

# **LEE ABBEY SMALL MISSIONAL COMMUNITIES (HOUSEHOLD COMMUNITIES)**

Charity Commission registration number 1053813

## **Safeguarding Children and Adults who may be vulnerable**

In developing this safeguarding policy the Lee Abbey Small Missional Communities (sometimes known as Household communities) wish to reflect that we are all in need of protection from harm and that as a Christian community it is the responsibility of every one of us to protect those less able to protect themselves.

The Lee Abbey Small Missional Communities (LASMC) are committed to working within the Principles of the Church of England's House of Bishop's Policy for Safeguarding and to providing a safe environment for all children<sup>1</sup> and vulnerable adults<sup>2</sup>.

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm and to seek their flourishing as children of their heavenly Father.

LASMC, as an organisation, recognises that many children and adults are vulnerable within society and may have issues to do with wellbeing, economic and social pressures and in addition some children may experience physical, emotional, spiritual and sexual abuse within their family and community context. LASMC also recognises that it has certain responsibilities to all those individuals who both receive and give support as part of its mission as a caring Christian community. There is therefore, an individual responsibility on all persons providing a service on behalf of the LASMC to report incidents or suspicions of abuse through the procedure as set down by the Board.

Accordingly LASMC has adopted the 'protection policy for children and adults' contained in this document (hereafter 'the policy'). The policy is meant as a brief guideline to protecting the children, young people and vulnerable adults of the communities and in the care of the community members, and also those who engage with LASMC activities. If any further information is deemed to be required, please contact the Safeguarding Office (SO).

We are committed to:

- a) Implementing effective policies, procedures and training to ensure that all members of our communities adhere to best practice in this area.
- b) The care, nurture of, and respectful pastoral ministry with all children, young people and adults who may be vulnerable. This includes paying due regard to the beliefs and wishes of children, young

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<sup>1</sup> A child is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

<sup>2</sup> An adult is someone over 18 years old and includes any adult, whether or not they consider themselves vulnerable, who may be vulnerable by reason of age, illness, disability; and any adult who has been made vulnerable by their situation or circumstance, such as by discrimination, or as a victim / survivor of abuse.

people and vulnerable adults both when a safeguarding concern arises and in the development and delivery of community living and community led activities.

c) The safeguarding and protection of all children, young people and vulnerable adults; and the establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse and where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.

d) Multi-agency working with statutory authorities, the police and relevant Diocesan safeguarding officers.

e) The provision of support to any member of LASMCs against whom an allegation of abuse is made.

In particular, LASMC aims to:

a) Reduce the risk of significant harm to vulnerable people (children<sup>2</sup> and adults who are vulnerable<sup>3</sup>) from abuse or other types of exploitation, whilst listening to and supporting individuals.

b) Ensure safeguarding is everybody's responsibility, with LASMC playing its part in preventing, detecting and reporting neglect and abuse [see appendix 1, Types of Abuse].

c) Make sure arrangements are in place locally to protect those least able to protect themselves.

### **Aims**

The aims of this Safeguarding policy are:

1. To ensure that best practice is followed in order to create a safe environment in which children, young people and adults may be cared for and nurtured. This is the best way in which to prevent and harm.
2. To ensure that speedy, effective and appropriate action is taken if there is a disclosure of abuse.
3. To protect the legitimate interests of any person against whom allegations of abuse are made.

### **What is Safeguarding?**

At one time or another we are all vulnerable and may struggle to protect ourselves from harm caused by others. Everyone in the communities has a responsibility to ensure there is a welcome for all people and a responsibility for the safety, well-being and protection of others.

### **Background Policy Guidance**

*This policy statement follows requirements from the following Government and Church of England Guidance:*

*Working Together to Safeguard Children A guide to interagency working to safeguard and promote the welfare of children HM Government 2013*

*Statement of Government Policy On Adult Safeguarding Department of Health 2011*

*Keeping Children Safe in Education Department for Education 2014*

*Promoting a Safe Church (safeguarding policy for adults) 2006*

*Responding to Domestic Abuse (guidelines for those with pastoral responsibility, 2006)*

*Responding Well to those who have been sexually abused (2011)*

*Protecting All God's Children (safeguarding policy for children and young people, 4th edition, 2010)*

*Safeguarding Guidelines relating to Safer Recruitment (interim policy, 2013).*

### **Safeguarding children and vulnerable adults at risk is the responsibility of everyone.**

The Communities have taken the view that matters which are the subject of statutory provisions should be brought to the relevant agencies for determination, and where appropriate we should

work with those statutory agencies. This is particularly important if there is a possible need for statutory action to protect a child or vulnerable adult, or to bring an alleged offender to justice. Safeguarding is about more than the child and vulnerable adult's protection systems. It is about preventing harm to children and vulnerable adults wherever possible - sometimes this results in needing to use the child protection systems to address concerns, make someone safer and bring an offender to justice.

### **Roles and Responsibilities**

The safeguarding and protection of children and vulnerable adults is everyone's responsibility. Not just parents, guardians and carers. Procedures and formal processes alone, though essential, will not protect vulnerable people. The communities, including all members, need to be aware of the dangers and be prepared to report concerns and take action if necessary. Special care should be taken when contact is required with any children living as part of the community; parents should ensure that they are aware of the whereabouts of their children at all times and who is, with the parent's authority, supervising them, and who has responsibility for them in the absence of the parents; notwithstanding this it is advised that any 'community children' should not be left in the custody of just a single person if at all possible. Parents should ensure that their children are given the opportunity to say if they are happy or not, with any arrangement made for them; their views must be taken seriously.

If any community member, leader, volunteer, member of the Local Support Group or Board Member have any suspicions about any other community member, leader, volunteer, member of the Local Support Group or Board Member, in regard to the safety of any child or children, or any vulnerable adult, they must report their suspicions to the SO. If there is *any* cause for concern, contact the SO. The SO must investigate any matter brought to their notice. In the event that the SO believes that a matter may require a need to involve the Local Authority Designated Office, this must be done immediately. Liaison with a Diocesan Safeguarding Advisor will usually also be appropriate. If a child or young person is in immediate danger, call 999.

However, the SO and the leaders within the communities have a responsibility for leadership in this area, most particularly in providing an appropriate environment to ensure the safety of children and vulnerable adults.

### **Safer Recruitment & Training**

Before a community member, paid staff or volunteer is accepted, references will be taken up and a confidential self-declaration is to be completed. If the applicant has worked with children before, then the reference must be provided by someone who has experience of the applicant's work in children's activities. However, if the applicant is a newcomer to children's work then a general character reference should be used.

Appropriate DBS checks will also be taken up i.e. enhanced (police record) or enhanced + barring (police records plus barred list). DBS checks are required for community leaders by virtue of their role in overseeing implementation of this safeguarding policy, and may be required for community members if the community sponsors its own work with vulnerable groups or has a vulnerable person / child within the community. The Lead Recruiter (LR) will contact the volunteer via email attaching a booklet with link to The Churches' Child Protection Advisory Service (CCPAS) website for completion of the on-line application in order to obtain a DBS certificate. Evidence of identity will be verified. DBS checks will be required for community leaders by virtue of their role in overseeing implementation of this safeguarding policy.

The volunteer needs to show the certificate to the LR who checks it and makes a note of the date and number. Where the check is not clear refer to Ex - Offenders rules.

On satisfactory completion of all relevant forms and recommendation by the appropriate Leaders, LR notifies the LSG Chair, the Board Secretary and the new applicant is appointed.

The Board has decided that each worker, volunteer or community member will serve a probationary period of three months. At the end of the probationary period they will meet with the person to whom he or she is responsible. That person must be satisfied with the person's competence and their commitment to prevent abuse.

Any person appointed for a short-term engagement, will be supervised as if they were undertaking a probationary period.

All community members, leaders and volunteers must be willing to receive training.

*Training in the prevention of abuse, and the action to take if abuse occurs, must be undertaken by all community members, staff and volunteers who have contact with children and young people.*

All community members, leaders and volunteers need to meet at regular intervals to plan and review activity and to share experiences. Special attention must be paid to any situation in which a child or vulnerable adult is being highly favoured or harshly treated as these could be signs of abuse. Leaders should try to observe those for whom they are responsible as they come in contact with children and vulnerable adults.

### **Record Keeping**

Formal records of children and vulnerable adults having contact with the LASMC's, should be maintained. These should include, the name, date of birth, address, telephone number, emergency contact details, the name of the parent, guardian or carer, any special information concerning allergies to food or medication, whether any named persons have restricted access to them, and consent for emergency medical treatment.

This record should be updated at least annually, or as soon as any change of details occur.

At any gathering, where children or vulnerable adults are in attendance, a register should be completed to ensure the Leaders know which such people are present. Leaders must be aware of the whereabouts of all children in their care at all times.

To ensure compliance with Data protection and confidentiality requirements, application Forms, references and confidential self-declarations are to be kept securely. All community members, leaders and volunteers retain their own DBS Certificates.

### **Good Practice**

Few people actually wish to harm children or vulnerable adults, but we must reduce the opportunities for abuse to take place. Arrange that, as far as possible, no adult is left alone with a child or vulnerable adult where there is little chance of the activity being observed by others.

A lone adult should tell someone else that he or she is unaccompanied, whilst in contact with a child or vulnerable adult.

Make sure that no community members, leaders or volunteers having contact with children have plans to meet with a child on their own. They may only meet individually with a young person in a

mentoring capacity. This can only happen if they have signed parental consent. They have to meet in a public place (e.g. Café) with the times agreed with parents. Community members, leaders or volunteers should not give lifts in cars to and from where they are meeting the young person.

Community members, leaders or volunteers should never take a group of children and young people out with fewer than three adults and without parental permission; this entails a consent form being signed by the parent/guardian. Inform parents fully of all arrangements for day trips etc. in writing. Aim to have at least two adults with any group of children and young people. Never expect children or young people to have to walk along a dark unsupervised path. Ensure that when children have to be transported by car or minibus, there will be more than one passenger in the vehicle. Inform the Local Support Group fully of all arrangements for day trips and holidays.

**Social Media and Photographs**

Taking of photographs by community members, leaders or volunteers of children and young people is not to be encouraged without parents' consent.

Any community member, leader or volunteer having communication with young people through social media, (Facebook, Twitter, mobile phones, emails etc.) should have signed permission from parents.

Be aware of who has access to computers or devices being used to communicate with children and vulnerable adults, where possible have passwords on accounts. Keep a copy of all exchanges which can be looked at by SO, so they can review them before deleting. Any video messaging should be done in a public place so others are aware of what you are doing and who you are speaking to. Any concerns from communication with a child or a vulnerable adult should be printed off and discussed with the SO.

Community members, leaders or volunteers should not be friends on personal accounts.

The community leader can have an account which is just for young people. It needs to be clear that this account is for youth work and youth mission work. Personal information should be kept to the minimum. Whenever possible conversations should be kept on public pages. Any concerns from communication with a child or young person should be printed off and discussed with SO.

The Local Support Group and the Board (through the LSG's minutes) need to be kept fully up to date with the events that have contact with children and vulnerable adults or if deemed appropriate for items to be placed before the LSG Chair between meetings.

**Adoption and Review**

This policy and its implementation will be reviewed annually by the Lee Abbey Small Missional Communities Board.

Accepted by the Board at its meeting on Wednesday 6<sup>th</sup> November 2019.

Chair - .....

Secretary - .....

Review Date: November 2020

## Important Contact Details

### Safeguarding Officer / Trustee (Ven Dr Andy Jolley)

Mobile 07973 458403 Email: [andy.jolley@leeds.anglican.org](mailto:andy.jolley@leeds.anglican.org)

Available for children and vulnerable adults to report any allegations of abuse. To report to the Board on a regular basis and seek guidance and confirmation on the appointment of all community members, leaders or volunteers; whilst recognising that Board members are ultimately responsible for the implementation of the Safeguarding Policy. To report any allegations of abuse to the relevant statutory and voluntary authorities, and to keep up-to-date on child protection issues and inform all community members, leaders, volunteers, Board and LSG members of any training opportunities.

### Lead Recruiter – Lorraine Screen (Personnel), Lee Abbey, Lynton, EX35 6JJ

landline: 01598 754250 Email : [personnel@LeeAbbey.org.uk](mailto:personnel@LeeAbbey.org.uk) Fax: 01598 752619

Responsible for safe keeping of all documentation relating to all community members, leaders and volunteers under the Data Protection Act 1998. Must liaise with leaders and members of the LSG and the Board (through the LSG's minutes) to ensure that all community members, leaders and volunteers have completed the necessary application forms and have completed a Confidential Declaration and have undergone a DBS check (where the role is eligible), and keep up-to-date on child protection issues whilst closely liaising with the Safeguarding Officer.

### LA Aston

#### Leader's Name: Paul Lacey

Landline: 0121 327 0095 Mobile: 07946 180485

Email: [PLI\\_414@hotmail.co.uk](mailto:PLI_414@hotmail.co.uk) or [leeabbeyaston@yahoo.co.uk](mailto:leeabbeyaston@yahoo.co.uk)

Church of England Birmingham DSA: Steph Haynes

Mobile: 07342 993844 Email: [StephH@cofebirmingham.com](mailto:StephH@cofebirmingham.com)

Birmingham LADO Team : 0121 675 1669 or email: [Ladoteam@birminghamchildrenstrust.co.uk](mailto:Ladoteam@birminghamchildrenstrust.co.uk).

For possible abuse of adults: 0121 303 1234 or email: [ACAP@birmingham.gov.uk](mailto:ACAP@birmingham.gov.uk)

### LA Knowle West

Leader's Name:

Landline: 0117 239 0147 Mobile: Email: [KnowleWestSMC@leeabbey.org.uk](mailto:KnowleWestSMC@leeabbey.org.uk)

Church of England Diocese of Bristol DSA: Adam Bond

Landline: 0117 906 0100 Email: [adam.bond@bristoldiocese.org](mailto:adam.bond@bristoldiocese.org)

Bristol City council – childrens 0117 903 6444 or email [childprotection@bristol.gcsx.gov.uk](mailto:childprotection@bristol.gcsx.gov.uk)

Bristol City council – adults (Care Direct ) 0117 922 2700

Other agencies which can supply assistance:

NSPCC: 0808 800 5000

Childline: 0800 1111

Stop It Now: 0808 1000 900

NAPAC: 0808 801 0331

Samaritans: 116 123

Family Lives 0808 800 2222

National Domestic Violence Helpline: 0808 2000 247

Action on Elder Abuse 0808 808 8141

### Police

Emergencies: 999

Non emergencies: 101

## Appendix 1

Types of abuse for more details see<sup>3</sup>

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering.

**1. Physical Abuse.** A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**2. Sexual Abuse.** Involves forcing or enticing a child or adult to take part in sexual activities, whether or not the child or adult is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children or vulnerable adults in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**3. Neglect and acts of omission.** The persistent failure to meet an individual's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**4. Emotional/psychological Abuse** (including Web-based bullying and witnessing Domestic Violence/Abuse). The persistent emotional maltreatment of a child or adult such as to cause severe and persistent adverse effects on the individual's emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

**5. Institutional Abuse.** Institutional Abuse occurs where the routines and regimes within care settings (day, residential, hospital or other institutions including TEIs) deny people rights, choices and opportunities. Abuse can be caused by weak or oppressive management, inadequate staffing (numbers, competence), inadequate supervision or support, "closed" communication, lack of knowledge of Whistleblowing policies and lack of training.

**6. Discriminatory Abuse.** Including racist, sexist, that based on a person's disability, sexual orientation, and other forms of harassment, slurs or similar treatment.

**7. Financial / material abuse.** Including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;

**8. Domestic Violence/Abuse.** Domestic violence is physical, sexual, psychological or financial violence that takes place within an intimate or family-type relationship and that forms a pattern of

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<sup>3</sup> For children see [Working Together to Safeguard Children](#) page 85 and for adults [No secrets](#) paragraph 2.7

coercive and controlling behaviour. This can include forced marriage and so-called 'honour crimes'. Domestic violence may include a range of abusive behaviours, not all of which are in themselves inherently physically violent.

**9. *Spiritual Abuse*.** The inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries.

#### **NOTE**

The lists above are intended to be helpful, but can never be anything other than indicative and certainly are not exhaustive. In some cases there may be clusters of symptoms. It is always important to bear in mind that some people who are being abused do not show any signs or symptoms at all. If you are in doubt or not sure what to do, consult the Designated Officer for Safeguarding or the diocesan safeguarding adviser or the local children's social care team.