



Safeguarding Vulnerable Adults Policy

The Diocese of Sheffield is due to publish a new Safeguarding Policy in 2019, after updated guidelines and procedures are released by the Church of England.

This policy will remain in place until this new guidance and policy is published.

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1. Introduction

This policy refers to the work with vulnerable adults undertaken by STC Sheffield, and how that work should be implemented in accordance with the guidelines put forth by the Diocese of Sheffield in the publication 'Safe Church Policy' for work with vulnerable adults (10th May 2010).

Updates in legislation will be passed to those working with vulnerable adults, as is necessary.

Safeguarding Policy & the Charity Commission

St Thomas Crookes is a registered charity, number 1140565. STC Sheffield is an alternate name for St Thomas Crookes.

Guidance from the Charity Commission emphasizes the duty of care that charities have towards those who use their services and the importance of adopting and implementing appropriate policies on safeguarding. The Council of Trustees will be responsible for compliance with the Charity Commission's requirements but the diocese may be asked for technical advice on legal or practice issues.

This includes a duty to report serious cases where reputational or financial risk may occur to the Charity Commission. Guidance on this is on the Charity Commission website.

However, it is important to ensure that reporting to the Charity Commission does not prejudice any criminal investigation, which should always be undertaken first.

STC Sheffield adopts the following Policy Commitments

From 'Promoting a Safer Church', p 4-5

The Church of England commits to:

Promoting a safer environment and culture

All Church Officers will respect all children, young people and vulnerable adults and promote their well-being. 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. It will work to continue to strengthen and review these environments. This will be done by training, support, communication, learning, governance and quality assurance processes. The Church will strive to support all Church Officers to adhere to safer working good practice and to challenge the abuse of power. It will ensure that processes are in place that listen to and advocate on behalf of children, young people and vulnerable adults within the knowledge that they will be cared for.

1. Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults within the Church

The Church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church, in accordance with the House of Bishops safeguarding policy and practice guidance. It will train and equip Church Officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse. This will be done by supporting the roll-out of consistent and accessible safeguarding training in accordance with House of Bishops safeguarding policy and practice guidance.

2. Responding promptly to every safeguarding concern or allegation

Anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or non-current abuse to the notice of the Church will be responded to respectfully and in a timely manner, in line with statutory child and adult safeguarding procedures and the House of Bishops safeguarding policy and practice guidance. All safeguarding work will be recorded in line with the House of Bishops safeguarding practice guidance. All suspicions, concerns, knowledge or allegations, that reach the threshold for reporting to the statutory authorities, will be reported via the diocesan safeguarding adviser or designated safeguarding adviser/officer in another church body to the appropriate statutory authorities. This will be done irrespective of the status of the person. All Church Officers will cooperate with the statutory authorities in all cases. In responding to concerns or

allegations of abuse relating to Church Officers, the Church will act in accordance with the requirements of criminal, civil and ecclesiastical law, and so will respect the rights and uphold the safeguards afforded in these, both to the victim/survivor and the subject of concerns or allegations.

3. Caring pastorally for victims/survivors of abuse and other affected persons

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. The Church is committed to continuing to learn how to respond in a supportive and healing way to the needs of those who have suffered abuse. Those who have suffered abuse within the Church will receive a compassionate response, be listened to and be taken seriously. The Church will respond to any disclosure of abuse in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law. They will be offered appropriate pastoral care, counselling and support - according to the agreed need. An appropriate pastoral response to the family, parish, congregation or order will be considered, with due regard to the right of privacy of those directly involved, and to the administration of justice.

4. Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons

The Church in exercising its responsibilities to suspicions, concerns, knowledge or allegations of abuse will endeavour to respect the rights under criminal, civil and ecclesiastical law of an accused Church Officer including the clergy. A legal presumption of innocence will be maintained during the statutory and Church inquiry processes. As the process progresses additional assessment, therapy and support services may be offered. The Church will take responsibility for ensuring that steps are taken to protect others when any Church Officer is considered a risk to children, young people and vulnerable adults. This will be done by working to mitigate any identified risks according to a safeguarding agreement. Church Officers who are the subject of concerns or allegations of abuse belong to families, congregations and church communities. The Church will be mindful of the need to provide support to members of families, parishes and congregations affected by the Church Officers in such situations.

5. Responding to those that may pose a present risk to others

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. The Church will ensure that any risk has been assessed and is being managed in a safeguarding agreement in accordance with House of Bishops policy and practice guidance. This will be done in

collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law.

1.1. Definitions and terms used in this policy

- **Leaders** - Both voluntary and paid persons who are involved in working with vulnerable adults as part of the ministry of St Thomas Crookes will be referred to as **leaders**.
- **Team Leaders** - Those who are responsible for leading a group working with vulnerable adults will be called **team leaders**.
- The **safeguarding officers** at STC Sheffield are the Team Rector, the Director of Family and Children's Work (children) and the Pastoral Co-ordinator (vulnerable adults).

1.2. What is safeguarding?

The term safeguarding covers vetting and safer recruitment, safer working practices, responding to concerns, working with partner agencies, dealing with allegations against those responsible for vulnerable adults and other matters that may be relevant.

1.3. Who is responsible for safeguarding?

The safeguarding and protection of vulnerable adults is everyone's responsibility, not just those who have formal responsibilities for vulnerable adults.

Procedures and formal processes alone, though essential, will not protect people. The community, including all its members, needs to be aware of the dangers and be prepared to report concerns and take action if necessary.

1.4. Who is a Vulnerable Adult?

Vulnerability is not an absolute concept but a relative one, which may change with time and according to circumstance. Some people because of their physical or social circumstances have higher levels of vulnerability than others.

Some of the factors which may increase vulnerability include:

- Sensory or physical disability or impairment.
- A learning disability.
- A physical illness.
- Mental ill health (including dementia), chronic or acute.
- Addiction to alcohol or drugs.
- The failing faculties in old age.

- A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events, e.g. bereavement, previous abuse, trauma or family breakdown, intoxication through use of drugs or alcohol.

STC Sheffield uses the following definition from the Diocesan “Safe Church Policy” to identify those who are vulnerable, whilst also recognising that many of our ministry areas lead us to have contact with vulnerable adults in more specific circumstances than this definition mentions.

“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.”

Diocese of Sheffield ‘Safe Church Policy,’ 2008

In specific circumstances, and in relation to our decision on who should be DBS checked, we also refer to those guidelines and definitions set out by the Independent Safeguarding Authority in October 2009:

Independent Safeguarding Authority definitions:

A vulnerable adult is a person who is aged 18 years or older and:

- is living in residential accommodation, such as a care home or a residential special school;
- is living in sheltered housing;
- is receiving domiciliary care in his or her own home;
- is detained in a prison, remand centre, young offender institution, secure training centre or attendance centre or under the powers of the Immigration and Asylum Act 1999;
- is in contact with probation services;
- is receiving a welfare service of a description to be prescribed in regulations;
- is receiving a service or participating in an activity which is specifically targeted at people with age-related needs, disabilities or prescribed physical or mental health conditions. (age-related needs includes needs associated with frailty, illness, disability or mental capacity);
- is an expectant or nursing mother living in residential care;
- is receiving direct payments from a local authority/HSS body in lieu of social care services;
- requires assistance in the conduct of his or her own affairs.
- In many cases, but by no means all, a vulnerable adult is in receipt of, or eligible for community services (i.e. a community psychiatric nurse, care support, community social worker).

1.5. What is regulated activity?

Statutory regulations state that those involved in 'regulated' activities with vulnerable adults are required to complete an enhanced disclosure DBS check.

Regulated activity is defined as:

Activity involving contact with vulnerable adults and is of a specified nature (e.g. teaching, training, care, supervision, advice, medical treatment or in certain circumstances transport) on a frequent, intensive and/or overnight basis.

Frequently is currently defined as 'once a week' for most services, except for health and social care services which involves personal care when it is 'once a month or more'.

Intensively takes place on '4 days in one month or more'.

Overnight takes place between 2-6am.

The work of STC Sheffield comes under these definitions in a variety of ways. Below are some examples, particularly linked to work with vulnerable adults:

- Pastoral support/advice through ministries e.g. Homeless outreach; Revive Cafe; Natter; Foodbank; Nightclub outreach.
- Student or Young Adult weekend away, where some participants are vulnerable adults.
- Transport to and from church services for the elderly.

2. Format of STC Sheffield's work with Vulnerable Adults

2.1. Natter

Tuesday mornings 10.30-11.30. This is an informal weekly drop-in for adults aged 60+. Refreshments are served and conversation encouraged. Once a month this is followed by a short Christian worship service "Natter with God" including Bible reading, hymns, prayers and a short talk. Also once a month is "Natter+", a Bible study group. Both "Natter with God" and "Natter+" are entirely optional.

DBS checked leaders for Natter are Pat and David Reaney.

2.2. Foodbank

Tuesday afternoons, 2pm-3pm. Part of the S6 Foodbank in partnership with the Trussell Trust, Foodbank distributes food and other necessities to those in need, on receipt of a recommendation from social workers, healthcare professionals etc. Foodbank clients are encouraged to engage in conversation while their food parcel is being prepared.

The DBS checked team leader for Foodbank is Kevin Quinton.

2.3. Homeless Outreach

Evenings throughout the week. Teams of volunteers take gifts of food and drink to the homeless in the city centre. They also spend social time offering conversation and, if appropriate, prayer.

DBS checked team leaders:

Young Adults Anchored Cluster	Beck and Andy Lund
Students Transform Cluster	Flora Jevons, Thomas Milton

See Appendix 5. Best Practice for Homeless Outreach.

2.4. Revive Cafe

Saturday 1.00 – 2.30pm The Revive Café runs on Saturday lunchtimes, seeking to provide tasty, nourishing food as well as friendly company and a listening ear to the marginalised and vulnerable in Sheffield and helping to break down conventional barriers to create community. It is based in the Archer Project in the heart of Sheffield city centre.

DBS checked leader: Jonners Baker

2.5. Alexander Court Nursing Home

Social time and a short service of worship for any who would like to attend.

The team leader is Martin Cooper

All contact is under the supervision of Alexander Court.

3. Appointing New Leaders: Safer Recruitment

3.1. Paid and Volunteer Leaders

Paid and volunteer leaders are recruited using the following guidance.

Taken from the Church of England - Practice Guidance: Safer Recruitment, Appendix 1

Safer Recruiting in the parish - executive summary and models of good practice

1.1. These Appendices summarise the steps to safer recruiting for parishes and PCCs and contain models of good practice to support safer recruiting in the Church of England.

1.2. An executive summary is provided here to make the link between the models of good practice and the main guidance.

1.3. Finding and recruiting the right people to work with children and adults experiencing, or at risk of abuse or neglect can be difficult. What follows is a safer recruitment checklist to help make sure that dioceses and parishes recruit / appoint appropriate people as employees or volunteers. It is a criminal offence for an individual, who is barred from working with vulnerable people (children and adults experiencing, or at risk of abuse or neglect), to apply for a regulated activity role and it is a criminal offence for an organisation to appoint a barred person to a regulated activity role. A DBS check is the end of the process when the appointer / appointing body is minded to appoint. A DBS check is not the start of the process and should not be the only check of suitability.

2. The steps to Safer Recruiting: an executive summary

1. Be clear about who is responsible for appointments. In local Churches this rests with the PCC. Responsibility can be delegated but the person must have been safely recruited him / herself, be capable and competent in recruitment and be able to keep personal matters confidential.

2. Have a policy statement on the recruitment of ex-offenders. Applicants must be clear about how they will be treated if they are ex-offenders. The DBS has published a sample policy statement on the recruitment of ex-offenders.

3. Ensure that there are safeguarding policies in place. The parish must have adopted the House of Bishops' safeguarding policies.

4. Have a clear job description or role which sets out what tasks the applicant will do.

5. Application form / references. Always ask for and take up references. Ask referees specifically about an individual's suitability to work with vulnerable

people. Ensure that you carefully examine application forms and references and make sure that the information that has been provided is consistent and the organisation has a satisfactory explanation from the applicant in relation to any discrepancies and any gaps in the applicant's personal history and/or career.

6. The Confidential Declaration. Asks if there is any reason why an applicant should not be working with children and adults experiencing, or at risk of abuse or neglect. The Diocesan Safeguarding Adviser is there to give advice and must be contacted if an applicant discloses any information in his / her Confidential Declaration.

A copy of the Confidential Declaration is to be found at Appendix 2.

7. Interview / discussion. Have a face-to-face interview or discussion with pre-planned and clear questions to assess a person's suitability for a role. Check the Confidential Declaration and the references. Questions must assess the values, motives, behaviours and attitudes of those applying for roles, which work with vulnerable groups. If the person / chair of the interview panel conducting the interview / discussion is minded to recommend approval then the applicant must be asked to complete an appropriate criminal record check, if eligible (see Appendix 7&8). Special arrangements apply to overseas applicants, (see section 2.10).

8. Approval. The decision to appoint to voluntary or paid work must be made by those who have the responsibility for appointments, (see 1 above).

- It is good practice to induct a new volunteer, ensure supervision and support is in place and conduct a review regularly as the role requires. At interview, or in a separate discussion, STC Sheffield ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- STC Sheffield makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.
- STC Sheffield undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

3.2. Recruitment of Ex-offenders

In line with the UK Government's sample policy:

<https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders/sample-policy-on-the-recruitment-of-ex-offenders>

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), STC Sheffield complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

- STC Sheffield undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- STC Sheffield can only ask an individual to provide details of convictions and cautions that STC Sheffield are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- STC Sheffield can only ask an individual about convictions and cautions that are not protected.
- STC Sheffield is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- STC Sheffield has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
- STC Sheffield actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- STC Sheffield select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- STC Sheffield ensures that all those in STC Sheffield who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- STC Sheffield also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

3.3. Laws about reporting people removed from leadership for Vulnerable Adult concerns

A referral must be made to the ISA when the employer withdraws permission for an individual (paid or volunteer) to engage in work with vulnerable adults, or would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not work with vulnerable adults because the employer believes that the individual has engaged in relevant conduct or satisfied the harm test or has committed an offence that would lead to automatic inclusion on a barred list.

This is a statutory duty on all employers and a failure to refer in such circumstances is a criminal offence. Even when the duty has not been triggered, for example when the allegation is unsubstantiated, employers are empowered to refer an individual.

The referral should be made to the ISA when the employer has gathered sufficient evidence as part of their investigations to support their reasons for withdrawing permission to engage in regulated activity and, in following good practice, consulted with their LADO (Local Authority Designated Officer). Relevant conduct is conduct that falls into any of these categories:

- it endangers, or is likely to endanger, a child or vulnerable adult;
- it is conduct that, if repeated against a child or vulnerable adult, would endanger them or be likely to endanger them;
- it involves sexual material relating to children (including possession of such material);
- it involves sexually explicit images depicting violence against human beings (including possession of such images);
- it is inappropriate conduct of a sexual nature involving a child or vulnerable adult.

The harm test is satisfied if, in the view of the relevant person (e.g. the Incumbent), the individual:

- may harm a child or vulnerable adult;
- may cause a child or vulnerable adult to be harmed;
- puts a child or vulnerable adult at risk of harm;
- attempts to harm a child or vulnerable adult;
- incites another to harm a child or vulnerable adult

4. What is Abuse?

4.1. Definition of Abuse

Abuse is a violation of an individual's human and civil rights by any other person or persons.

It is possible that during our work, abuse may be revealed to us, and although this is a very distressing and rare occurrence we must know how to handle the situation sensitively and appropriately.

There are 6 areas of disclosure where those working with vulnerable adults are expected to report information immediately. These are:

- Abuse (of any type including self harm).
- Historical abuse where the abuser still works with or has access to children or vulnerable adults.
- Suicidal.
- Risk or threat of harm to another.
- Involvement in or intent to commit criminal activity.
- Concerns involving a non mobile/non verbal child or a child under 1.

4.2. Types of Abuse

Physical abuse: includes hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

Psychological abuse: including emotional abuse, threats of harm or abandonment, forced marriage, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Spiritual abuse: churches need to be sensitive so they do not, in their pastoral care, attempt to 'force' religious values or ideas onto people, particularly to those who may be vulnerable to such practices. Within faith communities harm can be caused by the inappropriate use of religious belief or practice; this can include the misuse of authority or leadership, penitential discipline, oppressive teaching or intrusive healing or deliverance ministries, which may result in vulnerable people experiencing physical, emotional or sexual harm. Other forms of spiritual abuse include the denial to vulnerable people of the right to faith or the opportunity to grow in the knowledge and love of God.

Sexual abuse: including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.

Organised Abuse: sexual abuse where there is more than a single abuser and the adults concerned appear to act in concert to abuse a vulnerable adult or where an adult uses an institutional framework or position of authority to enable abuse.

Neglect or acts of omission: including ignoring medical or physical care needs, failure to provide access to appropriate health or social care, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Abuse of disabled adults: Disability covers not only physical disabilities of various kinds but also mental illness and learning disability.

Domestic violence or abuse: The terms 'violence' or 'abuse' are used interchangeably and carry the same meaning. Domestic violence is the abuse of adults within a household. It need not involve physical assault to count as violence, and the adults concerned need not be married or of opposite sexes.

Modern slavery: This encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have to coerce, deceive and force individuals into a life of abuse, servitude and inhuman treatment.

Deliberate self-harm: (e.g. overdoses, cutting, misuse of drugs or alcohol). Help can be obtained from mental health services , through the general practitioner (GP) and, sometimes, from direct access counselling services.

Financial or Material abuse: including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property.

Discriminatory abuse: including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

Careful supervision of those entrusted with the pastoral care of adults should help to prevent abuse occurring.

'Possible Indicators of Abuse' can be found in Appendix 1

5. Dealing with Allegations of Abuse

5.1. Allegations against a Third Party

- 1) Don't panic.
- 2) **Don't promise confidentiality.**
- 3) Listen carefully and attentively, don't ask leading questions.
- 4) Pray for the person, then let them go.
- 5) Find/phone the Team Leader and tell them a disclosure has taken place, and that you wish to contact either the Director of Family and Children's Work or the Pastoral Co-ordinator.
- 6) As soon as possible, put down in writing as accurately as you can the conversation you had with the child/adult. This includes what the person said in their own words, and what you said/questions you asked. This must be dated, have the time/setting in which the disclosure took place, who you then told, and signed by you.
- 7) Inform the Pastoral Co-ordinator or the Director of Family and Children's Work straightaway, and give them your written statement. They will then take appropriate action
- 8) Do not speak to anyone else about the disclosure. You may not hear anything further from the Director of Family and Children's Work or the Pastoral Co-ordinator, but this does not mean nothing is being done.

If a person wants to share something you should never promise secrecy. As soon as it is apparent what the person wants to share, where possible, try to get another leader to come and sit with you (ideally your team leader).

Let the person tell you everything that they want to and encourage them **without asking leading questions**, (e.g. ask 'what happened next?' as opposed to 'and then what did they do?'). Keep calm and supportive, do not be shocked by what they tell you, and do not express any opinions about the situation. If the person wants you to, pray for them (make sure it is a very general prayer), and it is not inappropriate to put a hand on their shoulder or hug them.

If they feel guilty about what they have shared tell them how brave they have been and then let them return to their parents/guardians/carer, even if they are returning to an abusive situation.

5.2. Allegations Against a Team Member

The situation should be handled in exactly the same way as above; however, before recording the conversation the leader against whom the allegation is made should be removed from the event (though not from the premises) and should be isolated from all children, parents and vulnerable adults with another leader until the Pastoral Co-ordinator or the Director of Family and Children's Work is contacted. They should be contacted straight away and then the conversation should be recorded as above.

5.3. If you suspect abuse

If you suspect abuse, do not make allegations or 'play detective'. Bring your concerns to the Pastoral Coordinator or to the Director of Family and Children's Work, who will then decide what action, if any, needs to be taken. Contact details can be found in Section 10 below.

5.4. Confidentiality

We cannot promise one to one confidentiality as a church. We operate under the following principles:

"We value confidentiality very highly. Our 'confidentiality circle' includes the individual's cell leaders, cluster leaders, the clergy, the Director of Family and Children's Work, the Pastoral Co-ordinator, and the relevant leaders of the 6 churches."

Information is only shared when necessary.

A Disclosure Form can be found in Appendix 3.

An Accident/Incident form can be found in O 4.

6. Code of Conduct

6.1. Guidelines for those in positions of trust or exercising pastoral ministry with vulnerable people

All those involved in pastoral ministry, whether paid or unpaid, clergy or lay, should be working to these following guidelines. Following these guidelines should both ensure that vulnerable people are protected and that workers are not wrongly accused of abuse or misconduct.

These guidelines are not intended to replace those contained in the guidelines for the Professional Conduct of the Clergy, and should be read in conjunction with those guidelines.

6.2. Conversations and interviews in a ministry context

Formal interviews and informal conversations in a ministry context are pastoral encounters. Church workers should be aware of their language and behaviour. For example, innuendos or compliments of a sexual nature are always inappropriate. When a person asks questions or seeks advice around topics of a sexual nature, the worker should be discerning about the motives and needs of the person and question their own ability to assist.

The church worker should consider in advance:

- The place of the meeting, arrangement of the furniture and lighting, and the worker's dress.
- The balance of privacy for conversation with the opportunity for supervision (open doors or windows in doors, another person nearby).
- The physical distance between people determined by hospitality and respect, being aware that someone may have suffered abuse or harassment in the past.
- Whether the circumstances suggest a professional or social interaction.
- The propriety or danger of visiting or being visited alone, especially in the evening.
- The personal safety and comfort of all participants.
- Establishing at the outset the nature of the interview in respect to subject matter, confidentiality and duration.
- The appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted.

6.3. Pastoral Relationships

Exercising any kind of ministry involves church workers developing an understanding of themselves and how they relate to others, how they increase the well-being of others and how they ensure their own well-being and safety. People in positions of trust necessarily have power, although this may not be apparent to them, therefore respecting professional boundaries is particularly important. Many pastoral relationships can become intertwined with friendships and social contacts, making this guidance even more necessary.

- Church workers should exercise particular care when ministering to persons with whom they have a close personal relationship or family relationship.
- Church workers should be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.
- Church workers who exercise a healing ministry should be trained in the theology and non-intrusive practice of that work.
- Church workers should recognize their limits and not undertake any ministry that is beyond their competence or role (e.g. therapeutic counselling, deliverance ministry, counselling victims of abuse and domestic violence, or their perpetrators, or giving legal advice). In such instances the person should be referred to another person or agency with appropriate expertise.
- Church workers should avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
- Church workers should treat those with whom they minister or visit with respect, encouraging self-determination, independence and choice.
- Care should be taken when helping with physical needs, washing and toileting, always respecting the choices of the individual concerned.
- Pastoral relationships may develop into romantic attachments and such situations should be handled sensitively. Church workers need to recognize such a development and make it clear to both the person concerned and a supervisor or colleague. Alternative arrangements should be made for the ongoing pastoral care of the person concerned.
- Church workers should not undertake any pastoral ministry while they are under the influence of drink or non-prescribed drugs.

6.4. Behaviour outside work and ministry

In church ministry, behaviour outside work can often impinge on that ministry. Church workers are expected to uphold Christian values throughout their lives.

6.5. Record keeping and privacy

- Church workers should consider keeping a daily record of pastoral encounters to include date, time, place, subject and actions to be taken.
- The content of any encounter should only be recorded with the person's consent unless it is a matter of child protection or might be a record of abuse or mistreatment.
- Any record should be factual and avoid rumour or opinion.
- Records concerned with abuse should be kept indefinitely (at least 50 years).
- The publishing, sharing or keeping of personal data or images should follow the appropriate legislation.

6.6. Working with colleagues

The standards maintained within a pastoral relationship are equally relevant in relationships with colleagues. Harassment or bullying should never be condoned. All church workers need to be aware of the possibility of stress within the work place. The needs of family must be acknowledged and all who work together should acknowledge the boundaries between work and home, allowing sufficient time for relaxation and holidays. Everyone who works with vulnerable people should know to whom they are accountable and have a designated person with whom to discuss their work.

- Church workers should be aware of the responsibilities, function and style of other church workers and encourage cooperation and consultation between workers in the tasks they do.
- Colleagues should not be discriminated against, harassed, bullied or abused for any reason.
- Colleagues should not be penalized for following this guidance, or for taking action regarding others and this guidance.
- When leaving office or relinquishing any task, church workers should relinquish any pastoral relationship, except with the agreement of a successor.
- Church workers should know to whom they are accountable and be regularly mentored by them or another person who can assist. Such mentoring is especially necessary for those undertaking a continuing individual pastoral ministry of counselling, or when their ministry takes them outside normal church work.
- Church workers should ensure that their tasks can be carried out by another if they are ill or otherwise unable to fulfil their responsibilities.

6.7. Sexual conduct

The sexual conduct of church workers may have an impact on their ministry within the Church. It is never appropriate for workers to take advantage of their role and engage in sexual activity with anyone with whom they have a pastoral relationship. Workers should be aware of the power imbalance inherent in pastoral relationships.

- Church workers must not sexually abuse any adult or a child.
- Church workers must take responsibility for their words and actions if wishing to make physical contact with another adult (e.g. a hug may be misunderstood) or to talk to them about sexual matters. This will include seeking permission, respecting the person's wishes, noticing and responding to non-verbal communication, and refraining from such contact if in doubt about the person's wishes.
- Church workers should follow the Church's discipline on sexual matters.
- Church workers must not view, possess or distribute sexual images of children and should refrain from viewing, possessing or distributing sexually exploitative images of adults.
- Church workers should avoid situations where they feel vulnerable to temptation or where their conduct may be misinterpreted.

6.8. Financial integrity

Financial dealings can have an impact on the church and the community and must always be handled with integrity. Those with authority for such matters should maintain proper systems and not delegate responsibility to anyone else.

- Church workers should not seek personal financial gain from their position beyond their salary or recognized allowances.
- Church workers should not be influenced by offers of money.
- Church workers should ensure that church and personal finances are kept apart and should avoid any conflict of interest.
- Money received by the church should be handled by two unrelated lay people.
- Any gifts received should be disclosed to a supervisor or colleague where it should be decided whether they could be accepted.
- Care should be taken not to canvass for church donations from those who may be vulnerable, e.g. the recently bereaved.

7. Prayer Ministry

STC Sheffield believes that ministering in the power of the Holy Spirit is an important part of a Christian lifestyle, and this is reflected in ministry to vulnerable adults. We recognise that it is important that we offer prayer in a way that is safe and appropriate for those with whom we are praying. As such the following guidelines, along with the guidance in section 8, are provided to encourage safe and effective ministry.

- Always pray in teams of two leaders. Prayer should always be done with leaders of the same sex.
- Always talk through why the person has asked for prayer and ensure that the team understand the request.
- If it is appropriate to do so, lay hands on the person, though you should explain what you are doing, ask their permission, and only place your hands in neutral areas (e.g. shoulder or head). Be aware that they may not feel comfortable with touch of any kind.
- Pray clearly and briefly, using short, simple words, keeping your prayer focus on God and his blessings. Keep your eyes open to observe any response or evidence of the Holy Spirit moving.
- Do be prepared to talk through any results (e.g. healing, words of knowledge) with the person, making sure that they understand.
- If concerns are raised, involve the person's Church Leader or the Pastoral Co-ordinator.

8. Data Protection

- No personal data can be held unless the individual has given consent. In the case of sensitive data specific consent must be obtained. Permission should always be obtained to keep a copy or use a photograph of an individual.
- Data obtained for one purpose can not be used for another.
- Only relevant information about individuals can be collected.
- If data is kept for a considerable length of time it must be reviewed and updated where necessary. No data should be kept unless it is reasonable to assume it is accurate.
- The rights of the individual should always be considered in respect of their data. Individuals are entitled to know what data is held about them.
- Computer records are password protected and all other personal data is kept in a secure place (either a filing cabinet or lockable room).

9. Guidelines for use of the Internet and Social Media

Making and publishing images of children policy

The making and publishing of images of children is something which is enjoyed by children, parents and carers and those involved in children's work, and can bring positive publicity to church activities. However there are issues to be borne in mind when such activity is planned. The issues are the same, whether the images are still photographs, digital images or films, and regardless of the particular technologies involved.

Images count as personal data under the Data Protection Act 1998 and therefore the principles of that Act apply. For parish purposes, it is important that the consent of children and their parents/carers is obtained for the making and use of images of children. If you have any questions or queries about our rights and responsibilities under the Data Protection Act, then please speak to the designated Data Controller (currently Ruth Aidley).

Those taking photographs need to bear in mind that there may be good reason for withholding consent, such as:

- some children may have been involved in legal disputes, local authority proceedings or adoption and their whereabouts should not be too widely known
- if individual children are identified by name it would be possible for potential abusers to use them to target potential victims
- images made using digital cameras can be manipulated to produce indecent or abusive images.

Good Practice is therefore:

- Obtain consent from parents and children before making images. Consent need not be in writing if it is not proposed to publish the pictures in any way, but if they are to be displayed, used in publicity via newspapers including the Diocesan newsletter, or put on a

web-site, then specific written consent should be obtained.

- If the event is a church event that is to be filmed, then an oral notice can be given out at the beginning of the service/activity asking any parent who does not agree to images being made of their child to remove them from the view of the camera, and to ask the group leader afterwards to ensure that any image inadvertently taken is not used.
- Where possible, each child should be part of a group

- If the image is to be published, avoid naming the child. If a name has to be used, use only first names.
- If a child is named in full, avoid using their image.
- Avoid images of scantily clad children, such as at swimming parties.
- Be clear if the image is to be retained for further use.
- Store the image securely, and destroy it if there is no further use for it.
- When uploading or storing images of children, check that you are using a safe means of doing this, and not using I-cloud storage that is outside of the UK, or is not sufficiently protected. If you are unsure about this, please speak to the church Data Controller.

At STC Sheffield, those taking images of children will be DBS checked, images will be taken on church cameras, phones or other equipment, and those taking images will wear media team badges or staff badges when doing so.

It is the responsibility of those who lead the Kids Team, Youth Church, Eden team, Under 5s and Nursery to keep a list of photo consent and usage for the children and young people that they work with.

It is the responsibility of other staff members – predominantly media and operations team – to check with these team leaders before any photo or image of a child is used, either in a printed format, or on the website or social media.

If images are to be taken using drones, the same notices must be given and consents gained, as if using a more 'face to face' camera. If using drone cameras, church staff must follow all national guidelines and legislations regarding their usage.

Policy for the use of the Internet, Social Media and other e-technologies

Like all forms of communication, the internet and social media can have positive benefits for users, whether organisations or individuals, but can be the means by which harm, both intentional and unintended, can be caused. Within the church the use of social media is increasing as a means of publicising activities, creating discussions, giving information, enabling communication between workers and those they serve, and providing a space in which people can communicate without the need for a physical or geographical connection. It is instant and content can be adapted very quickly. Once content is created it can be very hard to delete and there is always the potential for any message, document or image to “go viral” and be forwarded to many globally.

The use of social media may bring individuals and groups into the scope of other areas of activity within their organisations, such as employment law, disciplinary processes, confidentiality and privacy issues, the criminal law, and concerns about appropriate behaviour and the maintenance of professional boundaries, among others.

The following advice is provided to help all those working with children, young people and vulnerable adults, and indeed doing any sort of work on behalf of the church, to avoid some of the problems that the use of social media can cause or exacerbate. It should be read in conjunction with the following documents and policies:

- Staff Handbook
- STC Sheffield ICT Policy
- Vulnerable Adults Policy
- All other policies and procedures in the Safeguarding and Child Protection policy

These Guidelines are designed to address the potential safeguarding issues resulting from the use of the Internet, social media and other technologies in connection with church activities. There are potential risks if:

- Your computer can be accessed by children, or children have access to a church owned internet enabled device (e.g. staff mobile phone)
- You run your own web-site
- You use e-mail, chat rooms, social networking or text messaging to communicate with children or vulnerable adults

If a church computer or other internet enabled device, is accessible to children:

- Fit a locking device or use passwords to prevent unauthorised access to the internet.
- Use filtering software to govern which sites can be accessed.
- Encourage potential users and their parents to sign an agreement as to appropriate use.
- Ensure potential users complete an Internet consent form, including parental permission.
- Young people must be supervised when using the internet.
- Keep a log of use by children and young people.

If you run your own web-site:

- Follow the above guidance on images of children.
- Ensure that the site is frequently and regularly monitored for content and inappropriate use.

If you use social media, e-mail, chat rooms or text messaging to contact children:

- e-mail: Any email communication with a child must be public, not private. This means that at least 2 leaders must be part of the message. Ensure that church leaders and parents know that you are communicating in this way and that the parents are happy with this. Send group e-mails rather than individual ones wherever possible. Save the e-mails you send and receive.
- Text-messaging: take great care when using this medium. Ensure you save text messages as text files, if possible, so that a record exists. As with email above, at least 2 leaders must be part of the message. Ensure that church leaders and parents know that you are communicating in this way and that the parents are happy with this. In relation to Vulnerable Adults, a copy will be sent to the Church leader/Cluster leader or Pastoral Co-ordinator as appropriate.
- If information is more sensitive or private in nature, then a private message can be sent, but leaders must copy in the team leader. In relation to Vulnerable Adults, a copy will be sent to the Church leader/Cluster leader or Pastoral Co-ordinator as appropriate.

Social Media

The only social media sites authorised for staff use are:

- STC Sheffield Facebook page
- STC Sheffield Twitter profile
- STC Sheffield Instagram profile

- Student Church Facebook closed group
- Student Church website/blog
- Student Church Instagram profile
- Student Church Twitter profile
- Defined Older youth closed Facebook group
- Defined Reads closed group
- Defined Instagram profile
- We are Shine Live website
- We are Shine Live Facebook page
- We are Shine Live Instagram profile
- Family Church Facebook page
- Young Families Cells and Clusters closed group
- Families and Children at St Thomas Crookes closed Facebook group
- Community Church Facebook page
- Community Church cells and clusters closed group
- Young Adults open Facebook group
- STC College website
- STC College Facebook page
- STC College Twitter profile
- Eden Fir Vale Facebook page

In addition to this list; ministries, cells and clusters have closed groups or use social media apps for communication e.g. Revive cafe (webpage and facebook groups), Worship team

Any staff member wanting to set up or use any new social media or internet based page/profile etc must speak to their Line Manager, the Media team leader and the Safeguarding Officer before doing so.

When using social media of any kind, the following policies and procedures must be followed:

- All pages, groups or profiles must have at least 2 admins
- Wherever possible messages and posts should be made public/via public profiles

- If you do need to send a private message, then another leader must be included in this.
- Those who are admins on these pages and profiles, must ensure that they receive notifications of when people post or comment. This ensures that replies to questions or comments can be seen by other admins, and that any inappropriate comments or content can be removed as soon as possible.
- If a member of staff leaves STC Sheffield or moves from one ministry to another, they must remove themselves from previous social media groups that they may have been part of, and ensure that they no longer have admin rights. They are also responsible for ensuring that admin rights are given to the new staff member taking on this ministry/area of responsibility

No member of the STC team will friend/follow with any child under the age of 13 on Facebook, Instagram or communicate with them via any other social media app.

If a child under the age of 13 asks friend/follow a member of the team, or contacts them via social media, that person will, where possible, speak to the child's parent/carer in order to highlight to them the age restrictions of having various social media accounts, and also inform either the Kids Church or Youth Church team leader.

No team members at STC (apart from those working with STC Youth) should friend any unrelated under 18 on Facebook or other social media site.

In addition to this, those who are leaders in the children's work, youth work, paid and volunteer members of staff, and those who are on STC College will be expected to ensure that comments and photographs that they make and display on social networking sites are appropriate, lead by example, and uphold the values and vision of STC Sheffield.

Instagram policy – no adult will follow or direct message anyone under the age of 18. There should be no uninitiated commenting or dialogue with those under 18 or vulnerable adults.

Messenger and Whatsapp policy – you must invite other people into the conversation/message thread if a vulnerable adult or child under 18 contacts you. For group messaging, there must be 2 leaders in each thread.

No church worker is allowed to use Snapchat to communicate with any person under the age of 18 or someone who is a vulnerable adult.

There will be other social media messaging apps that are introduced/that staff wish to use. These should be checked with the Safeguarding Officer first.

If you want to find out more about a particular social media app/platform, and its potential benefits or risks, then speak to the Safeguarding Officer and also check the following websites for information:

<https://www.thinkuknow.co.uk/>

<https://www.net-aware.org.uk/>

Public vs Private Principle

When using social media for church related activities, you must not use your personal profile that is used as part of your own family/friendship network, but set up a designated group or page for this, with more than one person being given administration access and permission. This way, everyone is accountable to someone else who can see what activity is being posted or responded to.

Remember that you have little control of what “friends” may place on your social media pages and even if unsuitable content is taken down quickly it can still do harm. If inappropriate content is posted you should delete immediately. If there is a potential Safeguarding issue then you should inform the Safeguarding officer immediately

Treating all as equal

No church worker should show favouritism towards an individual by, for example, interacting more with one person than another. For instance, if you wish one person in the group a happy birthday then you must do it for all users. You must be rigorous in ensuring that none of the messages you are sending could be later construed as grooming the individual. This may be difficult if a specific person begins to correspond about a problem or issue online. However, it has to be asked if this is the best means of addressing that person’s need? Because most of social media is publicly accessible by anyone, a more appropriate method of dealing with this person might be better.

Remind yourself of appropriate boundaries before you send your message. Ask yourself, how could this message be interpreted by the recipients and any onlookers? Be wary of slippage between how you would use this facility with friends and how you use it professionally. It is the responsibility of the adult worker to monitor themselves and other users in terms of appropriateness of language, content and style.

You must be joking!!

All social media users are advised to take care with the use of humour when using social media. Even if an emoticon or similar indication is used, without the usual physical/facial cues the use of humour may be misunderstood or misinterpreted. Humour has been used in the past to disguise or pass off comments that are offensive or designed to hurt or bully or discriminate and such comments may constitute harassment.

STOP. Think. Then think again...

Sometimes people become involved in difficulties using social media because they do not think about the outcome of what they are saying becoming known to the wider world. The following list of questions to ask yourself before you send or post a message is designed to make you stop and think;

1. Who is the audience?

Nothing is really private in the social media world even if you think it is.

2. When I'm going for my next job interview would I want a potential employer to see this?

Employers often check on social media posts and photos tagged by prospective employees.

3. What impression do I give of myself or my group?

You are the representative of the church. What does your message say about it?

4. Would anyone find my message offensive or discriminatory?

Some measure of self-monitoring is needed. You are subject to the law of the land.

5. Is what I am saying defamatory? Does it bring me or my group into disrepute?

Your facts need to be correct. Your opinions should not bring your group into disrepute.

6. Do I monitor others' use of my website or page?

Content may be posted that could compromise your principles.

Even if the facts are correct, the comment may have been written when feelings were running high. Before sending or updating, go away for a while, reflect on it, re-read it and only then publish if you still feel it is appropriate to do so. Possibly someone has really annoyed you, but insulting them on-line may not be the ideal place or way to deal with the matter.

If in doubt...seek help or advice

You are not alone! Hundreds or thousands of people in parishes across the land are in the same position, coming to terms with a new way of communicating. Many do not necessarily find it a natural way to communicate, but for increasing numbers it has become part of their day to day life. This is especially the case for young people who have grown up with social media.

Digital media and Images

Only people with a DBS check can take pictures of children or vulnerable adults in church or church related activities.

These images can only be taken and used after consent has been given in writing – if you are unsure, please refer to the full data protection and Safeguarding and Child Protection Policy.

Only church owned cameras (including cameras on church owned phones) or recording equipment (video cameras etc) can be used to take pictures of children or vulnerable adults.

If you wish to take pictures at an event you are running e.g. Young Adult weekend away or Student Party, you must discuss this with the media team first. You must inform them of who will be taking the pictures, for what purpose they are to be used, and ensure that you collect a 'media team' badge for them to wear during the event.

All images taken by this person/people at your event are the property of STC Sheffield, and must be given to the media team afterwards to be uploaded onto the church network. The images will then be deleted from their camera.

More details about the making, storing and use of images can be found overleaf.

10. Contact Details

STC Sheffield
St Thomas' Church
Nairn Street,
Crookes,
Sheffield, S10 1UL
Tel: 0114 2671090
E-mail: admin@stthomascrookes.org
Website: www.stthomascrookes.org

Revd Canon Mick Woodhead
Team Rector
mick.woodhead@stthomaschurch.org

Mrs Helen Ward
Director of Family and Children's Ministry
helen.ward@stthomascrookes.org

Mrs Heather Andrews
Pastoral Co-ordinator
pastoral@stthomascrookes.org

Contacts outside STC Sheffield:

Diocesan Safeguarding Officer
Linda Langthorne
Diocesan House, 95-99 Effingham Street, Rotherham, S65 1BL
Tel: 01709 309149 (office hours)

Sheffield Social Services
Sheffield City Council
Family and Community Services Department
Redvers House
Union Street, Sheffield, S1 2JQ
Tel: 0114 2734811

St John's Ambulance
County Headquarters
Garden Street, Ravensthorpe
Dewsbury, West Yorkshire, WS13 3AR
Tel: 01924 262726

CCPAS
PO Box 133
Swanley
Kent. BR8 7UQ
E-mail: info@ccpas.co.uk
Tel: 0845 1204550

Appendix 1. Possible Indicators of Abuse

The following are possible indicators that a vulnerable person is being abused. They are not necessarily conclusive, and care should be taken not to misinterpret.

a) Possible indicators of physical abuse:

- Cuts, lacerations, puncture wounds, open wounds, bruising, welts, discolouration, black eyes, burns, broken bones and skull fractures.
- Untreated injuries in various stages of healing or not properly treated.
- Poor skin condition or poor skin hygiene.
- Dehydration and/or malnourishment without an illness-related cause, loss of weight, soiled clothing or bedding.
- Broken eyeglasses or frames, physical signs of being subjected to punishment, or signs of being restrained.
- Inappropriate use of medication, over dosing or under dosing.
- The individual telling you they have been hit, slapped or mistreated.

b) Possible Indicators of emotional/psychological abuse:

- Feelings of helplessness.
- Hesitation in talking openly.
- Implausible stories.
- Confusion or disorientation.
- Anger without an apparent cause.
- Sudden changes in behaviour.
- The person becoming emotionally upset or agitated.
- Unusual behaviour (sucking, biting or rocking).
- Unexplained fear.
- Denial of a situation.
- The person becoming extremely withdrawn and non-communicative or non-responsive.
- The individual telling you they are being verbally or emotionally abused.

c) Possible indicators of financial abuse:

- Signatures on cheques etc. that do not resemble the individual's signature or which are signed when the individual cannot write.

- Any sudden changes in bank accounts including unexplained withdrawals of large sums of money.
- The inclusion of additional names on an individual's bank account.
- Abrupt changes to or creation of wills.
- The sudden appearance of previously uninvolved relatives claiming their rights to a vulnerable person's affairs or possessions.
- The unexplained sudden transfer of assets to a family member or someone outside the family.
- Numerous unpaid bills, overdue rent, when someone is supposed to be paying bills for the vulnerable person.
- Unusual concern from someone that an excessive amount of money is being expended on the care of the vulnerable person.
- Lack of amenities, such as TV, personal grooming items, appropriate clothing, that the vulnerable person should be able to afford.
- The unexplained disappearance of funds or valuable possessions such as art, silverware or jewellery.
- Deliberate isolation of a vulnerable person from friends and family resulting in the caregiver alone having total control.

d) Possible indicators of neglect:

- Dirt, faecal or urine smell, or other health and safety hazards in the vulnerable person's living environment.
- Rashes, sores, lice on the vulnerable person.
- Inadequate clothing.
- Untreated medical condition.
- Poor personal hygiene.
- Over or under medication.
- Lack of assistance with eating or drinking.
- Unsanitary and unclean conditions.

e) Possible indicators of sexual abuse:

- Bruises around the breasts or genital area.
- Unexplained venereal disease or genital infection.
- Unexplained vaginal or anal bleeding.
- Torn, stained or bloody underclothing.

- The vulnerable person telling you they have been sexually assaulted or raped.

f) Other indications that abuse may be occurring:

- The vulnerable person may not be allowed to speak for themselves, or see others, without the caregiver (suspected abuser) being present.
- Attitudes of indifference or anger towards the vulnerable person.
- Family member or caregiver blames the vulnerable person (e.g. accusation that incontinence is a deliberate act).
- Aggressive behaviour (threats, insults, harassment) by the caregiver towards the vulnerable person.
- Previous history of abuse of others on the part of the caregiver.
- Inappropriate display of affection by the caregiver.
- Flirtations, coyness, etc., which might be possible indicators of an inappropriate sexual relationship.
- Social isolation of the family or restriction of activity of the vulnerable person by the caregiver.
- Conflicting accounts of incidents by the family, supporters or the vulnerable person.
- Inappropriate or unwarranted defensiveness by the caregiver.
- Indications of unusual confinement (closed off in a room, tied to furniture, change in routine or activity).
- Obvious absence of assistance or attendance.

Appendix 2. Confidential Declaration Form



This form is to be completed by those wishing to work with children or vulnerable adults. The Confidential Declaration Form applies to clergy, employees, ordinands, other adults and volunteers who are likely to be in regular contact with children or vulnerable adults. This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan Safeguarding Children Adviser or someone in a similar position. All forms will be kept securely under the terms of the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

1. Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?

YES NO

Note: Declare all convictions, cautions, warnings or reprimands however old or whether you are at present under investigation by the police.

Motoring offences that cannot be dealt with by a prison sentence need not be declared. Posts where the person is working or coming into regular contact with children or vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. Convictions obtained abroad must be declared as well as those from the UK.

2. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

YES NO

3. Are you at present under investigation by the police or an employer for any offence?

YES NO

4. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm* to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm* from you?

YES NO

5. Has your conduct ever caused or been likely to cause significant harm to a child or vulnerable adult, or put a child or vulnerable adult at risk of significant harm*?

YES NO

Note: Make any statement you wish regarding any incident you wish to declare.

6. To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

YES NO

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the police, Children's Services, an employer or voluntary body must be declared. Checks will be made with the relevant authorities.

7. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, made the subject of a Child Protection Plan or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

YES NO

Note: All these matters will be checked with the relevant authorities.

* Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility or were in a position of trust.

Declaration

I declare that the above information (*and that on any attached sheets*) is accurate and complete to the best of my knowledge.

Signed.....

Full name.....

Date of Birth

Address.....

.....

Date.....

Please return completed form to:

Before an appointment can be confirmed applicants may be required to obtain a disclosure from the Disclosure and Barring Service. All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people or vulnerable adults.

Appendix 3. Disclosure Form



Disclosure Form

Please fill this in as accurately as possible. Record everything you heard or saw. Do not interpret what is seen or heard: simply record the facts.

After completing this form pass it directly and immediately to the Safeguarding Officer / representative or clergy. Please do this in person.

Date:

Time:

Place:

Person completing form:

Name of vulnerable adult:

What was said / evidence of harm: (record words verbatim)

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Shared With:

Action Taken by Safeguarding Officer / representative / clergy:

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Signed: (person reporting)

Signed: (person shared with)

Date:

Appendix 4. Accident / Incident Report Form



Accident/Incident Form

Context Details

Nature of incident:

Date:

Time:

Location :

Name of person(s) involved:

Leader(s) present:

Witnesses:

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Incident Details

What Happened? e.g. Was anyone hurt? Was anything damaged?

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What action was taken ?

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Do you have any further concerns?

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Signed: [person reporting]

Date:

Appendix 5 - Best Practice for Homeless Outreach

This information is designed to enable volunteers to engage in ongoing mission within the guidelines of STC Safeguarding Policy. Outreach leaders should ensure that all volunteers have received and understood this information.

Please take time to read it and refresh yourself with the information as often as you need to. If you have any questions about the content, please email us at info@stthomascrookes.org

What support and expectations are there for Outreach Clusters?

Training

Everyone engaged in outreach through STC represents not only themselves and their cluster, but also STC Sheffield as a church. In order to prevent individuals from putting themselves in unsafe situations, or the church falling into disrepute, we expect all outreach volunteers to attend/adhere to the following:

Safeguarding Training – an annual event which must be attended by ALL volunteers at least once in three years. New volunteers are expected to attend at the earliest opportunity.

Outreach Briefing – before EVERY outreach event, the team leader will brief the team about the event and remind them of basic best practice for safeguarding.

Other Training – there may be times throughout the year when further training is required, e.g. in the event of updates from national or diocesan safeguarding bodies.

Church leaders are responsible for ensuring that everyone involved in Outreach Clusters accesses all relevant training.

DBS checks

DBS checks are required for all outreach cluster leaders. Volunteers do not need to have full DBS checks, but long term members of the teams may be asked to complete a confidential declaration.

Church leaders must ensure that their cluster leaders DBS documents are seen and recorded.

Risk Assessments

Risk assessments cover all those aspects of outreach which may place volunteers and clients in some kind of danger/risk or harm. They provide considered responses to these possibilities, and put in place policies and procedures aimed at keeping both volunteers and clients safe from harm.

Risk assessments will be produced by church leaders, in consultation with STC Safeguarding Officers.

They will be made available via your cluster leaders.

Best Practice for Safeguarding

Healthy Boundaries

Boundaries are an integral part of managing everyday life. They help us to be real about what we can and cannot offer to others, and encourage us to respect each other in and through our relationships.

There are boundaries at STC which apply to all groups engaged in outreach or ministry.

- **Accountability** – it is essential that volunteers are accountable to cluster leaders; cluster leaders are accountable to church leaders. Accountability is generally enabled through huddle, but may be organised in other ways.
- **Responsibility** – be sure you know what your responsibility is, and what should be passed on to others.
- **Be clear** about your availability and be dependable as a team member.
- **Self Awareness** – if you are in any situation where you feel confused, angry or fearful, find someone else to take your place and ask for help for yourself. Stay accountable.

Best Practice for Homeless Outreach

General

- Across STC there is an understanding that any ministry/ service will be carried out by someone of the same sex, and by two or more people
- Neither leaders nor volunteers do outreach alone or engage in one-to-one situations.
- No one involved in outreach should attend if they have consumed/used drugs or alcohol.
- Do not promise absolute confidentiality. There will be occasions when what is said must be shared.
- Be clear about what you can offer and, if necessary, what you cannot.
- Do not offer advice on questions outside of your expertise.

Team Leaders and Volunteers

- Team leaders stay in an agreed place throughout the time outreach is happening.
- Operate within a check in/buddy system where other members of your team know your whereabouts and check in at agreed intervals.
- Outreach times must be clear to all and adhered to by all. Leaders and volunteers will not stay out on the streets after the end of the outreach time.
- A debrief must be attended by everyone, at an agreed time and location, before leaving.
- Report any incidents, concern for individuals, health and safety issues, or risks occurring during outreach to the team leader at the debrief, on the day that it happens.
- Leaders must have team contact details.
- All team must have leaders' contact details.
- Make sure all phones are turned on! If a team member has not returned by the pre-arranged time, then the team leader will call them. If no contact can be made, then the team leader will follow the procedures for this in the risk assessment.
- Team leaders should have details of local services for the homeless.

Engaging with service users

- Assess the area for risks before engaging with someone. Pay attention to the physical environment, people and their behaviour in the immediate area i.e. are there any groups in the area; is it a confined space with no exits; is anyone engaged in volatile and unpredictable behaviour nearby.
- Ensure a quick withdrawal can be made if necessary and agree a way to indicate that it is necessary to withdraw e.g. 'We have to get back to Andy now'.
- Agree roles before setting out, a lead person to speak to the service user, and the other person to continue risk assessing throughout the meeting. Do ask permission to speak with someone, and respect people's right to privacy.
- Consider how the service user may be affected, physically or emotionally, by what you are doing/offering.
- Be very careful not to promise or to imply something that you are not certain is true.
- Do not give personal details to service users.
- Do not give money to service users.
- Do not arrange to meet service users outside the usual operating hours.
- Don't wake someone who is sleeping unless you have serious concern for their safety. In this instance, call emergency services.

- If you have concerns about a service user, withdraw from the situation and report your concerns to your team leader
- Do not refer service users directly to STC Sheffield, or other churches. Instead direct them to specialist local services, as held by the team leader.

In the event of an incident

- Team leaders will carry incident reporting/recording forms at all times.
- Incidents must be reported and recorded at the de-brief, on the day that they happen.
- If necessary, any concerns will be forwarded, via a phone call or text message, to the church leader, on the evening that it occurs. This can then be followed up by a full written version – which can be emailed - on the following morning.
- In some cases it may be necessary for team leaders to contact emergency services directly, and then inform church leaders after this has been done.
- If required, church leaders will contact STC Safeguarding Officers on the same day or at the earliest opportunity.
- In the event of severe incidents involving threat or harm, inform emergency services first.