

St Leonards Safeguarding Handbook

**Working Safely with Children, Young People
and Vulnerable Adults**



Loving Jesus. Loving the local community.

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Children and Young People

Information on Children and Young People

The term 'child' is used to include all children and young people who have not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently, is in further education, is a member of the armed forces, in hospital, in prison or in a Young Offender's institution does not change his or her status or entitlement to services or protection under the Children Act 1989.

This handbook also uses the term 'young person/people' for those aged between 14 and 17.

Abuse and Neglect of Children and Young People

The abuse of children and young people can take many forms. They have the same right to protection regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. Children and young people from minority ethnic groups and those with disabilities (physical, sensory and/or learning difficulties) are especially vulnerable and need special care and protection.

Definitions

The UK central government document 'Working Together to Safeguard Children' categorises and defines abuse in terms of:

- **Physical abuse** including hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating or otherwise causing physical harm.
- **Emotional abuse** including conveying to a child that they are inadequate, humiliation, blaming, controlling, intimidation, verbal abuse, isolation, seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying).
- **Sexual abuse** including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. It may include involving children in looking at, or in the production of, sexual images, watching sexual activities, or grooming a child in preparation for abuse.

- **Neglect** including failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm or danger, to provide adequate supervision and/or access to appropriate medical care or treatment. It may occur during pregnancy as a result of maternal substance abuse.

Domestic Abuse

Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

Sexual Exploitation

Child Sexual Exploitation (CSE) is a type of sexual abuse. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

Spiritual Abuse

Faith should be a source of comfort, peace, community, and inspiration in your life. Sadly, people can use faith to coerce, control or bring emotional harm to someone. Examples may include; using scripture or beliefs to humiliate or embarrass; pressuring or obliging someone to do something against their will and using scripture or beliefs as justification; using scripture or beliefs to justify other kinds of abuse (physical, sexual, financial, etc.) We do not condone any such behaviour, and any indication that these things may be happening should be reported immediately.

Bullying and Cyberbullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening, or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games, and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.

Online Abuse

With the ever-growing use of the internet, mobile telephones, and online gaming (e.g., Xbox/ PlayStation), there has been a corresponding rise in the use of the internet and other electronic communication to target, groom and abuse children. Adults may target chat rooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of similar ages when online and who try to obtain images or engineer meetings.

Electronic Images

The downloading, keeping, or distributing of indecent images of children are all classified as sexual offences. Such offences are sometimes referred to as non-contact sexual offences. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs (sometimes referred to as 'sexting') can be particularly problematic and abusive amongst children and young people.

Criminal Exploitation

Criminal exploitation of children, young people and vulnerable adults is a geographically widespread form of harm that is a typical feature of county lines activities. This is defined in government guidance documents (2018) as follows: 'County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.' Criminal exploitation is broader than just county lines. Although the criminal activity may appear consensual it is typified by some form of power imbalance that favour those perpetrating the exploitation.

Female Genital Mutilation (FGM)

FGM is a procedure where the female genitals are deliberately cut, injured, or changed. It is usually carried out on young girls between infancy and when puberty starts. It is illegal in the UK. It is very painful and can cause serious harm to health.

Vulnerable Adults

Information on Vulnerable Adults

The term '**vulnerable adult**' refers to 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, illness, old age, emotional fragility, distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired.

Please note that some adults may not consider themselves vulnerable but may be vulnerable to being abused by individuals in positions of leadership and responsibility. As adults are not inherently vulnerable and in need of protection it is important to recognise that the factors described below do not, of themselves, mean that a person is vulnerable. It is a combination of these factors and the circumstances that a person finds him/herself in that can make an individual vulnerable to abuse or neglect.

Some factors that increase vulnerability include:

- A mental illness, chronic or acute.
- A sensory or physical disability or impairment.
- A learning disability.
- A physical illness.
- Dementia.
- An addiction to alcohol or drugs.
- Failing faculties of old age.
- Those who are homeless.
- Refugee families or individuals (including those seeking asylum).
- Victims/survivors of domestic abuse – direct violence and/or significant emotional coercion.
- Those who have suffered historic abuse in childhood.
- A permanent or temporary reduction in physical, mental, or emotional capacity brought about by life events – for example bereavement or abuse or trauma.

These factors may not exist in isolation; for example, someone with a drink problem masking underlying dementia; or a frail housebound elderly person with underlying depression.

Abuse and Neglect of Adults

All adults, including vulnerable adults, have a fundamental human right to choose how and with whom they live, even if this appears to involve a degree of risk. They should be supported to make those choices, to live as independently as possible and treated with respect and dignity.

Who Abuses Adults?

Potentially anyone, adult, or child, can be the abuser of an adult. Abuse will sometimes be deliberate, but it may also be an unintended consequence of ignorance or lack of awareness. Alternatively, it may arise from frustration or lack of support. The list can include:

- Relatives of the vulnerable person including husband, wife, partner, son, or daughter. It will sometimes include a relative who is a main carer.
- Neighbours.
- Paid carers.
- Workers in places of worship.
- People who are themselves vulnerable and/or are users of a care service.
- Confidence tricksters who prey on people in their own homes or elsewhere.

Relatives who are Main Carers

Carers can experience considerable stress, exhaustion and frustration without respite or support. This can lead to unintended poor care or abuse. Relatives who are the main carers may also be subject to abuse by those for whom they are caring. This abuse is often endured for long periods and unreported.

Spiritual Abuse

Faith should be a source of comfort, peace, community, and inspiration in your life. Sadly, people can use faith to coerce, control or bring emotional harm to someone. Examples may include; using scripture or beliefs to humiliate or embarrass; pressuring or obliging someone to do something against their will and using scripture or beliefs as justification; using scripture or beliefs to justify other kinds of abuse (physical, sexual, financial, etc.) We do not condone any such behaviour, and any indication that these things may be happening should be reported immediately.

Institutions

All people living in institutions are more likely to have a degree of vulnerability. The Care Quality Commission in England has responsibility for inspecting and regulating the quality of care in institutions such as residential care homes, domiciliary care services and hospitals. In addition, the Local Government Ombudsman deals with complaints that relate to adult social care. HM Inspectorate of Prisons in England inspects prisons. Some members of the community may be visiting adults in institutions – hospitals, prisons, and residential homes. If, as part of these responsibilities, they have concerns about the care being given and/or the way that someone is being treated, the Diocesan Safeguarding Adviser should be contacted. You can also refer directly to the institution or raise concerns with the appropriate inspection and/or complaints body.

Definitions

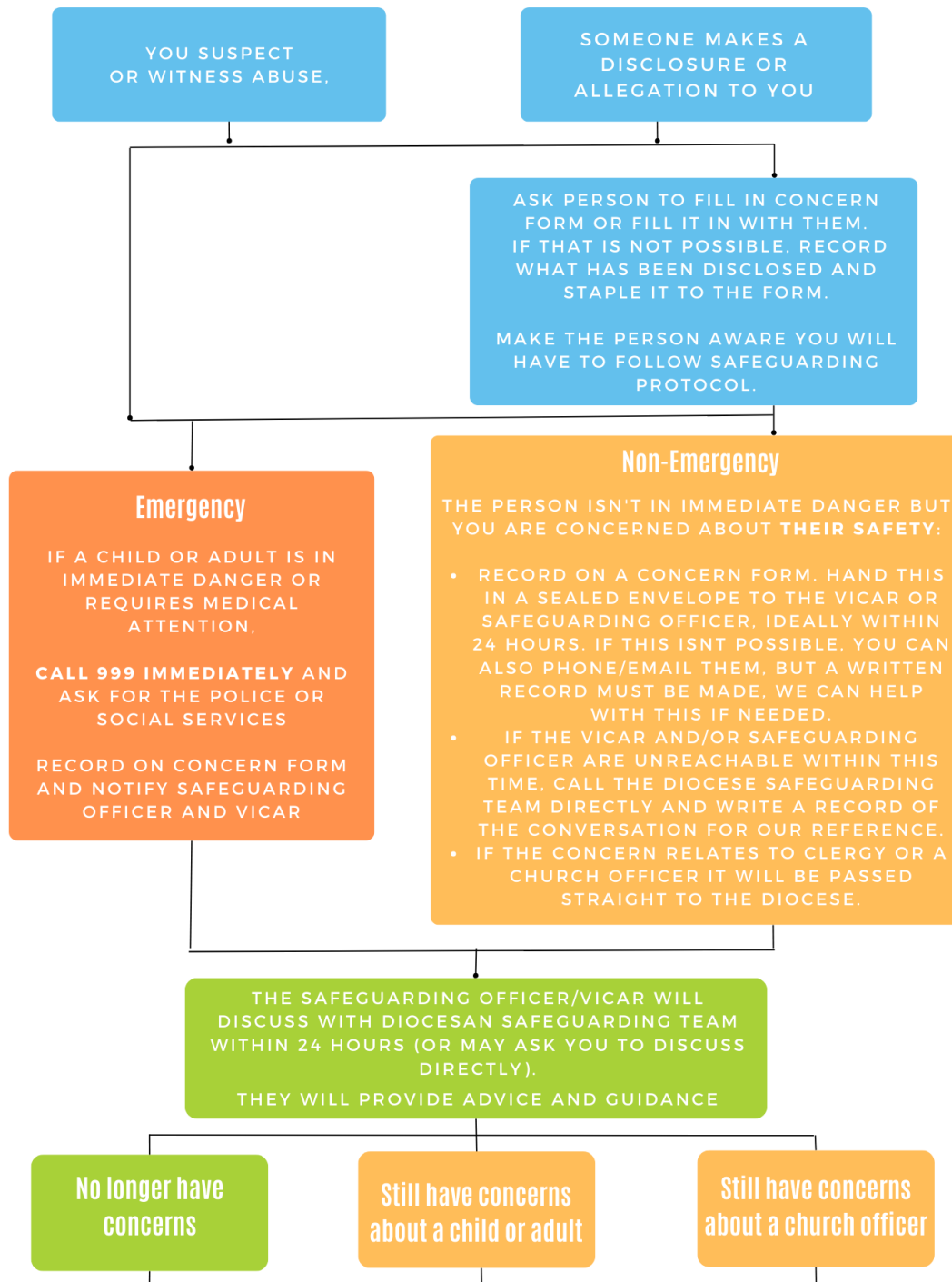
The UK central government document 'Care and Support Statutory Guidance' categorises and defines adult abuse in terms of:

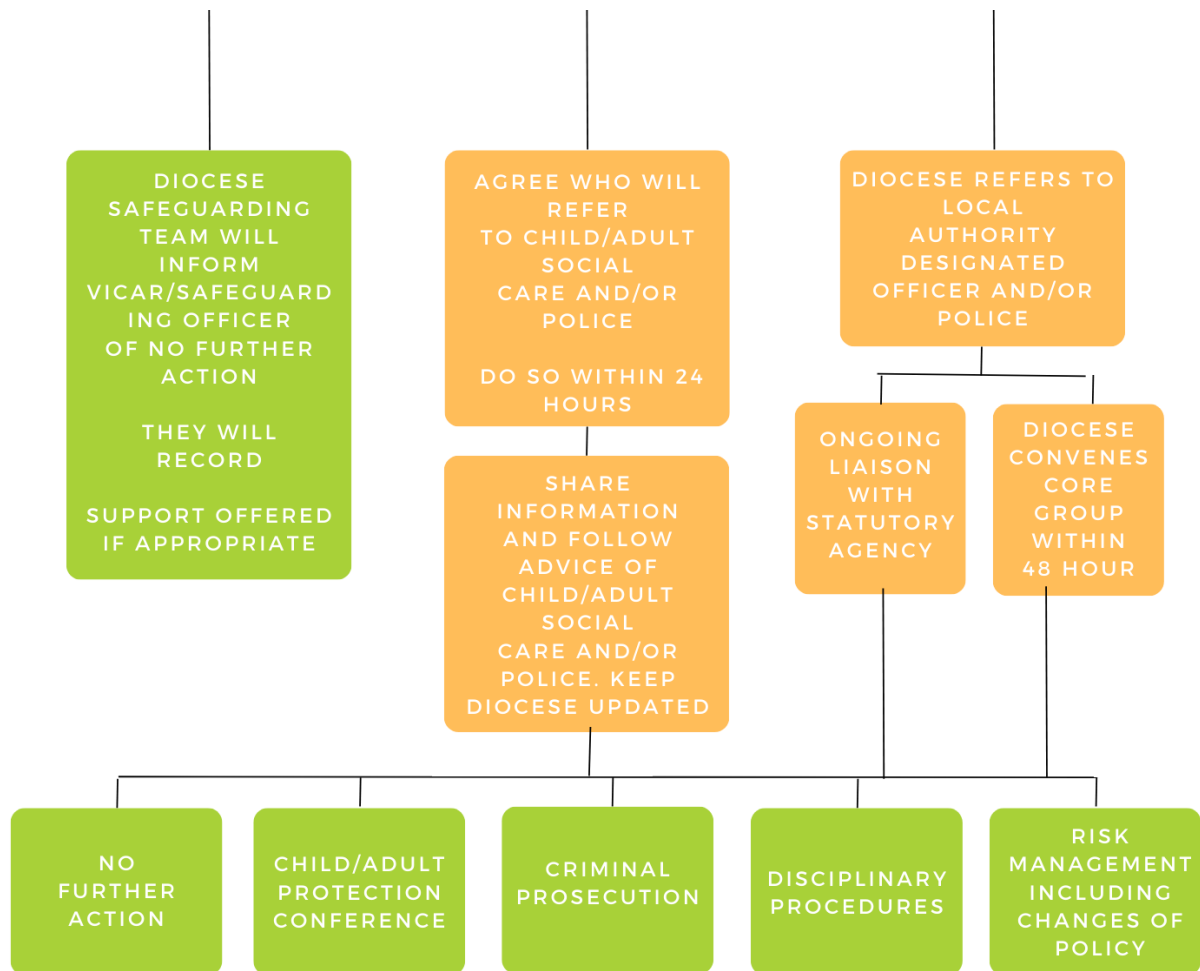
- **Physical abuse** including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- **Sexual abuse** including rape and sexual assault or sexual acts to which the vulnerable adult has not consented or could not consent or was pressurised into consenting.
- **Psychological abuse** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Financial or material abuse** including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.
- **Neglect or acts of omission** including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating.
- **Discriminatory abuse** including racist, sexist, based on a person's disability, and other forms of harassment, slurs, or similar treatment.
- **Domestic abuse** that is usually a systematic, repeated, and escalating pattern of behaviour, by which the abuser seeks to control, limit, and humiliate, often behind closed doors.

- **Organisational abuse** including neglect and poor care practice within an institution or specific care setting such as a hospital or care home. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes, and practices within an organisation.
- **Modern slavery** including human trafficking; forced labour and domestic servitude; and traffickers and slave masters using whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude, and inhumane treatment.

Responding to Safeguarding Concerns or Allegations

How to Respond





Respond

Do:

- Listen.
- **Take what is said seriously.**
- Only **use open questions** (open questions begin with words like: who, what, when, where and how. Open questions cannot be answered with a 'yes' or 'no').
- Remain calm.
- Take into account the person's age and level of understanding.
- Check, if face to face, whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can check with them that you have understood everything correctly.
- Offer reassurance that disclosing is the right thing to do.

- Establish only as much information as is needed to be able to tell your activity leader/Safeguarding Officer/Diocesan Safeguarding Adviser and statutory authorities what is believed to have happened, when and where.
- Check what the person hopes to happen as a result of the disclosure.
- **Tell the child or adult what you are going to do next.**

Do not:

- **Make promises that cannot be kept** (e.g., that you won't share the information).
- Make assumptions or offer alternative explanations.
- **Investigate.**
- Contact the person about whom allegations have been made.
- Do a physical or medical examination.

Record

- Make some very brief notes at the time, if appropriate, and write them up in detail using our **Safeguarding Concern Form** as soon as possible.
- Do not destroy your original notes in case they are required by the Diocesan Safeguarding Adviser or the statutory authorities.
- Record the date, time, place, and actual words used, including any swear words or slang.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

Report

- **If there is immediate danger to a child or adult contact the police.**
- Otherwise report to the Safeguarding Officer or Vicar immediately.
- Within 24 hours the Safeguarding Officer or Vicar reports the concerns to the Diocesan Safeguarding Adviser.
- The Diocesan Safeguarding Adviser will advise regarding reporting to statutory agencies within 24 hours.
- If there is any doubt seek advice from Children's/Adult's Social Care or the police.

Non-Recent Abuse

Safeguarding concerns or allegations may be about something that is going on now and/or something that may happen in the future (recent) or something that happened in the past (non-recent). **Non-recent allegations of abuse must be treated as seriously as recent allegations. Please ensure you report these within 48 hours.** Research evidences that it may take up to 25 years or longer for an adult to disclose sexual abuse that happened to him/her either as a child or younger adult. A victim/survivor needs to be aware that if a respondent is known to be currently working with children/vulnerable adults in either a paid or voluntary capacity a referral to the statutory services will be made. The Diocesan Safeguarding Adviser will make this referral.

Domestic Abuse

The House of Bishops' policy states that 'The Church is committed to those who have been victims and survivors of domestic abuse. Domestic abuse in all its forms is contrary to the will of God and an affront to human dignity. All need to play their part in preventing or halting it'. The welfare of the adult victim of domestic abuse is important, but where there are children in the family it must be understood that they too are victims of domestic abuse. Consideration of the child's welfare always comes first. In all circumstances, contact the Diocesan Safeguarding Adviser who will help clarify the issues and steps needed, which may involve contacting Children's Social Care. There may be a need for a risk assessment and for a Safeguarding Agreement to be put in place. The Diocesan Safeguarding Adviser will undertake this work in conjunction with the church and any statutory agencies.

Deliverance and Prayer Ministry

St Leonard's has prayer ministry guidelines. To keep people safe whilst praying, please see these guidelines. **When we pray for people make sure we are being encouraging, ask permission before placing hands on them, and keep what someone shares as private.** The exception to this is if there is a safeguarding concern or allegation, or significant pastoral concern.

Concerns may be expressed that a child, young person, or adult is troubled by or possessed by evil spirits or demons and that this may account for behavioural issues in the individual or be considered to justify harsh treatment by the family, guardians, friends, or carers. **As a representative**

of St Leonard's, never label anyone as needing 'deliverance' or being 'possessed'. It is often unhelpful and damaging to tell someone they are possessed by a demon. If you are genuinely concerned, please see one of the clergy team. They will discern this with the Diocese.

Deliverance Ministry is uncommon, specific, and requires careful handling by Clergy and the Diocesan Healing and Wholeness Team. If a church officer, including a member of clergy, becomes aware of the above situation and/or a request is made for deliverance ministry, the **church must contact the Diocesan Safeguarding Adviser** who will contact the appropriate person.

Acting on Safeguarding Concerns in External Contexts to St Leonards

Sometimes, St Leonard's work with children, young people and adults may take place in another context (such as schools or other religious organisations) where St Leonards staff and volunteers are visiting or providing services. Where there is information, an observation or suspicion which give rise to a safeguarding concern in this context, **the relevant safeguarding contact of the organisation must be informed.** The organisation's safeguarding officers will take responsibility for the situation.

St Leonard's staff and volunteers must still complete a record of the information, observation, or a suspicion in line **with St Leonard's recording procedures.** St Leonard's safeguarding team will contact the organisation's safeguarding officer to confirm that the information has been received and acted upon.

A Safe Environment and Activities

The House of Bishops' Safeguarding Policy Statement states that '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... The Church will strive to support all church officers to adhere to safer working good practice and to challenge the abuse of power'.

Safer Working Practice

*All those working on behalf of the church with children, young people and adults **must**:*

- **Treat all individuals with respect and dignity.**
- Ensure that their own language, tone of voice and body language are respectful.
- Ensure that children, young people, and adults know who they can talk to about a personal concern.
- **Record and report any concerns** about a child, young person, or adult and/or the behaviour of another worker with their activity leader and/or Safeguarding Officer. Sign and date the record.
- **Obtain written consent for any photographs/videos** to be taken, shown, displayed, or stored.
- **Administer First Aid with others around.**

*In addition, for children and young people **must**:*

- Always aim to **work with or within sight of another adult.**
- Ensure another adult is informed if a child needs to be taken to the toilet. Toilet breaks should be organised for young children.
- Respond warmly to a child who needs comforting but make sure there are other adults around. See below section on Acceptable Touch.
- Ensure that the child and parents are aware of any activity that requires physical contact and its nature before the activity takes place.

*All those working on behalf of the church with children, young people and adults **must not**:*

- Invade an individual's privacy whilst washing and toileting.
- Use any form of physical punishment.
- Be **sexually suggestive** about or to an individual.
- Scapegoat, ridicule or reject an individual or group.
- Permit abusive peer activities e.g., initiation ceremonies, ridiculing or bullying.
- Show favouritism to any one individual or group.
- Allow an individual to involve you in excessive attention seeking.

- Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person.
- Allow strangers to give children, young people and adults who may be vulnerable in the group, lifts.
- **Befriend children, young people and adults who may be vulnerable on social media.** Please see below section on Social Media and Mobile phones.
- **Photograph and videos should only be taken where appropriate and with permission. If they are taken on personal phones or cameras, they should be sent to the appropriate group leader, and then deleted off the personal device.**

*In addition, for children and young people, **must not:***

- **Give lifts to children you are supervising, on their own or your own** (unless there are exceptional circumstances e.g., in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity). **We have a form which can be used to provide consent for a child or young person to be transported** in a private car.
- **Smoke or drink alcohol in the presence of children and young people**, if working in a voluntary or paid context with them.
- Arrange social occasions with children and young people (other than events which also include adult family members/carers) outside organised group occasions.

Acceptable Touch

Sympathetic attention, humour, encouragement, and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, is wholly appropriate. The following guidelines regarding touching are suggested:

- **Always ask permission.**
- Be mindful of your body position. (e.g., side hugs are preferable to front hugs)

- **Keep everything public.** A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be **in response to a child's needs and not related to the worker's needs.** It should be age appropriate, welcome, and generally initiated by the child, not the church officer.
- Avoid any physical contact that is or could be construed as sexual and/or abusive/offensive.
- **Allow the child to determine the degree of physical contact** with others except in exceptional circumstances (e.g., when they need medical attention).

In addition:

- You can allow people you support to give you **brief hugs if you feel comfortable** with this.
- You can allow people you support to hold hands or link arms with you to help with travel and stability.
- You should discourage people you support from touching your face. You can offer your hand instead.
- You should **discourage people you support from sitting on your lap.** You can offer to sit side by side.
- You should avoid using touch if the person you support is very distressed and is unlikely to tolerate it.

Ensure that church officers at all levels must take responsibility for monitoring one another in the area of physical contact. They should be encouraged to challenge one another if necessary. Concerns about possible abuse or inappropriate behaviour should always be reported.

Children's Activities

Church groups that involve children need to ensure good practice standards across a wide range of areas including: recruitment of activity leaders; DBS checking; staffing ratios; suitability of premises; health and safety arrangements; and facilities for children with special needs.

The minimum staffing levels for groups should be as follows:

0–2years	1 adult to 3 children	1:3
2–3years	1 adult to 4 children	1:4
4–8years	1 adult to 6 children	1:6
9–12years	1 adult to 8 children	1:8
13 – 18 years	1 adult to 10 children	1:10

Staff ratios for all groups should always be based on a risk assessment. For example, staffing numbers would need to be increased for outdoor activities and more so if that activity is considered higher risk, potentially dangerous or when children with disabilities or special needs are involved.

For all groups and activities:

- **Undertake a health and safety risk assessment.**
- A **registration form must be completed for every child or young person** who attends groups or activities which should include up-to-date information on parents' contact numbers, medical information (e.g., allergies) and any special needs.
- An **attendance register must be kept** and be available at all group meetings.
- A **First Aid kit must be available** on any premises that are used by children.
- An **accident and incident logbook must be available**, and all accidents recorded. The logbook should be stored in a secure place. Any significant incidents must be recorded (e.g., a fight between children).
- There should be access to a telephone, if possible.
- In premises where children's groups meet, the Childline and Family Lives telephone numbers should be displayed.
- **Parents must sign a consent form before children are transported in a private car, and before any photography or images are taken.**

In addition, when taking children offsite:

- The church leadership must be informed and agree to the activity.
- Details of the activity and any itinerary must be given in advance to parent/s and consent forms received in advance of the activity taking place.
- Details of the activity and a list of contacts must be left with someone in the church.
- Details of the activity and arrangements must be given to the vicar and/or Safeguarding Officer.
- A risk assessment must be undertaken, and confirmation obtained that the activity is covered by St Leonard's insurance.
- A leader must be designated to take responsibility for First Aid.

Visiting Adults

Visiting vulnerable adults in their homes is an essential element of many church officers' roles. Many people will be well known to the church officer and where there have been no previous concerns, the level of risk to the church officer or person during visits will usually be low. However, unexpected circumstances can be encountered, some of which may place a church officer at risk. For example, the unexpected presence in the home of a relative or friend with a history of violence or threatening behaviour. Unfortunately, case histories also show that people may be at risk from a church officer. For these reasons it is very important for churches to ensure their church officers and people are as safe as they can be, and that there is accountability and transparency in the manner in which church officers engage in lone working or visits to homes.

To assure the person you are visiting of their safety, and for your own as a church officer:

- If possible, undertake a **risk assessment** before an initial visit, especially if you do not know the person. If there are any concerns or risks known before a visit is made, you are advised always to undertake a risk assessment. In these circumstances, consider whether the visit is necessary, or whether you should be accompanied by another church officer. In addition, **visiting in pairs is advisable**, especially if the adult is perceived to be vulnerable.
- Consider beforehand a strategy for swift exit if a situation changes.

- Do not call unannounced; **call by appointment**, if appropriate telephoning the person just before visiting.
- Take a mobile phone with you. **Let someone else know where you are going and when you will be back.** Ensure this person has a record of your mobile phone details and car details (if applicable).
- If driving, park as closely to the destination as possible.
- Be clear about what support you can offer and the purpose and limitations of any pastoral care/support that is available.
- Do not make referrals to any agency that could provide help without the adult's permission, and ideally encourage them to set up the contact, unless there are safeguarding concerns.
- Never offer 'over-the-counter' remedies to people on visits or administer prescribed medicines, even if asked to do so.
- Do not accept any gifts from adults other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. If someone wants to make a donation to the church, put it in an envelope, mark it on the outside as a donation and obtain a receipt from the Treasurer.
- Make a note of the date when you visit people, report back about the visit to the agreed named person and say what is concerning or going well. They will report safeguarding concerns to the Safeguarding Officer and/or vicar or directly to the Diocesan Safeguarding Adviser if they are not available.

Use of Social Media and Mobile Phones

Social media sites enable users to create and share content and keep in touch with other users. They include maintaining a profile on a networking site such as Facebook, Twitter, Instagram or Tik Tok; writing or commenting on a blog, whether it is your own or the blog of another person; and taking part in discussions on web forums or message boards. For many, especially young people, using social media is an extension of physical face-to-face relationships. It is therefore important that churches also engage with their community and worshippers through these platforms. However, this must be done safely to **avoid the risk of:**

- **Forming inappropriate relationships.**
- Saying things you should not, such as offensive, sexual, or suggestive comments.

- Blurring the boundaries between public work/ministry and your private life.
- Grooming and impersonation.
- Bullying and harassment.
- **Using platforms or communication devices with content that disappears or can be destroyed** (e.g. such as Snapchat).

The Role of the Trustees

The Trustees must approve the use of social media and mobile phones by the church. Where there are Facebook or similar online groups set up on the church's behalf, the Trustees must ensure there is a named person to whom all workers are accountable.

The named person must be a church officer and should be aware of the account name and password so that they can at any time log on to the account to monitor the communications. The named person should be proactive in fulfilling this role.

Communications must be shared with the named person. Church officers remain bound by professional rules of confidentiality. Where there is concern that a young person or adult is at risk of abuse, or they themselves pose a risk of abuse to others, safeguarding procedures must always be followed.

Guidance for Church Officers and Volunteers

Do:

- Have your eyes open and be vigilant.
- Maintain the upmost integrity – honesty, transparency, consistency, and accountability are key. Treat online communication with children, young people, and adults as you would communication that is face to face. Always maintain the same level of confidentiality.
- Report any safeguarding concerns that arise on social media to the Safeguarding Officer, Vicar and/or Diocesan Safeguarding Adviser.
- Always **assume that everything you write is permanent** and may be viewed by anyone at any time; and that everything can be traced back to you personally as well as to your colleagues or the church. Always think before you post.
- Draw clear boundaries around your social media usage associated with your private life and your use of different social media for public ministry.

- Always **ask parents/carers for written consent** to:
 - Use and store photographs of children/young people from activities or events in official church publications, or on the church's social media, website and displays.
 - Use telephone, text message, email, and other messaging services to communicate with young people.
 - Allow young people to connect to the church's social media pages.
- **An approved church/ministry account should be the only individual account which communicates with children and young people under 16 years old.** The named person should be able to access this and review conversations, and the account should be visible to young people and their parents. Young people must be made aware that any communication will be viewed by all users. Save any messages and threads through social networking sites, so that you can provide evidence to the named person of your exchange when required.
- **Avoid one-to-one communication with a child or young person. Do not contact a child directly on their phone or social media in a 1 to 1 message.** If a child or young person contacts you directly on social media or on your phone, please only reply with a message like:
 - *'Hi, thanks for messaging me. We don't use 1 to 1 communication with children and young people at St Leonards from our personal accounts. You can message us using the St Leonards Facebook page'*
 - When you have sent this message, screenshot the message sent to you and your reply, and show this to the named person.
 - Where appropriate, and with the consent of a parent, a group chat with two adults and a child or young person can be created. These two adults must have the appropriate DBS checks and their safeguarding training must be up to date.
- In relation to the St Leonards' page:
 - If a child or young person messages the page directly. It should be referred to the person who the child or young person has relationship with. The message and the reply should be screenshotted for records. This should be sent to the named person.
- Use clear and unambiguous language in all communications and avoid abbreviations that could be misinterpreted.
- **Save and download to hard copy any inappropriate material received** through social networking sites or other electronic means and **show immediately to the named person**, Safeguarding Officer, vicar or, if appropriate, Diocesan Safeguarding Adviser.

- Use passwords and log off promptly after use to ensure that nobody else can use social media pretending to be you.
- If you are concerned about a message that a vulnerable person has sent you, screenshot the message and send it to the named person (and Safeguarding Officer if necessary). Ask for their advice on how to reply.

Do not:

- **Accept a friend/follow request from someone under 16 years old from your personal account.** If someone under 16 years old asks why you haven't accepted their friend/follow request, please encourage them to contact you through the St Leonard's page.
- **With young people between 16 and 18 years old, do not initiate a friend/follow request.** This must be initiated from the young person. You still need to adhere to St Leonard's expectations with engaging with young people online.
- Facebook stalk (i.e., dig through people's Facebook pages to find out about them).
- Say anything on social media that you would not be happy saying in a public meeting, to someone's face, writing in a local newspaper or on headed notepaper.
- Comment on photos or posts, or share content, unless appropriate to your church role.
- **Use visual media** (e.g., Skype, Facetime) **for one-to-one conversations with young people** – use only in group settings.

*In particular, **do not** allow content to contain or share links to other sites that contain:*

- Libellous, defamatory, bullying, or harassing statements.
- Breaches of copyright and data protection.
- Material of an illegal nature.
- Offensive sexual or abusive references.
- Inappropriate language.
- Anything which may be harmful to a child, young person, or vulnerable adult, or which may bring the church into disrepute or compromise its reputation.

Mobile Phones for Church Officers

Wherever possible, **church officers should use a mobile phone dedicated for work purposes.** This allows for the phone to be switched off outside working hours, and for usage to be accountable. This means that

the work phone number is the only number that young people or adults are given, and the church officer's personal number can remain private. Texts or conversations that raise concerns should be saved and passed on to the named person or the Safeguarding Officer/vicar (or if unavailable the Diocesan Safeguarding Adviser).

During Groups for Children and Young People

If children or young people are using their phones during their groups, we want to encourage them to ask permission before taking photos or videos of one another. If a child or young person is exercising a young leader role, they should be advised on the appropriate use of their phone whilst they are doing that role.

Whistleblowing

St Leonards are committed to bringing to light any wrongdoing that is in the public interest. As a whistleblower, you're protected by law - you should not be treated unfairly because you 'blow the whistle'.

You can raise your concern at any time about an incident that happened in the past, is happening now, or you believe will happen in the near future.

This can be done, where appropriate, directly to the police, via our safeguarding officer or to the diocese (if relating to a clergy person or church officer).

If you have a safeguarding concern about a clergy member, report it to the Safeguarding officer or Diocesan Safeguarding Team. The concern will be addressed under the Clergy Disciplinary Measure.

Contacts

If you have information about a safeguarding situation where a child or adult is in immediate danger or requires immediate medical attention call the emergency services on 999. Do not delay.

St Leonard's Safeguarding Team

Church Safeguarding Officer

Char Brown

Char, as our Safeguarding Officer, is the first person to speak to, if you have a concern around the welfare of a child, young person, or adult. She has responsibility for our safeguarding practice, ensuring our policies, procedures, and training are implemented, reviewed, agreed, and communicated effectively both within St Leonards and to Sheffield Diocese.

Char's Contact Details:

safeguarding@saintleonards.co.uk

07469 407166

Oversight Minister

Lucy Sablan

Lucy leads St Leonards and is a Church of England minister. If you have a concern around the welfare of a child, young person, or adult, and Char – St Leonard's Safeguarding Officer, is not around or cannot be reached, please speak to Lucy.

Lucy's Contact Details:

lucy@saintleonards.co.uk

07758 208105

Safeguarding Admin

Joanne McCarthy

Joanne is responsible for the administration of our safeguarding, ensuring those who work with children, young people, and vulnerable adults have the appropriate DBS check and have attended safeguarding courses.

Joanne's Contact Details:

admin@saintleonards.co.uk

0114 2653145

Working Days: Monday to Wednesday 9am-3pm

Beyond St Leonard's

If you would like to speak to someone beyond St Leonard's:

Diocesan Safeguarding Adviser

Siân Checkley

sian.checkley@sheffield.anglican.org

(01709) 309100

07741 013 775

Working Days: Monday to Thursday, 9am-5pm

Diocesan Assistant Safeguarding Advisers

Elina Penttila

Elina.penttila@sheffield.anglican.org

07871 796682

Working Days: Monday to Friday, 9am-5pm

Rachel Tankard

Rachel.tankard@sheffield.anglican.org

07874 859062

Working Days: Tuesday, Wednesday, Friday, 9am-3pm

Out of Hours Emergency

An emergency concern about the safety of a child, young person, or an adult **is something that needs immediate attention**. If you are considering contacting social care regarding a child or an adult, please **do not delay** if you are unable to speak to the Diocesan Safeguarding Team.

If you have a **concern and require safeguarding advice that should not wait until the next working day** contact:

Thirtyone:eight

0303 003 11 11

Thirtyone:eight provide cover during evenings and weekends. They provide advice relating to children, young people, and adults and Sheffield Diocese has signed an information-sharing agreement in compliance with GDPR.

- Please inform them that you are calling from Sheffield Diocese
- They will offer advice about your concern and confirm their advice in an email to you. They will also provide you with a PIN number to access the email.

- A copy of the email will also be sent to the Diocesan Safeguarding Team (DST) for their records.
- The DST will follow up cases as required on the next working day.

Further Help and Guidance

Helplines

- **NSPCC** for adults concerned about a child – 0808 800 5000
- **Childline** for children & young people – 0800 1111
- **Action on Elder Abuse** helpline – 0808 808 8141
- **24-hour National Domestic Violence** helpline – 0808 2000 247
- **NAPAC** offers support & advice to adult survivors of childhood abuse – 08088010331
- **Stop It Now** helps prevent child sexual abuse – 0808 1000 900
- **Cruse** bereavement helpline – 0808 808 1677
- **Family Lives** provides support & advice on family issues – 0808 800 222
- **MACSAS** for people abused by church officers – 0808 801 0340
- **Samaritans** for people struggling to cope & needing someone to talk to – 116 123

Sources of Support for Victims and Families of Abuse

- **The Survivors Trust** – <http://thesurvivorstrust.org>
- **Safeline** – www.safeline.org.uk/what-can-friends-and-family-members-do-to-support-survivors-of-sexual-abuse
- **SupportLine** – www.supportline.org.uk/problems/rape_sexual-assault.php
- **Victim Support** – www.victimsupport.org.uk/crime-info/types-crime/childhood-abuse

Websites

- www.nspcc.org.uk
- www.womensaid.org.uk
- www.restoredrelationships.org
- www.stopitnow.org.uk
- www.scie.org.uk
- www.ceop.police.uk
- www.elderabuse.org.uk
- www.ageuk.org.uk
- www.barnardos.org.uk
- www.spiritualabuse.com
- www.modernslavery.co.uk
- <https://carers.org>