

This needs to be read alongside the national Church of England Safeguarding Policy and Handbook, *Promoting a Safer Church*, as supplemented by the Diocese of Leicester, October 2018



The Parochial Church Council (PCC) of All Saints with Holy Trinity, Loughborough

**POLICY AND PROCEDURES FOR
THE SAFEGUARDING OF CHILDREN,
YOUNG PEOPLE AND ADULTS**

18th November 2023

The following policy was agreed at the Parochial Church Council (PCC) meeting held on November 18th 2023

In accordance with the Church of England Safeguarding Policy our church is committed to:

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.

The Parish will:

- Create a safe and caring place for all.
- Have one named Parish Safeguarding Officers, a safeguarding recruiter, a safeguarding training co-ordinator to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church. This church appoints the following as the Safeguarding Team:

- Claire Gregson - Safeguarding Co-ordinator/DBS and Safer Recruiting Lead
- Kath Lewis - Training Co-ordinator
- Angela Clark - DBS Recruiter and Support.

Incumbent

Churchwardens 



PCC Chair 

Our activities for children and vulnerable adults

Currently our regulated activities for children and young people are:

Children's Church meeting most weeks in term time either in the church building or Fearon Hall on Sunday morning at the same time as the Sunday Communion service. This is a parent and child activity where children are accompanied by a parent/carer.

Youth Choir meeting on Friday evenings and sing with the adult choir on Sundays. The young people are aged between 14 up.

Our activities for vulnerable adults are:

Pastoral visiting/care and home communion services carried out by clergy and volunteers who are safely recruited from the congregation. A mixture of telephone and home support.

Reporting Safeguarding Concerns for yourself or another person

Safeguarding coordinator, Claire Gregson can be approached at any normal Sunday service or gathering or contacted via: safeguarding@allsaintsloughborough.org.uk

In addition, any of the clergy team can be approached on a Sunday or the Rector can be contacted on: rector@allsaintsloughborough.org.uk or by contacting the Parish Office.

The Diocesan Safeguarding Adviser, Rachael Spiers, is available on 0116 2615341 or 07930819279. She can be contacted whenever necessary **and should certainly be contacted if the concern is about one of the Safeguarding Coordinators or the Rector.**

Other Relevant telephone numbers

The Police: call 999 (for the concern around the immediate safety of an individual)

Social Services:

Leicester City Children and Adults Services (incl. out of hours for Children's Services): 0116 454 1004

Leicester City and Leicestershire Adult Services out of hours: 0116 255 1606

Leicestershire Children's Service (incl. out of hours): 0116 305 0005

Leicestershire Adult Services (daytime) – 0116 305 0004

Rutland Adult Services: 0116 255 1606

Leicester Diocese

Diocesan Safeguarding Advisor, Rachael Spiers: 0116 261 5341 or 07930 819279

Diocesan Safeguarding Advisor, Peter Holloway: 0116 2615241

Appendix 1

Taken from the Policy for the Safeguarding of Adults (The Diocese of Leicester: Safeguarding Handbook and “Promoting a Safe Church”

Definition of those who may be vulnerable Having:

- sensory or physical disability or impairment
- a learning disability
- physical illness
- mental ill-health (this includes dementia)
- addiction to alcohol or drugs
- physical frailty relating to age
- permanent or temporary reduction in physical, mental or emotional capacity brought about by life events, eg. bereavement or previous abuse or trauma

[Please refer to Appendix 2 for the Definitions of Adult Abuse from the Care Act 2014]

Appendix 2: Definitions of Adult Abuse from the Care Act 2014

Safeguarding duties of Local Authority Safeguarding Services apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and
- is experiencing, or at risk of, abuse or neglect and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

The Care Act makes it clear that organisations should not limit their view of what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered. The definitions below are a basic benchmark, exploitation, in particular, is a common theme in the following list of the types of abuse and neglect.

- Physical abuse - including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Domestic violence - including psychological, physical, sexual, financial, emotional abuse; so-called 'honour' based violence.
- Sexual abuse - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts to which the adult has not consented or was pressured into consenting.
- Psychological abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Financial or material abuse - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Modern slavery - encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- Discriminatory abuse - including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability sexual orientation or religion.
- Organisational abuse - including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one-off incidents to ongoing ill-treatment. It can through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

- Neglect and acts of omission - including ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Self-neglect - this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

The Care Act highlights that incidents of abuse may be one-off or multiple, and may affect one person or more. Professionals and others should look beyond single incidents and individuals to identify patterns of harm. Repeated instances of poor care may be an indication of more serious problems and of what we now describe as organisational abuse. In order to see these patterns, it is important that information is recorded and appropriately shared.

Appendix 3: Policy statement on the recruitment of ex-offenders (taken from the DBS Code of Practice and HM Government website)

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Loughborough All Saints with Holy Trinity Church complies fully with the DBS [code of practice](#) and Church of England policy, and undertakes to treat all applicants for positions fairly
- At All Saints with Holy Trinity Church we undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- All Saints with Holy Trinity Church can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- Our Church can only ask an individual about convictions and cautions that are not protected
- Our Church is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- This written policy statement on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process
- Our Church actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- Our Church selects all candidates for volunteering and paid roles, based on their skills, qualifications, and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- Our Church works with our Diocesan Safeguarding Advisor to ensure that any information disclosed during the course of a DBS check is fairly and proportionately considered.
- Our Church takes advice from our professional Diocesan safeguarding team to ensure that we comply with relevant guidance and legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- At interview, or in a separate discussion, our Church ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- Our Church makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request
- Our Church undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Appendix 4: Domestic Abuse Statement (taken from national Church of England guidance)

All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse;
- protect those vulnerable to domestic abuse from actual or potential harm;
- recognise equality amongst people and within relationships;
- enable and encourage concerns to be raised and responded to appropriately and consistently.

We recognise that:

- all forms of domestic abuse cause harm to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities.
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency.
- domestic abuse, if witnessed or overheard by a child, is a form of child abuse by the perpetrator of the abusive behaviour.
- If children are living in a household where domestic abuse is taking place, it is very unlikely that they will not in some way witness or be affected by it;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

In all our activities:

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

In our publicity:

- raising awareness about other agencies and support services, through providing relevant information in public areas to survivors, children and alleged or known perpetrators of domestic abuse.

When concerns are raised:

- ensuring that those who have experienced abuse can find safety and informed help.
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

In our care:

- ensuring that appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, and also to alleged or known perpetrators.

If you have any concerns or need to talk to anyone, please contact any members of the Ministry Team or Safeguarding Co Ordinator , this is via our email address safeguarding@allsaintsloughborough.org.uk

Our Rector's point of contact is rector@allsaintsloughborough.org.uk .

Appendix 5: Managing disruptive behaviour in All Saints Church

Whilst no person is unacceptable to God, some behaviours are not compatible with Church activities. All persons are welcome in Church, but we will ask people to leave if their conduct places anyone at risk. The safety of everyone involved is paramount. We should not expose the person, our volunteers, or the congregation to risk of physical, psychological, spiritual or emotional harm and should take steps to reduce the harm.

Decision making when managing a disruptive situation during an act of worship or specific event It is very important that there is clarity about where decision making responsibilities lie if there is a disruptive incident. **The law and practice of the Church of England make it clear that the churchwardens on duty at the act of worship are responsible for final decision making about maintaining proper order during divine service.** This may equally be extended to other organised events in church.

As a general guide, if someone is being disruptive during an act of worship or organised event, and can't quickly be quietened down, then a conversation in the porch or over in the Remembrance Garden is a good way to maintain engagement with the person without the act of worship or event itself being severely disrupted. There should be two people present with the person in any such conversation. However, if the person refuses to leave or quieten down after various tactics have been tried, or if at any time the person presents a threat to anyone present, **then it is acceptable to call the police and we should not hesitate to call 999 if the situation requires it.**

Suspension of the act of worship or event

Maintaining proper order in situations like this may include suspending the act of worship and asking those present to leave for their own safety. Such action can also have the effect of defusing the situation, and, if it seems likely to be necessary, then it is better that it is taken sooner rather than later.

Managing disruptive incidents outside of acts of worship or organised events

Outside of worship services, if there is no specific event happening in the church, a conversation to help the person to calm themselves (again, with two people present), can happen inside the building. Please always remember that people are more important than possessions. If someone is exhibiting aggressive behaviour and they will not leave, it is better for you to leave them in the building while you go and call the police. If there is no churchwarden or member of the warden team present, then the people dealing with the situation need to make decisions on managing it in the best way that keeps everyone safe. Again, if the person refuses to leave or quieten down, or if at any time they present a threat, **then the police should be called, using 999 if the situation requires it.**

Support and expertise from within the Church

There are some members of the congregation who have skills in managing challenging behaviour who will generally attempt to manage the situation if available. However, by being present close by and observing this will also be supportive. We should never leave anyone feeling exposed, but an unobtrusive presence to intervene if things get out of hand is important, this means keeping them in sight, as is some opportunity to discuss events as a team later.

There should always be two people in the church at any one time. If you are **working in church alone, please lock yourself in.**

De-escalation techniques

There are some simple de-escalation techniques which can be used by anyone to reduce the emotional temperature of a difficult encounter¹. They aren't a checklist, but simply some suggestions that will indicate the sort of things which can help.

- Listen- To what the person is saying in an active way reflecting unobtrusively.
- Offer- Brief feedback, "So you're angry about....." etc. Which helps the person give more detail.
- Wait- Keep calm, don't feel you have to fill silence.
- Look- Don't stare aggressively, smile if appropriate, beware of facial expressions revealing your hidden thoughts.
- Incline- An inclined head demonstrates interest and is non-threatening. Posture reveals a lot so don't stand too close or crowd people. A relaxed posture calms the situation. Don't stand at arm's length.
- Nod- Again you are empathising with a person's feelings, but not necessarily endorsing their behaviour.
- Express- One paraphrases in summary the persons concern which you have elicited. E.g., So you feel angry because

The situation should eventually calm down, because you have given someone space and time to tell you what the problem is and get it off their chest.

What to do about the person's issues

We have a clear command to love our neighbour and especially our neighbour in need. People in need often exhibit difficult and challenging behaviour, so therefore our long-term response to those with addictions, sleeping rough and issues around poor mental health needs to be one of compassion coupled with a practical approach.

Therefore, the following rules need to be adhered to:

- **We should not give money from the church, either within the building or from within the church grounds as this can make everyone vulnerable.**
- **We should not promise things which are outside our control.**
- **We should not accept responsibility for others, or the "systems", actions, or inactions, but we can empathise with the persons experience.**

For advice and support the numbers below are very helpful:

Charnwood Council Housing Team 01509 263151 (Emergencies only 01509 634567) Also 0333 2008811.

Falcon Support Services 01509 642372

The Bridge 01509 260500 Or Freephone 0800 038 5964

¹ <https://www.nursingtimes.net/roles/mental-health-nurses/de-escalating-anger-a-new-model-forpractice/7009471.article>

In the long term the hope is that we can look at ways of practically supporting and loving those with complex issues.

Please remember occasions of aggressive behaviour in and around our church are the exception not the rule. Please continue to offer the warm welcome that you do to everyone who comes through the door and expect to meet Christ in those who are on the margins of society.

Recording, reporting and learning from disruptive incidents.

If you have a concern that the person who has acted disruptively is themselves a person with care and support needs, please refer to the procedure for responding to these concerns set out in section 6 of the Church Safeguarding Policy and Procedures. This involves making a careful note of your concern and reporting the matter to the Priest or Adult Safeguarding Coordinator immediately. If you have a concern that the person may present a risk to others (this could be as well as or instead of being at risk themselves), then, again, a record should be made in line with section 7 of the Church Safeguarding Policy and Procedures, and the matter reported to the Safeguarding Coordinator or Priest.

If it is the view of the Priest, Churchwardens and/or Safeguarding Coordinator, that there are lessons to be learnt from the incident (for example, in terms of how future such incidents might be managed), then a review meeting can be called of those who have been involved, plus anyone else with specialist knowledge who might be able to contribute, and a plan can be drawn up to address any issues identified at the review.

Appendix 6: Spiritual Abuse Definition

The widest accepted definition the church is using has been devised by Lisa Oakley & Justin Humphreys, Chief Executive of Thirty One Eight and authors of “Escaping the Maze of Spiritual Abuse”.

- Spiritual abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it and can be experienced in a variety of different relationships.
- However, holding a theological position is not in itself inherently spiritually abusive, but misuse of scripture, applied theology and doctrine is often a component of spiritually abusive behaviour.
- This abuse may include: coercing through manipulation and exploitation, Enforced accountability, coercion through censorship, coercion to conform; publicly shaming and humiliating individual to control behaviour, failing to allow an individual autonomy to make their own choices, exercising control through using sacred texts or teaching to coerce behaviour, requirement of unquestioning obedience to the abuser, using a sense of divine position to exert pressure, exercising control through the threats of spiritual punishment, Superiority and elitism”.