

Pusey House CIO

Safeguarding Policy (inc. the protection of young people and vulnerable adults)

Pusey House CIO (Pusey House) is fully committed to safeguarding the welfare of all children, young people and vulnerable adults. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children, young people and vulnerable adults from harm, abuse and exploitation. Pusey House acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

Pusey House works within the Church of England guidelines and where applicable seeks advice from the nominated Diocesan Safeguarding Adviser.

Pusey House has an appointed member of staff who is responsible for dealing with any safeguarding concerns. This named person is:

Frances Buckley

Tel: 07889338871

E mail: frances@puseyhouse.org.uk

In her absence workers and volunteers should contact:

Fr Mark Stafford 01865 288025 e mail: pusey.chaplain@stx.ox.ac.uk

Safeguarding Officer: Julia Marsh 01865 247001 e mail: julia.marsh@btconnect.com

or the Diocese of Oxford Safeguarding Adviser – Sophie Harold. Tel: 07350359809 - email sophie.harold@oxford.anglican.org

In an emergency, if none of the above are available, the police/Children's Services should be contacted.

Further details about what to do in the event of a suspicion of abuse or a disclosure of abuse are given in this policy.

Our work with children, young people and vulnerable adults

Pusey House welcomes people of all ages to the House, its Chapel and Library, including children, young people and vulnerable adults, for worship services, lectures, social events and residential visits.

The purpose of this policy

This policy and the procedures outlined herein are in place to ensure that all concerns about the care and protection of children/young people/vulnerable adults are effectively managed. All workers (both paid and volunteers) are required to implement the procedures, not solely those who work with children/young people/vulnerable adults.

The purpose of these procedures

These procedures have been designed to ensure the welfare and protection of all children/young people and vulnerable adults who access the services of Pusey House CIO.

These procedures recognise that the protection of children/young people and vulnerable adults can be a very difficult subject for workers to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with.

Pusey House is committed to the belief that *this is everyone's responsibility* and therefore the aim here is to provide guidelines that will enable workers and volunteers to act appropriately regarding any concerns that arise in respect of a child/young person/vulnerable adult.

In implementing this policy Pusey House will:

- Ensure that all workers understand their legal and moral responsibility to protect children, young people and vulnerable adults from harm, abuse and exploitation;
- Ensure that all workers understand their responsibility to work to the standards that are detailed in the House's Safeguarding Policy and work at all times towards maintaining high standards of practice;
- Ensure that all workers understand *their duty to report* concerns that arise about a child, young person, vulnerable adult's or a worker's conduct towards a child/young person or vulnerable adult, to Pusey House's named person for child protection;
- Follow the current Church of England Safer Recruitment and People Management guidance for the appointment of all clergy, staff and volunteers. It will ensure that clergy, paid staff and volunteers, who work with children and young people, have an up to date enhanced DBS check and receive appropriate ongoing safeguarding training (both are renewable every three years). All new staff complete an induction programme to include safeguarding, health and safety and IT systems.
- Ensure that all members of staff receive all legally required training related to counter-terrorism. Staff will be made aware of the Prevent Duty.
- Work with statutory bodies, voluntary agencies and other faith communities to promote the safety and well-being of children and young people.

- Ensure that the named person understands her responsibilities to refer any child protection concerns to the statutory child protection agencies (i.e. Police/Social Workers/Children's Services/Diocesan Safeguarding Adviser as appropriate);
- Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner;
- Provide opportunities for all workers to develop their skills/training and knowledge particularly in relation to the welfare and protection of children and young people;
- Ensure that children and young people will have access to Pusey House's complaints procedure;
- Endeavour to keep up to date with national developments relating to the welfare and protection of children and young people/vulnerable adults.

The role and responsibilities of Frances Buckley (named person for child safeguarding) are:

- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person/vulnerable adult may be subject to abuse or neglect and to offer basic training.
- Ensure that any concerns about a child/young person/vulnerable adult are acted on, clearly recorded, referred on where necessary and followed up to ensure the issues are addressed.
- To record any reported incidents in relation to a child/young person/vulnerable adult or breach of child protection policies and procedures. These will be kept in a secure place and the contents will be confidential to those who need to know.

Categories of Abuse

Pusey House will ensure that all staff members and volunteers gain understanding and basic awareness of categories of abuse through appropriate 'in house' or advanced training, as is necessary.

See appendix for definitions of categories of abuse

What is a 'vulnerable adult'?

There are various definitions of what a "Vulnerable Adult" is. Two of them are:

NHS definition: Broadly speaking, a vulnerable adult is aged 18 or over, receives or may need community care services because of a disability, age or illness and who is or may be unable to take care of themselves or protect themselves against significant harm or exploitation.

Church of England definition: Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation. (*Promoting a Safe Church*)

A vulnerable person has the right to:

- Be treated with respect and dignity;
- Have their privacy respected;
- Be able to lead as independent a life as possible;
- Be able to choose how to lead their life;
- Have the protection of the law;
- Have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background;
- Be able to use their chosen language or method of communication; • Be heard

(Human Rights Act 1998)

Becoming aware of abuse/concerns about a child/young person's/vulnerable adult's safety: All members of staff/volunteers will be made aware that abuse/suspicion of abuse/concerns about safety may come to light in a number of ways:-

- A child/young person/vulnerable adult alleges that abuse has taken place (makes a disclosure to a staff member or volunteer) or says that they feel 'unsafe';
- A third party/leader or teacher's concern is brought to our attention or an anonymous allegation is received;
- A child/young person/vulnerable adult's appearance, behaviour, play, drawing or statements are witnessed by a staff member/volunteer and alert them to suspicion of abuse and/or neglect;
- A child/young person/vulnerable adult reports an incident(s) of alleged abuse to a staff member/volunteer which occurred some time ago;
- A report is made regarding the serious misconduct of a worker (i.e. employee of Pusey House or volunteer) towards a child or young person/vulnerable adult.

Stages to be followed if there are concerns about a child/young person/vulnerable adult

Pusey House recognises that it has a duty to act on reports or suspicions of abuse. It also acknowledges that taking action in cases of abuse is never easy. However Pusey House believes that the safety of the child/vulnerable adult should override any doubts or hesitations.

When worrying changes are observed in a child's/young person's /vulnerable adult's behaviour, physical condition or appearance or if an individual makes a disclosure of abuse to a staff member/volunteer, he/she should:

Inform the named person (Frances Buckley) and record concerns in writing on the designated form. The named person will then inform the Chapter *immediately* and/or the Diocesan Safeguarding Advisor or contact Children's Services/Police if the individual appears to be in imminent danger.

In the absence of the named person the staff member concerned should inform the Chapter *immediately* and/or the Diocesan Safeguarding Adviser and record details on our designated form (see Appendix B), sign, date it, provide full details for the named person on her return.

If the staff member feels there is imminent danger to the individual concerned they should contact Children's Services/Police immediately and also inform the Diocesan Safeguarding Adviser of their actions. (See contact details in appendix).

In the absence of all designated persons: the staff member/volunteer should contact the Diocesan Safeguarding Adviser and inform the Chapter straight away. In the event of the above persons being unobtainable Police/Children's Services should be contacted for advice. See appendix for contact details.

In a situation where a staff member/volunteer is working closely alongside a child/young person/vulnerable adult and has concerns/ or a disclosure has been made:

Initially talk to the individual (if possible) about what you are observing. Do not ask leading questions but it is ok to ask, for example: 'I've noticed that you don't appear yourself today, is everything ok?' Always explain to children/young people/vulnerable adults that any information they have given will not be kept secret – it has to be shared with others:

Listen carefully to what they are telling you if a disclosure is being made and take it seriously;

Never investigate, ask leading questions or take sole responsibility for a situation where an individual makes a disclosure – refer it on as soon as possible to the named person (Frances Buckley) and tell the individual(s) that you must do this.

Record what was said in writing as soon as possible after any disclosure using the designated form and ensure it is signed and dated. Hand this to the named person immediately. She will then refer the matter to the Chapter/Children's Services/Police or Diocesan Safeguarding Adviser/Children's Services/police as appropriate.

In the absence of the named person, contact Fr Mark Stafford (Chaplain) ***or in his absence*** seek advice from the Diocesan Safeguarding Adviser or Children's services / Police in his absence.

The named person must respect confidentiality at all times and file documents securely.

The next stage

The named person will take immediate action if there is a suspicion that a child has been abused or likely to be abused by following the procedures as outlined above. This must be followed up in writing.

The named person may also seek advice and clarity about a situation that is beginning to raise concern through the NSPCC National Child Protection Helpline on 0808 800 5000.

Managing Allegations made against a member of Staff or Volunteer

Pusey House will ensure that any allegations made against members of staff/volunteers will be dealt with swiftly and in accordance with these procedures:

- The worker must ensure that the child/young person/vulnerable adult is safe and away from the person against whom the allegation is made.

- The named person for child protection/vulnerable adults should be informed immediately – in her absence the matter should be referred to Fr Mark Stafford, Chaplain, or Diocesan Safeguarding Adviser/Children's Services/Police if he is unavailable.
- In the case of an allegation involving the named person, a member of Chapter and the Diocesan Safeguarding Officer should be informed immediately. Bishop Michael Langrish the Chairman of the Board of Trustees will also be informed by the Chapter.
- The named person, Chapter or the Diocesan Safeguarding Officer should contact the Local Authority Designated Officer (see appendix for details) for advice on how to proceed with the immediate situation. Outside of working hours the emergency duty team can give advice and/or in the event of an emergency situation arising, the police.
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or social services.
- Regardless of whether a police and/or social services investigation follows, Pusey House will ensure that an internal investigation takes place and consideration is given to the question of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident. The Chapter and the Chair of Trustees will instigate this process through the appropriate channels on behalf of Pusey House.

Recording and managing confidential information

The designated form (see appendix) should be completed initially by the staff member/volunteer who receives any allegation or has concerns. Any additional reports (including the named person's written account of what has been reported and by whom) will be attached and stored with this form in a marked file. These will be stored securely by the named person – Frances Buckley.

Pusey House manages confidential information in accordance with data protection guidelines.

All of the above information will only be shared as requested by Children's Services/Police/Legal representatives acting for those involved.

Pusey House fully recognises and respects the rights of all children/young people/ vulnerable adults/employees and volunteers to confidentiality *unless it considers they could be at risk of abuse or harm*. In such a situation the named person for child protection (or other designated staff member who is dealing with the situation on her behalf) will make individuals fully aware of this requirement.

Principle of Proportionality

The key factor in deciding whether or not to disclose confidential information is Proportionality. Is the proposed disclosure a proportionate response to the need to protect the welfare of the child/young person/vulnerable adult?

The amount of confidential information disclosed, and the number of people to whom it is disclosed, should be no more than is strictly necessary to meet the public interest in protecting the health and wellbeing of the child/young person/vulnerable adult.

The more sensitive the information is, the greater the 'person focused' need must be to justify disclosure and the greater the need to ensure that only those professionals who have to be informed receive the material ('the need to know' basis).

Relevant Factors:

- What is the purpose of the disclosure?
- What is the nature and the extent of the information to be disclosed?
- To whom is the disclosure to be made (and is the recipient under a duty to treat the material as confidential)?
- Is the proposed disclosure a proportionate response to the need to protect the welfare of the child/YP/vulnerable adult to whom the confidential information relates?

Equal Opportunities

Pusey House is committed to equal opportunities when recruiting staff/volunteers.

Employment of ex-offenders

DBS disclosure checks are carried out on all volunteers/employees. The named person will contact the Diocesan Adviser for Safeguarding before appointing an employee/volunteer with a criminal record. The Diocesan Adviser for Safeguarding will automatically be notified by Thirtyone:eight (the registered body that processes our DBS disclosures on behalf of the Diocese of Oxford) if a DBS disclosure reveals previous convictions. It may also be necessary to notify the House's insurers if the decision is made to employ a person with a criminal record.

GUIDELINES FOR THOSE WORKING/VOLUNTEERING WITH YOUNG PEOPLE and ONLINE SAFETY POLICY

Do not work alone

- It is not safe for the young people, if an incident occurred there would be no one else to help deal with it
- It is not safe for the worker; if an accusation were to be made there would be no one to stand as witness.
- Avoid being alone in a room/indoor space with young people (and out of sight of other adults).

Be clear about boundaries with regard to physical contact:

- Keep all activities in public and in sight of other adults
- Touch should be related to the young person's needs and would normally be initiated by that person.
- Avoid any physical activities that may be construed as sexually stimulating to the adult or young person

Photographs

Parental consent will be obtained for their child to be photographed and any photographs to be published on the House website or in its publications **only**. You will be informed if permission is not granted for any particular young person. We do not have permission for any photographs which include young people who can be identified to be reproduced on your personal pages on **Facebook, Instagram, Snapchat or other social networking sites or publications.**

In the event of a disclosure of abuse refer to the House's Safeguarding Policy and report immediately to the Safeguarding Officer/Named Person. Do not investigate or take sole responsibility.

APPENDIX A

Emergency Contacts

Frances Buckley, named person for Safeguarding – Tel: 07889338871

E mail: frances@puseyhouse.org.uk

Or in her absence;

Julia Marsh, Safeguarding Officer - Tel: 01865 247001

E mail: julia.marsh@btconnect.com

Fr Mark Stafford, Chaplain (Safeguarding Lead) – Tel: 01865 288025

E mail:

Area Safeguarding Adviser Sophie Harrold– Tel: 01603 882345

E. mail.: sophie.harrold@oxford.anglican.org

Or in her absence the Diocesan safeguarding team : safeguardingreferrals@oxford.anglican.org
01865 208295

Thames Valley Police: 101 (or 999 in emergency)

Local Authority Designated Officer – Oxfordshire County Council.

Tel: 01865 810603 Email: lado.safeguardingchildren@oxfordshire.gov.uk

Oxford Children's Services: 01865519800

Other useful advice numbers:

Churches Child Protection Advisory Service (PCCA): 0845 120 4550

NSPCC Child Protection Helpline – 24 hr service – Tel: 0808 800 5000

E mail: help@nspcc.org.uk

NSPCC Asian Helpline, multi lingual service – ask about this if you require it when you call number above.

Childline: 0800 1111

Thirtyone:Eight (Due Diligence Checking – for DBS) registered body for Oxford Diocese:
Tel 03030031111

APPENDIX B

Pusey House CIO

REPORT OF SUSPECTED/DISCLOSED ABUSE CONCERNING A CHILD/YOUNG PERSON OR VULNERABLE ADULT

This form must be completed by the employee/volunteer who suspects or witnesses abuse or to whom a disclosure has been made by a child/young person or vulnerable adult on House premises or during an educational visit/special event.

Name of employee/volunteer_____

Job title/volunteer role_____

Date of incident_____

Location of incident_____

Time of day_____

Full name of child/young person/vulnerable adult concerned

Age_____

Full address of child/yp/vul. adult_____

Name of their next of kin _____

Address_____

Telephone number (inc mobile if available)_____

Name of individual's responsible adult _____

Report

*Please record clearly and accurately below everything that has taken place giving as much detail as you can. Please state clearly at the end what immediate action you are taking next. A second sheet may be attached should you require more space. Please sign and date it. **Please hand this report form to the named person – Frances Buckley or a Member of Chapter immediately.** Follow policy procedures in her absence.*

Signed_____ Print name_____

Date and time_____

APPENDIX C

CATEGORIES OF ABUSE - CHILDREN

Four definitions of child abuse are used by every local authority in England and Wales:

Neglect: Persistently or severely neglecting a child
Failing to protect a child from danger. Failure to
carry out important aspects of care.
e.g. Inadequate food, clothes or warmth; neglect of medical needs; leaving young children alone and unsupervised, neglect of basic emotional needs.

Physical abuse: Actual or likely physical injury to a child
e.g. hitting, shaking, burning or scolding, biting, giving poisonous substances or inappropriate drugs or alcohol. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child.

Sexual abuse: Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.

e.g. vaginal or anal penetration or fondling of a child, masturbation or oral sex, involving the child in watching sexually explicit or pornographic material, indecent exposure, grooming a child in preparation for abuse (including via the internet)

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Emotional abuse: Persistently or severely emotionally ill-treating a child.
Rejecting a child and thus causing an actual or likely effect on their development.

e.g. threatening behaviour, bullying, verbal attacks, coercion, taunting, shouting, rejecting behaviour, deprivation of social contact, racial harassment.

The House of Bishop's Report adds a fifth category which is defined as:

Spiritual abuse: 'Within faith communities, harm can also be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teachings or intrusive healing and deliverance ministries. If such inappropriate behaviour becomes harmful, it should be referred for investigation in co-operation with the appropriate statutory agencies.'

APPENDIX D

DIFFERENT FORMS OF ABUSE - YOUNG PEOPLE/VULNERABLE ADULTS

Physical e.g. ill-treatment such as hitting, slapping, pushing, whether or not it causes physical injury; racially or religiously motivated attacks; a requirement for someone to work in an unsafe environment.

Emotion or psychological e.g. use of threats or fear; misuse of power in a relationship, bullying, harassment, lack of privacy or choice, deprivation or social contact or deliberate isolation, making someone feel worthless, verbal abuse, humiliation, blaming, coercion.

Neglect e.g. any neglectful pattern of behaviour which seriously impairs another person. Can include failure to intervene, not giving personal care, deliberately withholding visual or hearing aids or food or drink, restricting access to medical services, denying contact with family etc.

Sexual e.g. any sexual act carried out without the informed consent of the other - both contact and non-contact.

No-one should enter a sexual relationship with a person for whom they have pastoral responsibility or have a position of trust. Non-contact abuse includes sexual remarks and suggestions, introduction to indecent material, indecent exposure. Contact abuse may include rape, indecent assault, being forced to touch another person, sexual intercourse or being pressured to consenting to sexual acts.

Spiritual e.g. forcing religious ideas onto people, inappropriate use of religious belief or practice, intrusive healing or deliverance ministries.

Financial or legal e.g. wilful extortion or manipulation of vulnerable adult's legal or civil rights. Misappropriation of moneys or goods, misuse of finance or property, exploitation of a person's resources, misuse of a position of authority to persuade a person to make gifts or legacies or change a will.