

Practice Guidance for the Safeguarding of children, young people and vulnerable adults

For St Luke’s Church, 46 Cell Barnes Lane, St Albans AL1 5QJ

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Signed: Role: Date:

St Luke’s church follows the policy of the Church of England “Promoting a Safer Church” (May 2017). This policy is designed to assist all members of St Luke’s in implementing the policy. It is to be enforced for all St Luke’s activities, including where the church premises are rented out to outside organisations that do not have their own safeguarding policy to adhere to, otherwise those organisations must agree to adhere to these guidelines.

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1. Good Safeguarding Practice

a. Safe Recruiting

We will adopt the principles outlined in Promoting a Safer Church (May 2017, attached as Appendix 1), when seeking to appoint to a post involving direct contact with children and young people.

In this church the process of appointment will apply to anyone likely to have contact with children, young people and vulnerable adults, including:

- Vicar
- All Readers and Readers in training
- Any leader in the church whose office of trust gives them opportunity or the expectation that they might have regular or unsupervised contact with children
- Those who have as part of their job, the supervision of those working with children, young people or vulnerable adults
- The Safeguarding Officer
- All volunteers who work with children and young people or who may come into regular direct contact with children during their activities

Prospective appointees will:

- be regarded as job applicants and have a defined role
- complete a Confidential Declaration (appendix 2)
- provide names of two referees
- where appropriate, attend an interview with at least one of the Vicar, Safeguarding Officer, Church Warden.

b. Use of Confidential Declaration and DBS checks

If the decision is to appoint, a disclosure at the appropriate level from the DBS will be carried out in all cases. The procedure for undertaking DBS checks is set out by the Diocese and is managed via the Diocesan Office. We will seek renewal of disclosures every five years, including the completion of confidential declaration.

c. Training of those working with children, young people and vulnerable adults

All people filling roles identified by the Diocese will train to the appropriate level in safeguarding, attending a course run by the Diocese every three years.

d. Recording and storage of information

All information will be gathered and stored securely, in compliance with the Data Protection Act 1998. The list of all those authorised to work with children, young people and vulnerable adults is maintained on the church database.

e. Support for those working with children and young people

All paid staff and volunteers working with children, young people and vulnerable adults will be provided with a copy of these guidelines and a written role description or outline of responsibilities (see Appendix 7). This will include:

- Description of the work expected of them
- To whom they are accountable
- The responsibility placed on them to behave in a manner consistent with this policy
- Action to be taken in the event of information or allegation of abuse, including the name and contact numbers of those to whom information should be given and who are responsible for ensuring that the relevant procedures are followed. This is currently in the form of a flyer (appendix 5)

The person with responsibility for co-ordinating children and young people's work will convene regular meetings for those working with children and young people, in order to provide a forum for sharing information and issues concerning their work and activities and to review and plan work.

Notes of these meetings will be provided to the PCC so that consideration of any specific issues or concerns relating to the continuing support and encouragement of work with children and young people and its adequate resourcing will be identified for action. Similarly, for any concerns about vulnerable adults.

The PCC will support and encourage participation in relevant training events and activities for those who work with children, young people and vulnerable adults.

f. Supervision of children

It is vital to ensure there are sufficient adults for child supervision. Wherever possible therefore, we will seek to comply with the suggested ratios of adult to child, recommended for a specific indoor/outdoor activity or holiday event. These are:

Adult : Children

Under 2 1 : 3

2 years 1 : 4

3 to 8 years 1 : 8

Over 8 1 : 8 for the first 8 children then 1 extra adult for every extra 12 children

Notwithstanding these requirements, all groups involving children and young people will be organised in such a way that there are at least two adults with each group and a gender balance where possible.

2. The Role of the Safeguarding Officer

The Safeguarding Officer is named in the 'Schedule of Names'

It is the role of the Safeguarding Officer to:

- ✦ Ensure that he/she receives training to keep his or her knowledge and skills up to date
- ✦ Ensure that all staff and volunteers who work with children undertake appropriate training to equip them to carry out their responsibilities for safeguarding effectively and that this is kept up to date by refresher training at three yearly intervals
- ✦ Ensure that staff and volunteers are made aware of the church's arrangements for safeguarding
- ✦ Ensure that the church operates within the legislative framework and recommended guidance
- ✦ Ensure that the vicar is kept fully informed of any concerns
- ✦ Develop effective working relationships with other services
- ✦ Ensure that accurate safeguarding records relating to individuals are kept in a secure place, marked 'Strictly Confidential'
- ✦ Provide guidance to parents, children, staff and volunteers about obtaining suitable support.

Church Roles Requiring DBS Checks to be made

Assistant Curate -	PCC Secretary
Caretaker -	PCC Treasurer
Churchwarden -	PCC Vice-chair
Creche Co-ordinator	PtO Clergy -
Creche Helper	Reader -
CYFA Helper	Safeguarding Assistant -
CYFA Leader	Safeguarding Officer -
Friday Social Co-ordinator	Smarties Helper
Hospital Shuttle service -	Smarties Leader
Pastoral Visiting Team Co-ordinator	Sparklers Helper
Pathfinders Helper	Sparklers Leader
Pathfinders Leader	Standing Committee Chair
PCC Chair	Vicar -
PCC Ex-officio	WOW Team Leader
PCC Member	WOW Team Member

3. Responding to concerns about possible abuse

In the event of concern, our guidance will be to follow the quick reference guide to child protection (appendix 5) which includes filling out a concern form (appendix 6) and passing it onto the Safeguarding Officer.

4. Ministering to people who might pose a risk to children

Where such a situation arises, we will be guided by Section 5 & 6 of Promoting a Safer Church, on ministering to people who it is decided may pose a risk to children.

5. Self Harm

St Luke's Church has adopted the Baptist document 'Understanding Self-Harm' (which is attached as Appendix 8). This document offers contacts of organisations which can support those who are self-harming or experiencing suicidal feelings. For those under the age of 18 or adults at risk who lack mental capacity, it is necessary that any disclosure is passed to the safeguarding officer. For those over the age of 18, the person's consent should be sought.

6. Communication

A copy of Promoting a Safer Church is available on the church's website and will be made available on request (Appendix 1). A notice will be displayed on church premises where activities take place, which will include the contact details of the Safeguarding Officer, along with the 'Childline' and 'Parentline Plus' telephone numbers.

7. Photographs /Video of Children in Church or during church organised activities

Parental permission for images taken for internal church use and for promotion of St Luke's Church will be assumed, subject to the following conditions:

- That reasonable steps are taken by the PCC to regularly inform parents that their permission is assumed unless they explicitly withdraw that permission. Reasonable steps may include a regular statement in the church newssheet or newsletter and a notice on one or more of the church noticeboards.
- At special services eg baptisms and nativity services, where photographing is likely, a notice will be included in the notice sheet and spoken out loud requesting that any photos taken and uploaded onto social media should only include pictures of their own children
- That withdrawal of permission be done by contacting the PCC Secretary verbally or in writing.
- The Secretary shall keep a record of all such withdrawals and make that list available to those taking images on the church's behalf;
- That any images used for the public promotion of the church do not identify or name any children portrayed without parental permission;

The taking of images for personal use by church members or others, attending services or other church-organised events on the church premises or elsewhere, is permitted on the condition that those images are for personal home use only and are not made public in any way.

Appendix 1 – Promoting a Safer Church

The Church of England’s Safeguarding Policy for children, young people and adults

Introduction

The care and protection of children, young people¹ and vulnerable adults² involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all.

This document sets out the safeguarding children, young people and vulnerable adult’s policy of the Church of England. It has been informed by the Joint Safeguarding Statement between the Church of England and the Methodist Church, with whom we work jointly on many aspects of safeguarding policy on a covenant basis.

The Church of England safeguarding policy statement is based on **5 foundations** and offers **6 overarching policy commitments**:

Promoting a Safer environment and culture

Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the Church

Responding promptly to every safeguarding concern or allegation

Caring pastorally for victims/survivors of abuse and other affected persons

Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons

Responding to those that may pose a present risk to others.

This policy applies to all Church Bodies³ and Church Officers⁴. Full understanding of, and adherence to, this policy should lead to a deepening in the understanding of, and respect for, the rights of children, young people and vulnerable adults as people of faith in the life of the Church.

Under section 5 of the Safeguarding and Clergy Discipline Measure 2016⁵, all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs must have ‘due regard’ to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have ‘due regard’ to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. (‘Cogent’ for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action.

This Policy Statement is supported by more detailed Practice Guidance and Reference documents which can be downloaded from: <https://www.churchofengland.org/clergy-officeholders/safeguarding-children-vulnerable-adults.aspx>

Building on this, Church bodies may provide additional local procedures and guidance in line with the House of Bishops policy and practice guidance.

Safeguarding Policy Statement of the Church of England

The Church of England, its Archbishops, Bishops, clergy and leaders are committed to safeguarding as an integral part of the life and ministry of the Church.

Safeguarding means the action the Church takes to promote a safer culture. This means we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those that are at risk of being abused and respond well to those that have been abused. We will take care to identify where a person may present a risk to others, and offer support to them whilst taking steps to mitigate such risks.

The Church of England affirms the ‘Whole Church’ approach to safeguarding. This approach encompasses a commitment to consistent policy and practice across all Church bodies, Church Officers and that everyone associated with the Church, who comes into contact with children, young people and adults, has a role to play.

The Church will take appropriate steps to maintain a safer environment for all and to practice fully and positively Christ’s Ministry towards children, young people and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm.

Foundations

In developing and implementing the Safeguarding Policy, the Church of England, is guided by the following foundations.

1. Gospel

The Church is called to share the good news of God's salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

2. Human Rights and the Law

The Church recognises the personal dignity and rights of all children, young people and adults, as enshrined in the Human Rights Act 1998 and the 1989 United Nations Convention on the Rights of the Child. Safeguarding work is undertaken within a legislative framework supported by government guidance which sets out a range of safeguarding duties, responsibilities and best practice.

3. Core Principles

The following key principles underpin the Church's approach to safeguarding practice:

- The welfare of the child, young person and vulnerable adult is paramount; XXX
- Integrity, respect and listening to all;
- Transparency and openness;
- Accountability;
- Collaboration with key statutory authorities and other partners;
- Use of professional safeguarding advice and support both inside and outside the Church;
- A commitment to the prevention of abuse;
- The active management of risk;
- Promoting a culture of informed vigilance;
- Regular evaluation to ensure best practice.

4. Good Safeguarding Practice

The following key features⁷ will help Church bodies⁸ promote and maintain a safer culture that protects and promotes the welfare of children, young people and vulnerable adults. These features are :

- A leadership commitment, at all levels, to the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults;
- A safeguarding policy available to Church Officers ;
- A clear line of accountability within the Church for work on safeguarding;
- Clear reporting procedures to deal with safeguarding concerns and allegations;
- Clear roles for Church Officers;
- Practice and services informed by on- going learning, review and by the views of children, young people, families and vulnerable adults;
- Safer recruitment procedures in place;
- Clear arrangements for support and/or supervision;
- Safeguarding training for all Church Officers working with or in contact with children, young people and/or vulnerable adults ;
- Effective working with statutory and voluntary sector partners;
- Publicly advertised arrangements for children, young people and vulnerable adults to be able to speak to an independent person, as required;
- Complaints and whistleblowing procedures that are well publicised
- Effective information sharing;
- Good record keeping.

5. Learning from the past

In the July Synod 2013 Archbishop Justin Welby stated:

“The reality is that there will always be people who are dangerous and are part of the life of the Church. They may be members of the congregation; we hope and pray that they will not be in positions of responsibility, but the odds are from time to time people will somehow conceal sufficiently well. And many here, have been deeply affected, as well as the survivors who have so rightly brought us to this place. Many other people here have been deeply affected and badly treated. So we face a continual challenge and reality. ... There has to be a complete change of culture and behaviour.

And in addition, there is a profound theological point. We are not doing all this, we are not seeking to say how devastatingly, appallingly, atrociously sorry we are for the great failures there have been, for our own sakes, for our own flourishing, for the protection of the Church. But we are doing it because we are called to live in the justice of God, and that we will each answer to Him for our failures in this area. And that accountability is one that we must take with the utmost seriousness.”

The Archbishops of Canterbury and York wrote in their joint forward to 'Safeguarding: Follow-up to the Chichester Commissaries' Reports', June 2013:

“We cannot overestimate the importance of responding appropriately today. Sadly for many this comes far too late. History cannot be rewritten, but those who still suffer now as a result of abuse in the past deserve this at least, that we hear their voices and take action to ensure that today’s safeguarding policies and systems are as robust as they can be. This work is an essential and prior Gospel imperative, for any attempts we make to grow the Church, to seek the common good, and to reimagine the Church’s ministry.”

The statutory reports and independent reviews into abuse that have involved the Church of England and other faith organisations highlight past errors and significant lessons to be learnt to improve safeguarding.

As a Church we continue to commit to a journey of truth, healing, learning and abuse prevention.

Policy Commitments

Based on the foundations outlined above the Church of England commits to:

1. Promoting a safer environment and culture

All Church Officers will respect all children, young people and vulnerable adults and promote their well-being.

The Church will strive to create and maintain environments that are safer for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and vulnerable adults. It will work to continue to strengthen and review these environments. This will be done by training, support, communication, learning, governance and quality assurance processes.

The Church will strive to support all Church Officers to adhere to safer working good practice and to challenge the abuse of power. It will ensure that processes are in place that listen to and advocate on behalf of children, young people and vulnerable adults within the knowledge that they will be cared for.

2. Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults within the Church

The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church, in accordance with the House of Bishops safeguarding policy and practice guidance⁹ It will train and equip Church Officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse. This will be done by supporting the roll-out of consistent and accessible safeguarding training in accordance with House of Bishops safeguarding policy and practice guidance.¹⁰

3. Responding promptly to every safeguarding concern or allegation

Anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or non-current abuse to the notice of the Church will be responded to respectfully and in a timely manner, in line with statutory child and adult safeguarding procedures and the House of Bishops safeguarding policy and practice guidance.

All safeguarding work will be recorded in line with the House of Bishops safeguarding practice guidance.

All suspicions, concerns, knowledge or allegations, that reach the threshold for reporting to the statutory authorities, will be reported via the diocesan safeguarding adviser or designated safeguarding adviser/officer in another church body to the appropriate statutory authorities. This will be done irrespective of the status of the person.

All Church Officers will cooperate with the statutory authorities in all cases.

In responding to concerns or allegations of abuse relating to Church Officers, the Church will act in accordance with the requirements of criminal, civil and ecclesiastical law, and so will respect the rights and uphold the safeguards afforded in these, both to the victim/survivor and the subject of concerns or allegations.

4. Caring pastorally for victims/survivors of abuse and other affected persons

The Church will endeavour to offer care and support to all those that have been abused, regardless of the type of abuse, when or where it occurred.

The Church is committed to continuing to learn how to respond in a supportive and healing way to the needs of those who have suffered abuse.

Those who have suffered abuse within the Church will receive a compassionate response, be listened to and be taken seriously. The Church will respond to any disclosure of abuse in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law. They will be offered appropriate pastoral care, counselling and support - according to the agreed need.

An appropriate pastoral response to the family, parish, congregation or order will be considered, with due regard to the right of privacy of those directly involved, and to the administration of justice.

5. Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons

The Church in exercising its responsibilities to suspicions, concerns, knowledge or allegations of abuse will endeavour to respect the rights under criminal, civil and ecclesiastical law of an accused Church Officer including the clergy. A legal presumption of innocence will be maintained during the statutory and Church inquiry processes. As the process progresses additional assessment, therapy and support services may be offered.

The Church will take responsibility for ensuring that steps are taken to protect others when any Church Officer is considered a risk to children, young people and vulnerable adults. This will be done by working to mitigate any identified risks according to a safeguarding agreement.

Church Officers who are the subject of concerns or allegations of abuse belong to families, congregations and church communities. The Church will be mindful of the need to provide support to members of families, parishes and congregations affected by the Church Officers in such situations.

6. Responding to those that may pose a present risk to others

The Church, based on the message of the gospel, opens its doors to all. It will therefore endeavour to offer pastoral care and support to any member of the church community whom may present a known risk.

The Church will ensure that any risk has been assessed and is being managed in a safeguarding agreement in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law.

Putting the policy into action

All parts of the Church of England must adopt or take account of this Policy Statement within their own safeguarding policy¹¹. The Policy Statement must actively underpin all safeguarding work within the Church and the drive to improve safeguarding practice. All Church bodies should ensure that:

- All Church Officers have access to this Policy Statement;
- The Policy Statement is promoted and publicised;
- The Church's safeguarding message is communicated as reflected in the policy;
- They have a "Promoting a Safer Church" action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly.

Latest versions of the Church of England's Safeguarding documents can be found here:
<https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerableadults/national-policy-practice-guidance.aspx>

If you are concerned that someone you know is at risk of, or is being abused, or presents a risk to others please seek advice from a Safeguarding Adviser or if necessary report the matter to the Local Authority Social Care Services or the Police without delay

¹The phrase "young people/person" means any individual(s) aged 14 to 17 years old

² Section 6 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 or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired..." The full text of the 2016 Measure can be found here:- <https://www.publications.parliament.uk/pa/it201516/itselect/jtecc/79.pdf>

³ Church Bodies includes PCCs, diocesan bodies, cathedrals, religious communities, theological training institutions and the National Church Institutions. This policy will apply to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications). There is also an expectation that the policy will apply to the Channel Islands and Sodor and Man unless there is specific local legislation in a jurisdiction that would prevent adoption.

⁴ A "Church Officer" is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

⁵The Safeguarding and Clergy Discipline Measure 2016 applies to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications), with the exception of the Channel Islands and Sodor and Man. In order to extend the 2016 Measure to the Channel Islands or Sodor and Man legislation will need to be passed by the relevant island jurisdictions in accordance with section 12 of that Measure.

⁶In the event of any perceived or potential conflict of interest the welfare of any children and young people involved will always take precedence over all adults

⁷ These are based on Safe from Harm Home Office, 1993, and the statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004.

⁸It is acknowledged that the level and depth of arrangements that meet these key features will be dependent on the size and resources available to an individual church body

⁹ Safeguarding Policy Statements & Practice Guidance

¹⁰Safeguarding Training and Development Practice Guidance

¹¹ A shortened 'at a glance' version of this Policy Statement will be prepared for Parish, Dioceses, Cathedrals and other church bodies and be available on the national website

¹²This may be access to a Parish or Diocesan website and/or a hard copy A4 Policy statement

Appendix 2 - Confidential Declaration

Volunteer Worker with Children, Young People or Vulnerable Adults

This form is strictly confidential and except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan/bishop's child protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

1a Have you ever been convicted of a criminal offence (including any spent conviction under the Rehabilitation of Offenders Act 1974)?¹

Please tick YES NO

1b Have you ever been cautioned by the police, given a reprimand or warning, or bound over to keep the peace?

Please tick YES NO

1c Are you at present under investigation?

Please tick YES NO

1d Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm² to a child or young person under the age of eighteen years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

Please tick YES NO

2a Has your conduct ever caused, or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?

Please tick YES NO

2b To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

Please tick YES NO

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

¹ All previous convictions with the exception of technical motoring offences leading only to a fine, should be disclosed.

² Significant harm involves serious ill-treatment of any kind, including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development

3 Has a child in your care or for whom you have had or had parental responsibility ever been removed from your care, been placed on a Child Protection Register or been the subject of a care order, a supervision order, a child assessment order, or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

Please tick YES NO

4 Have you any health problem(s) which might affect your work with children or young people under the age of eighteen?

Please tick YES NO

5 Have you since the age of eighteen, ever been known by any name other than that given below?

Please tick YES NO

6 Have you, during the past five years, had any home address other than that given below?

Please tick YES NO

If yes, what was that address?

DECLARATION

I declare that the above information (and on the attached sheets*) *(please delete if not applicable)* is accurate and complete to the best of my knowledge.

Signed _____

Date _____ Date of Birth _____

Full Name _____

Address _____

Appendix 3 - References

Please give the names and contact addresses of two people who have known you for at least two years and who would be able to provide a reference about your suitability to work with children, young people or vulnerable adults. One of these people must be from outside St Luke's church.

Name:

Name:

Address:

Address:

Telephone:

Telephone:

Please complete and return this form to:

**The Safeguarding Officer
St Luke's Church
46 Cell Barnes Lane
St Albans AL1 5QJ.**

Appendix 4 – Reference form

REFERENCE FORM For St Luke's Church, St Albans	
Name of Applicant:	
Post applied for:	
Name and address of Referee:	
Referee's Tel No:	
How long have you known this applicant, in what capacity and, where possible, can you comment on their conduct, especially where children and/or vulnerable adults are concerned?	
If this applicant has ever worked for you what was their conduct like as your employee?	
Are you aware if this applicant has any current disciplinary warnings, or time-expired warnings that concern the welfare or safety of children / vulnerable adults? If so, then please give details here:	
Do you have any concerns about this applicant's suitability for being in contact with children, young people or vulnerable adults? If so, then please give details here:	
Your signature:	Date of this reference:
Your name:	

Please return to the Revd Mark Slater, St Luke's Church, 46 Cell Barnes Lane, St Albans, Herts, AL1 5QJ as soon as possible. **THANK YOU FOR YOUR HELP**

Appendix 5 – Safeguarding Quick Reference Guide

ST LUKE'S CHURCH

SAFEGUARDING QUICK REFERENCE GUIDE FOR STAFF OR VOLUNTEERS

As an adult working with children and young people, and/or vulnerable adults **YOU** have a duty to act when you have a concern about a person's welfare.

WHEN TO BE CONCERNED

When you become aware of information that leads you to be concerned about the wellbeing of a person.

The information you have may not be enough on its own for a safeguarding referral. However, it will help the church's Safeguarding Officer to build up a picture of a person at risk.

ALERTS

- You may see physical signs
- You may hear worrying accounts
- You may pick up on emotional distress
- Someone may disclose information to you
- You may notice a change in someone's behaviour or dress

DEALING WITH A DISCLOSURE

LISTEN

Carefully to what is said to you.
Don't interrupt or ask questions.

REASSURE

Be calm, attentive and non-judgemental.
Don't promise to keep what is said a secret.

RESPOND

Tell your Safeguarding Officer without delay

WRITE IT DOWN

Use the person's own words. Note anything else that made you concerned. Sign and date it. Give it to your Safeguarding Officer.

WHAT MUST I DO?

Inform your Safeguarding Officer, or a member of the PCC

SAFEGUARDING OFFICER IS:

MR IVOR THOMAS - (01727 834784)

- Make a written record on a concern form (available from the church office) which is signed and dated
- Pass the written record to the Safeguarding Officer

REMEMBER!

Delay in reporting your concerns could cause the child/vulnerable adult greater harm.

People at places such as church are often the first people to see someone after they have been abused.

Not all abuse has physical signs.

If in any doubt TALK to your Safeguarding Officer

Protection of a child/vulnerable adult must be your first priority.

HARM TO A CHILD CAN BE CAUSED BY:

- A PARENT/CARER
- FAMILY MEMBER/FRIEND
- ANOTHER CHILD
- A STRANGER
- MEMBER OF STAFF *†
- VOLUNTEER

YOUR DUTY

Regardless of the source of harm you **MUST** report your concern.

* If your concern is about a member of staff or volunteer working within St Luke's Church you should report this to the Vicar: Reverend Mark Slater.

† If your concern is about the Vicar you should inform a member of the PCC who will make a report to the Diocesan Safeguarding Adviser.

Diocesan Safeguarding Adviser:

Mr Jeremy Hirst

Tel: 01727 818107

Mobile: 07867 350886

Email:

safeguarding@stalbans.anglican.org

Appendix 6 – Concern form

Individual's Name:	Age (d.o.b. if known)
<p>Reason for concern: Include the following as necessary: Who? Why? What? When?</p>	
<p>Offer an opinion, where relevant, as to how and why this might have happened:</p>	
<p>Substantiate the opinion. Note any action you have taken, including names of anyone to whom information was passed.</p>	
<p>Check to make sure your report is clear and would also be clear to a stranger reading it sometime in the future.</p>	
<p>Name of adult filling in form:</p>	
<p>Relationship to individual: e.g. Sunday school leader, WOW team member, CYFA leader.</p>	
<p>Signature of adult:</p>	
<p>Date:</p>	

PLEASE PASS THIS FORM TO: Safeguarding Officer

Appendix 7 – Young People’s Leaders & Helpers Roles & Responsibilities

Introduction

Our aim is to help and encourage the young people at St. Luke’s to grow in their faith, feel part of the whole church and be active members of it.

These roles and responsibilities for leaders of young people’s groups have been developed so that we at St. Luke’s serve our young people as best we can. They will form the model upon which we as individuals, working within a supportive, caring team, will base our leading and teaching. The ministry to our children and young people is overseen by the Young People’s Leaders (YPL) Coordinator(s)

Teaching

The leaders and helpers will have a maturing, active faith and will have a desire to be involved with the teaching of young people. Material will be used which is conducive to discussion and learning.

Those leading/helping will:

- Have been Disclosure and Barring Service (DBS) checked if leading and regularly helping;
- Completed the relevant level of safeguarding training offered by St Albans Diocese;
- Ensure that the leader is accompanied by a second person, preferably someone DBS checked;
- Be well prepared for their session and arrive in good time to prepare the room;
- Use material that has been agreed with the YPL Coordinator(s);
- Provide an environment in which the young people feel safe to express, experience and explore their faith and where they are loved and accepted;
- Have responsibility for their group during the session time until they return to church, or until the service finishes;
- Not be involved with the leading or helping of a group which includes their own children, once they reach school year seven;

Safety

The safety of our young people is very important and those leading must provide a safe environment for the physical well-being of everyone.

In order that we can succeed in this the adults will:

- Conform to the current St Luke’s PCC Safeguarding Policy;
- Be familiar with the fire drill, and the location of the first aid kits;
- Be responsible for the room they are using, ensuring it is cleared up and secured before leaving;
- Make sure that the young people are aware of the boundaries of acceptable behaviour, use appropriate ways of keeping discipline within the group and discuss any issues with fellow leaders, YPL Coordinator(s) and parents;
- Ensure that parents/carers fill in an information form for their children who regularly attend.

Support

The leaders and helpers in all groups must feel that they have the support of the whole church and the PCC, and the church and PCC should not allow them to feel isolated.

To help us achieve this the leaders and helpers will:

- Have a regular opportunity (at least termly) to meet with the YPL Coordinator to discuss any pastoral issues;
- Bring to the attention of the YPL Coordinator(s) any concerns for the physical or emotional well-being of any of the young people at the earliest opportunity;
- Support other leaders by attending the leaders’ meetings;
- Be offered, and encouraged to attend, appropriate training;
- Have an opportunity to review their position annually, it is not a job for life;
- Bring to the attention of the YPL Coordinator(s) any resources required, such as materials or help, and any issues regarding leadership of the groups;
- Meet with other leaders of their group (at least termly) to reflect on and plan the sessions.

Young Peoples Leadership Coordinator(s)

The YPL Coordinator(s) role includes the following:

- Being available to the leaders to discuss any concerns, to suggest practical solutions, and provide support.
- Arranging for the provision of suitable teaching materials for the groups.
- Advising leaders of the service schedule
- Arranging meetings for the leaders, and training as appropriate
- Reporting to the leadership team and PCC on any relevant issues.
- Coordination of Junior Church

These Roles and Responsibilities will be reviewed each autumn term by the YPL Team for PCC/Standing Committee approval in February/March each year.

Name of Young People's Leader/Helper

Signed

Date

Appendix 8 - UNDERSTANDING SELF-HARM

St Luke's Church has adopted the Baptist Union of Great Britain's Guide to Understanding Self-Harm – used with permission

1. WHAT IS SELF-HARM?

Self-harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. Self-harm can be a physical act, such as cutting, or it can be less obvious such as a person putting themselves in risky situations or neglecting their own physical or emotional needs.

There are many forms of self-harm including:

- Cutting
- Burning
- Overeating or undereating
- Inserting objects into their own body
- Scratching
- Hair pulling
- Poisoning
- Hitting themselves or walls
- Overdosing
- Intentionally putting themselves in risky situations
- Exercising excessively

Please note: This is not an exhaustive list

In addition, self-neglect is a form of self-harm whereby an adult neglects their own physical health, mental health or personal care needs, including hygiene and nutrition.

Some of the reasons people give for self-harming include:

- Converting emotional pain into physical pain
- Expressing something that is hard to put into words
- Feeling that they are in control
- Creating a reason to physically care for themselves
- Reducing overwhelming feelings or thoughts
- Wanting to feel something instead of numbness or disconnection
- Communicating to others that they are experiencing severe distress

Some people find the process of self-harm to be very addictive. The act of physically harming themselves causes the body to produce endorphins, resulting in a momentary euphoria. Over time the effect lessens, and it becomes necessary to self-harm in bigger and more damaging ways in order to achieve the same sensation.

Others don't find self-harming addictive in a physical sense, but they may become emotionally dependent on it. It may initially be used to stop unwanted thoughts or feelings, and before long it is being used daily to prevent these thoughts or feelings from ever surfacing.

2. WHO SELF-HARMS?

Self-harm can affect anyone, anywhere, at any time in their life. It is not limited to a particular age or gender, although it is most widely associated with young people.

It is difficult to know the exact numbers of people who self-harm, but it is thought that around 13% of young people aged 11-16 years old will self-harm at some point. Research also suggests that children who are exposed to other people self-harming may be more likely to begin harming themselves.*

Adults who self-harm may have done so since childhood, resulting in the damaging behaviour pattern being their normal way of dealing with stresses.

However it is important to remember that not everyone who self-harms will continue to do so in the future. Some people may only do it once or twice, or just during a period of exceptional stress.

*Facts and figures have been taken from publications by selfharmUK, Mind and the NHS.

3. WHY DO PEOPLE SELF-HARM?

There are many reasons why people self-harm. For some it may be a way of dealing with difficult feelings and memories or overwhelming situations and experiences. It may be linked to specific experiences in the past or to something that is happening now. Some people will not be able to explain or pinpoint the reasons for their self-harming behaviour.

Self-harming is not in itself a mental illness, nor is it a suicide attempt. It is not attention-seeking behaviour, and in reality, most people keep their self-harm private.

However, it may be a warning sign that the person is experiencing trauma, such as sexual, physical or emotional abuse or bullying. It may also be that they are dealing with an underlying mental health problem, such as depression.

Common causes of self-harm include:

- Pressures at school or work
- Bullying
- Money worries
- Physical, emotional or sexual abuse
- Bereavement
- Confusion about sexuality
- Relationship breakdown
- Illness or health problem
- Events affecting a loved one (such as divorce, chronic illness, financial problems, etc.)
- Difficult feelings such as anxiety, depression, anger, or numbness experienced as part of a mental health problem

Please Note: These are not exhaustive lists and there may be other causes or reasons why someone starts to self-harm.

4. POSSIBLE INDICATORS OF SELF-HARM

What might you notice that could indicate self-harm?

People tend to hide their self-harm behaviour, keeping it a secret from their friends and family and often injuring themselves in places that can be hidden easily by clothing. Therefore, it is not always easy to notice if someone is self-harming.

Some of the possible indicators of self-harm include:

- Unexplained cuts, bruises and burns, usually found on the person's wrists, arms, thighs and chest
- Keeping themselves fully covered at all times, even in hot weather
- Depression - including low mood, tearfulness and a lack of motivation or interest
- Becoming withdrawn and not speaking to others
- Changes in eating habits or being secretive about eating, and any unusual weight loss or weight gain
- Signs of low self-esteem - such as blaming themselves for problems or thinking they are 'not good enough' for something

- Misuse of alcohol or drugs and/or substances
- Bald patches from pulling out hair

There may, of course, be other reasons for the indicators shown above, but these are the most common indicators that an individual could be self-harming.

5. RESPONDING TO SELF-HARM

People who self-harm often find that the immediate relief of harming themselves is quickly replaced by an even greater sense of distress. It is only through talking about and understanding the emotions involved that the compulsion to self-harm can be reduced and eventually taken away.

Here are some tips which may be helpful if someone discloses to you that they are self-harming:

- It is crucial that the person receives a supportive response. Negative reactions may cause them to refrain from disclosing or talking about self-harm again, thereby preventing them from receiving the support they so desperately need.
- Invite them to talk about their self-harm in a safe environment and give gentle, empathetic support.
- Listen to them without judgement, criticism or anger, and express that you understand that they are finding things difficult.
- Do not tell them simply to stop. This is unhelpful and could make things worse.
- Do not promise confidentiality as, depending on the circumstances, other people may need to become involved. Where possible, ask for consent to share the disclosure, You should be aware that for under 18's or adults at risk who lack mental capacity you should report self-harm to the church's designated person for safeguarding whether or not you have the individual's consent.
- Explore the possible options for them to access support. This may include school, parents, carers, local support groups, Social Care Services, Mental Health Services, their GP or specialist self-harm organisations. (please see the 'Key Contacts' section for national support organisations)
- Self-harm disclosures should be reported to your church's Designated Person for Safeguarding who may seek further advice and support from the local Association Safeguarding Contact or the statutory authorities depending on the circumstances involved.

Continuing to self-harm after disclosure

Self-harm doesn't automatically stop when you confront or acknowledge it. Sometimes it can be even harder for someone to stop after they see that their behaviour causes distress to their family and friends.

The guilt of causing upset to loved ones can push them to harm as a way of coping with the emotions of others. The fear of people finding out that they are continuing to self-harm can push the behaviour further underground, making it more secretive and therefore more difficult to resolve. This highlights the need for great sensitivity when handling self-harm disclosures.

Education and support for children and young people

Children and young people who are exposed to the self-harming of others may be more likely to begin harming themselves. Therefore, it is important that siblings and friends receive support to understand self-harm, as well as the self-harming individual.

The resources section at the end of this guide provides signposts to great information and resources for those working with children and young people.

6. SUICIDAL FEELINGS

Although for most people self-harm is not a precursor to a suicide attempt, research shows that, those who self-harm are more likely to take their lives than those who don't. This could be either intentionally or accidentally. Statistically we know that younger men are particularly vulnerable to suicide.

Suicide is a complex issue and feeling suicidal can be an incredibly frightening and painful experience. A person with suicidal feelings may:

- Believe death is their only option
- Feel worthless and helpless
- Feel that things won't ever get better
- Have feelings of low self-esteem
- Feel overwhelmed and unable to cope
- Be angry at themselves
- Feel isolated and alone
- Feel that they are not understood by anyone
- Not be sure if they want to live or die

These feelings may have appeared suddenly, or they may have developed gradually over time. They may be the result of a particular incident or problem or be caused by a combination of different factors. It can be very difficult for someone who is contemplating suicide to tell others how they feel. As much as they might feel that they want to die, they may also want to find a way forward, and to have others understand how they are feeling. Yet for many people in this situation opening up and talking about it can feel almost impossible.

Providing Support If someone does share with you that they have had or are having suicidal feelings, it can be extremely upsetting for you to discover that they are talking about the possibility of taking their own life. It is common to feel helpless, scared and even angry in response.

There are several ways in which you can help someone who is experiencing suicidal thoughts:

- Talk to them – ask them how they feel and listen quietly to their response. Try not to worry about saying the right thing. Instead, keep your focus on simply being there to listen and to allow them to be heard.
- Try not to judge – it is not helpful to tell them that suicide is wrong or to get angry and frustrated at the thought of them throwing their life away. As hard as it is, try to listen without judgement.
- Encourage them to get help – find out about local support available, and gently encourage them to get help.
- Don't assume that you know what help they need. Always ask them. They may be aware of things which have helped them in the past as well as what they struggle to do themselves – for example, they may appreciate you offering to book doctor's appointments, or going to appointments with them. Simply your company and some simple activities on difficult days may help.

Looking after yourself

If you are able to provide some support, make sure that you look after yourself as well – it is emotionally draining to support someone who is experiencing suicidal feelings. Try not to blame yourself or hold their decision to want to end their life as your responsibility. Make sure you take time to get the emotional support you need to enable you to continue supporting them.

If you do not feel able to provide support, talk to the person about involving someone else in your church who might be better able to help them.

Disclosure requirements

Where possible, you should always ask for the person's consent to share their disclosure. However, for under 18's or adults at risk who lack mental capacity, it is necessary to report to your church's Designated Person for Safeguarding who may seek further advice and support from your Association Safeguarding Contact

For more information about supporting someone who has suicidal feelings, Mind have created an easy to read downloadable guide which can be found on their website www.mind.org.uk

7. KEY CONTACTS

Responding to people who are self-harming or experiencing suicidal feelings needs to be approached sensitively and on a case-by-case basis. Please don't feel that you have to handle this by yourself. The Designated Person for Safeguarding at your church can seek further advice and support if needed, including support from your Association Safeguarding Contact.

Giving up self-harming may mean that the feelings the person has been trying to avoid may now come to the surface, which can be a very frightening prospect for them. This is why it is important for people to have the chance to talk about how they feel, and to find and learn new ways of coping. There are a number of speciality organisations who support and help those who self-harm. For further information and expert advice please contact:

- **Alumina**

An online course started by selfharmUK for young people aged between 14 & 18, to help them think about why they self-harm and what their next step might be. <http://alumina.selfharm.co.uk/>

- **Harmless**

User-led organisation for people who self-harm and their friends and family.
www.harmless.org.uk

- **NSPCC**

Children's charity fighting to end and prevent child abuse in the UK including giving advice about self-harm.
www.nspcc.org.uk/selfharm
0808 800 5000

- **Mind**

Mental health charity offering advice and support. Mind have published a downloadable resource called 'Understanding Self-harm', aimed at those who self-harm and their friends and family.
www.mind.org.uk
0300 123 3393

- **Papyrus**

Charity working to prevent young people (up to 35 years) committing suicide, through counselling and support, training and campaigning.
www.papyrus-uk.org
08000 068 4141

- **Samaritans**

24 hour helpline which offers emotional support and a confidential listening service for anyone who needs to talk. Not just for those feeling suicidal.
www.samaritans.org
08457 90 90 90

- **SelfharmUK**

An online organisation that offers information, advice, support and training on the subject of self-harm. It is primarily focused on self-harming young people and those who work with them.
www.selfharm.co.uk

- **Young Minds**

Information for parent and young people about mental health and wellbeing.
www.youngminds.org.uk
020 7089 5050 (general enquiries)
0808 802 5544 (parents helpline)

- **The Site**

Online support aimed at people aged 16-25 years old.
www.thesite.org/mental-health/self-harm



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