

SAFEGUARDING

Children and Vulnerable Adults
from Harm in Jersey

Jersey Deanery

Child and Adult Safeguarding Policy



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1. MESSAGE FROM THE MOST REVD AND RT HONOURABLE JUSTIN WELBY, ARCHBISHOP OF CANTERBURY

Dear Colleagues

Safeguarding is at the heart of our Christian faith. We are all made unique and in the image of God. Jesus came that we might have life and have it in abundance (see John 10.10).

‘Safeguarding’ means the action the Church takes to promote a safer culture in all our churches. In order to achieve this we need to do a lot of hard work. We will promote the welfare of children, young people and adults. We will work to prevent abuse from occurring. We will seek to protect those who are at risk of being abused and respond well to those who have been abused. We will take care to identify where a person may present a risk to others, and offer support to them whilst taking steps to mitigate such risks.

The Church will take appropriate steps to maintain a safer environment for all. In order to do this we must be obedient to Christ who placed a child in the midst of his disciples and encourages us all to be childlike in our faith (see Matthew 18.1-5). So we must practise fully and positively a ministry to all children, young people and adults, and respond sensitively and compassionately to their needs in order to help keep them safe from harm.

This Parish Handbook aims to further strengthen the Church’s approach to safeguarding by bringing into one place the safeguarding responsibilities for parishes as outlined in the House of Bishops’ Safeguarding Policy and Practice Guidance. It has been designed to support the day-to-day work of all parishes in relation to safeguarding and those who have a key role to play with children, young people and adults who may be vulnerable.

It has been informed by best practice in faith organisations and the safeguarding sector. I want to thank very much all those who were involved in the work and all those who contributed to the consultation process and offered their helpful and informed views.

The House of Bishops commends this practice guidance for use by all parishes, particularly the safeguarding lead on the Church Council, clergy, Church Safeguarding Officers, licensed lay ministers and leaders of churches who work with children, young people and vulnerable adults. I hope that this Handbook and complementary guides and templates will contribute greatly to promoting a safer culture and building good safeguarding practice in your parish church. I hold in my prayers all who are directly involved in this crucial work and let us all pray that we may strive to be a safe church for all.

Yours in Christ's fellowship,

Archbishop Justin Welby

2. INTRODUCTION

2.1

The purpose of this Policy is to promote the safety of children and vulnerable adults in the Deanery of Jersey through clear safeguarding policies and procedures. It is complemented by practice guidance can be found at www.churchofengland.org/safeguarding. Any future changes or updates to the Policy or practice guidance will be placed on the Safeguarding page of the Deanery website www.jerseydeanery.je/safeguarding.

2.2

This Policy updates the previous safeguarding policy (June 2015) and brings the policy in line with the House of Bishop's (HOB) new safeguarding policy for children, young people and adults: Promoting a Safer Church (2017). This replaces the previous Policy set out in "Protecting all God's Children" (2010) and Promoting a Safe Church (2006). These key national church policy documents are available at the website below.

www.churchofengland.org/safeguarding/promoting-safer-church-safeguarding

2.3

This Policy replaces all previous Jersey Deanery safeguarding church policies for children and vulnerable adults. The Jersey Policy translates the Church of England's National Safeguarding Policy into a framework that reflects Jersey's own legislature and statutory guidance with respect to child and adult safeguarding, as well as using key messages from research (where appropriate) in order to help guide and encourage good practice. It cannot provide for every eventuality. There is no substitute for common sense, consultation, training, sensitivity and all the other things that contribute to sound safeguarding practice.

2.4

The HOB Safeguarding Children Policy "Promoting a Safer Church (2017)" states: "The Church of England affirms the 'whole church' approach to safeguarding. That is, the need for consistent policy and practice across all church bodies and that everyone associated with

the church who comes into contact with children and young people and adults has a role to play. The church and individual members of it undertake to take all appropriate steps to maintain a safer environment for all, to practice fully and positively Christ's Ministry towards children, young people and adults and to respond sensitively and compassionately to their needs in order to help keep them safe from harm." (Pages 9 and 10)

2.5

The key message of these Guidelines is that if an issue of safeguarding concern arises within the Jersey Deanery then it should be discussed at once with the Diocesan Safeguarding Advisers and the Jersey Safeguarding Lead. They are always very ready to help and their contact details are available on the Jersey Deanery website

<https://www.jerseydeanery.je/>

3. JERSEY DEANERY SAFEGUARDING PRINCIPLES

3.1

The Church of England is the largest voluntary organization and faith group in the island working with children, young people and adults. It opens its doors to everyone. Therefore people of all ages with a vast range of life experiences, including those with personal difficulties, come into its buildings every day. This is as it should be. The majority of people want to share their beliefs and positive life experiences to ensure that children and vulnerable adults are given the chance and opportunity to enjoy the Christian experience and benefit from the fellowship of others. Many people, particularly those who have not had the best start in life, may experience for the first time a sense of belonging and love by being part of a church activity or church community.

3.2

Among those who come to churches and church activities are people who may possibly abuse children, or vulnerable adults. The abuser may be a man, woman or a child or young person. It is imperative that the church is a safe place for all. The House of Bishops (HOB) Policy and guidance “Promoting a Safer Church” (2017) sets out the principles and commitments which underpin all the church’s work to safeguard children, young people and adults.

3.3

The following sections from the HOB Safeguarding Policy set out the key features of the Church of England’s principles and commitments to the safeguarding of children, young people and vulnerable adults:

Principles of the House of Bishop's Safeguarding Policy for Children, Young People and Adults

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and all adults.
- The safeguarding and protection of all children, young people and adults when they are vulnerable.
- The establishing of safe, caring communities, which provide a loving environment here there is a culture of 'informed vigilance' as to the dangers of abuse.
- We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.
- We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.
- In all these principles we will follow legislation, guidance and recognized good practice.

(H.O.B. Safeguarding Children Policy p.vii)

Our Theological Approach

The Church is intended to be a place where men, women and children, including those who are hurt and damaged, may find healing and wholeness. It is our calling to be agents of healing and recovery in such a way that enables all who have suffered from abuse to lead lives with dignity in a context that is as safe as possible.

As individual Christians and as part of the Church, our vocation is to reflect the character of God. We are called to welcome and care for the oppressed, the marginalised, and the victims of injustice. Safeguarding good practice concerns the development of safer expressions of care to all and underpins the love and welcome of God.

The Church must hold in tension concerns for both justice and compassion. Nevertheless, those who have suffered child abuse have sometimes found an unsympathetic hearing. They may be disbelieved, discouraged and damaged further. Some people may side with the alleged perpetrator. This occurs in all parts of society, but it is particularly hurtful when it occurs within the Church.

Because redemption and the possibility of forgiveness are so central to the gospel, the Church is not only well equipped to assist in the rehabilitation of offenders but it is also challenged by the issues their presence raises for us.

Our congregations can be a refuge for those who have perpetrated abuse but are seeking help in maintaining a non-abusive way of life. We have also to be aware that some who abuse may see church membership as an opportunity to be close to children or vulnerable parents in order to continue their abusive patterns of behaviour. Experience shows that whether penitent or not, those who abuse need support in taking responsibility for their own actions and in stopping their abusive behaviour: in addition, of course, the vulnerable need protection from them.”

(H.O.B. Safeguarding Children Policy pages 1-3)

4. THE ORGANISATION AND STRUCTURE OF THE DEANERY OF JERSEY

The Deanery of Jersey consists of 18 benefices comprising 12 Ancient Parishes and 6 District Churches and Proprietary Chapels in addition to Daughter Churches. For the purposes of this policy the term ‘church’ is used to cover all 18 benefices and the term ‘minister’ used to describe Rectors, Vicars, Incumbents and Ministres Désservants.

5. THE STATES OF JERSEY CHURCHES ROLES AND RESPONSIBILITIES

5.1 HOB Policy

The HOB safeguarding policies set out a number of clear and distinct responsibilities relating to safeguarding. These are summarised below.

5.2 Church Safeguarding Policy Statement

Every church must adopt, display and implement a Church Safeguarding Policy Statement, as set out in the proforma document in Annex A (also available on the Jersey Deanery website). This should be adopted annually at the first meeting of the new Church Officers and then displayed prominently in each church building. This ensures a discussion amongst the church leadership of safeguarding issues at least once a year following the annual swearing in of Church Officers or by the church leadership team. This should be an opportunity for an informed debate and not a tick-box exercise. See paragraph 5.11 for the insurance implications should this not be complied with.

5.3 Appoint Church Safeguarding Officer

Every church in the Deanery must appoint a Church Safeguarding Officer (CSO), formerly called Church Safeguarding Coordinators (role description found at Annex B). This person is the key link between the Deanery, the Diocese and the church on safeguarding matters. They will have an overview of all local safeguarding issues and will monitor the implementation of the Deanery policy. There can be separate Church Safeguarding Officers for children and adults, or one person can cover the combined responsibilities.

The Deanery and Diocese are to be advised of any change of CSO. A model job description for Parish Safeguarding Officers is available on

the Church of England website under the heading of Key roles and responsibilities and can be easily adapted by changing the name from Parish Safeguarding Officer to Church Safeguarding Officer.

The CSO will help the local church to coordinate the response to any safeguarding issue and must inform the incumbent and Diocesan Safeguarding Adviser and Jersey Safeguarding Lead of any concerns about a child or vulnerable adult.

It may be appropriate for the CSO to be someone without other pastoral responsibility for children/adults in the church, although this is not essential. The officer can be a member of the church leadership but if not, they should have a right to attend leadership meetings, as appropriate - certainly at least once a year. What is of primary importance is that a CSO is appointed and that this person is someone capable of carrying out the responsibilities listed in the job description (see model job description).

Churches held in plurality may join together to implement the policies and procedures under one Church Safeguarding Officer. However, legal responsibility for safeguarding will still rest with the minister.

5.4 Appoint Church Disclosure Officers (CDO)

Churches should appoint a CDO to liaise between the church and the Deanery on the administrative aspects of DBS Disclosures. The CDO is responsible for ensuring that those working with children/adults who require a DBS Disclosure are checked and that checks are updated every 5 years. CDOs have a very different role from the CSO. However, in some churches the same person may hold both positions. The Safeguarding Team at Diocesan House and the Deanery should be advised of any change of CDO.

5.5 Respond

The following information has been taken and adapted from the Church of England Parish Safeguarding Handbook (2019). Churches need to respond quickly and well to safeguarding allegations or suspicions of abuse, the following provides a helpful outline in term of how to respond.

- Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse.
- Report all safeguarding concerns including those against church officers to the Church Safeguarding Officer, incumbent, DSA and Jersey Safeguarding Lead.
- Ensure that all known offenders or other who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the DSA.
- Comply with all data protection legislation especially in regard to using (e.g. storing) information about any church officers and any safeguarding records.
- Ensure an ‘activity risk assessment’ is completed and reviewed regularly for each activity which is associated with either children or vulnerable adults and run in the name of the church (see Model Activity Risk Assessment Template at <https://www.churchofengland.org/more/safeguarding/templates-resources>)
- Individual clergy files should include any allegations of safeguarding concern against a child or vulnerable adult. The responsibility for this lies with the Dean and Bishop.

5.6 Review and report progress

The CSO should regularly report on safeguarding in the parish. Safeguarding should be a standing item at each Church Leadership meeting. At the Congregational Meeting and/or the Ecclesiastical Assembly the Incumbent or CSO should provide an annual report in relation to safeguarding. In the annual report will be a statement which reports on progress and a statement as to whether or not the Church Leadership has complied with the duty to have ‘due regard’ to the HOB Safeguarding Policy and Practice Guidance.

5.7 Hire of Church Premises

The implementation of safeguarding policies and practices is the responsibility of the hirer of church premises. However, the church has a responsibility to observe 'reasonable care' in ensuring that basic safeguarding policies and practices are being followed and that their building meets health and safety standards. It is strongly advised that a written agreement is drawn up with the hirer. Detailed guidelines and a template for a hire agreement are downloadable from the Church of England Safeguarding website.

5.8 Working in an LEP

If working within Local Ecumenical Partnerships (LEPs) agree which denomination or organisation's safeguarding policy to follow, including where to seek advice in urgent situations in line with the practice guidance. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership and shared with the DSA; in the event of a specific safeguarding concern, ensure that all the LEP partners are notified.

5.9 During a clergy vacancy

The church wardens must ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the CSO who can pass the information on to the new incumbent when they take up their new role.

5.10 Childline and Family Lives

Every church must display in church premises used by children the Childline telephone number for children (0800 1111) and the Family Lives number for support for parents and other carers (0808 800 2222). The Church Safeguarding Policy Statement in Annexe A contains these numbers so is sufficient, if displayed, to meet this expectation, as far as the church building itself is concerned; the Policy Statement also includes the Samaritans helpline.

5.11 Insurance

The HOB safeguarding policy documents require each church to have appropriate insurance cover. Insurers require the church to adopt best practice regarding child and adult protection, based on available

guidance. Therefore a church runs the risk of invalidating its insurance cover relating to safeguarding issues if it fails to follow basic guidance provided by the national and local church safeguarding policies. The parish insurers should be notified of any serious safeguarding allegations/actions involving paid or voluntary church workers.

5.12 Safe Recruitment

Great emphasis in the HOB policy is placed on churches adopting a more robust safe recruitment policy regarding both paid and voluntary staff. This is discussed further in Section 13.

5.13 Cultural Awareness

In any work relating to child and adult protection it is important to recognise, be attentive to and respect a person's identity whether this be religious, ethnic identity or issues of sexuality and gender.

6. THE RESPONSIBILITIES OF THE DIOCESE AND THE DEANERY OF JERSEY

6.1 Introduction

This section has been taken from the Church of England Parish Safeguarding Handbook Section 2 “What can a Parish Expect from the Diocese?” and adapted where necessary for the Deanery of Jersey context.

All policy and guidance documents are available on the Church of England’s Safeguarding Website.

- Parish Safeguarding Handbook 2019
- Promoting a Safer Church 2017 (Policy)
- Responding Well to Domestic Abuse 2017
- Responding to, assessing and managing safeguarding concerns or allegations against church officers 2017
- Protecting All God’s Children 2010
- Promoting a Safe Church 2006
- Safer Recruitment 2016
- Responding well to those who have been sexually abused 2011

6.2 Safeguarding Advice and Support

The Diocesan Safeguarding Advisers are experienced safeguarding professionals who offer safeguarding advice and support to churches and parishes. The church must report any safeguarding concerns or allegations to the DSA and the Jersey Safeguarding Lead within 24 hours of a concern arising. The DSA will advise on how to respond well. They will manage all concerns or allegations against church officers. The diocese has an out-of-hours service for any safeguarding concerns or allegations that arise outside normal office hours.

6.3 Safeguarding Advisory Panel

In compliance with the HOB recommendations the Diocese has a Safeguarding Advisory Panel (called the Diocesan Safeguarding Management Group) which oversees safeguarding within parishes and the island churches. It is responsible for developing policy, procedures and practice guidance to assist parishes and island churches and for monitoring the implementation of these.

6.4 Safer Recruitment Support

The Diocese is available for advice on all aspects of safer recruitment, including applications for a DBS check, via a commissioned DBS provider. The DSA, is responsible for assessing any blemished DBS checks.

6.5 Complaints Procedure

The Diocese and Deanery have a complaints procedure for those wishing to complain about the handling of safeguarding issues. If these issues cannot be resolved through the Dean, complaints can be made to the Bishop, or to the Diocesan Secretary whose details can be found on the Diocesan website.

6.6 Safeguarding Training

The Diocese has a responsibility to ensure the provision of safeguarding training to island churches, clergy, Readers, Authorised Lay Ministers and church organisations involved with children and vulnerable adults. The HOB Policy puts particular emphasis on safeguarding training for all licensed clergy, which must be adhered to by all who hold a Bishop's license. A group of local trainers is in place to deliver basic safeguarding training to island churches regarding children and vulnerable adults.

Any enquiries regarding Safeguarding Training should be directed to the diocese's safeguarding trainer. Please see the Jersey Deanery Website for their details.

6.7 Whistleblowing

The diocese is available for advice and support on whistleblowing. This is when a paid church officer (whether a licenced minister or lay staff), volunteers or members of the congregation, decides to pass on information concerning a wrong doing, that they consider is in the public interest. This means it must affect others, e.g. the general public. This includes failure to adhere to health and safety requirements that place others in danger, a 'cover up' by someone and/or a criminal offence. It does not cover personal grievance or complaints.

7. ABUSE, NEGLECT AND EXPLOITATION OF CHILDREN

The information from this section has been taken from the Church of England Parish Safeguarding Handbook and adapted for the Deanery of Jersey context.

7.1

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.

7.2 Signs and Symptoms of Abuse

Possible signs and symptoms of child abuse are listed in the safeguarding section of the Church of England website as well as the Jersey Safeguarding Partnership Board website.

7.3 Definitions of Abuse

The Jersey Safeguarding Partnership Board [website accessed June 2019] categorises and defines abuse in terms of:

- **Physical abuse** – An adult deliberately hurting a child, and causing injuries such as bruises, broken bones, burns or cuts. It is not accidental and may include being hit, shaken, thrown, poisoned, drowned or suffocated.
- **Emotional abuse** – The ongoing maltreatment of a child, sometimes called psychological abuse, which can seriously damage a child's emotional health and development. This may include frightening, intimidating, humiliating or ignoring a child.
- **Sexual abuse** – Where a child is forced or persuaded to take part in sexual activity; this does not have to be physical contact, it may be online.

It is also important to remember that it is not just adult men who sexually abuse children; there are instances where women and other children have also been found to have sexually abused children

- **Neglect** – Failing to meet a child's basic needs; children left hungry or dirty, inadequately dressed or sheltered, without supervision, proper health care or the love, care and attention they need from their parents.

7.4 Child Sexual Exploitation

The Jersey Safeguarding Partnership Board defines Child Sexual Exploitation as “...*the abuse of children and young people up to the age of 18, where the young person is being manipulated, coerced or forced into engaging in sexual activity. As a form of manipulation, the young person may receive something – such as affection, a bed for the night, food, alcohol, gifts – from their abuser. The young person may also believe they are in a loving, consensual relationship, when in fact they are being exploited.*”

Guidelines and advice on recognising Child Sexual Exploitation are listed on the Jersey Safeguarding Partnership Board as well as the Church of England Website listed under Human Trafficking and Exploitation.

7.5 Abuse by Children and Young People

Abuse by children and young people is more common than is generally realised. It is normal for children and young people to be curious about the opposite sex and not unusual for them to experiment sexually. However, where a child is in a position of power and responsibility over another child and abuses that trust through some sexual activity, then this is abuse. Where one child forces him or herself on another child of any age, this also is abusive. Such situations should be taken as seriously as if an adult were involved and would be investigated in the same way by the child protection agencies. This is important as the effect on the child victim may be as great, and the perpetrator could himself/herself be a victim of abuse and in need of help.

It is generally agreed that best practice is for the statutory agencies to undertake an assessment of risk – including:

- Whether the child is competent to understand and consent to the sexual activity they are involved in
- Whether the sexual activity is with someone of a similar age, ability and aptitude
- Whether there is a power imbalance
- Whether there is any coercion, power imbalance, bribery, overt aggression, misuse of alcohol or other substances acting as a disinhibition
- Whether the sexual partner is known by one or more of the statutory agencies.

7.6 Domestic Abuse

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

7.7 Online Abuse

With widespread use of the internet and mobile phones 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. The NSPCC defines online abuse in the following way “Online abuse is any type of abuse that happens on the internet. It can happen across any device that’s connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including:

- social media
- text messages and messaging apps
- emails
- online chats
- online gaming
- live-streaming sites.

Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online”
NSPCC website – Online abuse definition 25th June 2019

7.8 Electronic Images

The downloading, keeping or distributing of sexual abuse images of children is 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 these images. The texting of sexual messages and photographs (sometimes referred as ‘sexting’) can be particularly problematic and abusive amongst children and young people. Please see the Jersey Safeguarding Partnership Board website for further information.

7.9 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, home, church, clubs 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.

7.10 Spiritual Abuse

The HOB Safeguarding Children Policy (para 3.35) comments: “Within faith communities harm can also be caused by the inappropriate use of religious belief or practice. This can also include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries”. The enquiry into the death of Victoria Climbié found that she had been severely traumatised by “deliverance prayer” at her church, which led her to believe that she was possessed by demons and was evil and wicked. A child should never be told this or encouraged to believe it. Sensitivity and discretion is required in prayer for children. These issues are equally applicable to vulnerable adults. In any situation in which a member of the church community becomes aware that a belief in demonic possession of any person is present or a request is made for Deliverance Ministry that involves a child, young person or adult, it is essential that the DSA, the Jersey Safeguarding Lead, and the Bishop’s Advisor on the Deliverance Ministry are informed. See also section 8.7 Spiritual Deliverance.

8. ABUSE, NEGLECT AND EXPLOITATION OF ADULTS

8.1 Introduction

This section has been taken from the Church of England Parish Safeguarding Handbook Section 4 “Abuse and Neglect of Adults” and adapted where necessary for the Deanery of Jersey context.

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.

8.2 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.

8.3 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 they are caring for. This situation can be endured for long periods and unreported.

8.4 Institutions

All people living in institutions are more likely to have a degree of vulnerability. The Jersey Care Commission has responsibility for inspecting and regulating the quality of care in institutions such as

residential care homes, domiciliary care services and hospitals. HM Inspectorate of Prisons inspects HM Prison La Moye in Jersey. Some members of the church may visit 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 and the Jersey Safeguarding Lead should be contacted. The following organisations can also be contacted:

- a) the Care Regulation Team if the concern relates to a non-State unit (01534 445801 or ari@gov.je)
- b) the Health and Social Services Department (HSSD) if the concern relates to a States unit, via the Designated Nurse Safeguarding (07700717418, 01534 445471 or e.plastow@health.gov.je)

If there are immediate concerns about a child or vulnerable adult see Section 8.

8.5 Definitions of Adult Abuse

The Jersey Safeguarding Partnership Board recognises the following types of adult abuse:

- Physical abuse - Being hit or injured on purpose, restraining someone inappropriately.
- Emotional abuse - Intimidation, threats, humiliation, extortion, racial, verbal or psychological abuse.
- Sexual abuse - Involvement in a sexual activity which is unwanted or not understood, unwanted sexual attention.
- Neglect – Not providing food, clothing, attention or care. Withholding of aids or equipment (continence, walking, hearing, glasses), putting someone at risk of infection, failure to provide access to appropriate health or social care.
- 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 - The theft or misuse of money, property or personal possessions and includes any pressure in connection with wills, property or inheritance.
- Discriminatory abuse - Treating people differently or worse than you would want to be treated because they are older, more frail, confused

or otherwise vulnerable. Self-inflicted injury may be a sign that abuse is taking place e.g. because someone feels disturbed.

8.6 Domestic Abuse

Domestic abuse is usually a systematic, repeated and often escalating pattern of behaviour by which the abuser seeks to control, limit and humiliate, often behind closed doors.

8.7 Human Trafficking and Modern Day Slavery

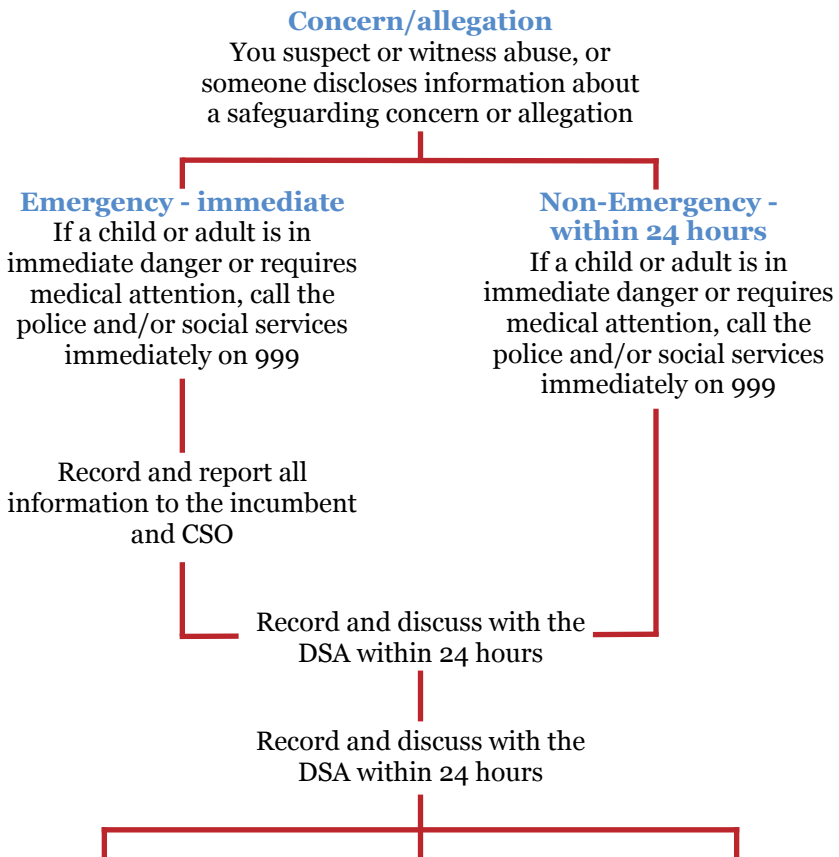
This includes human trafficking; forced labour and domestic servitude; and traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. Detailed guidelines on the recognition of human trafficking are available on the Safeguarding section of the Diocesan and Jersey Deanery Websites.

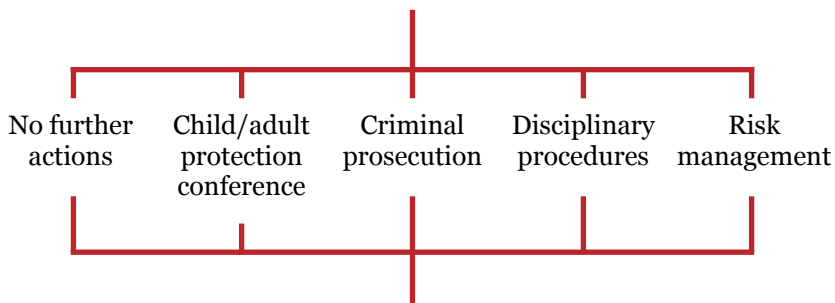
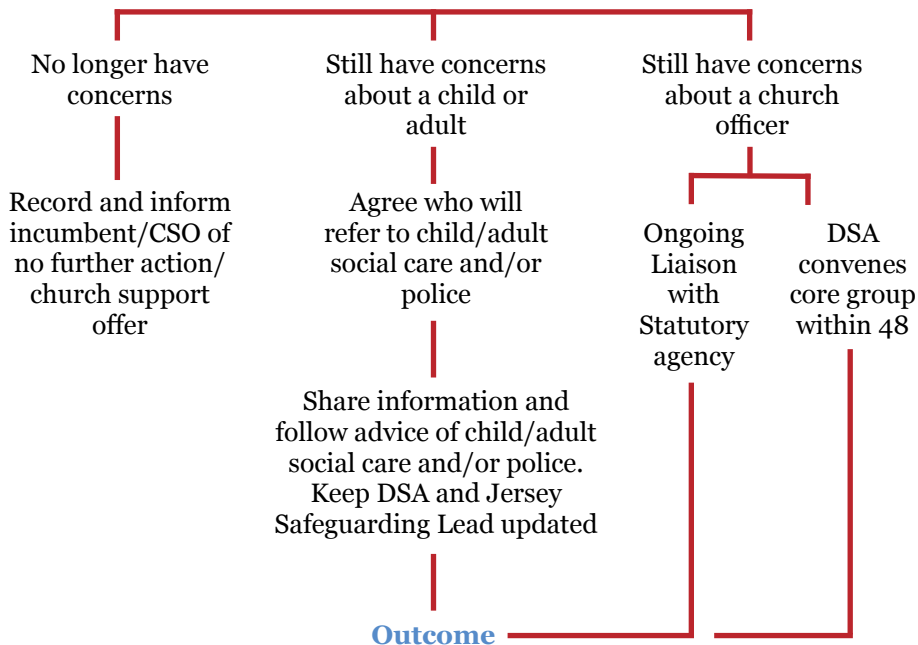
9. RESPONDING PROMPTLY TO EVERY SAFEGUARDING CONCERN OR ALLEGATION

9.1 Introduction

This section has been taken from the Church of England Parish Safeguarding Handbook Section 7 and adapted to the Deanery of Jersey context.

9.2 Quick guide





RECORD ALL ACTION

Consider the support needs of all those affected by allegation of abuse at all points in the above stages. Remember the safety and welfare of any child or adult takes precedence over all other concerns.

9.3 What to do if you are concerned about a child or adult and/or you are concerned that a church officer may be abusing a child or adult

If you have a concern that a child or adult is or may be being abused, or that a church officer is or may be abusing a child or adult:

1. Respond well to the victim/survivor, if it is a direct disclosure, to ensure they feel listened to and taken seriously. Explain what will happen next and check out support requirements. They should be informed that their identity and their identity of the respondent will be shared with key church officers, and may be shared with the statutory agencies, if there is any current risk to children or adults. The concern or allegation should not be shared with anyone other than those who need to know (e.g. the statutory agencies and appropriate church officers)
2. **Emergency:** If you believe a child or adult is in immediate danger of significant or serious harm, contact the emergency services on 999.
3. **Non-emergency:** Contact the Church Safeguarding Officer or incumbent, in the first instance. They must then contact the DSA and inform the Jersey Safeguarding Lead. If neither are available, contact the DSA and/or Jersey Safeguarding Lead directly. If the concern arises in an activity, discuss with the group/activity leader, who will contact the Church Safeguarding Officer or incumbent.
4. Any safeguarding concerns must be reported to the DSA and Jersey Safeguarding Lead within **24 hours**.
5. If the CSO/incumbent or the DSA/Jersey Safeguarding Lead are not available within 24 hours, for children contact Jersey Multi-Agency Safeguarding Hub (MASH) or for adults contact the Jersey Single Point of Referral (see Section 16 for contact details) or the police directly, if the concern is that a child or adult is being abused. Contact the Jersey Designated Officer and/or the police if the concern is that a church officer may be abusing a child or adult. Advise the Church Safeguarding Officer or incumbent as soon as possible that you have made a referral; they will advise the DSA and Jersey Safeguarding Lead. **If in doubt don't delay –**

seek advice from statutory agencies.

6. Do not contact the respondent or anyone who may be implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure, until advice has been sought from the DSA or statutory agencies.
7. Record the details of the concern or allegation. Where it is not appropriate to take notes at the time (usually it will not be), make a written record as soon as possible afterwards or before the end of the day. Record the time, date, location, persons present and how the concern or allegation was received, e.g. by telephone, face-to-face conversation, letter etc. The record should include details of information provided to that person as well as the information received. Always sign and date the record. Keep it factual. Pass on a copy to the DSA and Jersey Safeguarding Lead as well as the CSO/incumbent. The records should be kept secure and confidential (please see Model Parish Recording Template on the Church of England safeguarding website).

If the concern is about a child or adult:

8. The DSA will act in line with the House of Bishops' guidance. They will offer advice, support and guidance and help to make the required referrals. If there is a risk of harm, the concerns must be reported to the statutory agencies within 24 hours of the DSA receiving the concerns. This would be Children's or Adult Social Care and/or the police.

There should be close communication between the DSA, the Jersey Safeguarding Lead and CSO/incumbent until the situation is resolved. The Dean should also be informed.

If the concern also involves a church officer:

9. 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 Jersey Designated Officer and/or police within 24 hours. The DSA will now take over the management of 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/s. If there are doubts about whether or not to make a referral and under what route, the DSA will seek advice

from the Jersey Designated Officer.

Please note that the procedure is the same for non-recent abuse.

A proper balance must be struck between protecting children and adults, and respecting the rights of the person against whom an allegation is made. In such circumstances the welfare of the child, young person or adult must come first. The rights of the person against whom the allegation is made are important and must be given due weight, once the immediate safety and protection of the child, young person or vulnerable adult have been assured.

9.4 Guidelines for responding to a person disclosing abuse

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/Church Safeguarding Officer/ DSA 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 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
- don't speculate or jump to conclusions.

Report

- if there is immediate danger to a child or adult contact the police
- otherwise report to your activity leader/Parish Safeguarding Officer/incumbent immediately
- within 24 hours the CSO/incumbent reports the concerns to the DSA and Jersey Safeguarding Lead
- 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.

9.5 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 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 DSA will make this referral.

9.6 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 DSA 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 DSA will undertake this work in conjunction with the parish church and any statutory agencies.

What do you need to do in a parish?

- Incumbent and Church Wardens to agree a parish domestic abuse statement including who to contact if there are concerns
- appoint a named individual who is a point of contact for any advice and support This may be the Church Safeguarding Officer (CSO)
- follow the process on how to respond to safeguarding concerns or allegations
- support those in leadership positions, pastoral and safeguarding roles to engage in diocesan domestic abuse training
- consider the best place to display the domestic abuse statement including information about helplines and local services
- discuss domestic abuse in appropriate contexts such as marriage preparation
- challenge inappropriate comments and behaviour by church members

Recommended good practice:

- encourage leaders and those who preach to speak against domestic abuse in teaching, sermons, prayers and parish magazines – remember that many of the congregation may have personal experience of domestic abuse
- offer some awareness-raising activities e.g. invite speakers from local domestic abuse agencies
- consider including activities around healthy relationships within activities for children and young people
- develop links with local domestic abuse organisations
- organise courses in parenting and confidence-building.

9.7 Ministry of Deliverance

Clergy may well encounter situations or individuals where evil or oppression is at work. The Church has much to offer through Christ's healing ministry including pastoral care and counselling. The Deanery has resources available to provide advice to churches and to minister to those concerned. Particular caution must be exercised where children or vulnerable adults are in the household as concerns may be expressed that a child, young person or adult is troubled 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. If a church officer, including a member of clergy, becomes aware of the above situation they must contact the DSA and inform the Jersey Safeguarding Lead.

If an enquiry about deliverance ministry involves a child or vulnerable adult then in the first instance the Bishop's Adviser on the Deliverance Ministry (see Section 16.13 for contact details) and the Diocesan Safeguarding Advisor must be consulted and the Jersey Safeguarding Lead informed. Further information on deliverance ministry is available on the Safeguarding section of the Diocesan Website.

9.8 Confession

A particular issue regarding confidentiality is raised by the practice of formal confession. The HOB Safeguarding Children Policy offers the following guidance:

“It is possible that relevant information may be disclosed in the particular context of confession.

It is in everyone's interest to recognise the distinction between what is heard in formal confession, however this might take place, which is made for the quieting of conscience and intended to lead to absolution, and disclosures made in pastoral situations. For this reason, it is helpful if confessions are normally heard at advertised times, or by other arrangements, or in some way differentiated from a general pastoral conversation or meeting for spiritual direction. A stole might be worn and a liturgy should be used.

Canon law constrains a priest from disclosing details of any crime or offence which is revealed in the course of formal confession: however, there is some doubt as to whether this absolute privilege is consistent with the civil law. Where a penitent's own behaviour is at issue, the

priest should not only urge the person to report it to the police or the local authority social care, if that is appropriate, but may judge it necessary to withhold absolution. In such a case the priest may consider it necessary to alert the Bishop to his or her decision in order to safeguard himself or herself and seek advice on the issues, though the penitent's details would not be shared without their permission. The priest may also judge it appropriate to encourage the penitent to speak personally to the Bishop."

(HOB Safeguarding Children Policy, p 35.)

9.9 Recording, data protection and information sharing

Opening a church safeguarding case file

Good record keeping is an important part of the safeguarding task. A record, called a case file, should be opened whenever a safeguarding concern or allegation occurs in a church. The record should include key contact details, dates of when the information became known and the nature of the concerns. The record should include ongoing actions with dates, other key documents on the case file (e.g. observation notes, reports, consent forms etc.) and the case closure date. Records should use straightforward language and be concise and accurate so that they can be understood by anyone not familiar with the case. Please see Model Parish Recording Template on the Church of England Safeguarding Website (web address on page 9).

Record retention and security

The safeguarding case files, whether electronic or paper, must be stored securely by the incumbent and the CSO. This should include identifying who should have access to them. Records in relation to safeguarding issues, even if they have not been proven, should be maintained in accordance with the Church's retention guidance. If the incumbent moves from the church, the records should be passed to the new incumbent.

Data protection and information sharing

In May 2018, the Data Protection Authority (Jersey) Law 2018 and the Data Protection (Jersey) Law 2018 ('the DPJL') replaced previous data protection law in Jersey. The DPJL contains the principles governing the use of personal data. It should be noted that the DPJL place greater significance on organisations being accountable and transparent in relation to their use of personal data. Parishes handling personal data

need to have the proper arrangements for collecting, storing and sharing information.

Personal information in relation to safeguarding will often be sensitive and is likely to be classed as what is called ‘special categories of personal data’ under the DPJL, which means extra care will need to be taken when handling such data. Nevertheless, it is important to be aware that the DPJL includes specific reference to processing data in relation to the ‘safeguarding of children and individuals at risk’ and allows individuals to share, in certain situations, personal data without consent.

Reporting concerns about adults

Referrals of suspected abuse are made to Jersey Single Point of Access (Adult Social Services) and the police. Where possible, for a person over 18, this should be done with their written consent. The starting point is the presumption that an adult can give consent and has the mental capacity to do so. The provisions of the Capacity and Self-Determination (Jersey) Law 2016 are complex and questions and concerns about consent and mental capacity should always be discussed with the DSA.

Sharing without consent

Information can be shared legally without consent, if a person is unable to or cannot reasonably be expected to gain consent from the individual concerned, or if to gain consent could place somebody at risk. Relevant personal data can be shared lawfully without consent if it is to keep a child or vulnerable adult safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental or emotional well-being. Never make these decisions on your own. If you are going to share personal data, this should always be discussed with the DSA. Of course, you may be able to share data, at least initially, without identifying the individual concerned both within the church and with the statutory services. Ultimately, the most important consideration is whether the sharing of information is likely to support the safeguarding of a child, young person or vulnerable adult.

9.10 Referral for Barring

Where a paid or voluntary worker in the Deanery has offended against a child, or vulnerable adult; or their behaviour raises safeguarding concerns about their suitability to work with children, or vulnerable adults the Diocesan Safeguarding Advisers will decide whether the information should be passed to the DBS. The DBS will then determine

whether the person concerned should be placed on one of the barred lists to prevent them working directly with children and/or vulnerable adults. Prior to any referral the Diocesan Safeguarding Adviser will contact the DBS professional advice line not least to determine whether there is a legal obligation on the Diocese or the Deanery to refer.

9.11 Whistle Blowing

Paid church officer (whether a licenced minister or lay staff), volunteers and members of the congregation should be encouraged to acknowledge their individual responsibility to bring matters of unacceptable practice, performance or behaviour to the attention of the Minister, church leadership team, Church Safeguarding Officer, Diocesan Safeguarding Adviser, the Jersey Safeguarding Lead and Dean or, in certain circumstances, the Bishop.

10. CARING PASTORALLY FOR VICTIMS/SURVIVORS OF ABUSE AND AFFECTED OTHERS

10.1 Introduction

This section has been taken from the Church of England Parish Safeguarding Handbook Section 8 and adapted to the Deanery of Jersey context.

The House of Bishops' Safeguarding Policy 2017 states that *'The Church will endeavour to offer care and support to all those that have been abused, regardless of the type of abuse, when or where it occurred ...Those who have suffered abuse within the Church will receive a compassionate response, be listened to and be taken seriously. Our first response to those who have suffered abuse, especially abuse within the Church, should be compassionate; we must listen and take what we are hearing seriously.'*

Most parishes are likely to have amongst their congregation children and young people who have been abused and/or adults who have experienced abuse, either as adults or when they themselves were children. Some may have been abused in the Church (see below). Responding well to a disclosure of abuse is essential to being able to build trust and support (see section 8.3). For some, just being able to talk to a trusted person about their experiences can be a powerful, healing event. Some may be seeking pastoral support from the Church. Some may need advice about how best to seek professional help. This may involve support to access local specialist services. Victims/survivors who are children or young people will require specialist support. If you need any advice about how best to support a victim/survivor of abuse, please contact the DSA. We journey alongside those who have been abused; for some, forgiveness may be a part of that journey, while for others, it may not be so. In any event, there should not be any pressure or expectation from the church on the victim/survivor to forgive (please see *'Forgiveness and Reconciliation in the Aftermath of the Abuse'* for further information).

10.2 Support following alleged abuse by a church officer

All concerns or allegations of abuse by a church officer must be reported to the DSA (see section 9.2) and where appropriate the Jersey Safeguarding Lead informed. 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 *'Responding to, Assessing and Managing Safeguarding Concerns or Allegations Against Church Officers Practice Guidance 2017'*. 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 best be met.
- Record any meetings or contact they have with the victim/survivor.
- Share relevant information with the DSA.

Victims/survivors who are children or young people will require specialist support. The DSA will seek advice from Children's Social Care to access support from a professional agency, as required. Support for families of victims/survivors and for the parish is coordinated by the core group in conjunction with statutory agencies. This would involve discussion with the Church Safeguarding Officer, incumbent and dean as appropriate. In addition, dioceses have access to specialist support services for victims/survivors of abuse.

This may be through a Diocesan Authorised Listener who is based in Jersey or a commissioned external service. The nature of any ongoing support needs will be agreed by the DSA with the victim/survivor (Please see *'Responding Well to Those Who Have Been Sexually Abused Practice Guidance 2011'* for further information).

11. CARING PASTORALLY FOR CHURCH OFFICERS WHO ARE THE SUBJECT OF CONCERNS OR ALLEGATIONS OF ABUSE AND AFFECTED OTHERS

11.1 Introduction

This section has been taken from the Church of England Parish Safeguarding Handbook Section 9 and adapted to the States of Jersey context.

11.2 Support for the respondent

Support for the respondent is provided by a Link Person. All church officers who are the subject of a concern will be offered a Link Person.

The statutory agencies, where involved, will inform the DSA about when and what they can tell the respondent about an allegation that has been made. It may be that the statutory agencies themselves inform the respondent as part of their own investigative practices i.e. where a voluntary interview or arrest is necessary. Where the statutory agencies are not involved, the core group will determine when and what the respondent should be told. This will normally be done by the Diocesan Bishop's nominated representative and the DSA, at an arranged meeting with the respondent. At this meeting the respondent will also be offered a Link Person and the support needs of the respondent's family will be considered.

The role of the Link Person is set out in the House of Bishops' guidance *Responding to, Assessing and Managing Safeguarding Concerns or Allegations Against Church Officers Practice Guidance 2017*. What the Link Person offers will be agreed with the respondent, but it is likely he/she will:

- Keep the person up to date with the progress of their case.
- Help with access to advice and additional support.
- Make and keep a written record of any meetings or contact with the respondent and share relevant information with the DSA.

For clergy or lay workers whose accommodation is provided by the Church, alternative temporary accommodation for the respondent may need to be considered by the Dean and or diocese.

11.3 Support to parishes and others affected by safeguarding concerns or allegations

When a member of clergy leaves a parish in which they have lived and worked for some time, there is usually a period of notice during which they can take their leave and parishioners can say their goodbyes. The pastoral relationship between the respondent and parishioners can be very close, so when it is ending it is to be expected that there will be some sense of loss and sadness; but there is also an opportunity to mark their departure.

When someone in a position of office or ministry must step aside at short notice or is suspended because of a safeguarding concern or allegation, a crisis arises for them, but also for the parishioners who have had no warning. The feelings that can arise for parishioners in these circumstances can be very varied and can include disbelief about the allegation, defensiveness about the respondent, shock, disappointment, anger and confusion. People can feel abandoned, especially if they had been working closely with that person in some element of parish life.

The core group will advise the DSA, in close liaison with the Dean and the Jersey Safeguarding Lead, who should support the affected parish. During the period of investigation, which may last for many months, the information that can be shared with the parish and its congregation will be limited. Advice and support are available from the DSA, the Dean, the Diocesan Communications Officer and where appropriate the Jersey Safeguarding Lead.

12. RESPONDING TO THOSE WHO MAY PRESENT A KNOWN RISK TO CHILDREN, YOUNG PEOPLE OR VULNERABLE ADULTS WITHIN A CHRISTIAN CONGREGATION

12.1 Introduction

This section has been taken from the Church of England Parish Safeguarding Handbook Section 9 and adapted to the Deanery of Jersey context.

The House of Bishops' Safeguarding Policy 2017 states, *'The Church, based on the message of the gospel, opens its doors to all. It will therefore endeavour to offer pastoral care and support to any member of the church community whom may present a known risk'*.

This means that there are likely to be those with criminal convictions for sexual offences and other forms of abuse attending church. In addition, there may be those who do not have convictions or cautions but where there are sound reasons for considering that they still might pose a risk to others. Where people may pose a risk to others, their position in a congregation will need to be carefully and sensitively assessed to decide whether they pose a present risk to others and to put in place arrangements to ensure that these risks are mitigated. In these circumstances it is not only about monitoring individuals but offering support to lead a fulfilled life. As such, the Church has an important role in contributing to the prevention of future abuse.

Some examples of the risk that individuals may pose to children, young people and adults are:

- Sexual offences – against both adults and children: this includes accessing indecent images of children on the internet.
- Financial abuse: targeting of vulnerable adults for financial gain, for example, asking for money, the acceptance of large 'gifts' or offering to do a job for someone at an extortionate rate of pay.

12.2 Take action

Always contact the DSA as soon as practicable, but within 24 hours, if you learn that any of the following people worship in your church:

1. Anyone placed on the sex offenders register, with a violent offence or conviction and/or who is barred from working with children or adults by the Disclosure and Barring Service.
2. Anyone who admits to being an abuser including non-recent abuse.
3. Anyone who is subject to an investigation for suspected abuse, including possession of indecent images of children, and/or is suspended from their usual role.
4. Anyone who may pose a risk to other church members due to their behaviour, irrespective of their criminal status.

Category (4) may include a person in relation to whom:

- An allegation of abuse against a child or adult has been investigated, but the matter has not proceeded to court, or the person has been acquitted, or the matter is currently the subject of proceedings in the criminal or civil courts but the person may still pose a risk.
- A complaint or grievance has been received alleging inappropriate behaviour, which is not criminal.
- There have been concerns about the person's alleged abusive behaviour to a previous or current partner.

If the DSA is made aware by any other source of any person in the above categories who is intending to or is worshipping at a local parish church, he/she will notify the Church Safeguarding Officer/incumbent and Jersey Safeguarding Lead in the first instance.

The DSA will determine the appropriate action to be taken to best safeguard the parish and its congregation, based on the particular facts and circumstances of each case. They will undertake a risk assessment and the formation of a risk management plan known as a Safeguarding Agreement. Please see the Church of England Safeguarding Website for Model Safeguarding Agreements.

This will involve the respondent and usually the incumbent, church warden, Church Safeguarding Officer and, if involved, statutory agencies e.g. police, probation and Children's Social Care. Who is involved will depend on the case.

If a person is assessed as posing a risk to children or adults, the DSA,

together with any statutory agencies involved, will support the parish to:

- Form a small group of people to offer pastoral support, friendship and to monitor the respondent.
- Maintain the highest levels of confidentiality unless there is a breach of the agreement and it is necessary to inform others to protect a child or vulnerable adult.
- Agree with the respondent that he/she worship elsewhere if his/her victim or their family worship in the same church.
- Ensure the respondent is never offered any official role in the church or position of responsibility where he/she may be trusted by others, for example that of church warden, worship leader or any in which a child or vulnerable adult may, as a result, place trust in that person.
- Consider whether, with the person's agreement and that of any statutory authorities involved, the congregation should be informed.
- Meet with the respondent to draft a Safeguarding Agreement, setting out the parameters of his/her behaviour in the church setting.

The Safeguarding Agreement may include the following elements:

- Attend designated services or meetings only.
- Sit apart from children.
- Stay away from areas of the building where children or vulnerable adults meet.
- Attend a house group where there are no children or vulnerable adults.
- Decline hospitality where there are children or vulnerable adults. • Never be alone with children or vulnerable adults.
- Never work or be part of a mixed group with children or vulnerable adults.
- Take no role or office in the church which gives him or her status or authority as others may deem that person to be trustworthy.

The church wardens should be involved in the drawing up of the written agreement with the respondent. Church wardens can direct parishioners where to sit and have a duty to maintain good order at divine service. If necessary church wardens can eject a person creating a disturbance and in certain circumstances have the power of arrest, although such power should be exercised with extreme caution. If a 'disturbance' is anticipated the police must be notified.

The Safeguarding Agreement will be monitored and reviewed at least annually.

Should the respondent refuse to sign the agreement the DSA will advise the parish and liaise with the police and other relevant agencies, as required, to seek a resolution. Any breach should be shared with the DSA immediately, who will liaise with the statutory agencies, as required. It should be remembered that it is not possible to prevent a parishioner from attending divine service, unless this is a condition included in a court order (although, of course, he/she could voluntarily agree not to attend certain services). If a respondent parishioner wishes to attend any service, as part of the safeguarding arrangement (and this could be contained in his/her ongoing Safeguarding Agreement), it is possible for the church wardens to direct a person where to sit, put measures in place to closely supervise them (e.g. accompany the individual) and remove that person if they cause a disturbance. It is also possible to refuse access to other church activities (e.g. social activities such as tea/coffee after the service and choir and bell ringing activities).

12.3 Jersey Multi-Agency Public Protection Arrangements (JMAPP)

The States of Jersey Police manage the JMAPP service. A JMAPP meeting is convened if someone, a sex offender or otherwise, is thought to pose a significant risk to the public. Members of the congregation on church contracts can be subject to JMAPP procedures. In such circumstances a representative of the Deanery may be invited to such meetings. If so prior discussion with the Diocesan Safeguarding Adviser is important.

12.4 Agency Liaison and Prison Chaplains

It is expected that the police, probation service and Children's and Adult Social Services inform the Diocese or Deanery of anyone coming out of prison who has offended against a child who is planning to worship in one of our church communities. Prison Chaplains must also pass on this information.

13. SAFER RECRUITMENT

13.1 Introduction

This section has been taken from the Church of England Parish Safeguarding Handbook Section 5 and adapted to the Deanery of Jersey context.

A key way of protecting children and adults from harm is to ensure the careful recruitment of those working with them. The House of Bishops' Safeguarding Policy states, 'The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church'.

13.2 Safer Recruitment Guide

The Incumbent and Churchwardens are responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid. Often the responsibility is delegated to the incumbent. At least two individuals (who could include the incumbent) must be responsible for recruitment. All those involved in recruitment must be capable and competent, trained in safer recruitment and able to keep personal matters confident.

1. Job/role description Construct a clear and accurate job description and person specification, or for an unpaid role, a role outline, who set out what tasks and responsibilities the applicant will undertake, and the skills and experience required. This will include what level of DBS check is required	Model Role Description for a CSO and CDO on Diocese Website DBS Eligibility on Church of England Website DBS Frequently Asked Questions on Church of England Website
2. Advertise Advertise unpaid roles within parish notices and paid roles more widely	

<p>3. Application form Ask all applicants to complete an application form for all paid roles (a Curriculum Vitae may be used for voluntary roles but an application form is good practice and is recommended). Always ask for, take up and check two references.</p>	<p>Model Application Form on Diocese Website</p>
<p>4. Confidential Declaration Form Ask all applicants to complete a Confidential Declaration Form.</p>	<p>Confidential Declaration Form on Church of England Website</p>
<p>5. Shortlist (paid posts) Shortlist, carefully examining the application forms. Identify any gaps in employment/personal history and ensure those shortlisted meet the requirements of the person specification. Shortlist (unpaid posts) Review any interest from volunteers and assess suitability against requirements.</p>	
<p>6. Interview Have a face-to-face interview (or informal discussion if unpaid) with pre-planned and clear questions to assess applicants' suitability for the role. Seek explanations for gaps in employment/personal history. It may also be appropriate to ask the individual to complete a test or presentation if applicable. Check identification and the Confidential Declaration Form (CDF).</p>	<p>Model Interview Questions on Church of England Website Model Reference Request Letter</p>
<p>7. Offer the role Decide whom to offer the role to. This decision will be made by the interviewing panel. This is subject to completion of all checks to the satisfaction of the Church Leadership Team. No role can commence until satisfactory checks have been completed.</p>	

<p>8. Checks Once the applicant has been offered the role, subject to satisfactory checks, ask the applicant to complete an enhanced Disclosure and Barring Service (DBS) check application (see ‘Safer Recruitment Practice Guidance’ for further information if needed) (online or paper depending on the diocese’s process). Any blemished DBS checks or information of concern on the CDF must be risk assessed by the DSA. Always check the applicants’ two references. Please note if someone has either never lived in the UK or States of Jersey or spent a period of time overseas (i.e. lived abroad), the person making the appointment should request an additional check and ask the applicant to obtain criminality information from the country where he/she was resident (for further information on the recruitment of overseas applicants see the ‘Safer Recruitment Practice Guidance’). It is also recommended to undertake an occupational health check for paid roles where possible.</p>	<p>Model Reference Request Letter on Church of England Website</p>
<p>9. Appoint Once all checks are satisfactory and support the interview decision, the person can be formally appointed. It is recommended to add an end date to unpaid roles. This can always be extended but helps set expectations for both parties</p>	<p>Model Appointment letter on Church of England Website</p>
<p>10. Probation period Have a period of probation for any paid role (or a settling in period for unpaid) and review throughout, as well as at the end of this period.</p>	
<p>11. Induct, train and support Induct new unpaid and paid workers. This should include expectations in relation to behaviour (a Code of Conduct). Ensure supervision/support is in place and arrange for attendance on the Church of England safeguarding training (see Diocesan Website Training Section for requirements and details on how to book training).</p>	

14. A SAFE ENVIRONMENT AND ACTIVITIES

14.1 Introduction

This section has been taken from the Church of England Parish Safeguarding Handbook Section 11 and adapted to the Deanery of Jersey context.

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'*.

14.2 Code of safer working practice

All those working on behalf of the parish 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 Parish Safeguarding Officer. Sign and date the record.
- Obtain written consent for any photographs/videos to be taken, shown, displayed or stored (see Model Consent Form – Photographs – Images)
- Administer any 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.
- 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 parish 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.
- Take photographs on personal phones or cameras as this means that images are stored on personal devices.

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).
- Smoke or drink alcohol in the presence of children and young people.
- Arrange social occasions with children and young people (other than events which also include adult family members/carers) outside organised group occasions.

14.3 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.
- 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.

14.4 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:

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

Each group should have at least two workers, even for smaller groups, and if possible one male and one female. 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 (see Model Activity Risk Assessment Template).
- 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 (see Model Registration Form – Activities and Trips). Registration forms should be reviewed annually
- 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 (see section 13).
- Parents must sign a consent form before children are transported in a private car, and before any photography or images are taken (see Model Consent Form – Transport).

In addition, when taking children offsite (away from church premises):

- 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 incumbent and/or PSO.
- A risk assessment must be undertaken, and confirmation obtained that the activity is covered by PCC insurance.
- A leader must be designated to take responsibility for First Aid.
- Many of these items are equally applicable to groups involving vulnerable adults.

14.5 Visiting adults

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.

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. 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 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 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 (see Model Risk Assessment Checklist for Home Visiting on the Church of England Website). In these circumstances, consider whether the visit is necessary, or whether you should be accompanied by another church officer. In addition, visiting in pairs may be advisable, 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.
- 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 Church Safeguarding Officer and/or incumbent or directly to the DSA if they are not available.

14.6 Organ Lessons in Church

Music lessons with young people will normally be arranged through a school or as a private arrangement between parent and teacher. However, if the church organ is going to be used the Church Officers/ church leadership retain a general responsibility for health and safety in activities carried out on its premises and needs insurance cover. The organist should in these circumstances complete a Confidential Declaration and have a DBS Disclosure, if this has not already been done. No lessons with a young person should take place in a church or church buildings (including halls, music rooms etc.) without the parent

or another responsible adult present. A brief agreement should be drawn up to this effect for both to sign. Copies of the Model of Safer Working Practice should be given to the organist and parent; this is downloadable from the safeguarding section of the Diocesan Website.

14.7 Bell Ringing

The Central Council Guidance notes 2015 (point 9) recommends 2 adults (if possible of different genders) should normally be present when young people are taking part in ringing or being transported to or from ringing events.

15. USE OF SOCIAL MEDIA

15.1 Introduction

This section has been taken from the Church of England Parish Safeguarding Handbook Section 12 *'Use of Social Media'* and adapted to the Deanery of Jersey context.

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, Snapchat; 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.

15.2 The role of the Incumbent and Church Wardens

The Incumbent and Church Wardens 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 Incumbent and Churchwardens 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.

15.3 Guidance for church officers

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 CSO and the DSA.
- 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. Keep church account/s and profiles separate from your personal social media account/s e.g. only use a Facebook page, Twitter or blogs for public ministry, while keeping a separate Facebook profile for private life.
- 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.
- Only use an approved church/ministry account to communicate with children, young people and/or vulnerable adults. 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.
- 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, CSO, Incumbent 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.

Do not:

- Use a personal Facebook or any other social media account in your work with children, young people or vulnerable adults.
- Add children, young people or vulnerable adults as friends on your personal accounts.
- 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

15.4 Mobile phones

Wherever possible, church officers should be supplied with 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 CSO/incumbent (or if unavailable the DSA).

16. FURTHER HELP AND GUIDANCE

16.1

The Diocesan Safeguarding Advisers are qualified and experienced practitioners who work for the Deanery in order to provide advice and guidance to churches whenever necessary. The Advisers are available to the clergy, Church Safeguarding Officers and others in churches and the Deanery to give advice on specific and general safeguarding concerns, worries or procedures. If you have any concerns or worries, or just want to discuss a situation generally, then do not hesitate to pick up the telephone to speak to them. Alternatively you can send an e-mail.

16.2

This Policy has been prepared to help make the Deanery a safe place. It is not the last word and updated information is available both on the Deanery and Diocesan Websites which provides links to the Church of England's Safeguarding website section. All are regularly updated when changes in policies and procedures are introduced.

17. USEFUL CONTACTS

Diocesan Safeguarding Advisers

For all current contact details for DSA's and the Jersey Safeguarding Lead please see the Jersey Deanery website <https://www.jerseydeanery.je/>

NSPCC

Tel: 0808 8005000
Email: help@nspcc.org.uk

Childline

Freepost 1111, London N1 0BR
Tel: 0800 1111
Website: www.childline.org.uk
(Note: children can write to Child Line rather than telephone if they wish)

Family Lives

Tel: 0808 800 2222
E-mail: parentssupport@familylives.org.uk
Website: www.familylives.org.uk
Provides and help and support to parents and carers in all aspects of family life

Samaritans

Tel: 0845 790 9090
30 Hue Street, St Helier, Jersey, JE2 3RE

Jersey MIND

0800 735 9404 (Information and advice line, non emergency)
Centurion House, 17 Beresford Street, St Helier, Jersey, JE2 4TW
e-mail: help@mindjersey.org

Pat Bougeard, Specialist Lay Worker for the Deaf

e-mail: layworkerjsydeafhoh@gmail.com

Bishop's Adviser on the Deliverance Ministry

Jersey Deliverance Minister: Rev. Michael Phillips, 01534 481805
Jersey MASH Team
Tel: 01534 519000
E-mail: enquiries-MASH@gov.je

Jersey Single Point of Referral

Tel: 01534 444440
E-mail: spor@gov.je

States of Jersey Safeguarding Partnership Board

Website: <https://safeguarding.je/>
States of Jersey Police
Tel: 01534 612612
Website: <https://jersey.police.uk/>

CHURCH SAFEGUARDING OFFICER - JOB DESCRIPTION

The Church Safeguarding Officer is the key link between the Diocese, the Deanery and the island churches concerning safeguarding matters. They will have an overview of all church activities involving children and vulnerable adults and will monitor the implementation of Diocesan and Deanery policy. The role can be taken by one person or the role shared, for example with one person covering children the other vulnerable adults.

The key tasks of the Church Safeguarding Officer are to:

1. have an overview of all church activities involving children and vulnerable adults and keep a record of these activities
2. be familiar with Diocesan/Deanery safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance
3. liaise with the Incumbent over safeguarding issues
4. keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters
5. liaise as necessary with the Diocesan Safeguarding Advisers and other Deanery staff
6. attend training offered for Church Safeguarding Officers
7. assist with safeguarding training in the parish as appropriate
8. attend a meeting of the church leadership at least annually to ensure safeguarding issues are discussed and that the church leadership adopt the annual Church Safeguarding Policy
9. ensure that the Church Safeguarding Policy Statement is displayed in the Church
10. keep good records of any safeguarding concerns that may arise, and ensure that others do the same
11. promote inclusiveness in places of worship and within church activities
12. keep the church leadership informed of good safeguarding practice



www.canterburydiocese.org/safeguarding