

POLICY FOR SAFEGUARDING VULNERABLE GROUPS
(PROTECTION OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS)

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KEY RESOURCES FOR SAFEGUARDING OFFICERS

E-Resources

<http://www.churchofengland.org/clergy-office-holders/child-protection-safeguarding.aspx>

Protecting all God's Children

<http://www.churchofengland.org/media/37378/protectingallgodschildren.pdf>

Promoting a Safe Church

<http://www.churchofengland.org/media/37405/promotingasafechurch.pdf>

Dignity at Work: Working Together

<http://www.churchofengland.org/media/1167938/dignity%20at%20work%20booklet.pdf>

Responding to Domestic Abuse: Guidelines for those with Pastoral Responsibility

<http://www.churchofengland.org/media/1163604/domesticabuse.pdf>

Safeguarding Guidelines relating to Safer Recruitment (interim)

<http://www.churchofengland.org/media/1161891/safeguarding4.pdf>

Responding Well to those who have been sexually abused

<http://www.churchofengland.org/media/1292643/respondingwellforweb.pdf>

BISHOPS' FOREWORD

Bishop David and I are happy to be able to commend this updated and comprehensive Policy on Safeguarding Vulnerable Groups to the clergy and people of the diocese. This work was undertaken by our Safeguarding Officer, Mr Chris Lees, and the Assistant Diocesan Secretary Mrs Jeanne French. It is a thorough revision of past policy and guidelines, taking into account the degree of extra care and vigilance which the Church of England as a whole has adopted through the national policy "Protecting All God's Children".

The protection of children and other vulnerable groups is a matter of top priority for our Church. Our communities must be safe places for people of every age and condition. The particular circumstances of the Diocese in Europe call for a level of attention to these matters which are at the very least up to the level of the 43 dioceses in England. I know that clergy, lay leaders and hundreds of volunteers in our congregations share this concern and these strong and clear guidelines will assist them to continue their work with children and young people while upholding the highest standards.

Although it seeks to be as comprehensive as possible, not every question can be answered in a document such as this. I am grateful to Mr Chris Lees who is available to be consulted on any matter related to safeguarding. Contact details are on page 34.

May this policy be an instrument to help our communities be places of security, care, love and mutual responsibility. These are values of the Kingdom of God which we seek to live out in our lives, both personally and as a Church.

+Geoffrey

INTRODUCTION

Every day, throughout our churches much valued work with children and young persons and vulnerable adults is carried out by people, on a voluntary basis and often at their own expense. The contribution they make in nurturing and guiding our children and young persons in the Christian way of life can never be over estimated. Neither can we overlook the care and practical help provided to our senior adults.

Sadly it is a fact that a tiny minority of adults will attempt to infiltrate any organization to abuse members of vulnerable groups.

During 2009 Ms Lynn DAVIS was commissioned to carry out the review for The Diocese n Europe in accordance with The House of Bishops' protocol .In her final report under the heading REFLECTIONS AND RECOMMENDATIONS she commented "The Diocese in Europe is unique. In my view, many of the features which make it so wonderful also make this Diocese particularly vulnerable in terms of protecting vulnerable groups"

She then continues by listing the factors she referred to, amongst them are:

Geographical distance

The different level of contact from the centre as opposed to a UK Diocese. Local people likely to feel more distant from the Diocesan authorities and less likely to report concerns.

Transience

Both priests and members of congregations tend to spend a relatively short time in a chaplaincy. This lack of continuity may make detection of abusive behaviour less likely and gives a perpetrator the opportunity to move on before suspicions are raised.

Local culture

Some European countries have a less developed concept of safeguarding than the UK and the result is a perceived deference to those in authority, making reporting less likely.

Abuse of children, particularly physical abuse in the form of severe corporal punishment is sometimes excused or acceptable as being part of the culture of a particular community. It is not and never can be acceptable.

Local laws and procedures

Expatriate congregation members may not know what to do or who to contact in case of concern both in terms of local authorities and the Diocesan hierarchy leading to a risk of under reporting.

It is reasonable to conclude that The Diocese in Europe is probably more vulnerable than other Dioceses and organizations, for reasons set out above. The Anglican Church is unique in its ministry to both those who have been abused and those who have abused.

We will not turn away those that have offended, but through risk assessment and using acceptable behaviour contracts, welcome that person into the Church community where it is safe and practicable to do so.

The abuser must accept responsibility for their conduct but will be supported pastorally in meeting that aim.

The welfare and safety of the child or young person or vulnerable adult however will always remain paramount. We therefore need to create and maintain a culture of informed vigilance to

safeguard and promote the welfare and prevent harm to our children, young people and vulnerable adults. This can be achieved by a number of means, the most relevant to this document being: safe recruitment and responding appropriately and proportionately to concerns about a child or young person or vulnerable adult or concerns about the behaviour of an adult towards a child or children or young person or vulnerable adult.

DEFINITIONS

Safeguarding covers:

- Vetting, safer recruitment
- After working practices
- Responding to concerns
- Working with partner agencies
- Dealing with allegations against those responsible for vulnerable groups and other matters

The term child or young person means:

A person who has not yet attained his / her 18th birthday.

Vulnerable Groups means:

Children and young persons and vulnerable adults

Vulnerable Adults means:

Any adult aged 18 or over who by reason of mental or other disability, age illness or other situation, is permanently, or for the time being, unable to take care of himself / herself, or to protect himself / herself against any significant harm or exploitation.

Exploitation includes material and financial exploitation

SAFE RECRUITMENT

The following is intended to provide ease of reference for designated Safeguarding Officers, and those with a responsibility to select both volunteers and employed people who will have regular contact with Vulnerable Groups within the church community.

It is envisaged that a Parish / Church / Chaplaincy will adapt this when formulating their own policy ie the document can be supplemented to meet local requirements.

Further advice or guidance will always be available from the Diocesan Safeguarding Advisor

Chris Lees

Diocesan Safeguarding Advisor

Tel: +44 (0)1299 841269

Mobile: +44 (0)7811 467511

Email: childprotection@stalbans.anglican.org

APPOINTMENT OF ID CHECKER

Each Parish / Church / Chaplaincy is required to appoint an 'ID CHECKER'. This role is different and distinct from that of **SAFEGUARDING OFFICER**, a full description is given at Appendix 4, but briefly in order to process a UK CRB application (for those who need it) through CCPAS each Diocese must appoint a 'Lead Recruiter', in the case of the Diocese In Europe, the Lead Recruiter, for administrative purposes is the Diocesan Safeguarding Advisor.

Each Parish / Church / Chaplaincy ID Checker needs to be registered. This process is completed through the Lead Recruiter who will send the necessary documentation to the prospective ID Checker.

There is no reason why the roles of Safeguarding Officer cannot be combined with that of ID Checker; it is a matter for each Parish / Church / Chaplaincy to decide.

The role of ID Checker does not necessarily mean the appointed person requires a CRB certificate and / or other certificates confirming a non conviction record if that is their sole function and they do not meet the criteria as set out below. If, however, the appointed person performs a dual role they will be required to obtain the UK CRB certificate (if appropriate) (and / or other certificates confirming a non conviction record)

All Safeguarding Officers will need to apply for a UK CRB certificate (if appropriate) and /or obtain a certificate or certificates confirming a non conviction record) from the 1st Oct 2011.

Some vetting will however be required for a ID Checker, which will mean providing a character reference and completing a Confidential Declaration form.

APPOINTMENT OF SAFEGUARDING OFFICER

Each Parish / Church / Chaplaincy is required to appoint a **SAFEGUARDING OFFICER**.

The role of a Safeguarding Officer is fully described at Appendix 3 but one of their responsibilities will be to ensure compliance with the Safe Recruitment Policy

WHAT DO I NEED TO DO WHEN RECRUITING VOLUNTEERS OR PAID EMPLOYEES

As described above, one of the ways that children, young people and vulnerable adults are protected from harm is to take care over the way adults are appointed when they are likely to have contact with vulnerable groups. All such applicants should be subject to the following:

- Prospective Employees/Volunteers should be regarded as job applicants and have a defined role
- Complete an application form
- Have an interview
- Name two referees, one of which should be their current employer if applicable, or from a previous church. It is important that in certain circumstances the authenticity of the person purporting to be a referee is checked. This need not be a lengthy process, often a single telephone call will suffice

- Be given appropriate training in safeguarding vulnerable groups, guidance, and supervision.
- Complete a Confidential Declaration form
- Obtain the appropriate supporting documents ie the CRB Enhanced Disclosure certificate (if there has been residence in the UK) and / or Certificate / Certificates confirming a non conviction record from the current country of residence and previous countries of residence.

CONFIDENTIAL DECLARATION FORMS – WHY THEY ARE USED?

The first step before applying for a UK CRB Enhanced Disclosure certificate and / or Certificate / Certificates confirming a non conviction record is to complete a Confidential Declaration form. (Appendix 4)

In all cases a Confidential Declaration form must be completed before applying for the relevant certificate (s).

The purpose of the Confidential Declaration is to give the applicant an early opportunity to disclose any convictions or cautions and to discuss, in confidence, anything that may cause embarrassment. It also encourages honesty and integrity from the outset.

In the case of a conviction being declared, the application for clearance should in any case continue. It is important before any decision is based on accurate information and not from a recall of memory.

The procedure in the case of a conviction or other disclosure is explained below.

UK CRB CERTIFICATE / CERTIFICATE / S CONFIRMING A NON CONVICTION RECORD

The terms CRB, Police Certificate and Certificate confirming a non conviction record should be interpreted as meaning the same.

CRB (Criminal Records Bureau) is a body created by UK legislation, and applies only to residents or former residents of the UK. In all other cases the equivalent certificate (s) must be obtained from the relevant country / countries.

Appointment must be subject to producing a clear (absence of criminal record) CRB certificate and /or certificates confirming a non conviction record.

It is acceptable for an applicant to work in the chosen role whilst awaiting the necessary documentation but **MUST** be under the supervision of a suitably qualified person **AND** have completed a Confidential Declaration form.

It is recognized, because of the unique character of the Diocese that people meeting the requirements set out below will have resided in various countries during their lives.

In these circumstances the following guidance will apply.

A Police certificate / Certificate confirming a non conviction record and CRB clearance (if applicant has been resident in the UK) will be required from each country in which they have resided from the age of sixteen years and for a period of six months or more.

There will be instances where it is impossible to obtain a certificate for a number of reasons: length of time since applicant resided in that country: change of regime etc.

It will be possible under these circumstances to grant an exemption, but it will be need to shown that all reasonable steps have been taken to obtain the required documentation.

Exemptions need to be approved by the Diocesan Safeguarding Advisor. Please contact him for further advice should this situation arise.

The Assistant Diocesan Secretary has information on how to apply for certificates from most countries available on request: jeanne.french@churchofengland.org

WHO SHOULD BE SUBJECT TO CRB / CERTIFICATE CONFIRMING A NON CONVICTION RECORD

All people in paid employment or working as a volunteer in a regulated activity (almost all church activities are regulated) with vulnerable groups on a frequent or intensive basis (frequent means once a week or more; intensive means four times a month or more).

The requirement to obtain CRB / Certificate confirming no conviction record is fluid. It may be in some circumstances that the above criterion falls just short. For example working with vulnerable groups three times in a month, in such cases please contact the Diocesan Safeguarding Advisor for guidance

Examples of this will include activities in which both children and adults participate. There are some exceptions to this.

In the case of bell ringers, it is only necessary for the Tower Captain to complete the Safeguarding procedure.

In the case of choirs, it is not necessary for all members to complete the Safeguarding procedure but the Director of Music, who has a duty of care, and has frequent or intensive contact is subject to this procedure.

Good practice, for everyone's benefit, dictates that there should be a reasonable ratio of adults, to children / young persons (outlined in The Children Act 1989). In any case, where it is reasonably practicable, there should be least two adults present supervising children or young persons. At least one of these adults are required to complete the Safeguarding procedure

“Activities” also includes residential activities.

There will be instances where parents remain present throughout the activity and in these circumstances only the supervisors, who have a duty of care are required to complete the Safeguarding procedure; it is not necessary for the parent remaining present throughout the activity to complete the Safeguarding procedure.

Where there is a doubt or ambiguity, please contact the Diocesan Safeguarding Advisor for further guidance.

WHAT IF THE APPLICANT HAS A CONVICTION?

A caution or conviction does not necessarily bar a person from working with children or young people or vulnerable adults; this will depend on all of the circumstances.

A system is in place where blemished disclosures will be disclosed to the Diocesan Safeguarding Advisor, who will advise on the suitability of that person for the post to which they are applying.

It may be necessary to risk assess that applicant and manage the risk by applying proportionate measures.

The Diocesan Safeguarding Advisor will in any case deal with this issue in close liaison with the Safeguarding officer

HOW TO PROGRESS THE APPLICANT TO UK Criminal Records Bureau (UK) CLEARANCE

Please refer to Appendix 4

IMPLEMENTAION

This guidance will apply to all new volunteers from the 1st October 2011.

It is not compulsory for existing volunteers to comply with these directions, but it is hoped all volunteers will adapt the spirit of this guidance and obtain the appropriate certificate or certificates in due course.

RENEWAL OF CRB / CERTIFICATE(S) CONFIRMING A NON CONVICTION RECORD

The current guidance issue by The House of Bishops is that CRB certificates should be renewed every five years. This will apply to the Diocese in Europe as follows.

Where a volunteer after the 1st Oct has obtained the appropriate certificate (CRB or Certificate confirming a non conviction record) they will need to 'update' or renew the certificate.

The 'certificate' relates to the country in which they have resided since Oct 2011.

For example it may have been necessary initially to have obtained a CRB certificate based on the fact that the volunteer has resided in the UK. However if that volunteer has not returned to the UK for a period of six months or more, it will not be necessary for him/her to obtain a CRB 'renewal'. It will however be necessary to obtain a certificate confirming non conviction record, from every country in which they have resided for more than six months, during the five years since they produced their initial certificate.

VETTING AND BARRING

The Safeguarding Vulnerable Groups Act 2006 often referred to as Vetting and Barring, created The Independent Safeguarding Authority. The legislation was due to be implemented in full in October 2010. However during June 2010 the Home Secretary announced that the scheme was now on hold, pending 'remodelling'.

The basis of the scheme was that all people who work with children, young persons, or vulnerable adults would need to register with the ISA.

In February 2011 details of The Freedom Bill was announced however final details of how this legislation will affect Vetting and Barring is still awaited.

As described above The Diocese in Europe adopts the principles of UK legislation and as such will comply with the legislation where it applicable.

The term barring refers to a person who has been referred to The Vetting and Barring Authority, as a result of convictions and other factors, and is judged to present as a risk to vulnerable groups, and is therefore 'barred' from working with vulnerable groups.

In the case where a person is 'barred' under UK legislation, will mean they will also be barred from working in any role involving vulnerable groups in The Diocese in Europe.

It is essential that in all cases where a UK national is convicted of an offence against children young persons or vulnerable adults in any Parish / Church / Chaplaincy or similar previous offences come to light, or there are concerns about that person, the Diocesan Safeguarding Advisor must be informed. This is to comply with the duty imposed on the Diocese to 'refer' such cases to The ISA. The reference to UK national is applicable to persons who are involved with or connected to the church, regardless of the circumstances of the offence (s) for which they were convicted.

If there is doubt please contact the Diocesan Safeguarding Advisor for advice.

THE SAFEGUARDING POLICY STATEMENT OF THE CHURCH OF ENGLAND

It has been acknowledged above that The Diocese in Europe is different to other UK Dioceses. The 'centre' however is very firmly UK based and the Diocese, in the main serves expatriates and those following the Anglican Christian faith. It therefore makes perfect sense that the Diocese should adapt English principles of safeguarding.

The Church of England, in all aspects of its life, is committed to and will champion the protection of Vulnerable Groups both in society as a whole and in its own community. It fully accepts, endorses and will implement the principles enshrined in the House of Bishops publication, **Protecting All Gods Children**, and the publication in relation to vulnerable adults, **Promoting a Safer Church**.

The Church of England will foster and encourage best practice within its community by setting standards for working with children, young persons and vulnerable adults and by supporting parents in the care of their children.

It will work with statutory bodies, voluntary agencies and other faith communities to promote the safety and well being of children, young people and vulnerable adults. It is committed to

acting promptly whenever a concern is raised about a child or young person or vulnerable adult or where concerns are raised about the behaviour of an adult towards any child or young person or vulnerable adult. We will work with the appropriate statutory body when an investigation into abuse is necessary.

The Diocese in Europe has adopted and fully supports this policy statement. This guidance reflects these principles

SAFEGUARDING CHILDREN, YOUNG PERSONS AND VULNERABLE ADULTS

Please note that although most of these categories apply to the abuse of children or young people some will equally apply to vulnerable adults.

THE FOUR CATEGORIES OF ABUSE

There are four main recognized categories of abuse. They are Physical Abuse, Sexual Abuse, Emotional Abuse, and Neglect.

It is important to note that this is not an exhaustive or definitive list, neither should one single symptom be seen as indicative of abuse, all known facts need to be considered

PHYSICAL ABUSE

Physical abuse can range from excessive smacking to inflicting injuries so serious that the result can be permanent disability or death.

Physical abuse involves hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical injury to a child. Physical harm may also be caused when a parent or a carer fabricates the symptoms of, or deliberately induces illness in a child. This was formerly referred to as Munchausen's Syndrome.

The symptoms of physical abuse manifest themselves as bruising on areas of the body where it would be difficult to have occurred accidentally, fractured limbs etc. Children can also be withdrawn, fearful, and aggressive.

SEXUAL ABUSE

This category involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape, buggery, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities such as involving children in looking at, or in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet) Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

It is almost impossible to recognize symptoms of sexual abuse which will result in abnormal medical conditions. It requires highly experienced medical professionals to diagnose abuse, and recent controversy within the medical profession simply emphasizes the difficulties in this highly sensitive area.

Notwithstanding medical symptoms, the child may present as being withdrawn, fearful of adults, show inappropriate sexual knowledge for their age, extreme exposure or preoccupation with genitalia, unexplained sums of money, or gifts.

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the need of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation, or corruption of children.

It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying) causing frequently to feel frightened or in danger, or the exploitation, or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

It is worthy of note that the issue of domestic abuse, and the negative effects for children living in an abusive household, is now recognized.

It is very difficult to recognize physical signs of emotional abuse but it may manifest itself by the child lacking in self confidence, as a result of constant criticism, poor interaction between parent and child, developmental delay, communication difficulties, self harming etc.

NEGLECT

Neglect is the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or a carer failing to provide adequate food and clothing, shelter including exclusion from home, or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

Neglect is usually obvious. The child will be inappropriately dressed for the weather conditions, dirty, unkempt, poor personal hygiene, low weight and height for age, poor skin, and hair condition, constant hunger, voracious appetite, hiding food etc.

To emphasize again what has been previously stated, the indicators of abuse outlined above must not be taken in isolation. The list is not definitive, neither is it exhaustive.

WHAT TO DO IF YOU SUSPECT ABUSE

The reality is that incidents of abuse of a child by an adult within a church setting are, thankfully rare, but you may have concerns for a child or family, within the wider community.

Any concerns around a child, or the conduct of an adult towards a child, should be reported to the Safeguarding Officer, the incumbent, or the Diocesan Safeguarding Advisor. In any case the Diocesan Safeguarding Advisor must be informed as soon as possible.

Please do not allow this reporting procedure to be delayed. On very exceptional and rare occasions, the need for medical attention or immediate Police attendance may be needed

INVESTIGATION OF SUSPECTED ABUSE

It is essential to remember that it is NOT the responsibility of anyone within the Parish / Church / Chaplaincy to carry out investigations of offences against members of vulnerable groups, which can be sensitive, complex, and require a great deal of expertise and experience.

WHY DO PEOPLE FEEL RELUCTANT TO REPORT ABUSE?

It is appreciated that for a lay person to report what they suspect to be abuse of a child or concern around an adult's conduct towards a child, or children can be a daunting experience.

Concerns such as "What if I am wrong," the social standing of the person concerned within the community, the impact on the family concerned, the impact on the church community, are questions raised by those considering referring abuse.

To balance some of these concerns it should be remembered that children very rarely lie about abuse.

Professionals from all agencies involved in safeguarding will have undergone specialist training. They will be well experienced and will act with sensitivity and discretion. The aim of professionals is not to remove children from the family unit but to work with the family. Removal of a child happens in rare and exceptional circumstances.

If reporting suspicions of abuse or concerns is difficult for an adult, then please consider the trauma a child faces in such circumstances. An abuser will have conditioned and groomed the child, using threats and fear to prevent disclosure. The child will have had to overcome all of these inhibitors, and built up sufficient trust and faith in an adult to disclose to them.

QUESTIONING

HOW TO QUESTION EFFECTIVELY

Some questioning may be necessary to establish basic facts. Use only open questions. It is important to emphasize that any questioning must be kept to an absolute minimum.

SOME DO'S AND DON'TS

- DO listen without interruption to what the child is saying.
- DO reassure the child that they are not to blame and they are doing the right thing by telling.
- Do stay calm.
- DO be honest and tell the child what will happen next.
- DON'T make promises to the child. As an example do not tell them that you will keep what has been said, secret.
- DON'T interrogate the child, as stated above it is for others to investigate. DON'T criticise the alleged perpetrator
- DON'T ask leading questions, for example, "Was it your dad that caused that bruise"

THE IMPORTANCE OF KEEPING WRITTEN RECORDS

A written record of disclosure or concerns you may have relating to a child, or adult, should be made, based on what you have seen or heard. Use the exact words or term used by the child.

In the event of a disclosure from a child, a record of the conversation should be made as soon as is practicable. These should be kept safe. It may be that the police will need to have these in the event of a prosecution.

SURVIVORS/VICTIMS OF ABUSE

The needs of survivors of abuse, in whatever form, or at whatever time of their lives, or in whatever setting is complex. The fact of the matter is that churches throughout the Diocese can be well placed, often in the heart of the communities, to offer safer places for survivors to come and where they can share their experiences.

The challenges however of meeting those needs are enormous and beyond the remit of this document.

That does not mean that we will ignore the needs of survivors, but will act in accordance with the principles outlined in the publication **RESPONDING WELL**, to those who have been sexually abused, the policy and guidance issued by The House of Bishops.

The Diocesan Safeguarding Advisor is available to give advice on matters relating to abuse and responding well to it.

APPENDICES

APPENDIX 1

Diocese in Europe: Role and Responsibilities of a Parish / Church / Chaplaincy ID Checker

REGISTRATION: each Parish / Church / Chaplaincy must register an **ID CHECKER** who will administer the process for obtaining CRB certificates. This is a distinct and separate role from that of Safeguarding Officer, and in itself does not require CRB clearance (or providing certificates from other countries of residence to confirm the absence of a criminal record).

It will be necessary however for the appointed person to provide a character reference and complete a Confidential Declaration form.

Note: the Confidential Declaration and character reference to be held indefinitely with the Parish / Church / Chaplaincy confidential records.

The Parish / Church / Chaplaincy **ID CHECKER** must in the first instance:

Contact the Diocesan Safeguarding Advisor (Mr Chris Lees) by email or telephone

T: 00 44 (0)1299 841269;

T: 00 44 (0)7811467511 (Mobile)

E: childprotection@stalbans.anglican.org

Provide the information requested so that the **ID Checker** can be registered with the Churches Child Protection Advisory Service (CCPAS)

Once registered the **ID Checker** will be:

- 1) Given a link and password to access the CCPAS secure website.
- 2) Issued with bespoke advice by the CCPAS about the checking of ID information.

APPENDIX 2

Diocese in Europe: Role and Responsibilities of a Parish / Church / Chaplaincy Safeguarding Officer

Primary Duties

This is a voluntary role that is undertaken on behalf of the Diocesan Bishop. The purpose of the role is to ensure that all vulnerable groups (children, young persons and vulnerable adults), are protected and safe from harm in line with the principles laid down in UK guidance, Protecting All God's Children; Promoting a Safer Church: Safeguarding Guidelines Relating To Safer Recruitment. The role should not normally be carried out by the Incumbent (Chaplain / Priest in Charge) (or any Assistant Chaplain)

Appointment

The Safeguarding Officer should be selected and approved by the Incumbent (Chaplain / Priest-in-Charge) and PCC (Parish / Church / Chaplaincy Church Council) as someone who is suitable for this role, ideally having had involvement with the care of children in the past, but not an essential requirement.

Main Role and Responsibilities

1. To work within the guidelines of House of Bishop's Policy protecting all God's Children" 4th edition 2010 and the Diocese in Europe Safeguarding Policy.
2. To ensure that the Parish / Church / Chaplaincy has its own Safeguarding (Protection of Children, Young People and Vulnerable Adults) Policy Statement This should be approved by the Parish / Church/ Chaplaincy Church Council and reviewed each year.
3. To ensure that each activity involving children has its own records covering the safety of the children involved e.g. attendance, parental consent forms, adult to child ratio, details of the adults running each session, the recording of any incidents etc.
4. Also to follow the good practice guidelines.
5. To attend Safeguarding (Protection of Children, Young People and Vulnerable Adults) Training in the Diocese on appointment to this role.
6. To have an awareness of the post of the Diocesan Safeguarding Advisor (Protection of Children, Young People and Vulnerable Adults) and how to make contact.
7. To be vigilant in the Parish / Church / Chaplaincy and highlight any areas of concern regarding a child or any adult you may consider poses a risk to a child and make a record of your concerns or concerns related to you (which should be kept securely) and to work closely with the incumbent (Chaplain / Priest-in-Charge) in sharing any concerns that you have, and to ensure that you seek advice if necessary from the Diocesan Safeguarding Advisor (Protection of Children, Young People and Vulnerable Adults) To record names of all who work with children and young people and vulnerable adults within the Parish / Church / Chaplaincy and ensure that each has access to the Protecting Vulnerable Groups Policy.
9. To ensure that all who wish to work with vulnerable groups comply with the safe recruiting procedures.
10. To ensure that there is a system in the Parish / Church / Chaplaincy for recording (including dates) of those who have completed the Confidential Declaration forms, are due to 'renew' certificates and have received Safeguarding training.

You also need to complete the following:

Disclosure of your Criminal Record

The post of the Safeguarding Officer is itself subject to completing the Confidential Declaration and producing appropriate certificates confirming non conviction record because of the high status and vital role you will have. Previous convictions, cautions or the equivalent will not necessarily be a bar to obtaining a position.

APPENDIX 3

HOW TO OBTAIN THE UK ENHANCED DISCLOSURE CERTIFICATE

APPLICATION PROCEDURE (FOR AN ENHANCED DISCLOSURE CERTIFICATE FOR A VOLUNTEER)

Providing that the applicant (volunteer) has declared on the Diocesan Confidential Declaration that he / she has been resident in the UK for a period of six months or more since the age of sixteen, an application will need to be made for a Criminal Records Bureau Enhanced Disclosure certificate.

The **ID Checker** will:

- 1) Check the ID documents for the applicant.
- 2) Give the applicant both the link and password to access the CCPAS website or assist the applicant with the application on a church computer (if there is one)
- 3) Log on to the secure website and enter the ID documents seen.
- 4) Follow link to secure payment area.
- 5) Enter details of applicant(s)
- 6) Enter credit / debit card details.

PAYMENT: £12.25 (INCLUDING VAT) FOR EACH VOLUNTEER CHECK

PAYMENT: £12.25 PLUS £44 IE £56.25 FOR ANY PAID WORKERS

The CCPAS will:

- 1) Complete the remaining part of an applicant's CRB Enhanced Disclosure application.
- 2) Forward application to the Criminal Records Bureau.

RESULTS

'Clear' results / certificates will be on the CCPAS system to be viewed by the **ID Checker**.

'Blemished' results / certificates will be sent by post to the Diocesan Safeguarding Advisor.

Applicants will receive their own copy of the Enhanced Disclosure certificate by post.

The Diocesan Safeguarding Advisor can be contacted for further advice on the process.

In the event of a blemished disclosure the Diocesan Safeguarding Advisor will contact the Parish / Church / Chaplaincy Safeguarding Officer to give advice on an appropriate course of action.

APPENDIX 4

Confidential Declaration

The Confidential Declaration form can be downloaded from the Diocesan Website (Administration / Downloadable Forms)

www.europe.anglican.org

November 2011