

**Knowing Jesus; making Jesus known to all**

# Safeguarding



**Safeguarding Young People & Adults  
&  
Safer Recruitment Policy  
2025**

# St. Mary's Safeguarding Policy 2025

## Introduction

At St Mary's we are committed to the well-being of all people involved in the life of the church. The Bible teaches us that every human being is made in the image of God. Each person therefore has equal value and dignity in the sight of Almighty God. Our practice and attitudes as Christian people, knowing Jesus ourselves and making Jesus known to all, need to embody this.

As we seek to serve our community, and to make disciples of Jesus Christ, we do so as members of the wider church and nation. This brings with it the responsibility of observing the law and promoting best practice in our care of all people.

The church council therefore annually reviews our Safeguarding Policies and our guidelines for the care of young people and vulnerable adults. We take advice from the Diocesan Safeguarding Adviser and are committed to following current advice and requirements from the Church of England. We ensure all volunteers and staff attend the appropriate safeguarding training for their role.

In January 2025, the council approved this safeguarding policy for working with children, young people, and vulnerable adults. This document is available to all and publishes the commitments and standards which we uphold.

Our great aim is to bring glory to God in our ministry. 'Safeguarding' is no exception. Fulfilling our safeguarding responsibilities helps establish the secure and safe environment in which the wonderful work of 'making disciples' can flourish.

I commend this document to you.

*Peter Ackroyd*

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## St Mary's commitment to safeguarding statement

This Policy was agreed at the Parochial Church Council Meeting held on 20th January 2025. Information contained in this policy has been taken from The Parish Safeguarding handbook produced by The Church of England House of Bishops.

In accordance with the Church of England Safeguarding Policy, St Mary's Church, Wootton 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 in accordance with the Church of England Practice Guidance: Safer Recruitment (June 2015).
- 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 following advice from Section 8 of Protecting All God's Children (2010).
- Responding to those that may pose a present risk to others.

St Mary's Church, Wootton will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement safeguarding policies and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people, and vulnerable adults so that they can recognise and respond to abuse.
- Maintain the highest standards when using social media and ensure protective boundaries between adults and children are observed in all contact and contexts.
- Ensure 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 pastoral 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 vulnerable adults whilst maintaining appropriate confidentiality and the safety of all parties following advice from Section 8 of Protecting All God's Children (2010).
- Review the implementation of the safeguarding policy, procedures and practices at least annually.

The PCC appoints **Kate Wilson** as Parish Safeguarding Officer and **Emma Hearn, Pauline Kendall and Martin Sanders** as Deputy Parish Safeguarding Officers.

Signed: Peter Ackroyd      Date: 21 February 2025.

## Types of abuse and neglect of children

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.

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.
- **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 because 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 or drug exploitation.
- **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 someone both physically and emotionally. Bullying that happens online, using social networks, games, and mobile phones, is often called cyberbullying. People who experience bullying may feel 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 and vulnerable adults. People may target chatrooms, 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 or young people 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. There is a duty to report such incidences to the relevant agencies.

## Types of abuse and neglect – 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 be 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.

### Definition of a vulnerable adult

A vulnerable adult is a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired.

Some of the factors which increase vulnerability are:

- A sensory or physical disability or impairment
- A learning disability
- A physical illness
- Mental ill health (including dementia), chronic or acute
- An addiction to alcohol or drugs
- Domestic abuse

In addition, adults may be made vulnerable by means of a permanent or temporary reduction in physical, mental, or emotional capacity brought about by life events - for example an illness, bereavement, past abuse, or trauma.

A vulnerable adult is defined by The Care Act 2014 as anyone who;

- Needs care and support 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.

## Definitions of adult abuse

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 because 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, slavery, and inhumane treatment.

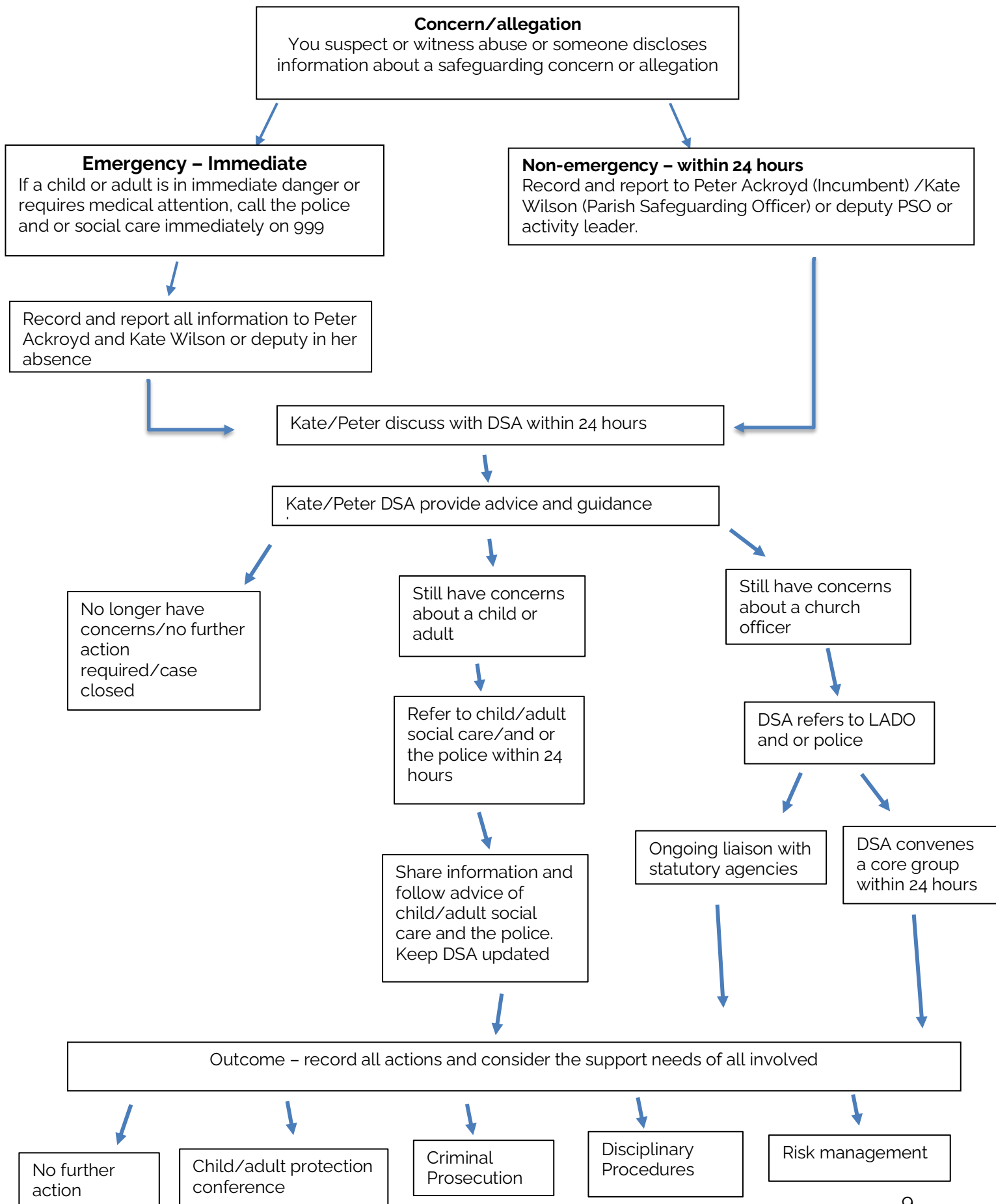
The list of possible abusers can include:

- 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.
- 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.

- Staff in residential care homes
- 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



Quick guide to responding to every safeguarding concern or allegation



## How to respond to concerns of abuse

### 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.
- Consider 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/ Parish Safeguarding Officer/ and statutory authorities what is believed to have happened, when and where.
- Check what the person hopes to happen because of the disclosure.
- Tell the child or adult what you are going to do next including that you may have to pass the information on to someone who can help
- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Use the safeguarding concern form to document your concerns (Appendix 1)
- Report concerns to Kate Wilson (Parish Safeguarding Officer) or deputy (Pauline Kendall/Emma Hearn/ Martin Sanders) and Peter Ackroyd immediately but no later than 24 hours after the disclosure or concern.
- Share your concerns immediately with the safeguarding team if there is significant concern for a child or adult e.g., going home would be unsafe and place the child/young person or adults in great danger.
- Always consider whether immediate medical attention is required.
- Leave enquiries to the investigating agencies.

### Do not:

- Make promises that cannot be kept (e.g., That you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate yourself.
- Contact the person about whom allegations have been made.
- Do a physical or medical examination.
- Speculate or jump to conclusions.
- Delay raising your concerns.
- Give benefit of the doubt to parents or others
- Stop the person while they are freely recalling significant events.

### Record

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Do not destroy your original notes in case they are required by the DSA 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.

## Report

- If there is immediate danger to a child or adult contact the police.
- Report to your activity leader/Parish Safeguarding Officer/incumbent immediately.
- Within 24 hours the PSO/incumbent reports the concerns to the DSA. - The DSA 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.

## Responding to 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. Research evidence suggests 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 DSA will make this referral.

## If an allegation is made against you

Inform the Parish Safeguarding Officer Kate Wilson or incumbent. In their absence inform Emma Hearn or Pauline Kendall or Martin Sanders. They MUST inform the Diocesan Safeguarding Advisor (DSA) as soon as possible. The PSO and PCC should follow the Serious Incident Reporting guidelines.

## Responding to concerns about a church officer.

If the concern involves a church officer, the Parish Safeguarding Officer or deputy Safeguarding Officer will report their concerns to the Diocese Safeguarding Advisor (DSA). The DSA will act in line with the House of Bishops' guidance. They will offer advice, support and guidance and refer the concerns to the Local Authority Designated Officer (LADO) and/or police within 24 hours. The DSA will manage the safeguarding concern in conjunction with the core group (which will be convened within 48 hours) and statutory agencies. There may also be a requirement for parish representatives to attend a subsequent core group. If there are doubts about whether to make a referral and under what route, the DSA will seek advice from the DADO.

## Support following alleged abuse by a church officer

All concerns or allegations of abuse by a church officer or volunteer must be reported to the Diocesan Safeguarding Advisor (DSA). The DSA will arrange for a support person to be offered to all alleged adult victims/survivors. The role of the support person is set out in the House of Bishops' guidance. What the support person offers will be agreed with the alleged victim/survivor, but it is likely they will:

- Listen to and represent the victim/survivor's pastoral needs.
- Identify any therapeutic or other needs and offer choices as to how these are best be met.
- Record any meetings or contact they have with the victim/survivor.
- Share relevant information with the DSA.

### Contact Details

<b>Parish Safeguarding Officers:</b>	Kate Wilson - <a href="mailto:safeguarding@stmaryswootton.org.uk">safeguarding@stmaryswootton.org.uk</a> Emma Hearn - <a href="mailto:safeguarding@stmaryswootton.org.uk">safeguarding@stmaryswootton.org.uk</a> Pauline Kendall - <a href="mailto:safeguarding@stmaryswootton.org.uk">safeguarding@stmaryswootton.org.uk</a> Martin Sanders - <a href="mailto:safeguarding@stmaryswootton.org.uk">safeguarding@stmaryswootton.org.uk</a>	
<b>Vicar</b>	Peter Ackroyd 01234 768391 / <a href="mailto:vicar@stmaryswootton.org.uk">vicar@stmaryswootton.org.uk</a>	
<b>Church Wardens</b>	Allyson Cable - <a href="mailto:wardens@stmaryswootton.org.uk">wardens@stmaryswootton.org.uk</a> Tim Dillistone	
<b>Children's Services</b>	Bedford Borough 01234 718700 Out of hours 0300 300 8123	Central Bedfordshire 0300 300 8142 Out of hours 0300 300 8123
<b>Adult services</b>	Bedford Borough 01234 276222 Out of hours 0300 300 8123	Central Bedfordshire 0300 300 8303 Out of hours 0300 300 8123
<b>Diocesan Safeguarding Officers</b>	Jeremy Hirst 01727 818107 / 07867 350886/ <a href="mailto:safeguarding@stalbans.anglican.org">safeguarding@stalbans.anglican.org</a> Dave Adams - 01727 818 104/07469 351 357/01727 818 104 Warren Lucas - 01727 818 106/07311 310 545	
<b>Police</b>	Emergency 999	Non-Emergency 101
<b>Mental health</b>	Out of hours all age mental health line 111, option 2	Child and Adolescent mental health team 01234 893 300 Community Mental Health team (adults) 01234 880433
<b>Helplines</b>	<b>NSPCC</b> -0808 800 5000 <b>31:8</b> 0303 003 111	<b>ChildLine</b> 0800 1111 <b>National Domestic Abuse helpline</b> - 0808 2000 247
<b>Local Authority</b>	Bedford Borough	Central Bedfordshire

<b>Designated officer</b>	01234 276 693 email: <a href="mailto:Lado@bedford.gov.uk">Lado@bedford.gov.uk</a>	0300 300 8142 email: <a href="mailto:LADO@centralbedfordshire.gov.uk">LADO@centralbedfordshire.gov.uk</a>
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## Safer Recruitment Process

### Recruiting Volunteers

*Volunteers who work with children and vulnerable adults will to be appointed by the PCC on the recommendation of the incumbent/Youth and Children's Worker. Assistant leaders for each group will be recruited with the involvement and agreement of the Youth & Children's worker or group leader in consultation with the Incumbent. Interviews will take place but may be informal or formal. Satisfactory references will also be sought prior to anyone starting a new role.*

#### **New volunteers will:**

- have read and understood St Mary's safeguarding policy.
- have read and understood The Diocese of St. Albans Best Practice Guidelines document regarding working with children and or vulnerable adults (Appendix 5 & 6)
- agree and sign a standard role description.
- sign a declaration confirming awareness of safeguarding policies and risk assessments.
- sign a confidential declaration form.
- receive a DBS clearance and then renew every 3 years.
- undertake Diocese Safeguarding training – basic, foundation and domestic abuse. The highest level being renewed every 3 years.
- provide two references, one from within St Mary's and one from another source.
- have completed an application form.
- complete a 3-month probationary period.
- complete an induction process.
- attend group team meeting.

### Visiting Adults

Visiting vulnerable adults in their homes is an essential element of many church officers' roles. Many parishioners 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 parishioner during visits will usually be low. However, unexpected circumstances can be encountered, some of which may place a church officer at risk. Unfortunately, case histories also show that a parishioner may be at risk from a church officer. For these reasons it is very important for parishes to ensure their church officers and parishioners are as safe as they can be and that there is accountability and transparency in the way church officers engage in lone working or visits to homes.

To assure the person you are visiting of their safety, and for your own, a church officer or volunteer will follow the guidelines below:

- If possible, undertake a risk assessment before an initial visit, especially if you do not know the person.
- Assess if there is a need to visit in pairs, especially if the adult is perceived to be vulnerable.
- Do not call unannounced; call by appointment if appropriate telephoning the person just before visiting.
- 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.
- 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.
- Let the person know you will take brief notes and how these will be stored and be prepared to share these notes with them. These notes do not need to be extensive but the date, time of arrival and departure and any significant observations or points should be recorded.
- Report back about the visit to the agreed named person and say what is concerning or going well.
- Report safeguarding concerns to the Parish Safeguarding Officer and/or incumbent or directly to the DSA if they are not available.
- People who visit vulnerable adults as part of St Mary's should have completed a DBS for working with vulnerable adults and have completed the relevant safeguarding training.
- Ensure confidentiality of the conversations but make the person aware of the limits of this. If you are concerned about their safety or others safety. If you need to share information with others it is important to discuss this with the person first but only if this does not place them in further danger. It is also important to do this in collaboration with the person explaining the reason why you are sharing the information, who it will be shared with and what you are going to say.

## Useful Documents

- Parish Safeguarding Handbook

<https://www.stalbans.anglican.org/wp-content/uploads/ParishSafeGuardingHandBookAugust2019Web.pdf>

- Best Practice Guidance for Working with Children

<https://www.stalbans.anglican.org/wp-content/uploads/Practice-guidance-for-working-with-children-St-Albans-Diocese.doc.docx>

- Best Practice for Working with Vulnerable Adults

<https://www.stalbans.anglican.org/wp-content/uploads/Practice-Guidance-Vulnerable-Adults-St-Albans-Diocese.docx>

- Protecting All God's Children (2010)

<https://www.stalbans.anglican.org/wp-content/uploads/Protecting-All-Gods-Children-Safeguarding-Policy-for-Children-and-Young-People-4th-edition-2010.pdf>

- Promoting a Safer Church (Safeguarding for Adults)

<https://www.stalbans.anglican.org/wp-content/uploads/Promoting-a-Safe-Church-Safeguarding-Policy-for-Adults-2006.pdf>

- Types of Abuse Factsheet

<https://www.churchofengland.org/sites/default/files/2018-10/Type%20of%20Abuse%20Reference%20Document%20September%202018%20-%20PROOF%20COPY.pdf>

- Guidance on Touch

<https://www.stalbans.anglican.org/wp-content/uploads/Touch.docx>

- Guidance on transport

<https://www.stalbans.anglican.org/wp-content/uploads/Transport.docx>

- Serious Incident Reporting Guidelines

<https://www.stalbans.anglican.org/wp-content/uploads/Safeguarding-SIR-Guidance-REVISED-1-August-2019.pdf>

- Thirty-one eight

<https://thirtyoneeight.org/get-help/resources/help-guides/help/safeguarding-adults/>

- Safer environments and activities

[https://www.churchofengland.org/sites/default/files/2019-11/safer-environment-and-activities-oct19\\_0.pdf](https://www.churchofengland.org/sites/default/files/2019-11/safer-environment-and-activities-oct19_0.pdf)

## Appendix 1: Cause for concern record sheet and contact details

### Cause for Concern Record Sheet

Date of concern:		
Name of Recorder	Role	
Name of individual (s)	DOB	Age
Record of concern/contact		
<p><b>Reported to:</b></p> <p>Parish Safeguarding Team Member</p> <p>Date:</p> <p>Diocese Safeguarding Officer</p> <p>Other Agencies    Please specify _____</p>		
Follow up action:		



<b>Parish Safeguarding Officers:</b>	Kate Wilson - <a href="mailto:safeguarding@stmaryswootton.org.uk">safeguarding@stmaryswootton.org.uk</a> Emma Hearn - <a href="mailto:safeguarding@stmaryswootton.org.uk">safeguarding@stmaryswootton.org.uk</a> Pauline Kendall - <a href="mailto:safeguarding@stmaryswootton.org.uk">safeguarding@stmaryswootton.org.uk</a> Martin Sanders - <a href="mailto:safeguarding@stmaryswootton.org.uk">safeguarding@stmaryswootton.org.uk</a>	
<b>Vicar</b>	Peter Ackroyd 01234 768391 / <a href="mailto:vicar@stmaryswootton.org.uk">vicar@stmaryswootton.org.uk</a>	
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<b>Local Authority Designated officer</b>	Bedford Borough 01234 276 693 email: <a href="mailto:Lado@bedford.gov.uk">Lado@bedford.gov.uk</a>	Central Bedfordshire 0300 300 8142 email: <a href="mailto:LADO@centralbedfordshire.gov.uk">LADO@centralbedfordshire.gov.uk</a>

## Appendix 2 - Church activities

Growth Groups	Weekly groups for bible study and fellowship Overseen by Peter Ackroyd
Sunday Children and Young people's groups	Weekly gatherings during 10am Sunday service - lead by Emma Hearn
J@m	Meeting weekly on a Sunday evening lead by Emma Hearn
Lunch club	Meeting monthly lead by Peter Stevens
Weekly services - Sunday 10am	Sunday 10am - Lead by staff team/Wardens
Men's breakfast	Monthly - lead by Jim Hignett
Woman's ministry group	Ad hoc events agreed by PCC in advance

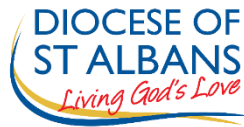
Men's ministry	Ad hoc events agreed by PCC in advance
Holiday Club	Annual summer holiday programme for children and young people aged 5 to 14 years old. Lead by Emma Hearn

### Appendix 3 - Safeguarding training requirements at St Mary's

<b>Role</b>	<b>Training requirements</b>
PCC	Basic, Foundation (optional Responding well to domestic abuse)
Children and youth volunteers	Basic, Foundation and Responding well to domestic abuse
Pastoral care team	Basic, Foundation and Responding well to domestic Abuse
Growth Group Leaders	Basic, Foundation and Responding well to domestic abuse
Welcome team	Basic
Sound team	Basic
Refreshments	Basic
Parish Safeguarding Officers	Basic, Foundation, Domestic Abuse, Leadership, Safer recruitment and people management, Parish Safeguarding Officers induction training
Clergy, Licensed Lay Ministers, Authorised Lay Local Ministers	Basic Awareness, Foundations, Safeguarding Leadership, Safer Recruitment & People Management Domestic Abuse - renewal every three years
Church Wardens	Basic, Foundation and Domestic Abuse
Administrator and other paid staff	Basic
Clergy with Permission to Officiate	Basic, Foundations, Leadership, Responding Well to Domestic Abuse

Compliance of training will be monitored by the Parish Safeguarding Officer. Clergy training is managed and monitored by the Diocese of St Albans. The highest safeguarding training required should be renewed every 3 years.

## Appendix 4 - Best practice guidelines when working with Children and Young people



### Best Practice Guidelines

*We hope these Guidelines are helpful with the work you have offered to do.*

#### Do

- Treat all children and young people with respect
- Respect a young person's right to personal privacy
- Always seek the parent's and child's consent if he or she is very young or disabled and needs help to go to the toilet
- Leave doors open where possible for observation
- Remember that it is okay to touch children in a way which is not intrusive or disturbing to him or her, or to others. Keep this public and never behind a closed door
- Encourage young people and adults to feel comfortable and confident enough to point out attitudes and behaviours they are concerned about.
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Recognise that caution is required even in sensitive moments of counselling, such as dealing with bullying, bereavement or abuse.
- Beware of position of fire exits, fire extinguishers & first aid equipment.
- Provide an example you wish others to follow.
- Make sure that any work or activities with children and young people involves more than one adult, or at least takes place within the sight/hearing of others
- Ensure separate sleeping quarters for leaders and young people, if activities involve overnight stays.

- Make sure that allegations or suspicions are recorded and acted upon immediately.

#### Do Not

- Engage in rough physical games including horseplay
- Touch a child in an intrusive or sexual manner
- Make sexually suggestive comments to a child, even as a joke
- Use physical discipline
- Help a child with things of a personal nature that they can do for themselves, such as toileting or changing clothes etc
- Show favouritism to any individual
- Permit abusive youth peer activities (e.g. initiation, ridiculing, bullying)
- Rely on your good name to protect you
- Believe 'it could never happen to me'
- Spend too much time alone with just one child or young person
- Give under 18's overall responsibility
- Drive children without parent consent or on your own or their own unless in an emergency Children should be seated in the back seat of the car.
- Smoke or drink in the presence of children and young people when in a supervisory role.

## What you should do:

### ...if you suspect a child is being abused...

1. Record the facts as known to you - Including when and where conversations took place as well as what was said and being careful to distinguish facts from allegations and opinions.
2. Speak to the Parish Safeguarding Officer the Vicar or the Diocesan Safeguarding Advisor.
3. It may be in certain exceptional circumstances that the police need to be contacted immediately.
4. Always consider whether immediate medical attention is required.

**N.B. The number children can ring if someone has harmed them or they think someone might be going to harm them is Childline on 0800 1111**

### ...if a child tells you something which suggests they have been abused:

1. Listen to the child rather than asking direct questions or pressing for details
2. Explain confidentiality and the possible need to share information if appropriate for age
3. Do not stop the child while they are freely recalling significant events
4. Reassure the child (who may have been threatened, told to keep what is happening secret, or told that no one will believe them) that they have done the right thing in telling someone, and that they are not to blame
5. Let them know that there are other people who need to be told so that they can help them

6. Record the facts and tell someone (as listed above in 'if you suspect a child is being abused')
7. Do not delay or decide to give the benefit of the doubt to parents or others
8. Detailed enquiries must be left to the investigating agencies

### ...if an allegation is made against you:

Inform the Parish Safeguarding Officer or the Vicar and in every case the Diocese Safeguarding Advisor **MUST** be informed as soon as possible.

## Contact Numbers:

### Parish Safeguarding Officer:

Kate Wilson  
safeguarding@stmaryswootton.org.uk

### Vicar:

Peter Ackroyd  
[peterackroyd@me.com](mailto:peterackroyd@me.com)

### Children's Services:

Hertfordshire 0300 123 4043  
Central Bedfordshire 0300 300 8142  
Bedford Council 01234 267422  
Luton Borough 01582 547653

### Police:

Non-emergency 101  
Emergency 999

### Diocesan Safeguarding Adviser:

Jeremy Hirst  
01727 818107 / 07867 350886  
safeguarding@stalbens.anglican.org

## Appendix 5 - Best practice when working with vulnerable Adults

Taken from St Albans diocese best practice when working with vulnerable adults. (<https://www.stalbans.anglican.org/wp-content/uploads/Practice-Guidance-Vulnerable-Adults-St-Albans-Diocese.pdf>)

### Respect

- Always respect the vulnerable adult and all his or her abilities.
- Ensure his or her individuality - e.g. always use their name.
- Give the same respect as to others.
  - Respect differences – e.g. in appearance, ideas, personalities, ability.
- Don't assume or withhold physical contact – ask first. • Have a proper conversation using appropriate language
- Sometimes it may be necessary to set boundaries for some to ensure the safety of others.
- Obtain specialist advice when necessary, e.g. on harassment, disability, mental illness, domestic abuse.

### Transport

- Lifts arranged by the church, whether using existing pastoral care workers or a special team of drivers, are a church responsibility. Drivers need to be safely recruited. Carers should be consulted as appropriate.
- All cars that carry vulnerable adults must be comprehensively insured. The insured person must make sure that their insurance covers the giving of lifts during church activities.
- They must inform their insurance company that lifts may be given. There are separate requirements governing minibuses.
- lifts are also provided to the GP, hospital appointments or adult social care facilities this is regulated activity and attracts a DBS check with barring information.

### Visiting adults who may be vulnerable in their homes (including residential and nursing homes)

- Always do an assessment of risk to both the vulnerable adult and other interested parties.
- If there are concerns, give careful consideration to whether the visit is absolutely necessary.
- Always carry a mobile phone and ensure that someone knows where you are and when you are expected to return.
- Don't call unannounced, call by If arrangement. • Always carry identification with you or a note of introduction from your church.
- When referring someone on to another person or agency, talk this through with the vulnerable adult. Ask his or her permission before passing on personal information.
- A record of pastoral visits and home communions must be kept by the church.

### **What to do if a vulnerable adult appears to be at risk**

- The church does not itself investigate situations of possible risk to vulnerable adults from others but church members are entitled to clarify whether they consider there may be such a risk.
- If you have reasonable grounds for suspecting that a vulnerable adult is being abused or neglected it may be appropriate to refer them to the local authority adult protection service.
- The consent of the person concerned is normally needed. However, if they are not able to give informed consent or are being intimidated, they can be referred without consent.
- If in doubt whether a referral is appropriate, consult the Diocesan Safeguarding Adviser or the local authority adult protection service.
- Make a record of the concerns and the action taken as soon as possible after the event and make sure a copy is on file. See guidance on Recording safeguarding issues.
- An abuse of power is a safeguarding issue.

If there is a suspected criminal offence the victim should be encouraged to report the matter to the police and assisted in doing so if necessary.

- Refer on and work with existing statutory and voluntary services.

### **Needs of carers**

- Many carers are not aware that they are carers and may benefit from links with organizations for carers which can offer help and advice.
- Local carers' organizations are able to advise churches on caring issues.
- Remember the needs of carers – treat them as individuals, include them as appropriate, offer breaks and short times apart and practical assistance if feasible.
- Carers are entitled to an assessment of need from local authorities, but this does not carry a guarantee of services to meet the needs identified.

### **Contact Numbers:**

#### **Parish Safeguarding Officer:**

Kate Wilson  
safeguarding@stmaryswootton.org.uk

#### **Vicar:**

Peter Ackroyd  
peterackroyd@me.com

#### **Adult services:**

Bedford Borough  
Tel: 01234 276222  
Email: [adult.protection@bedford.gov.uk](mailto:adult.protection@bedford.gov.uk)  
Central Bedfordshire  
Tel: 0300 300 8122

#### **Police:**

Non-emergency 101  
Emergency 999

#### **Diocesan Safeguarding Adviser:**

Jeremy Hirst  
01727 818107 / 07867 350886  
safeguarding@stalbens.anglican.org