

## EAST DEAN and FRISTON PAROCHIAL CHURCH COUNCIL



### SAFEGUARDING POLICY

The following policy was agreed at the Parochial Church Council (PCC) meeting held on **09/02/21**

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

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.
- Mark 10 v 13-16 says “Let the little children come to me and do not hinder them for the kingdom of God belongs to such as these” We therefore hold children’s work in the highest regard. Children are recognised as a valuable part of the church today and not just of the church tomorrow. Our church aims to provide children with an environment of fun and friendship where they are encouraged to personally know and follow Jesus.

The Parish will:

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

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints Jacques Pienaar as the Parish Safeguarding Officer  
Incumbent - Reverend David Baker

Churchwardens - East Dean - Stephanie Carter and Phillip Hill; Friston – David George, Carl Fillery

## POLICIES & PROCEDURES

### SAFER RECRUITMENT

#### APPOINTMENT, SUPPORT, SUPERVISION AND TRAINING OF WORKERS/VOLUNTEERS

- Before working with children, young people or vulnerable adults the applicant will be required to complete a self declaration form for volunteers and undertake an Enhanced CRB check.
- Have references taken up
- Attend an interview with the relevant Children's Work Leader, Parish Safeguarding Officer.
- Once approved, the worker will be overseen by the Children's Work Leader, Parish Safeguarding Officer
- The worker/volunteer will never work in isolation, and should be given regular training to equip them to serve to the best of their ability
- No-one with a conviction or caution for sexual offences is allowed to work with children, young people or vulnerable adults.

#### **SAFER RECRUITMENT SUPPORT & TRAINING**

The House of Bishops' Safeguarding Policy states that the Church '*will train and equip church officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse.*'

The Training and Development Framework outlines the core safeguarding training that is available from the diocese.

C0 - Basic Awareness	Recommended for anyone who needs a basic level of awareness of safeguarding. This module is also a pre-requisite for attendance at any other core training module.
C1 - Foundation	Required for anyone who has safeguarding responsibilities/ contact with children and/ or vulnerable adults.
Safeguarding Leadership	Licensed Clergy, Parish Safeguarding Officers, Licensed Readers. To be completed when existing C2 certificate expires. Not currently required for PTO clergy/readers or for churchwardens
C3 - Clergy and Lay Ministers	Those holding a license, commission, authorisation, permission to officiate from a bishop, ordained or lay.
C4 - Senior Staff	Senior staff who have key roles in safeguarding policy, strategy and practice.
C5 - Refresher	To be undertaken every three years by those who have completed C1, C2 or C3.

- In this Parish, all church members who are involved in working with children and vulnerable adults have undertaken training in 2017/2018 as outlined above.
- C0 and C1 courses are available online, while leadership courses are organised by Chichester Diocese at local churches. Refresher courses will be undertaken in 2020/2021.

## INSURANCE ARRANGEMENTS

The PCC will provide appropriate Insurance Cover for all activities undertaken in their name which involve children, young people and adults. Our present Insurance arrangements provide:-

### 1. Public Liability

- “Public” are persons of whatever age who attend an activity organised by the church
- Our Public Liability primarily covers only activities which take place **on land owned by the Church** . Cover of £10,000,000 is in place to cover injury and damage.

#### **Activities taking place on Land or property not owned by the Church**

- Our Public Liability does not cover these situations in most circumstances.
- We will ensure that owners of the Land or Property which we use for Church activities have Public Liability cover as part of their own insurance arrangements.
- If they do not then their policy needs to have temporary cover in place and - subject to PCC agreement - the cost of their additional premium may be met by the PCC
- The following venues are regularly used by the Church and we will ensure that appropriate insurance cover is in place
  - The Village Hall
  - The Recreation Ground & Pavilion
  - The Grange
  - CSM garden Party venue etc.

### 2. Personal Accident

- Our Policy provides Personal Accident cover for accidental injury to or death **whilst on Church premises** of
  - Our clergy and employers
  - Volunteers
  - Children aged 3-18 taking part in activities organised by the Church
  - and also Church Members of a tour organised by the Church

For every event / activity we organise PCC approval will be obtained in advance, risk assessment undertaken and proper supervision put in place. It should also be noted that where activities are of a potentially hazardous nature such as firework displays guidance will be sought from the Insurance Company before the event takes place.

#### **INSURANCE AND RISK ASSESSMENT ARRANGEMENTS**

General Risk Assessment for activities in the Cornerstone Room, The Rectory, Village Hall and The Grange Nursing Home are available. Pathfinders have a special Risk Assessment for the Cricket Pavilion.

## **VOLUNTEER DRIVING**

On occasions, the use of private cars for transporting small numbers of people including children, young people and vulnerable adults may be required

An agreed list of Volunteer Drivers including Motor Policy Insurance cover will be maintained.

All volunteer drivers must read this policy and sign the policy annually consenting to the policy.

- All drivers must have a full and valid driving licence for the class of vehicle they own and be free of any motoring convictions, and be willing to present their driving licence for inspection if requested.
- All drivers must adhere to the Highway Code.
- All drivers must have fully comprehensive insurance cover when carrying children, young people or adults. All vehicles must conform to all legal requirements.
- Passengers must be restrained by a seat or lap belt and no child should be transported in the front passenger seat, with the exception of the driver's own child at their discretion.
- Parents must supply booster seats for their child if under 135cm tall and have given permission for them to travel in a volunteers car for a PCC authorised activity. It is the driver's responsibility to see the seat is used.
- No adult should be 1:1 with a child unless it is their own.
- The activity organiser or volunteer in charge will ensure that permission has been obtained from a parent to ensure that all parties are fully informed of the transport to and from events.

## **REGISTERING A CHILD**

All children under 18 years who regularly attend any church activity or club must be registered to do so. To register, the parent must

- Provide each child's name, address, age, relevant medical/dietary information and emergency contact details
- Give consent for each child to be transported by private car/minibus where this is likely to be part of the church activity's programme

## **LEADERS' RESPONSIBILITIES**

- Each group must maintain a register of children/young people in the group
- Leaders must ensure that ratio of children to workers is:
  - 0-2 years: 1 person for every 3 children
  - 2-3 years: 1 person for every 4 children
  - 3-8 years: 1 person for every 8 children
  - Over 8 years: 1 person for every 10 children
- Workers must ensure that children are supervised at all times.

## **CODE OF BEHAVIOUR**

**All clergy, paid employees and volunteers *should*:**

- Treat all children and young people with the respect and dignity befitting their age.
- Watch their language, tone of voice and body language.
- Learn to control and discipline children without physical punishment; this must never be used, even if they have the parents' explicit permission for this.
- Ensure that another adult is informed if a worker needs to take a child to the toilet. Toilet breaks should be organised for young children.
- If known in advance, a parent's permission must be sought if a child or young person is to be seen on his/her own. Another adult must be nearby, and the child or young person should know this.
- Ensure that each group includes a female helper.

**All clergy, paid employees and volunteers *should not*:**

- Invade a child's privacy whilst washing or toileting.
- Play rough physical or sexually provocative games.
- Be sexually suggestive about a child or to a young person, even in fun.
- Touch inappropriately or obtrusively.
- Scapegoat, ridicule or reject a child or young person in a group.
- Show favouritism to any one child or young person or group.
- Allow a child or young person to involve the worker in excessive attention seeking that is overtly physical or sexual in nature.
- Give lifts to children or young people on their own. If this is unavoidable, ask the child or young person to sit in the back of a vehicle.
- Share sleeping accommodation with young people.
- Invite a young person into the worker's home alone.
- Permit abusive peer activities, e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown adults access to children. Visitors should always be accompanied by a known person.

**Be prepared for your colleagues to remind you if you forget any of the requirements for good practice and be prepared to help a colleague by advising them in return.**

### **Children can be harmed by:**

- Physical abuse; neglect; emotional abuse; sexual abuse.
- Abuse within their own families, by a trusted adult, by someone involved with them in an organised activity or sometimes, although rarely, by a stranger.

**All church workers with children must know what to do if they are concerned that a child or young person is being harmed, or if they disclose abuse.**

### **HEARING A CHILD ABUSE DISCLOSURE**

Church workers may get to know the children and young people in their groups well. A child or young person may feel enough trust to be able to talk about unhappy things that are happening – at home, school or at church. This is both a privilege and a responsibility.

Remember that the child may want the abuse to stop, but may still love the abuser. The child may think that it is possible to stop the abuse without anything else happening. If a child asks to talk in confidence ALWAYS tell them that this will depend on the circumstances.

It will be necessary to get other people to help if they are being harmed. If possible, try to have another adult present whilst the child speaks, but do not prevent the child from speaking.

- Maintain eye contact.
- Allow the child to talk, but do not press for information. Tell the child that he/she is not to blame for anything that has happened.
- Reassure the child that he/she was right to tell.
- Let the child know that you will have to tell other people so that the abuse can stop. Try to explain what will happen next in a way that the child can understand.
- Reassure the child that you will support him/her during the difficult time to come.

**As soon as possible, write down as carefully as possible what the child has said, how he/she said it and how they appeared emotionally.**

**Write down what you said, sign and date it.**

**DO NOT talk to the alleged abuser.**

**Pass on the information to the Parish Safeguarding Officer (PSO)**

**DO NOT approach Social Services in isolation. Any contact with Social Services will be via the PSO.**

**If child abuse is suspected or a child discloses abuse, the local Social Services Department must be informed. They will agree with the Incumbent or PSO when the parents and alleged abuser should be informed of the allegation.**

**Advice can be obtained from the Diocesan Child Protection Adviser – Colin Perkins 01273 425792.**

## **DBS CHECKS FOR CHILDREN'S WORKERS**

All volunteers and paid workers will need an Enhanced DBS check if they are in contact with children and young people on a regular basis (at least once a month), or assisting with teaching groups.

### **The Incumbent**

**Rev. David Baker**

The Rectory,  
Gilberts Drive,  
East Dean,  
East Sussex.  
BN20 0DL.

**Phone: 01323 423266**

email: [davidbaker1966@gmx.co.uk](mailto:davidbaker1966@gmx.co.uk)

### **The Parish Child Protection Representative/Parish Safeguarding Officer**

**Jacques Pienaar**

8Deanside,  
East Dean,  
East Sussex.  
BN20 0HU.

**Phone: 01323 423341**

email: [jacquespienaar69@gmail.com](mailto:jacquespienaar69@gmail.com)

### **The Local Social Services Department**

Eastbourne

**Phone: 01323 747373**

### **The Local Police Child Protection Team**

Patrol Centre,  
Hammonds Drive,  
Eastbourne,  
BN23 6PW.

**Phone: 01323 414074**

### **Diocesan Safeguarding Adviser**

**Colin Perkins**

**Phone: 01273 425792/07500 771210**

email: [colin.perkins@chichester.anglican.org](mailto:colin.perkins@chichester.anglican.org)

### **Diocesan Asst. Safeguarding Adviser**

Morag Keane

email: [morag.keane@chichester.anglican.org](mailto:morag.keane@chichester.anglican.org)

Phone: 07881 580310

## VULNERABLE ADULTS POLICY

### VULNERABLE ADULTS DEFINITION

A vulnerable adult is a person who is aged 18 years and over, and is:

- living in a residential accommodation such as a care home
- living in sheltered housing
- receiving domestic care in his/her own home
- receiving any form of health care
- requires assistance in the conduct of his/her own affairs
- any person who has age related needs, associated with frailty, illness, disability or mental capacity.

We recognise that everyone has different levels of vulnerability and everyone may be regarded as vulnerable at some stage in their lives. As members of the Parish

- we commit ourselves to respectful pastoral care for all adults to whom we minister
- we commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of the Church
- we commit to promote safe practice by those in positions of trust
- the parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable
- it is the responsibility of each of us to prevent the physical, emotional, sexual and financial abuse of vulnerable people and to report any such abuse that we discover or suspect.

### DBS CHECKS – VULNERABLE ADULTS

- Church members who visit vulnerable adults in the Parish on official visits and who are involved in taking them shopping or visiting the Post Office to draw money will need a DBS even if it happens on only one occasion.
- Church members who are involved in any personal care for vulnerable adults will need a DBS, even if for only one occasion.

**N.B. If the person is a personal friend, then no DBS is needed.** Please check with the Parish Safeguarding Officer if uncertain.

**There are many roles within the Church where a DBS is not required.** Details can be obtained from the Parish Safeguarding Officer.



## Parish E-Safety Policy

This policy should be read alongside the Parish of East Dean and Friston's policies on Safeguarding, Whistleblowing, Anti-Bullying, and Reporting Concerns about a Child.

This policy applies to all staff, including clergy, PCC members, paid staff, volunteers including children's and youth workers, those involving in leading or coordinating music and worship, and anyone else involved in working or volunteering on behalf of East Dean and Friston.

### **Purpose of Policy**

- To protect children and young people who are ministered to by East Dean and Friston and who make use of information technology (such as mobile phones/devices, games consoles and the Internet) as part of their involvement with the parish.
- To provide our staff, volunteers, and parents with the overarching principles that guide our approach to e-safety.
- To ensure that, as a Christian community, we minister in line with our values, and also within the law, in terms of how we use information technology and behave online.
- To guide us as we seek to equip the children and young people with whom we minister to be safe, discerning and wise users of information and communication technology.

### **We recognise that:**

- The welfare of the children and young people to whom we minister and with whom we come into contact is paramount, and should govern our approach to the use and management of electronic communications technologies and online behaviour;
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse;
- Working in partnership with children, young people, their parents, careers and other agencies is essential in promoting young people's welfare, and in helping young people to be responsible in their approach to e-safety;
- The use of information technology is an essential part of all our lives; it is involved in how we as a church gather and store information, as well as how we communicate with each other. It is an intrinsic part of the experience of children and young people, and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly, and, if misused either by an adult or a young person, can be actually or potentially harmful.

### **We will seek to keep children and young people safe by:**

- Treating any child protection concern arising from the online world in the same way, taking it just as seriously, as concerns arising from the offline world.
- Ensuring that our parish safeguarding officer has access to up-to-date information and training regarding online safety, assisting them as appropriate to access this training.

Ensuring that all staff and volunteers at East Dean and Friston avoid using private forms of electronic communication (text message, email, direct messaging including on social media) to communicate with the children and young people they are responsible for.

- Taking the use of such private communication between staff or volunteers and young people as seriously as one-on-one contact between adults and children without another responsible adult present. It is always the responsibility of the adult staff member or volunteer to put appropriate boundaries in place in their relationships with the young people with whom they minister, in both the offline and online worlds.
- Using open online forums to communicate with children, such as Facebook youthgroup pages to notify young people of events etc.
- Avoiding any form of inappropriate content in what we, our staff and our volunteers post online, including (but not limited to) sexual content, racist, sexist or otherwise bigoted content, or content promoting illegal activity.
- Maintaining electronic versions of sensitive personal data securely, according to the principles of the Data Protection Act.
- Providing age-appropriate awareness material, including training, to children and young people with regards to online safety. In particular, we will make them aware of the Thinkuknow website, and about Childline.
- Providing awareness material to parents with regards to online safety. In particular, we will make them aware of the Thinkuknow, Parents Protect, and UK Safer Internet Centre websites.
- Only using Whatsapp Groups to communicate with children and young adults and avoid one-to-one communication at all times.
- Personal email communication will never be used to communicate with children and young adults but it will be used to communicate with parents or guardians in-line with our GDPR policy.
- The use of social media such as Facebook and Twitter will be avoided at all costs.

EAST DEAN WITH FRISTON PARISH

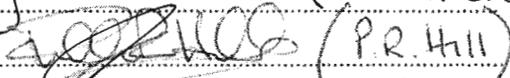
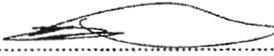
**Parish Policy on Safeguarding Vulnerable Adults in the Church.**

**We are committed to and adopt the House of Bishop's Policy, Promoting a Safer Church.**

1. We recognise that everyone has different levels of vulnerability and everyone may be regarded as vulnerable at some time in their lives.
2. As members of the parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
3. We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of the church.
4. We commit to promoting safe practice by those in positions of trust.
5. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
6. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse or vulnerable people and to report any such abuse that we discover or suspect.
7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
8. The parish is committed to supporting, training and regularly reviewing those who undertake work amongst people who may be vulnerable.
9. The parish will adopt the Diocesan policy on vulnerable adults.
10. Each person who works with vulnerable people will abide by these recommendations.

This policy statement was adopted by East Dean and Friston Parish at the Parochial Church council meeting.

This policy will be reviewed each year to monitor progress.

Signed   
Incumbent..... Rev D. A. PARKER  
Chair of PCC.....    "   "  
Churchwardens (East Dean).....  (S. J. CARTER)  
 (P. R. HILL)  
(Friston).....  (C. DAVID GEORGE)  
Parish Safeguarding Officer.....  J. PIENAAR 12/01/2021





## East Dean, Friston and Jevington

### **Parish Photograph Policy**

The use of photographs helps us to record and celebrate the activities the children have been involved in. However, as with everything involving children, photography must be used with care and wisdom. At East Dean, Friston and Jevington we take the issue of child protection very seriously and we will never knowingly publish an image of the children without the parent's consent.

Photographs of children attending events at East Dean, Friston or Jevington Churches will only be taken by parish staff or volunteers, except in exceptional circumstances and only then with prior permission (for example if we get an external photographer in to record a specific event). They will only ever be used for church purposes as a display at the back of church or to inform the congregation pictorially of events that have been held by the church in compliance with our strict safeguarding procedures. Photographs will not be displayed on our website nor will they be issued to any external parties such as the media without prior parental agreement. .

It is a policy that no personal details or names of any child in a photograph will ever be given in such a way that would allow them to be individually identified.

It is also our policy that no photo images will be used for anything which may be viewed as negative in tone or that may cause offence, embarrassment or distress for the child or their parent or carer.

Jacques Pienaar– our Parish Safeguarding Officer can be contacted on  
01323 423341

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