

St Francis' Church

SAFEGUARDING POLICY

(Children Part A and Adults Part B)

ADOPTED BY PCC: January 2017

Next Review May 2017

CONTENTS

Page 3	PART A – Safeguarding Children
Page 3	Policy Statement on Safeguarding Children
Page 4	Safe recruitment
Page 4	Disclosure and Barring Service
Page 5	Supervision Ratios
Page 5	Categories of Abuse
Page 7	What to do if abuse is suspected/disclosed
Page 7	Disclosure of Historical Abuse
Page 8	Do's and Don'ts
Page 9	Recommendations for safe practice
Page 9	Risk assessments
Page 9	Electronic communication
Page 10	PART B – Safeguarding Adults
Page 10	Policy Statement on Safeguarding Adults
Page 11	Safeguarding of Vulnerable Adults (SOVA)
Page 11	Recommendations for safe practice
Page 12-14	Categories of abuse in adults
Page 14-15	Storage, access, confidential emails, archive and retention of Safeguarding Records
Page 16-17	Useful Contacts and National Helplines
Page 18-19	Appendix 1 - Hire of Church Buildings
Page 20	Appendix 2 - Activity Risk Assessment
Page 21-22	Appendix 3 -Template for Safeguarding Records
Page 23	Other Safeguarding Documentation and where to find it

PART A

St Francis Church statement on Safeguarding Children

Below is the current PCC-endorsed and publically-displayed Policy Statement of St Francis' Church.

Policy for Safeguarding Children 2016

Parish of St Francis, Luton in the Church of England Diocese of St Albans

This Policy was agreed at the Parochial Church Council Meeting held on **July 5th 2016**

1. We are committed to implementing a safeguarding children policy and accepting the Church of England Policy Protecting All God's Children (4th edition 2010) and to be responsive to local parish requirements.
2. We will review and endorse the safeguarding policies annually so that all members are aware of their responsibilities.
3. The highest standards will be maintained in all the Church's contacts with children and young people and adult volunteers will be given appropriate support and opportunities for training.
4. We will respond without delay to every complaint made that a child or young person for whom we are responsible may have been harmed.
5. This Parish will co-operate fully with the statutory agencies in every situation and will not conduct its own investigations.
6. We will seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.
7. We will care for and supervise any member of our church community known to have offended against a child.
8. The PCC acknowledges its responsibility for all work with children and young people done in the name of the Church and requires all those engaged in such work to be properly appointed and supported in accordance with the Church of England Practice Guidance: Safer Recruitment (June 2015).

Safe recruitment

The definition of a child.

A child is defined as a person under the age of 18 years.

Recruiting

We will broadly follow the House of Bishops Safe Recruiting Policy for all applicants [see below]. Where the individual is already working with children in the church we will use discretion as to what stages in the process are relevant. However self-declaration form & enhanced DBS check will always be required.

The Process:

- a) The role must be defined
- b) The candidate must
 - complete an application form
 - supply contact details of 2 references – preferably one should be an employer and the other someone who knows them well but is not a relation. References will be obtained and may be followed up.
 - complete a self-declaration form
- c) The candidate must be interviewed
- d) An enhanced DBS check must be obtained before the candidate takes up the role.
- e) The appointment will be confirmed in writing

All who are appointed will receive appropriate training, guidance & supervision.

Enhanced Disclosure and Barring Checks (DBS)

All people who come into regular and direct contact with children must have enhanced DBS clearance. Good practice dictates that there should be a reasonable ratio of the number of adults (with enhanced clearance) to the number of children and this should be a minimum of 2 adults.

All DBS checks must be renewed every 5 years, the Parish Administrator will supply guidelines on completing the Disclosure Form and will maintain a register and contact those needing renewal.

In addition all adults working with children should attend a safeguarding training course delivered via the Diocese Child Protection Officer or Local Safeguarding Children's board trainer and gain a certificate of attendance. There is an on-line short course for those who receive DBS clearance in-between the planned training sessions. Attendance at a refresher course is recommended every 3 years to update knowledge around procedures and safe practice.

Supervision Ratios

The minimum required staffing levels for children's groups are given below. At all times there **must always be a minimum of two adults present**, and one of these must be the designated Group Leader for that session. It is also recommended that a gender balance is maintained where possible. It should be noted that any young helper under the age of 18 should **not** be included in these supervision ratios. *These are above and beyond that recommended by OFSED.*

A risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular activity, however the following guidelines are considered a minimum requirement for any activity:

Supervising Adults (one must be Leader)	Age of children	Maximum number of children	Ratio
2 (minimum)	0-2	6	1:3
2 (minimum)	2-3	8	1:4
2 (minimum)	3-8	16	1:8
2 (minimum)	Over 8	20	1:10

Categories of abuse for Children

Any child can suffer abuse which may be perpetrated by an adult – male or female, or by another child. There are four main categories of abuse as follows:

Neglect

The persistent or severe neglect of a child, or failure to protect a child exposed to any kind of danger. This includes cold or starvation, extreme failure to carry out important aspects of care, resulting in significant impairment of the child's health or development, including non-organic failure to thrive (i.e. no underlying illness).

Part of the evidence of neglect is that a child can present as inappropriately dressed, dirty, unkempt, poor personal hygiene, low weight & height, poor skin and hair condition, voracious appetite, hiding food etc.

Physical injury

Physical abuse can range from excessive smacking to inflicting injury so serious that that it can result in permanent disability or death. Physical abuse involves hitting, shaking, throwing, burning or scalding, drowning, suffocating, kicking or causing suffering to a child, including deliberate poisoning or fabricated illness (previously called Munchausen's by proxy).

The symptoms include bruising, burning or fractures to a part of the body where it would be difficult to have occurred accidentally.

Sexual abuse

Actual or likely sexual exploitation of a child or adolescent. Forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of what is happening. This may involve physical contact or non-contact activities.

It is exceedingly difficult to recognize the symptoms and requires experienced medical professionals to make the diagnosis. Symptoms include a child being withdrawn, a fear of adults, inappropriate sexual knowledge, a preoccupation with genitalia and unexplained money or gifts.

Child Sexual Exploitation

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and 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.

(DCSF Guidance 2009; Safeguarding children and young people from sexual exploitation: supplementary guidance to working together to safeguard children)

Emotional abuse

Actual or likely severe adverse effect on the emotional and behavioral development of a child; caused by persistent or severe emotional ill treatment or rejection. It includes conveying to a child that they are worthless or unloved and includes serious bullying and corruption. All abuse involves some emotional ill treatment.

What to do if child abuse is suspected/disclosed

You may have concerns for a child or young person within the church family or in the wider community. Any concerns of suspected abuse within the church, should be reported to the Designated Child Protection Representative and the Parish Vicar or Safeguarding Coordinator who will report it to the Diocesan Child Protection Officer. Do not promise confidentiality to the child as others will have to be involved if the abuse is to stop. There is no need to obtain parental consent.

Details of the concerns and suspicions must be carefully recorded as soon as possible using the child's exact words and description. This must be dated, signed and given to the Vicar (in their absence the Child Protection representative) who will keep it in a safe place indefinitely. This must only refer to an adult's concern and must not involve questioning or statements from the child.

The Diocesan Child Protection Officer must be asked to advise on notification to the church's insurer, failure to do so may prejudice cover provided by the policy.

It is **not** the responsibility of anyone within the church to investigate; Child Protection investigations can be sensitive, complex and require a great deal of expertise and experience. The highest degree of confidentiality must be maintained and only the people who need to know should be informed of the circumstances.

Disclosure of historical abuse

The wishes of the adult disclosing the abuse are paramount; if they wish to make a referral to the police they must be supported in doing so. The Parish Vicar should be informed so that the appropriate pastoral care can be arranged.

An adult disclosing their own historical abuse can choose whether to make a referral or accept advice in doing so. However if the abuser has access to other children or vulnerable adults then the referral should be made. If a child is disclosing historical abuse then a referral should always be made.

Do's and Don'ts

- Do** listen without interruption
- Do** reassure the child that they are not to blame and they are doing the right thing by telling you.
- Do** stay calm
- Do** be honest and tell the child what will happen next.

- Don't** make promises to the child e.g. that you will keep the information confidential
- Don't** interrogate the child; it is for others to interrogate
- Don't** criticize the alleged perpetrator.
- Don't** ask leading questions e.g. "was it your dad who caused the bruise?"

Recommendations for safe practice

Wherever possible a worker should not be alone with children where the activity cannot be seen. In a counseling situation where privacy and confidentiality are important, make sure another adult is in the building and that the young person knows where they are. Where you find yourself alone with a child you should extract from the situation as quickly as possible.

Do not invite a child or young person to your house alone or ensure that someone else is in the house and the child knows their whereabouts.

Ideally do not give a lift to a child or young person on their own, if this is a problem contact a church leader.

Ideally groups should have 2 leaders and ensure that the group is never left unattended.

No person under the age of 18 may be left in charge of a group.

Risk assessments

All new activities will require a risk assessment. The risk assessment to be conducted by someone who has DBS clearance and associated with the intended activity.

All ongoing activities will be assessed at least annually or sooner if the activity has or is likely to change in any way.

Please see Appendix 2 for the recommended Activity Risk Assessment tool.

Electronic communication

This includes the use of mobile phones, computers, and other devices for email, text, instant messaging and social network sites

Sometimes it is necessary to contact a child/young person; electronic devices may only be used for genuine, church related messages and not for socialization. Excessive communication is inappropriate.

Messages should neither be initiated nor responded to between the hours of 10.00pm & 8.00 am. Where possible a record of texts sent and received, should be kept.

Emails should only be sent from a specifically designated site. Records of sent and received emails should not be deleted. Social networking sites must not be used for communicating directly with children.

PART B

St Francis Church statement on Safeguarding Adults

Below is the current PCC-endorsed and publically-displayed Policy Statement of St Francis' Church.

Policy for Safeguarding Adults when they are Vulnerable 2016

Parish of St Francis, Luton
in the Church of England Diocese of St Albans

This Policy was agreed at the Parochial Church Council Meeting held on **July 5th 2016**

1. We recognise that everyone has different levels of vulnerability and that all adults should be offered respect and given inclusion and empowerment within the Church.
2. We are committed to implementing a safeguarding policy for adults when they are vulnerable accepting the Church of England Policy on Safeguarding Vulnerable adults (Promoting a Safe Church 2006) and be responsive to local parish requirements.
3. We will review and endorse all safeguarding policies annually so that all members are aware of their responsibilities.
4. We will carefully select those working with vulnerable groups and these workers will be given appropriate support and opportunities for training.
5. We will respond without delay to every complaint made that a vulnerable adult for whom we are responsible may have been harmed.
6. This Parish will co-operate fully with the statutory agencies in every situation and will not conduct its own investigations.
7. We will seek to offer informed pastoral care to any adult who has suffered abuse.
8. We will care for and supervise any member of our church community known to have offended in a manner which could affect adults who are vulnerable.
9. The PCC acknowledges its responsibility for all work with vulnerable people done in the name of the Church and requires all those engaged in such work to be properly appointed and supported in accordance with the Church of England Practice Guidance: Safer Recruitment (June 2015).
10. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of adults who may be vulnerable and to report any such abuse that we discover or suspect.
11. Each person who works with adults who may be vulnerable will agree to abide by these recommendations and the guidelines established by this church

Safeguarding of Vulnerable Adults (SOVA)

Safeguarding adults means protecting adults who are ‘at risk’ from abuse or neglect.

Who is at risk of abuse? Any adult can suffer abuse, however, those most at risk include:

Any person aged 18 or above who:

- Has needs for care and support (regardless of the level of need and whether or not the Council is meeting any of those needs);
- Is experiencing, or is at risk of abuse or neglect; and
- As a result of those needs, is unable to protect themselves against the abuse or neglect or the risk of it.

What do we mean by abuse? Abuse is a breach of an individual’s rights, which may be a single act or happen repeatedly over time. This abuse may be deliberate but it may also happen as a result of poor care practices or ignorance. The adult at risk may be neglected, persuaded to agree to something against their will or taken advantage of because they do not fully understand the consequences of their choices or actions.

[Taken from - Safeguarding Adults Policy - Luton Safeguarding Adults Board (June 2015)]

Recommendations for safe practice

Wherever possible a worker should not be alone with a Vulnerable Adult where the activity cannot be seen. In a counseling situation where privacy and confidentiality are important, make sure another adult is in the building and that the Vulnerable Adult knows where they are. Where you find yourself alone with a Vulnerable Adult you should extract from the situation as quickly as possible.

Do not invite a Vulnerable Adult or young person to your house alone or ensure that someone else is in the house and the child knows their whereabouts.

Ideally do not give a lift to a Vulnerable Adult on their own. If this is a problem contact a church leader.

Categories of abuse for Adults

Abuse can be inflicted on purpose, because of ignorance, lack of training or understanding. Sometimes a person can be abused in more than one way at the same time.

Physical abuse

Physical abuse is an act by a person or persons which intends to cause feelings of physical pain, injury or other physical suffering or harm. This could include hitting, slapping, burning, pushing, restraining or giving too much medication or the wrong type of medicine.

Domestic abuse

Including psychological, physical, sexual, financial, emotional abuse; and so called 'honour' based violence.

Psychological or emotional abuse

Psychological or emotional abuse is when one person behaves in a way which causes the other person to feel traumatised. This can include making them feel anxious or depressed. This could include being threatened with violent behaviour, being left alone, not being allowed to have something or see someone or made to feel stupid or unworthy.

Psychological abuse can involve manipulation, so people suffering from psychological abuse may not be able to recognise what is happening to them. It can often take place in relationships, which could be spousal or between an adult and their carer or between friends, where one person has more power than the other.

Financial or Material abuse

Financial or material abuse is when someone steals or defrauds another person of their money or goods. It can include people directly stealing money from an adult at risk or it could be more subtle, like not giving them control over what they buy with their money. It can include theft of money or property fraud, or putting someone under pressure when writing a will.

Sexual abuse

Sexual abuse is when someone forces another person to either take part in sexual activity or be the recipient of unwanted sexual attention or behaviour, without their consent. This can include rape or other forced sex acts, as well as inappropriate and intimate touching. A person could be coerced into giving consent, or may not have the capacity to understand that they have the right to say 'no'.

Neglect or Acts of Omission

This is when a person who requires care is not looked after properly and their needs are not met. It can include not being given food, not having a heated home, being denied social and care services or being stopped from getting medical attention.

Discrimination

This is when a person is treated differently or unfavourably because they belong to a certain group. It can be based on race, ethnicity or gender. It can also be because a person is 'different'.

It can include being made fun of, or being the subject of unkind remarks, because of religion, race, age, sex, disability or sexuality.

Modern slavery

This includes slavery, human trafficking and forced labour. It can include sexual exploitation (where a person is forced to perform sex acts against their will, for example as a sex worker or escort), criminal exploitation (where a person is forced to carry out criminal activity against their will) and domestic servitude (where a person is forced to carry out housework for little or no pay, their movements may also be restricted).

Organisational

This is when people are mistreated because of poor or inadequate care and support, or when continuous poor practice affects the whole care setting.

Organisational abuse occurs when staff in an individual's own home, residential home, nursing home or hospital all act in a way which benefits them and not the people they care for. This could mean very strict routines, lack of choice over food or drink or social activities and an unsafe or unhygienic environment.

Self-neglect

This is when people neglect their own basic needs including personal hygiene, being appropriately clothed, eating or looking after a personal medical condition.

It can happen to anyone at any time but is often associated with depression, mental health issues, getting older, addiction or cognitive impairments.

Deprivation of liberty

Organisations must ensure that people have the freedom to choose how and where they live and must work to protect their liberty. Anyone who is deprived of their liberty because they are unable to make a decision for themselves must be protected against this deprivation happening illegally.

There is a set piece of legislation which states that if someone is unable to make a decision, for example about moving into a care home, then any decision made for them has to be in the interest of the person and the least restrictive option.

When people are deprived of their liberty, special safeguards have to be put in place to protect them. Abuse can happen when these safeguards aren't put in place or these safeguards are broken.

Guidance adapted from: http://www.luton.gov.uk/Health_and_social_care/safeguarding_adults/Pages/default.aspx (Accessed 20 June 2016)

Storage, access, confidential emails, archive and retention of Safeguarding Records

Key points:

There should be a written protocol about who has access to the records and how records are accessed in an emergency or in planned or unplanned absences of the record holder.

Paper files should be contained in a lockable fire proof cabinet.

Electronic files should be password protected and backed up regularly. A secure server is preferable. Systems should be virus protected. Data must never be stored on pen drives or other removable media unless encrypted.

Great care should be taken when scanning paper records so that they retain their authenticity. This is especially the case when records are required in criminal or civil cases.

Make passwords hard to guess (6-12 characters in length, at least one capital letter and at least one symbol).

Sending information via e-mail is quick and easy but is open to the risk that someone other than the intended recipient can intercept it. Assume that it could be read by anyone. This will help to ensure that you take appropriate care both in the content of the email and any attachments. Take care to check the address you are sending it to.

Personal data in relation to safeguarding is likely to be classified as 'sensitive personal data' under the Data Protection Act because it is likely to relate to an individual's sexual life or the commission or alleged commission of an offence. Greater care is required when handling sensitive personal data and you should seek professional advice (e.g. from your Diocesan Registrar) if you are ever unsure of how to manage such data.

Emails containing safeguarding personal information should ideally be in an approved encrypted format. Most organisations are moving to this level of security. Some may consider using the free Criminal Justice System secure email system <https://www.cjsm.net/>

If full email encryption is not available, email file attachments should be always protected by an approved encryption (password protected).

Please avoid the use of “reply/copy to all” unless necessary thus sharing information only on a need to know basis and make use of blind copying where possible.

No letter containing confidential information and identifying details should be sent other than by ‘Special Delivery’ (which tracks documents online together with signed proof of delivery) Always use the double envelope safeguard. The relevant information should be contained within an inner envelope marked confidential but no classification details shown on the outer envelope.

Professional advice (IT and Legal) should always be obtained in relation to digitisation of old records.

Safeguarding record retention in the Methodist Church. Guidance of Best Practice in Retaining Records (page 5) states they should be kept for 75 years.

Safeguarding record retention in the Church of England. The Care of Diocesan Records (paragraph 9.7) states that personnel records in relation to lay employees whose responsibilities bring them into contact with children should be kept indefinitely after their employment ceases. Pursuant to the House of Bishops’ guidance entitled ‘Personal Files Relating to Clergy’ 7 records and copies of records in relation to safeguarding allegations and concerns with regard to clergy should be retained for 50 years from the cleric’s death, (page 20).

Working within local Multi Agency Public Protection Arrangements (MAPPA) or within the Local Safeguarding Boards arrangements (Children or Adults) may require agencies to follow locally agreed protocols.

Please see Appendix 2 for a template for recording safeguarding concerns.

Guidance taken from: Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church, 24th June 2015.

Useful Contacts + Local and National Helplines

Parish Safeguarding Officer (PSO) – Sarah Savill

01582 752973 / 07837228774

Parish Vicar – Revd Nicholas Grew

01582 451132

DBS Lead Recruiter – Parish Administrator – Louise Yusuf

01582 451132

office@stfrancisluton.org.uk

<http://stfrancisluton.org.uk>

Diocesan Safeguarding Advisor – Jeremy Hirst

01727 818107/ 07867 350886

safeguarding@stalbans.anglican.org

Multi Agency Safeguarding Hub [MASH]

Luton – 01582 547653

Out of Hours – 0300 300 8123

Adult Safeguarding Team

01582 547730 or 01582 547563

Police – Luton Station

01582 401212

St Francis Insurer – Ecclesiastical Insurance

0845 7773322

Churches' Child Protection Advisory Service (CCPAS) –

Helpline 0845 120 4550

info@ccpas.co.uk

www.ccpas.co.uk

Churches' Child Protection Advisory Service (CCPAS) –
Disclosure Service 01322 517817

NSPCC – stop it now
0808 800 5000

Childline
0800 1111

National Domestic Abuse Helpline
0808 2000 247

Luton All Women's Centre
01582 416783

Action on Elder Abuse
080 8808 8141
<http://www.elderabuse.org.uk>

MENCAP
<http://www.mencap.org.uk>

MIND
020 8519 2122
<http://www.mind.org.uk>

This is not an exhaustive list of national and local useful organisations, others are available.

A copy of this policy will be located at the back of church for reference, but must not be removed.

Updated by Sarah Savill
November 2016

Appendix 1

Hire of Church Buildings

This applies to all activities and events which take place in church buildings or grounds, which are not run directly by the PCC, and where the PCC has a formal or informal hiring agreement with the organiser.

Regular and one-off bookings are included, as are all kinds of lease, and arrangements for payment, i.e. commercial rents, subsidised rents, or those who pay no rent at all. It applies to all events and activities which may include children and vulnerable adults, as well as those which are specifically set up for children and vulnerable adults.

Examples of activities included are children's parties, Scouts and Guides, wedding receptions, and sharing agreements with independent churches.

All Bookings

Parishes need to ensure that they are complying with the requirements of their insurance company. The hiring body is required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring, and carries full liability insurance for this

In any booking of church premises for which the PCC is responsible a clause should be incorporated which includes the following statement:

‘You are required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring, and that you carry full liability insurance for this. You must provide us with a copy of your policy schedule confirming the extent of your cover and that it is in force at the time of the hiring. You must also make your own arrangements for insuring any property you or your group may bring to the building’

Accidents and Incidents

In addition to the provision for making good any loss or damage to the building and contents, the agreement should draw the attention of hirers to the fact that they are primarily liable for any accident or injury which arises out of their activities whilst using the premises. A first aid kit and accident book should be located on site, and hirers are required to complete details of any accident or incident occurring during their occupation of the premises which did, or could, give rise to injury. Details should be completed as soon as possible after the accident or incident, but in any case before the premises are vacated by the hirers.

One-off Bookings

Whilst it is not reasonable to expect all helpers to obtain vetting checks for a one-off booking i.e. a children's birthday party, you may wish to advise the organiser of the numbers of helpers required for the numbers of children expected. If the hirer has contravened the parish booking arrangements, you have the right to refuse future bookings by that person.

Most Church & Hall policies issued by Ecclesiastical include an 'Indemnity to Private Hirers' extension which covers any person organising a private, social event (i.e. a birthday party) up to three times a year against legal liability for injury, or damage. There are exclusions, notably the use of Bouncy Castles or the like, Sports Events and Fireworks. If in any doubt, check with Ecclesiastical or your insurer the extent of your cover.

Regular Bookings

The hirer should be asked to complete the Form for Regular Hirers of Church Premises which can be incorporated into the standard lease or agreement.

The responsibility for implementing safeguarding procedures rests with the hiring organisation, however reasonable steps should be taken to ensure that these are being practiced.

Ensure the hirer updates their information at least annually [e.g. on renewal of the let], or on invoice. Groups such as Scouts and Guides have very well developed procedures of their own, consistent with Diocesan procedures, however, it is good practice to ensure that they are checked from time to time to ensure they are following good safeguarding practices.

DBS Checks

For one-off bookings, hirers would not be expected to obtain DBS checks. However, if potential regular hirers of church premises require DBS checks for their leaders and helpers and do not have access to an umbrella body themselves they should contact the DBS Registration Team.

Appendix 2

Activity Risk Assessment

Activity:

First risk assessment:

Location:

Time/frequency:

Name of leader with responsibility:

Date of risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do Anything else to manage the risk?	Action By whom?	Action by When?	Done (signature and date)

Appendix 3

Template for Safeguarding Records

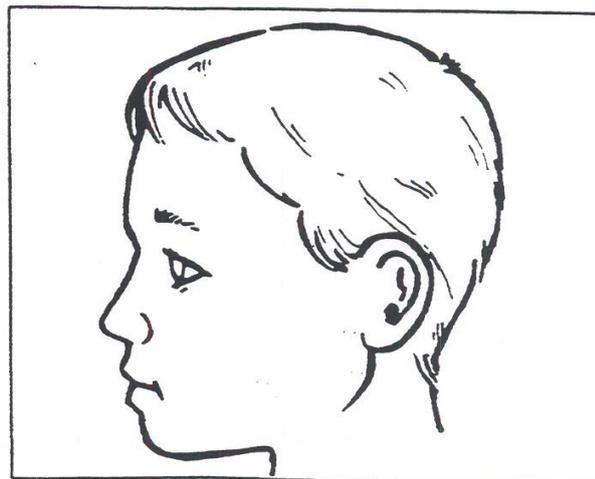
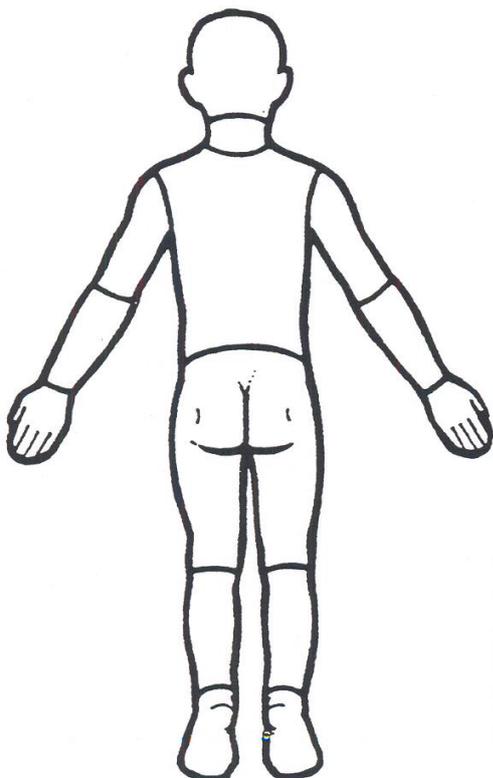
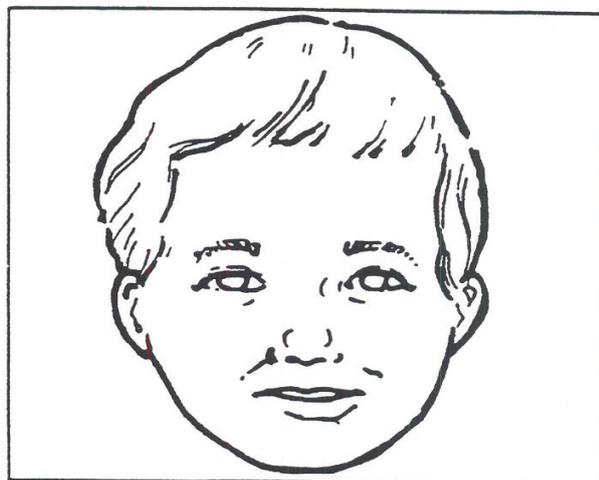
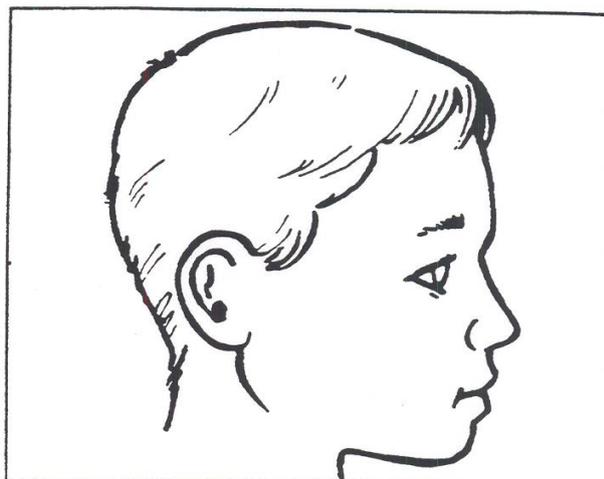
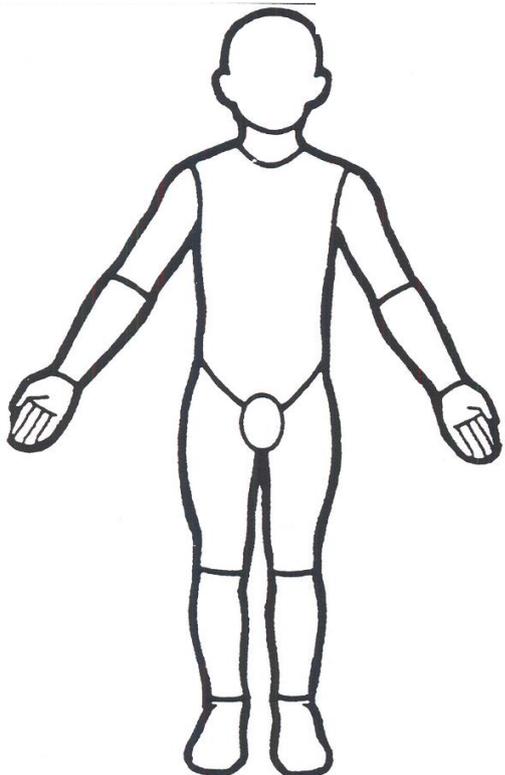
Case subject:	Name: Date of Birth: Address: Telephone: Mobile: Email:
Case type (Delete as appropriate)	Child/Young Person, Adult who is Vulnerable, Domestic Violence or Abuse, Other Casework
Case Start date:	
Contact person: (the person who first raised the issue)	Name: Church/Agency: Address: Telephone: Mobile: Email:
Issue: (e.g. Nature of concern / risk/ behaviour) Use Body Map overleaf if appropriate	
Impact of the abuse on the victim	
Other contact 1 (e.g. Parent / Carer / church worker /other)	Name: Relationship to Case subject Church/Agency: Address: Telephone: Mobile: Email:
Other contact 2 (e.g. Parent / Carer / church worker /other)	Name: Relationship to Case subject Church/Agency: Address: Telephone: Mobile: Email:

Other contact 3 (e.g. Parent / Carer / church worker /other)	Name: Relationship to Case subject Church/Agency: Address: Telephone: Mobile: Email:
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Detail initial and following dates in chronological order / what was said / actions agreed and by whom	Author and Role
Date	

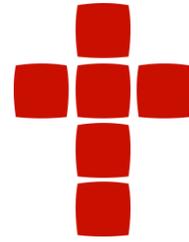
Body Map is Overleaf for use if Appropriate

Body Map



2

Other Safeguarding Documents and where to find them



On the Church entrance noticeboard:-

- 1. Policy for Safeguarding Children 2016*
- 2. Policy for Safeguarding Adults when they are Vulnerable 2016*

In the rack by the Church entrance noticeboard:-

- 3. Promoting a Safe Church
[Policy for safeguarding Adults in the Church of England]*
- 4. Safeguarding Records: Joint Practice Guidance for the Church of England*
- 5. Practice Guidance: Safer Recruitment*
- 6. Practice Guidance: Responding to Serious Safeguarding Situations Relating to Church Officers*
- 7. Responding Well to those who have been sexually abuse*
- 8. Responding to Domestic Abuse – guidelines for those with pastoral responsibilities*