



# **The Church Safeguarding Handbook**

***Promoting a Safer Church***

*With an introductory message from the Archbishop of Canterbury*

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## Copyright information and acknowledgements

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The Deanery of Guernsey is most grateful for the help of Paul Brightwell (DSA, Diocese of Canterbury), Jem Carter (DSA, Diocese of Salisbury) and Scott Lamb (previously Guernsey Deanery Safeguarding Officer) in the production of this local edition.

# 1

## Message from the Most Reverend and Right 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, Parish 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,*

*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 Guernsey through clear safeguarding policies and procedures. It is complemented by practice guidance which can be found at

<https://www.churchofengland.org/safeguarding/promoting-safer-church-safeguarding>

Any future changes or updates to the policy or practice guidance will be placed on the safeguarding page of the Deanery website:

<http://www.churchofengland.org.gg/safeguarding>

#### 2.2

This policy updates the previous safeguarding policy (June 2015) and brings the policy in line with the House of Bishops' (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:

<https://www.churchofengland.org/safeguarding/promoting-safer-church-safeguarding>

#### 2.3

This policy replaces all previous Deanery of Guernsey church safeguarding policies for children and vulnerable adults.

The Guernsey policy translates the Church of England's National Safeguarding Policy into a framework that reflects Guernsey'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 is 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, and 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 Deanery of Guernsey, it should be discussed at once with the Diocesan Safeguarding Advisers and the Guernsey Deanery Safeguarding Officer. They are always very ready to help and their contact details are available in **Section 17** and on the Deanery of Guernsey website:

<https://www.churchofengland.org.gg/safeguarding>

## 3

### The Deanery of Guernsey: safeguarding principles

#### 3.1

The Church of England is one of the largest voluntary organisations and faith groups 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 Children 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 Bishops' 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.*

*(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.'*

*(pp 1-3)*

## 4

### **The organisation and structure of the Deanery of Guernsey**

The Deanery of Guernsey comprises of three jurisdictions within the Bailiwick of Guernsey: Alderney, Guernsey, and Sark.

In Guernsey, there are fourteen ecclesiastical parishes, grouped into twelve benefices. There are four other churches and chapels where Anglican worship is held:

- The chapel of Christ the Healer (the Monnaie chapel), in the parish of St Andrew;
- Ste Apolline's chapel, in the parish of St Saviour;
- St Mary's church, L'Islet, in the parish of St Sampson;
- St Tugual's chapel in the island of Herm, in the parish of St Peter Port.

There is one ecclesiastical parish in each of Alderney and Sark.

For the purposes of this policy, the term 'church' is used to cover all sixteen ecclesiastical parishes; and the term 'incumbent' used to describe rectors, vicars, priests in charge and others with incumbent status.

## 5

# The Deanery of Guernsey: church roles and responsibilities

### 5.1 House of Bishops' (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 1](#) (also available on the Deanery of Guernsey website). The policy statement must be noted at the annual congregational meeting. This should be adopted annually at the first meeting of the new church officers following the annual congregational meeting, and then displayed prominently in each church building. This ensures a discussion amongst the church leadership of safeguarding issues at least once a year. 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 Parish Safeguarding Officer

Every church in the Deanery must appoint a Parish Safeguarding Officer (PSO), formerly called Church Safeguarding Coordinators or Church Safeguarding Officers (role description found at [Annex 2](#)). This person is the key link between the Deanery, the Diocese and the local church on safeguarding matters. The PSO will have an overview of all local safeguarding issues and will monitor the implementation of the Deanery policy. There can be separate PSOs for children and adults, or one person can cover the combined responsibilities.

The Dean, the Deanery Safeguarding Officer and the Diocese of Salisbury's Safeguarding Team are to be advised of any change of PSO.

The PSO will help the local church to coordinate the response to any safeguarding issue and must inform the incumbent, Diocesan Safeguarding Adviser and Guernsey Deanery Safeguarding Officer of any concerns about a child or vulnerable adult.

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

Churches held in plurality (that is, two or more churches in one benefice) may join together to implement the policies and procedures under one PSO. However, legal responsibility for safeguarding will still rest with the minister.

### 5.4 Appoint DBS Verifiers

Churches should appoint a Verifier to liaise between the church and the Deanery on the administrative aspects of DBS Disclosures. The Verifier 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 PSO. However, in some churches the same person may hold both positions. The Dean, the Deanery Safeguarding Officer and the Diocese of Salisbury's Safeguarding Team should be advised of any change of CDO.



## 5.5 Respond

The following information has been taken and adapted from the Church of England's *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 PSO, incumbent, DSA and Deanery Safeguarding Officer.
- 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/safeguarding/promoting-safer-church/policy-practice-guidance/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 PSO should report regularly on safeguarding in the ecclesiastical parish. Safeguarding should be a standing item at each church leadership meeting. At the annual congregational meeting, the Incumbent or PSO 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.<sup>1</sup>

## 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 a Local Ecumenical Partnerships

Within Local Ecumenical Partnerships (LEPs), there must be agreement as to which denomination's or organisation's safeguarding policy will be followed, including where to seek advice in urgent situations in line with the practice guidance. This decision should be ratified both by the Bishop and the Dean and other appropriate church leaders in the partnership and

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<sup>1</sup> Whilst this obligation, in the *Safeguarding and Clergy Discipline Measure 2016*, is not yet a legal requirement in the Bailiwick of Guernsey, clergy and church officers are expected to comply with it.

shared with the DSA; in the event of a specific safeguarding concern, all the LEP partners are to be notified.

### 5.9 During a clergy vacancy

The churchwardens 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 PSO 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 [Annex 1](#) 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 church insurers should be notified of any serious safeguarding allegations or 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 of Salisbury and the Deanery of Guernsey

### 6.1 Introduction

This section has been taken from the Church of England's *Parish Safeguarding Handbook*, Section 2: 'What can a parish expect from the diocese?'; and adapted where necessary for the Deanery of Guernsey 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 DSAs 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 Guernsey Deanery Safeguarding Officer 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 of Salisbury has an out-of-hours service for any safeguarding concerns or allegations that arise outside normal office hours. See [Section 17](#) and the safeguarding pages of the Deanery of Guernsey website ([www.churchofengland.org/gg/safeguarding](http://www.churchofengland.org/gg/safeguarding)) for contact details and information about the out-of-hours arrangements.

### 6.3 Salisbury Diocesan Safeguarding Management Group

In compliance with the HOB recommendations the Diocese has a Safeguarding Management Group which oversees safeguarding within the mainland parishes and the Channel Islands churches. It is responsible for developing policy, procedures and practice guidance to assist parishes and island churches and for monitoring the implementation of these. Details of the membership and terms of reference can be found on the safeguarding sections of the Diocese of Salisbury ([www.salisbury.anglican.org](http://www.salisbury.anglican.org)) and Deanery of Guernsey websites.

### 6.4 Salisbury Diocesan Safeguarding Advisory Panel

The Diocese of Salisbury has a Safeguarding Advisory Panel, which evaluates and helps the Deanery of Guernsey and island churches manage any risk posed by individuals and situations. It also advises the DSA and churches on contentious DBS disclosures.

## **6.5 Safer recruitment support**

The DSA 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. Where necessary cases of significance can be escalated for discussion in conjunction with the Diocesan Safeguarding Risk Management Group.

## **6.6 Complaints procedure**

The Diocese of Salisbury and the Deanery of Guernsey 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 Diocese of Salisbury website.

## **6.7 Safeguarding training**

The Diocese of Salisbury has a responsibility to ensure the provision of safeguarding training to island churches, clergy, Readers (licensed lay ministers), 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 the Bishop's licence or permission to officiate.

A group of local trainers is in place to deliver basic safeguarding training to Deanery of Guernsey churches regarding children and vulnerable adults.

Any enquiries regarding safeguarding training should be directed to the Deanery Safeguarding Officer or to Diocese's safeguarding trainer. Their details can be found at [Sections 17 and 18](#) or on the Deanery of Guernsey website.

## **6.8 Whistleblowing**

The Diocese of Salisbury will provide advice and support on whistleblowing. This is when a paid church officer (whether an incumbent, licensed minister or lay staff), volunteers or members of the congregation, decides to pass on information concerning a wrongdoing 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. See also [Section 9.11](#).

## 7

# Abuse, neglect and exploitation of children

## 7.1 Introduction

The information from this section has been taken from the Church of England's *Parish Safeguarding Handbook*; and adapted for the Deanery of Guernsey context.

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's website and the Islands Safeguarding Children Partnership (ISCP) website:

<http://iscp.gg>

## 7.3 Definitions of abuse

The Islands Safeguarding Children Partnership (ISCP) 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

ISCP defines child sexual exploitation as '*...relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability...*' (HM Government, 2009)

Guidelines and advice on recognising child sexual exploitation are listed on Guernsey's ISCP website, as well as the Church of England's 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, 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 (for example, 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 (25 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 to as 'sexting') can be particularly problematic and abusive amongst children and young people. Please see the Islands Safeguarding Children Partnership 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 Guernsey Deanery Safeguarding Officer, and the Bishop's Adviser on the Deliverance Ministry are informed. See also section **9.7 Ministry of 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 Guernsey 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 States of Guernsey's Committee *for* Health and Social Care 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 Guernsey Prison. 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 DSA and the Deanery Safeguarding Officer should be contacted.

If there are immediate concerns about a child or vulnerable adult, see [Section 9](#).



## 8.5 Definitions 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. 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 sections of the Diocese of Salisbury ([www.salisbury.anglican.org](http://www.salisbury.anglican.org)) and Deanery of Guernsey 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 where necessary for the Deanery of Guernsey context.

### 9.2 Quick guide

A flow chart for easy reference is available at [Annex 3](#).

### 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 Parish Safeguarding Officer (PSO) or incumbent, in the first instance. They **must** then contact the DSA and inform the Deanery Safeguarding Officer. If neither is available, contact the DSA and/or Deanery Safeguarding Officer directly. If the concern arises in an activity, discuss with the group/activity leader, who will contact the PSO or the incumbent.
4. Any safeguarding concerns **must** be reported to the DSA and Deanery Safeguarding Officer **within 24 hours**.
5. If the PSO/incumbent or the DSA/Deanery Safeguarding Officer is not available within 24 hours:
  - a. for children, contact Guernsey Multi-Agency Support Hub (MASH) (or Emergency Duty Team, if out of normal working hours) (see [Section 18](#) for contact details),
  - b. for adults, contact the Guernsey Adult Safeguarding Unit (see [Section 18](#) for contact details) or, if the concern is that a child or adult is being abused, the Guernsey Police directly.

Contact Guernsey Police if the concern is that a church officer may be abusing a child or adult.

Advise the PSO or incumbent as soon as possible that you have made a referral; they will advise the DSA and Deanery Safeguarding Officer.

**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 Deanery Safeguarding Officer as well as the PSO/incumbent. The records should be kept secure and confidential; see *model activity risk assessment template* at

<https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance/templates-resources>

**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 Guernsey Probation Service (if relevant) and Guernsey Police (Bailiwick of Guernsey Law Enforcement).

There should be close communication between the DSA, the Deanery Safeguarding Officer and PSO/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 Guernsey 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 to make a referral and under what route, the DSA will seek advice from Guernsey Police / Social Services.

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/PSO/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 will not 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 Guernsey Police
- Otherwise report to your activity leader/PSO/incumbent immediately
- Within 24 hours the PSO/incumbent reports the concerns to the DSA and Deanery Safeguarding Officer
- The DSA will advise regarding reporting to statutory agencies within 24 hours

If there is any doubt, seek advice from Children's/Adult Social Care or Guernsey 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 church and any statutory agencies.

### ***What do you need to do in a local church?***

#### **Incumbent and churchwardens**

- 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 Parish Safeguarding Officer (PSO)
- 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 (in Guernsey, Safer; see [Section 18](#))
- 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 Deanery Safeguarding Officer.

If an enquiry about deliverance ministry involves a child or vulnerable adult, in the first instance contact the Bishop's Adviser on the Deliverance Ministry (see [Section 18](#) for contact details); the DSA must be consulted, and the Deanery Safeguarding Officer informed.

## 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. See the *model activity risk assessment template* at

<https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance/templates-resources>

### *Record retention and security*

The safeguarding case files, whether electronic or paper, must be stored securely by the incumbent and the PSO. 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 of England'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 2017, the Data Protection (Bailiwick of Guernsey) Law 2017 (DPBGL) replaced previous data protection law in Guernsey. The legislation contains the principles governing the use of personal data. It should be noted that the DPBGL place greater significance on organisations being accountable and transparent in relation to their use of personal data. Churches 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 DPBGL, which means extra care will need to be taken when handling such data. Nevertheless, it is important to be aware that the DPBGL 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 Adult Safeguarding Manager and Guernsey 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.

In 2013 the States of Guernsey recognised the need for a capacity law to support Guernsey's Disability strategy. Legislation is currently in the process of being enshrined into protection law and updates to this can be found on the States of Guernsey website:

<https://www.gov.gg/article/176689/The-Capacity-Bailiwick-of-Guernsey-Law-2020>

Applying capacity legislation to specific cases is often 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 DSA 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 DSA 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 Whistleblowing**

Paid church officers (whether an incumbent, licensed 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 incumbent, church leadership team, PSO, DSA, the Deanery Safeguarding Officer and Dean or, in certain circumstances, the Bishop.



## 10

# Caring pastorally for victims and 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 Guernsey 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 churches 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 9.3](#)). 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 Deanery Safeguarding Officer 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; it is likely they will:

- Listen to and represent the victim/survivor's pastoral needs
- Identify any therapeutic or other needs, offering choices as to how these may 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 Guernsey's Multi-Agency Support Hub (MASH) to access support from a professional agency, as required. Support for families of victims/survivors and for the church is co-ordinated by the core group in conjunction with statutory agencies. This would involve discussion with the PSO, 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<sup>2</sup> or a commissioned external service. The nature of any ongoing support needs will be agreed by the DSA with the victim/survivor. See *'Responding well to those who have been sexually abused practice guidance, 2011'* for further information).

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<sup>2</sup> For further information about access to Authorised Listeners based in Guernsey, contact the Dean's office or the Deanery Safeguarding Officer (contact details in [Section 18](#))

# 11

## Caring pastorally for church officers who are the subject of concerns or of 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 Deanery of Guernsey 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 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 as part of their conditions of service, alternative temporary accommodation for the respondent may need to be considered by the Dean and/or the Diocese of Salisbury.

### 11.3 Support to churches and others affected by safeguarding concerns or allegations

When a member of clergy leaves a church 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 church life.

The core group will advise the DSA, in close liaison with the Dean and the Deanery Safeguarding Officer, 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 Deanery Safeguarding Officer.

## 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 Guernsey 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 church, the DSA will notify the PSO or incumbent and Deanery Safeguarding Officer in the first instance.

The DSA will determine the appropriate action to be taken to best safeguard the church and its congregation, based on the particular facts and circumstances of each case. The DSA 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*:

<https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance/templates-resources>

This will involve the respondent and usually the incumbent, churchwardens, PSO and, if involved, statutory agencies including Guernsey Police, Guernsey Probation and Children's Social Services. 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 church 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 churchwarden, 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 children or vulnerable adults are present
- 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 churchwardens should be involved in the drawing up of the written agreement with the respondent. Churchwardens can direct parishioners where to sit and have a duty to maintain good order at divine service. If a person creates a disturbance or if a disturbance is anticipated, Guernsey Police should 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 church 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 churchwardens 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 Guernsey Multi-Agency Public Protection Arrangements**

The Multi-Agency Public Protection Arrangements (MAPPA) is a process through which the Police, Probation and Prison Services work, together with other agencies (statutory and voluntary sector) and individuals, to manage the risks posed by violent and sexual offenders living in the community. Agencies operate within their usual mandates; however, the strength of MAPPA is in bringing these agencies together in an attempt to manage the risk presented to the community by high risk individuals.

Oversight of Guernsey's MAPPA is undertaken through the Bailiwick Child Protection Committee Public Protection Sub-group, which provides a framework and membership for strategic oversight and management of the MAPPA and MARAC (Multi-Agency Risk Assessment Conference).

A MAPPA 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 MAPPA procedures. In such circumstances a representative of the Deanery may be invited to such meetings. If so, prior discussion with the DSA 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 Guernsey 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, which sets 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

DBS eligibility guidance 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

##### 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.

Model application form on Diocesan website

##### 4. Confidential declaration form

Ask all applicants to complete a confidential declaration form.

Confidential declaration form on Church of England website

##### 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.

###### ***Unpaid posts***

Review any interest from volunteers and assess suitability against requirements.



<p><b>6. Interview</b></p> <p>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</p>
<p><b>7. Offer the role</b></p> <p>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><b>8. Checks</b></p> <p>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 Bailiwick of Guernsey 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><b>9. Appoint</b></p> <p>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><b>10. Probation period</b></p> <p>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><b>11. Induct, train and support</b></p> <p>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.</p>	<p>See diocesan website, training section, for requirements and details on how to book training</p>

## 14

### A safe environment and safe 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 Guernsey 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 PSO; and 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 only with others around

**In addition, when working with 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 other adults are 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, when working with 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 18](#)).
- 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 the church's insurance policy
- 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 church 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 PSO 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 and church leadership retain a general responsibility for health and safety in activities carried out on its premises and need 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* document should be given to the organist and parent; this is downloadable from the Church of England website.

#### **14.7 Bell ringing**

The Central Council of Church Bell Ringers (<https://cccbr.org.uk>) guidance notes (2015) (point 9) recommends that two 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 Guernsey 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 churchwardens

The incumbent and churchwardens must approve the use of social media and mobile phones by the church. Where Facebook or similar online groups are 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 PSO 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 accounts and

profiles separate from your personal social media accounts (e.g., use an agreed 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 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, PSO, incumbent or, if appropriate, DSA.
- 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 dedicated mobile phone 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 PSO or incumbent (or if unavailable, the DSA).

## **16**

### **Further help and guidance**

#### **16.1**

The DSAs are qualified and experienced practitioners who work with the Deanery of Guernsey in order to provide advice and guidance to churches whenever necessary. The DSAs are available to the clergy, PSOs 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 of Guernsey a safe place. It is not the last word. Updated information is available both on the Deanery of Guernsey and Diocese of Salisbury websites, which provides links to the safeguarding pages of the Church of England's website. All are regularly updated when changes in policies and procedures are introduced.

## 17

# Diocese of Salisbury Safeguarding Advisers

### 17.1 Introduction

In the Diocese of Salisbury, there are two Diocesan Safeguarding Advisers (DSAs), who work together in a job-share arrangement, providing safeguarding cover throughout the week. These are Jeremy (Jem) Carter and Suzy Fatcher.



**Jem Carter** has lead responsibility for the Deanery of Guernsey and will have general oversight on all matters relating to the Island. In his absence you should speak to **Suzy Fatcher**, who will have full access to relevant safeguarding records and will also provide advice in line with this handbook about any safeguarding incident or query.

**Jem Carter works 9 am - 5 pm, Tuesday - Friday inclusive**, either from Church House, Salisbury or from home. Jem is also the dedicated Safeguarding Adviser to Salisbury Cathedral. Jem can be contacted by email on [jem.carter@salisbury.anglican.org](mailto:jem.carter@salisbury.anglican.org). He is also available via mobile phone on **07469 857888**. An on-line discussion can be arranged if necessary.

**Suzy Fatcher works 9 am – 5 pm, Monday - Wednesday inclusive**, either from home or Church House, Salisbury. Suzy can be emailed on [suzy.fatcher@salisbury.anglican.org](mailto:suzy.fatcher@salisbury.anglican.org) or contacted via mobile phone on **07500 664800**. Again, an on-line meeting can be arranged if needed.

### 17.2 On call service

The Diocese of Salisbury also provide a limited 'on call' DSA service from Monday - Thursday inclusive, until 9 pm. After 9 pm, it is likely that any situation will be an emergency one, in which case the Police should be contacted. Call provision is shared between Suzy and Jem as below:

- **Monday and Tuesday evenings:** Suzy Fatcher
- **Wednesday and Thursday evenings:** Jem Carter

### 17.3 Weekend cover

After 5 pm on a Friday, an external provider '**thirtyone:eight**' is contracted to provide an out of hours safeguarding service until 9 am the following Monday. They should be contacted in respect of any concerns over this period via their 24/7 helpline – tel **0303 0031111**. They will provide initial advice and direction and send an alert to the DSAs, for their attention and follow-up action when they return to work after the weekend. Further information regarding '**thirtyone:eight**' can be found on their website <https://thirtyoneeight.org/> which also contains a wealth of generic advice on safeguarding issues.

#### **17.4 Diocese of Salisbury contact details**

Tel: 01722 411922

Church House

99 Crane St

Salisbury

SP1 2QB

<https://www.salisbury.anglican.org>

## 18

### Useful contacts

#### Deanery Safeguarding Officer

The Reverend Jon Honour

Tel: 01481 724319 (out of office hours, 07911 719731)

Email: [jon@trinitygsy.org](mailto:jon@trinitygsy.org)

*For all current contact details for DSAs and the Deanery Safeguarding Officer, please check the Deanery of Guernsey's website*

<https://www.churchofengland.org.gg/safeguarding>

#### The Dean of Guernsey

The Very Reverend Tim Barker

Tel: 01481 238568 or 07781 166095

Email: [dean@deanery.gg](mailto:dean@deanery.gg)

#### Childline

Tel: 0800 1111

Freepost 1111

London

N1 0BR

<https://www.childline.org.uk>

(Note: children can write to Childline rather than telephone if they wish)

#### Family Lives

Tel: 0808 8002222

Email: [parentssupport@familylives.org.uk](mailto:parentssupport@familylives.org.uk)

<https://www.familylives.org.uk/>

Family Lives provides and help and support to parents and carers in all aspects of family life

#### Samaritans

Tel: 116 123

Or: 01481 711030

2 Forest Lane

St Peter Port

Guernsey

GY1 1WJ

<https://www.samaritans.org/branches/guernsey/>

## **NSPCC**

Tel: 0808 8005000

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

<https://www.nspcc.org.uk>

## **Guernsey MIND**

Tel: 01481 722959

The Lions Mind Centre

Town Arsenal

St Peter Port

GY1 1UW

<https://www.guernseymind.org.gg>

## **Guernsey Multi-Agency Support Hub (MASH)**

Tel: 01481 723182

Outside normal office hours: 01481 725241

Email: <https://www.gov.gg/article/152258/Contact-Us---Multi-Agency-Support-Hub>

Swissville

The Rohais

St Peter Port

Guernsey

GY1 1FB

<http://iscp.gg/article/118031/Children-and-Young-People>

## **Islands Safeguarding Children's Partnership (ISCP)**

<http://iscp.gg/article/117806/If-you-are-concerned-about-a-child-in-Guernsey-or-Alderney>

## **Guernsey Adult Safeguarding Unit**

Tel: 01481 256923

Perruque House

Rue de la Perruque

Castel

Guernsey

GY5 7NT

<https://www.gov.gg/Adult-Safeguarding>

## **Safer**

Tel: 01481 721999

Email: [enquiries@safer.gg](mailto:enquiries@safer.gg)

PO Box 115

St Peter Port

Guernsey

GY1 3EY

<http://safer.gg>

Safer provides advice and support on domestic abuse

**Guernsey Police**

Tel: 999 (emergency)

Or: 01481 725111

<https://www.guernsey.police.uk/>

**Bishop's Adviser on the Deliverance Ministry**

Contact through the Dean's PA, Nikki Harvey

Tel: 01481 238568

Email: [nikki.harvey@deanery.gg](mailto:nikki.harvey@deanery.gg)

## Annex 1

### Church safeguarding policy statement

#### The Parish of *[insert name]* Guernsey

##### SAFEGUARDING POLICY

##### **PROMOTING A SAFER CHURCH**

The following policy was agreed by the Rector/Vicar and Churchwardens, and endorsed by the *[insert name of group or committee]*, on *[date]*.

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 who may pose a present risk to others

The church will:

- Create a safe and caring place for all
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the churchwardens 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 on behalf of the church or on church premises
- Display in church premises and on the church 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 *[insert name]* as the Parish Safeguarding Officer.

Rector

*[insert name]*



Churchwardens

*[insert name]*

*[insert name]*

Date

*[insert date]*

## Annex 2

### Parish Safeguarding Officer: job description

The Parish Safeguarding Officer (PSO) is the key link between the Diocese, the Deanery and the island churches concerning safeguarding matters.

The Parish Safeguarding Officer will

- have an overview of all church activities involving children and vulnerable adults, and
- 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; and the other, vulnerable adults.

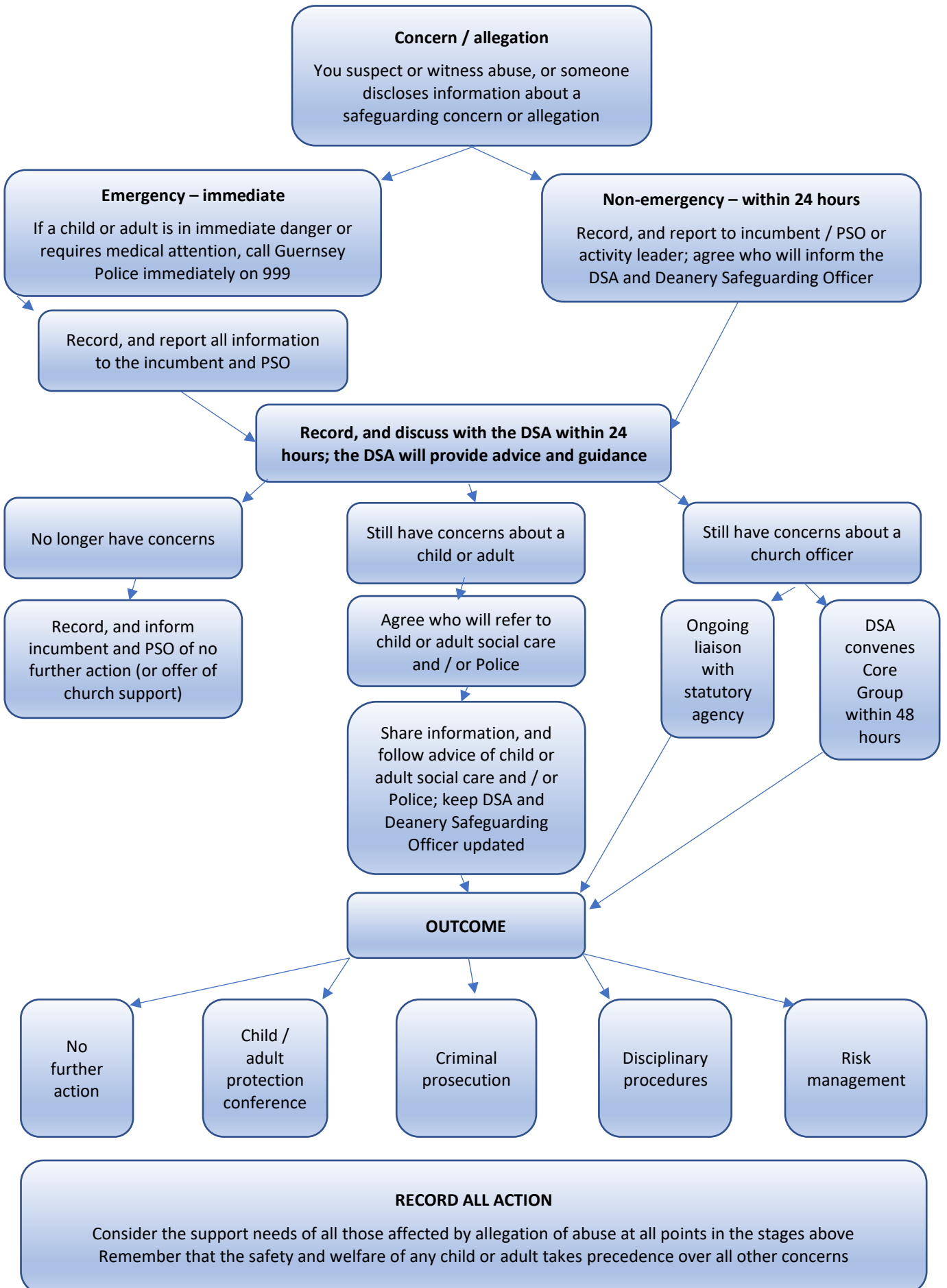
The key tasks of the Parish Safeguarding Officer are to:

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 and 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 (especially the Deanery Safeguarding Officer)
6. Attend training offered for PSOs
7. Assist with safeguarding training in the church 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

**Annex 3**

**Deanery of Guernsey**

**Responding promptly to every safeguarding complaint or allegation**





# We are a **safeguarding** church

*<insert church name here>* has adopted the safeguarding policies and procedures of the Church of England.

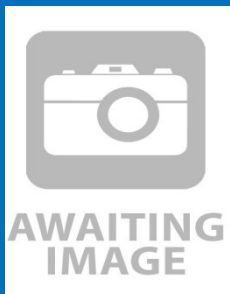
### We are committed to...

- safeguarding all children, young people and vulnerable adults
- carefully selecting and training staff and volunteers, using the Disclosure and Barring Service amongst other tools, to check their suitability
- responding without delay to every complaint made which suggests that an adult, child or young person may have been harmed or is at risk
- cooperating fully with the police, local authority and any other appropriate statutory body in any investigation
- ministering appropriately to anyone who has experienced abuse
- extending pastoral care to offenders, whilst ensuring that children and vulnerable adults are protected from harm

Signed: \_\_\_\_\_ (priest)

Next review date: \_\_\_\_\_

We have appointed the following safeguarding officer:



Parish Safeguarding  
Officer

<insert name>

<insert phone >

**Please speak to them with any concerns**

### Islands Safeguarding Children Partnership

If you are concerned about a child in Guernsey or Alderney call **01481 723182**.

Out of office hours, contact the Emergency Duty Team on 01481 725241

**If it is an emergency, please call the police on 999 or 112.**



**Guernsey  
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