audit and Data Return for the twelve month period from 1<sup>st</sup> April to 31<sup>st</sup> March each year and forward it to the Diocesan Safeguarding Team by 31<sup>st</sup> May of the subsequent year.

## APPENDIX 4: CHAPLAINCY SAFEGUARDING OFFICERS

### INTRODUCTION

All Chaplaincies are required to appoint a 'Chaplaincy Safeguarding Officer'. This section sets out the full role and responsibilities of a Chaplaincy Safeguarding Officer.

As a Safeguarding Officers you will be subject to a safeguarding check

### WHAT IS THE ROLE OF THE SAFEGUARDING OFFICER?

The detailed role of the Chaplaincy Safeguarding Officer is set out in Appendix 4.1.

### APPOINTMENT

The Safeguarding Officer must be selected and approved by the Chaplain (or equivalent) in association with the Chaplaincy Council. They will be someone who is suitable for this role in view of their interest in safeguarding, previous experience, etc. Ideally they might have had involvement with vulnerable groups (e.g. care of children or elderly adults) in a professional or similar role, though this is not an essential requirement. The role should not normally be carried out by a member of the clergy.

If the individual is not known personally to the Chaplain or the Wardens then suitable references should be obtained prior to appointment.

The Chaplaincy Safeguarding Officer, if they are not an elected member of the Chaplaincy Council, must be an ex officio member and have access to meetings as and when they believe it to be necessary to keep the Council informed.

## APPENDIX 4.1 THE ROLE OF THE CHAPLAINCY SAFEGUARDING OFFICER

As the Safeguarding Officer in your Chaplaincy you are undertaking that role on behalf of the Chaplain, the Chaplaincy Wardens and the Chaplaincy Council.

The primary task is to seek to ensure that all children, young persons and adults who may be vulnerable, are protected and safe from harm.

The general requirements of the role are explained as follows (with further detailed information in respect of safeguard checking and record keeping given in 'sub-appendices' as shown).

1. Working within requirements of the Diocesan Safeguarding Protocol, you will need to be especially aware of the assistance which may be obtained from the Diocesan Safeguarding Team.
2. Being aware of the local legal obligations regarding 'safeguarding'.
3. Being available for the appropriate safeguarding training.
4. Working with the Chaplain and Chaplaincy Wardens you will need to ensure that your Chaplaincy has its own Safeguarding Protocol Statement. This should be approved by the Chaplaincy Council and reviewed each year.
5. Working with the Chaplain and Wardens, you will need to ensure that all who wish to be involved in leading/assisting with activities organised by the Chaplaincy which might involve children, young persons or adults who may be vulnerable are subject to appropriate checking as outlined in Appendix 6.
6. Working with the Chaplain and Wardens, you will need to be satisfied that there is an appropriate system in the Chaplaincy for keeping records.
7. Advising the leaders of all activities organised by the Chaplaincy involving children and young persons (i.e. under the age of 18) to seek to maintain their own appropriate records covering the safety of the children involved (for example attendance, any parental consent forms, details of the adults responsible for running sessions, the recording of any accidents/incidents, etc.).
8. Being vigilant, in the Chaplaincy, for any concern identified by yourself or by another person regarding any:
  - Child or vulnerable person who might be or have been subject to a risk of, or actual, abuse;
  - Person you may consider poses a risk to a child/vulnerable person.

And in such circumstances notify the Diocesan Safeguarding Team without delay and seek their advice as to what to do next.

## APPENDIX 4.2: THE CHAPLAINCY SAFEGUARDING OFFICER'S RESPONSIBILITIES FOR SAFEGUARD CHECKING

As the Chaplaincy Safeguarding Officer, part of your role is to assist people in undergoing the necessary safeguard checking. The diocesan requirements as to who in a Chaplaincy should be checked and the process for undertaking those checks is given in Section 6.2 and 6.3 respectively in the Diocesan Safeguarding Protocol

In summary your role of the Chaplaincy Safeguarding officer is as follows:

1. Advising the Chaplain and Wardens of the need to ensure that everyone who seeks to work with children or adults who may be vulnerable is subject to an appropriate selection process and completes as a minimum a *Confidential Declaration Form*.
2. Assisting people in the completion of the *Confidential Declaration Form* and discussing, in confidence, with them any issues this might identify noting that a criminal conviction might not necessarily be a bar to the intended activity. (see below)
3. Where an individual's role is such that they require a formal 'Safeguarding Check' to identify if they have any related criminal or related history (Section 6.3 of the diocesan Safeguarding protocol identifies the current criteria for such checking):
  - a. Undertaking the Identity Check to confirm the person is who they say they are. The Diocesan Safeguarding Team will provide you with the necessary forms and methodology to be used.
  - b. Assisting people in obtaining the necessary safeguard checks from the relevant national authorities. Section 6.2 of the Diocesan Safeguarding Protocol explains how this is to be done including, as appropriate, accessing the UK DBS system, a link to the diocesan web page listing the relevant authorities for a range of countries other than the UK and what to do if there are no 'relevant authorities'.
  - c. Assisting people in obtaining the necessary reviews of safeguard checks from the relevant national authorities.

You should also check that people who work with children or adults who may be vulnerable checked are aware of:

- The Chaplaincy Safeguarding Protocol
- The requirement to undertake appropriate training

Record keeping requirements are summarised in Appendix 4.3.

## APPENDIX 4.3: THE CHAPLAINCY SAFEGUARDING OFFICER'S RESPONSIBILITIES FOR RECORD KEEPING

As the Chaplaincy Safeguarding Officer part of your role is to be satisfied that there is an appropriate system in the Chaplaincy for keeping records. You will need to do this in consultation with the Chaplain and Wardens.

The Diocesan requirements for keeping records (including an appropriate format) are set out in Section 6.7 of the Diocesan Safeguarding Protocol. It is recommended that records relating to an individual are maintained in a loose leaf folder (or similar) for each individual. Because of the nature of any records relating to safeguarding it is important the records are held in a secure manner (e.g. a locked cabinet) with access limited to those with a clear 'need to know'.

In summary there is a need to keep (for 100 years) the following records:

1. For those for whom a **safeguard check** is needed the following records must be kept:
  - A full record of those in the Chaplaincy who have been subject to a safeguarding check (*NB for Clergy and readers, this responsibility is held by Diocesan Office. If this information is required, the details can be obtained from the Diocesan Safeguarding Team.*)
  - You can find a model record for this purpose in Section 6.7 of the Diocesan Safeguarding Protocol
2. For any member of the Chaplaincy who has undergone **safeguarding training**.
  - The nature of the training and when it was completed
  - Any associated correspondence
  - You can find a model record for this purpose in Section 6.7 of the Diocesan Safeguarding Protocol.
3. In respect of any concerns raised within the Chaplaincy (and which will have been notified to you as the Chaplaincy Safeguarding Officer)
  - A log of the original concern (to include the person reporting the concern, when it was reported, to whom it referred (victim and abuser); a brief summary of the information provided and when it was reported to the Diocesan Safeguarding Team (a 'must' in every case no matter how trivial). You can find a model record for this purpose in Section 6.7 of the Diocesan Safeguarding Protocol.
  - Subsequent correspondence etc.
  - The outcome of the investigation (which will be supplied by the Diocesan Safeguarding Team).

## APPENDIX 5: WHY DO I NEED TO HAVE A SAFEGUARDING CHECK?

It is not unusual for people to feel that a safeguarding check is not necessary for them, as their background speaks for itself. Individuals may be concerned that simply being asked to undergo a check suggests a lack of trust in their personal integrity. Indeed, they may see this as a personal affront. Typical comments might include:

- *I have previous experience of working with vulnerable groups (for example, as a teacher or care worker);*
- *I cared for and nursed my late parents;*
- *I have children of my own;*
- *I (or my close family) already have responsible jobs in the local community;*
- *I am of impeccable character and I've never been in trouble with the police;*
- *I have lived in my present country for many years and there is no need to check my previous history as it is so long ago;*
- *The local laws do not require any checking;*
- *The local laws or accepted local customs are more lax than in the UK and therefore the policy cannot apply (e.g. in respect of the age of consent).*

Of course, many of these are very appropriate for those with an unblemished history – which will be the greater majority of people.

Sadly, however, they are just the arguments which are made by those whose record is far from unblemished. As explained elsewhere (see Section 6.1 of the Diocesan Safeguarding Protocol) abusers are often **extremely devious people**. They will often seek to ingratiate themselves into a community, building up (or claiming a history of) all of the positive attributes mentioned above. Having established the trust of the community they are then in a position to commence their abuse.

It is for this reason that we have to apply the 'precautionary principle' – i.e. it is better to be safe than sorry. All individuals who are identified as needing to be checked do indeed need to be checked irrespective of their backgrounds. A 'clear' check provides considerable strength to:

- Your position as an individual – there can be no doubting your past by anyone.
- Your Chaplaincy's position. For example, parents increasingly expect appropriate people involved in Sunday schools, youth groups etc. to have been checked. They may be reticent to have their children participate if this has not been done.
- Helping to ensure that we have done all that can be reasonably expected to ensure the safety of those entrusted to our care – the safety and welfare of children, young people and adults who may be vulnerable is more important than our own personal feelings.

So if you are asked to have a safeguarding check, please do approach this in a positive and supportive manner. Generally, all that is needed is to complete the Confidential Declaration and apply for the appropriate check as explained in Section 6.2 of the Diocesan Safeguarding Protocol. Your Chaplaincy Safeguarding Officer will be able to offer you help with this.

## APPENDIX 6: FURTHER USEFUL INFORMATION

There are a number of matters which are fully explained within the Diocesan Safeguarding Policy documentation (see link). These are as referenced below. This chaplaincy endorses and follows the approaches given in the Diocesan policy.

- **What is Abuse?** - You can find additional information in Section 6.1 of the Diocesan Safeguarding Protocol.
- **Selecting people for roles in the diocese (including in your chaplaincy)** - You can find out about this in Section 6.2 of the Diocesan Safeguarding Protocol.
- **Who needs to be subject to safeguarding and why?** You can find out about this in Section 6.3 of the Diocesan Safeguarding Protocol.
- **Identifying and addressing concerns: What do we do if there is a problem?** - You can find detailed information on what to do if you identify a problem in Section 6.4 Diocesan Safeguarding Protocol.
- **Helping Victims** - Guidance on helping victims of abuse can be found in Section 6.5 of the Diocesan Safeguarding Protocol.
- **Working with offenders** - Guidance on working with offenders can be found in Section 6.5 of the Diocesan Safeguarding Protocol.
- **Record Keeping** - The Diocesan requirements for keeping safeguarding related records can be found in Section 6.7 of the Diocesan Safeguarding Protocol.
- **Information and training:** You can find the detailed diocesan requirements in Section 6.8 of the Diocesan Safeguarding Policy Documentation.
- **Glossary of Terms** - You can find a glossary of terms in Section 6.9 of the Diocesan Safeguarding Protocol.
- **Useful contacts** - You can find a list of useful contacts and web sites in Section 6.10 of the Diocesan Safeguarding Policy Protocol.
- In addition you can find out how the diocese will **monitor the delivery** of the protocol at Section 7 of the Diocesan Safeguarding Protocol.

You can find the Diocesan Safeguarding Protocol (which includes the formal Diocesan Safeguarding Policy Statement) at: <http://europe.anglican.org/what-we-do/safeguarding>.