

## Safeguarding Children Procedures

**(Revised: August 2017)**

### Introduction

These procedures are based on, and should be read in conjunction with, National Church of England Policy and Practice Guidance.

[<https://www.churchofengland.org> > Safeguarding]

"The care and protection of children, young people and vulnerable adults 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."

*[Church of England 2017 Promoting a safer church Safeguarding policy statement for children, young people and adults, Scope.]*

These procedures are developed in partnership with the Suffolk Safeguarding Children Board and Suffolk Police Safeguarding Unit. The term 'children' refers to all those under 18 years of age.

### Key Principles of the Policy

- that there is a commitment to:
  - the care, nurture of, and respectful pastoral ministry with, all children;
  - the safeguarding and protection of all children and adults;
  - the establishment of safe, caring communities which provide a loving environment where there is a culture of informed vigilance regarding the dangers of abuse.
- that everyone with any responsibility for children within the Church will be carefully selected and trained in line with safer recruitment principles, including obtaining criminal records disclosures and registering with the relevant vetting and barring schemes.
- that response will be made without delay to all information that a child may be suffering, or at risk of suffering, significant harm.
- that full co-operation will be given to statutory agencies during any investigations made into allegations concerning a member(s) of church communities.

- that informed and appropriate pastoral care will be offered to any child or adult who has suffered harm or abuse, and/or wherever possible, those who have caused the harm or abuse.
- that those who are known to have offended against a child will, wherever possible, be welcomed and accepted as members of church communities subject to a risk management plan, developed in conjunction with the obligatory statutory agencies.

### Safeguarding Procedures

The Church is trusted to be a safe place within the community. It is therefore imperative that all who work with children and their families on its behalf know how to appropriately safeguard children, by protecting them from harm and acting responsibly if harm is discovered or disclosed.

To ensure this, Parochial Church Councils should adopt the Diocesan Model Statement of Safeguarding for Parishes and Benefices and annually review their policies and procedures.

Details of where to find the model statement, who to contact and where to find further information on all of the following procedures can be found on page 4 of this document.

These procedures are also applicable to the harm of children by other children.

## Responding to Concerns

Individuals may become concerned that a child is, or may be at risk of, being harmed because of;

- their own observations
- the child telling them
- the abuser telling them
- a report from another person
- an anonymous communication

When there is any such concern it is important to follow the process in the flowchart on page 3.

## Management of Allegations

When any allegation of abuse is made against a person working with children, including volunteers, it is essential the matter is handled in a way that foremost provides protection for the child, but that also supports the person who is the subject of the allegation.

### An allegation can be that a person has;

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

[Working Together to Safeguard Children,  
Page 54, Section 2.4, DfE, 2015]

When any such allegation is made, the same flowchart for referral should be followed as with any concern of harm. The Diocesan Safeguarding Adviser must also be informed at the earliest opportunity so that s/he are able to co-ordinate the response and provide support.

In addition, all allegations against licensed clergy must be immediately reported to the Diocesan Bishop, or in the event of his/her unavailability the Bishop's Office, as well as the Diocesan Safeguarding Adviser.

## Working with Offenders

Recognising that everyone has a right to attend a place of worship; if it becomes known that a person in a parish or benefice has offended in a sexual manner against any person, the Diocesan Safeguarding Adviser must be informed. S/he will contact Suffolk Police and a Local Area Designated Officer [LADO] for Suffolk County Council's Children and Young Peoples Services to formulate a risk management plan.

If appropriate, the Diocesan Safeguarding Adviser will draft an attendance agreement for the offender in consultation with the Incumbent and in accordance with this plan.

## Supporting Potential Offenders

If a person makes it known that they believe they are tempted to cause, or are at risk of causing, harm to a child by committing a sexual offence against them, they can receive confidential advice from the Lucy Faithfull Foundation 'Stop It Now' Freephone helpline: **0800 1000 900** or by visiting: <http://www.stopitnow.org.uk/>

## Safeguarding Vulnerable Groups Training

All those working with children on behalf of the Church of England in Suffolk must complete the C0 Basic Awareness for Safeguarding Training as prescribed by the National Church and are expected to attend role-relevant training at least every three years. Please contact the Safeguarding Training Co-ordinator for more information.

## Safer Recruitment

Parishes and benefices must adhere to the Church of England Safer Recruitment Practice Guidance when employing or deploying paid and volunteer staff.

When recruiting; Disclosure and Barring Service Disclosures should be obtained for all those working with children on behalf of a parish or benefice, where eligible to do so, prior to them beginning their employment or volunteering.

**The child's welfare is the paramount consideration in all matters referred to in these procedures**

# What to do if you think someone is being abused

**Please note:** Recording Form for Safeguarding Concerns can be located at [www.cofesuffolk.org/safeguarding-documents](http://www.cofesuffolk.org/safeguarding-documents)

## Concerns

Suspicion or allegation of abuse by observation, victim disclosure, abuser disclosure, report by another person or anonymous communication.

**RECORD  
SIGN  
DATE**

## Consult

If it does not delay the referral, speak to the Incumbent or Parish Safeguarding Officer (if they are not implicated), then: the Diocesan Safeguarding Adviser  
Office: 01638 718939 / Mobile: 07785 621319  
and if Clergy the Bishop's Office 01473 252829

**RECORD  
SIGN  
DATE**

## Contact

Make a referral to:

Suffolk County Council Customer First	0808 800 4005
customer.first@suffolk.gov.uk	
and/or the Police	101

**RECORD  
SIGN  
DATE**

## Confirm

A written copy of your verbal referral may be required as advised. If you have had no response within 7 days of referring, telephone again.

**RECORD  
SIGN  
DATE**

## Commitment

Be prepared to provide further information as requested and commit to assisting as required until the conclusion of the investigation.

**RECORD  
SIGN  
DATE**

If a child is at risk of **immediate harm** – call 999 **NOW**

### Diocesan Bishop & Bishop's Office:

The Bishop's House, 4 Park Road, Ipswich, IP1 3ST

01473 252829

### Diocesan Safeguarding Adviser:

Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich, IP1 1UQ

Office: 01638 718939

Mobile: 07785 621319

[safeguarding@cofesuffolk.org](mailto:safeguarding@cofesuffolk.org)

### Safeguarding Training Enquiries:

Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich, IP1 1UQ

Office: 01473 298552

Mobile: 07795 974734

[safeguarding.training@cofesuffolk.org](mailto:safeguarding.training@cofesuffolk.org)

### Disclosure and Barring Service Administration:

Diocesan Safeguarding Administrator

Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich, IP1 1UQ

Office: 01473 298540

For lay criminal record checks: [lay.dbs@cofesuffolk.org](mailto:lay.dbs@cofesuffolk.org)

For clergy criminal record checks: [clergy.dbs@cofesuffolk.org](mailto:clergy.dbs@cofesuffolk.org)

### Referral of concerns of harm:

Suffolk County Council Customer First

0808 800 4005

[customer.first@suffolk.gov.uk](mailto:customer.first@suffolk.gov.uk)

Suffolk Police (Main switch board)

101

### Referral of allegations

Should be made to the Diocesan Safeguarding Adviser and, if against a member of Clergy, to the Diocesan Bishop.

### Diocesan policy and procedures and related documents

<http://www.cofesuffolk.org/safeguarding-documents>

### Additional organisations that may help

NSPCC

0808 800 5000

Childline

0800 1111

The Lucy Faithfull Foundation

0808 1000 900

Child Exploitation and Online Protection Centre

<http://ceop.police.uk/>

## If a child is at risk of immediate harm call 999 NOW

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