

The Diocese in Europe

The Diocesan Safeguarding Protocol

This revised Diocesan Safeguarding Protocol issued on 9th December 2015 has immediate effect.

Chaplaincies are to review and revise their local policies and procedures as soon as possible prior to their 2016 Annual Chaplaincy Meeting.

An introduction by the Right Reverend Robert Innes, Bishop of Gibraltar in Europe.

In recent times the issue of 'Safeguarding' children, young persons and adults who may be vulnerable has sadly become a matter of great concern. There are numerous recorded instances of failure by both individuals and institutions to provide a safe and secure environment for these groups. In particular there is abundant evidence that claims of abuse have been ignored (in some cases quite deliberately) by some institutions. Regrettably this has included parts of the Church.

To the vast majority of people such behaviour is utterly abhorrent. It can never be excused and for me the safeguarding of children, young persons and adults who may be vulnerable within our Chaplaincy communities is an absolute priority. Failure to achieve a safe and secure environment within our ministry is simply not an option.

The Diocese first issued a formal policy on this matter in 2012. Since then we have moved forwards in a number of areas and it is important that our approach can reflect the progress made in the past triennium. At the same time the opportunity has been taken to set out the requirements in a 'web friendly' manner. You will find that there are links to the relevant information set out within the text.

It is clearly essential that we have a coherent and consistent approach to safeguarding across the diocese. The requirements set out in this protocol (the formal diocesan policy and the accompanying means of its implementation) are based on current best practice across the Church of England. They set the minimum standards to be achieved across all Archdeaconries and Chaplaincies within the Diocese (even where the local legal and accepted practices may be less onerous). That we minister in numerous nations where the legal and social framework may be different from the UK is not a reason for any exceptions to this essential need.

As I have already stated, safeguarding is a top priority for me – and I expect this to be the case across our Diocese. We have a duty before our Lord to minister in a safe and secure place for all vulnerable groups. This protocol sets the standards we must achieve.

+ Robert

The Diocese in Europe Safeguarding Protocol

Section: Index

Issue: 9/12/2015

Index

Topic	Section	Date of Issue
Introduction by + Robert	+R	9/12/15
A Brief Introduction to Safeguarding in Our Diocese	1	9/12/15
The Diocesan Safeguarding Policy Statement	2	9/12/15
Diocesan Responsibilities	3	9/12/15
Archdeaconry Responsibilities	4	9/12/15
Chaplaincy Responsibilities	5	9/12/15
• Chaplaincy Safeguarding Protocol	5.1	9/12/15
• Congregations	5.2	9/12/15
• Chaplains and other Clergy	5.3	9/12/15
• Chaplaincy Wardens	5.4	9/12/15
• Chaplaincy Councils	5.5	9/12/15
• Chaplaincy Safeguarding Officers	5.6	9/12/15
• Dealing with other users of our Churches etc	5.7	9/12/15
Specific Information Sheets:	6	9/12/15
• What is 'Abuse'?	6.1	9/12/15
• Selecting People for Roles in the Diocese	6.2	9/12/15
• Who Needs to Have a Safeguarding Check?	6.3	9/12/15
• Identifying and Addressing Concerns	6.4	9/12/15
• Helping Those Who Have Been Abused	6.5	9/12/15
• Working with Offenders	6.6	9/12/15
• Record Keeping	6.7	9/12/15
• Information & Training	6.8	9/12/15
• Glossary of Terms	6.9	9/12/15
• Useful Contacts	6.10	9/12/15
Reviewing Delivery	7	9/12/15

The Diocese in Europe Safeguarding Protocol

Section 1: Introduction

Issue: 9/12/2015

A brief introduction to Safeguarding in our Diocese

Safeguarding is a term used to describe the need to protect children, young persons and adults who may be vulnerable from all forms of improper actions by others. This brief introduction explains what this means for all of us in the Diocese in Europe

What do we mean by 'safeguarding'?

In simple terms the concept of 'safeguarding' is about seeking to prevent abuse to vulnerable groups with whom we work and minister.

The groups of concern include:

- Children
- Young persons (for example teenagers up to the age of 18)
- Adults (those over 18) experiencing, or at risk of, abuse or neglect. This might arise as a consequence of their age, physical or mental incapacity, illness, financial insecurity, insecurity (eg refugees), substance abuse – the list is extensive. In the Diocesan Safeguarding Protocol these are referred to simply as '*adults who may be vulnerable*'.

The abuse to which these groups may be subject covers a broad spectrum that includes:

- Emotional abuse
- Neglect & Self-Neglect
- Physical abuse
- Sexual abuse
- Financial abuse
- Discriminatory abuse
- Organisational abuse
- Modern Slavery
- Domestic Violence & abuse
- Spiritual abuse

How do we seek to ensure 'safeguarding' across our diocese?

Every day, throughout our chaplaincies much valued work with potentially vulnerable groups is carried out by people from our congregations on a voluntary basis - often at their own expense. The contribution they make in nurturing and guiding our children and young persons in the Christian way of life can never be overestimated. Neither can we overlook the care and practical help provided to our adults who may be vulnerable.

Sadly it is a fact that a tiny majority of people will attempt to infiltrate any organisation to abuse members of vulnerable groups. The Church is by no means immune from this risk, as has been amply evidenced in recent years. Our aim in this protocol is to ensure that we do all that is within our power to prevent abuse within our diocese.

Our Safeguarding Policy (see link overleaf) aims to maintain a culture of 'Informed vigilance' to safeguard and promote the welfare of vulnerable groups. There are 2 key strands to our approach:

- 1. By adopting a practice of careful identification of those involved with children, young persons or adults who may be vulnerable we aim, as far as we are able, to eliminate abuse happening.**

To achieve this it is essential that we take all reasonable precautions to ensure that everyone who has regular contact (as a part of a Chaplaincy led activity) with vulnerable groups is:

- Safely recruited and regularly subjected to safeguarding checks;
- Provided with the appropriate safeguarding information and training.

The Diocese in Europe Safeguarding Protocol

Section 1: Introduction

Issue: 9/12/2015

2. Where abuse is suspected or does happen, then we respond to this promptly and robustly.

The 'precautionary principle' must hold, as it is always better to be safe than sorry. This includes the need to liaise with the Diocesan Safeguarding Team and to take prompt action in notifying the relevant police authorities and other relevant local agencies as necessary.

Where can I find more information?

You can find more information regarding particular roles and responsibilities and other matters as outlined below. *(Please note, if you are using a paper copy of this policy, the 'Index' in the internet version provides information as to the 'currency' of a particular section.)*

Topic	Where to find the detailed information
Bishop Robert's introduction	See Preface
The Diocesan Safeguarding Policy	Section 2
Diocesan Responsibilities	Section 3
Archdeaconry Responsibilities	Section 4
Chaplaincy Responsibilities:	Section 5
• Chaplaincy Safeguarding Protocol	Section 5.1
• Congregations – safeguarding responsibilities	Section 5.2
• Chaplains – safeguarding responsibilities	Section 5.3
• Chaplaincy Wardens – safeguarding responsibilities	Section 5.4
• Chaplaincy councils – safeguarding responsibilities	Section 5.5
• Chaplaincy Safeguarding Officers – responsibilities	Section 5.6
• Dealing with other users of our Churches etc	Section 5.7
Specific information Sheets	Section 6
• What is 'abuse'?	Section 6.1
• Selecting People for Roles in the Diocese	Section 6.2
• Who needs to be subject to safeguarding – and why?	Section 6.3
• Identifying and addressing concerns	Section 6.4
• Helping those who have been abused	Section 6.5
• Working with offenders	Section 6.6
• Record keeping	Section 6.7
• Information and training	Section 6.8
• Glossary of terms	Section 6.9
• Useful contacts	Section 6.10
Reviewing the delivery	Section 7

The Diocese in Europe Safeguarding Protocol

Section 2: The Policy Statement

Issue: 9/12/2015

THE DIOCESAN SAFEGUARDING POLICY STATEMENT

Introduction and application

Although it is acknowledged that our Diocese is different in some respects from other English Dioceses, nonetheless we are a part of the Church of England. Therefore it is sensible and proper that we adopt the Church of England's principles of safeguarding as our minimum standard.

The Diocesan Safeguarding Policy

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.

Therefore within our Chaplaincy Communities we are committed to:

- The care, nurture, and respectful pastoral ministry of all children, young people and adults
- The safeguarding and protection of all children, young people and adults who may be vulnerable
- 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.
- The careful selection and training of all those with any safeguarding responsibility within the Church, including the use of available criminal records disclosures and relevant vetting and barring schemes.
- Preventing abuse or the likelihood of abuse by encouraging and adopting a pro-active stance to safeguarding; responding to the slightest concern whether by rumour, speculation or from an anonymous source – every safeguarding concern will be taken seriously.
- Ensuring that any concern about safeguarding **must** be passed onto someone in the Diocesan Safeguarding Team as there are no legal barriers to sharing such concerns.
- Responding without delay to every complaint made which suggests that a child, young person or adult may have been harmed - co-operating with the local police, relevant local agencies and any other relevant body (eg other faith groups) in any investigation.
- Seeking to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.
- Seeking to challenge any abuse of power, especially by anyone in a position of trust.
- Seeking to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

In applying this Diocesan Safeguarding Policy:

1. Where the local laws and procedures are less strict than required by the Diocesan Policy then our policy will be the required standard to which the local Chaplaincies within that jurisdiction must adhere.
2. Where the local laws and procedures are more strict than our policy then these higher standards must also be applied by Chaplaincies within that jurisdiction. *(If this results in a conflict of interest then the Diocesan Safeguarding Manager (contact details in Section 6.10) should be contacted for advice.)*

(NB Given the spread of the diocese it has to be a matter for local Chaplaincies/ Archdeaconries to determine what are the local laws and procedures, taking advice locally as appropriate.)

The Diocese in Europe Safeguarding Protocol

Section 3: Diocesan Responsibilities

Issue: 9/12/2015

DIOCESAN RESPONSIBILITIES

Introduction

This section identifies the key individual responsibilities and accountabilities at the diocesan level in respect of the formulation and implementation of the Diocesan Safeguarding Protocol. It also outlines the scope and function of the Diocesan Safeguarding Advisory Committee. It is to be noted that whilst the Diocesan Bishop has responsibility for all clergy and lay people, the Suffragan, as Warden of readers, has delegated responsibility for licensed readers.

Key Individual Responsibilities.

The Diocesan Bishop

The Diocesan Bishop has overall strategic responsibility for safeguarding and in particular is responsible for the following key safeguarding issues:

- Ensuring that a fit-for-purpose policy on Safeguarding is in place.
- Ensuring that diocesan level arrangements are in place setting out the means by which all aspects of the policy will be implemented and how compliance with these will be monitored.
- Appointing a '*Diocesan Safeguarding Advisory Committee*' to provide informed advice on all relevant safeguarding matters (This committee is explained below).
- Ensuring that there are arrangements in place such that clergy within the Diocese who are licensed to officiate (including those who hold 'concessionary licenses' (ie 'PTO's)) are subjected to appropriate safeguarding checks (**Sections 6.2 & 6.3**).
- Ensuring that there are arrangements in place such that clergy who are named on the approved list of locum clergy are subject to appropriate safeguarding checks (**Sections 6.2 & 6.3**).
- Ensuring that there are arrangements in place such that any safeguarding complaint within the diocese against a member of clergy is properly investigated and communicated to the relevant statutory and law enforcement agencies without delay (**Section 6.4**).

For these responsibilities the Diocesan Bishop is accountable to the Archbishop of Canterbury.

The Suffragan Bishop

The Suffragan Bishop is responsible for the following key safeguarding issues:

- As the Diocesan Warden of Lay Readers, ensuring that there are arrangements in place such that all licensed readers (including those who hold a 'concessionary license (ie PTO's)) are subject to appropriate safeguarding checks (**Sections 6.2 & 6.3**).
- Ensuring that there are arrangements in place such that any safeguarding complaint within the diocese against a lay reader (arising from their duties as a lay reader) is properly investigated and communicated to the relevant civil authority without delay (**Section 6.4**).

For these responsibilities the Suffragan Bishop is accountable to the Diocesan Bishop.

The Diocese in Europe Safeguarding Protocol

Section 3: Diocesan Responsibilities

Issue: 9/12/2015

The Diocesan Secretary

The Diocesan Secretary has executive and operational responsibility for Safeguarding. In particular this includes:

- The day to day line management responsibility for the Diocesan Safeguarding Team
- In consultation with the Diocesan Bishop, the appointment of the Diocesan Safeguarding Manager
- In consultation with the Diocesan Bishop and the Diocesan Safeguarding Manager, the appointment of the Diocesan Safeguarding Team.
- The allocation of appropriate safeguarding support within the diocesan office structure.
- Ensuring that there are arrangements in place such that any safeguarding complaint within the diocese against a member of diocesan staff is properly investigated and communicated to the relevant statutory and law enforcement agencies without delay ([Section 6.4](#)).

For these responsibilities the Diocesan Secretary is accountable to the Diocesan Bishop.

The Diocesan Safeguarding Team (DST)

The DST is responsible for the day to operation of Diocesan all safeguarding services in accordance with the Safeguarding Protocol. The DST is managed by the Diocesan Safeguarding Manager who is accountable in different ways to the Diocesan Bishop, the Diocesan Secretary and the Diocesan Safeguarding Advisory Committee respectively. The Diocesan Safeguarding Manager is also the Safeguarding Advisor to the Diocesan Bishop and a member of the Diocesan Safeguarding Advisory Committee.

The role of the DST in relation to safeguarding children and adults is to:

- Provide guidance, support and advice regarding Safeguarding concerns to those within the Diocese who require it.
- Identify the safeguarding training needs in the Diocese and ensure that provision is made for these to be met.
- Make chaplaincies and all other Diocesan bodies aware of their duty to comply with the Diocesan Safeguarding Policy and Protocol, and take all actions needed to ensure that this happens in practice.
- Ensure that the Diocesan Bishop, Diocesan Secretary and Chair of the Diocesan Safeguarding Advisory Committee are aware of serious safeguarding concerns and all situations which require the Insurance Claims Manager to be notified.
- Manage child and adult safeguarding allegations, whether current or historic, in compliance with national Church and the Diocesan Safeguarding Policies and local and national safeguarding guidelines.
- Provide appropriate reports to the Diocesan Safeguarding Advisory Committee and any other relevant Diocesan body.
- Provide guidance, support and advice regarding Safer Recruitment, including management and processing of Disclosure and Barring Service (DBS) applications and giving advice about obtaining safeguarding checks in other countries.
- Undertake risk assessments and install Safeguarding Agreements as necessary, in relation to those who may pose a risk to children or adults in the Church.
- Carry out or facilitate appropriate liaison with:
 - The National Safeguarding Team for the Church of England.
 - The relevant Police and Authorities responsible for Child/Adult Safeguarding Services in each Chaplaincy area within the Diocese.
 - Safeguarding counterparts in other Dioceses and faith-based organisations

The Diocese in Europe Safeguarding Protocol

Section 3: Diocesan Responsibilities

Issue: 9/12/2015

The Diocesan Safeguarding Advisory Committee

The diocese has established a 'Diocesan Safeguarding Advisory Committee' whose primary role is to provide independent and impartial advice to the Diocesan Bishop (and thereby the diocese as a whole through Diocesan Synod) and operationally to the Diocesan Safeguarding Manager on all matters relating to the development and implementation of the Diocesan Safeguarding Protocol.

The full terms of reference of the committee together with its membership are available through the Diocesan Safeguarding Team (contact details are given in [Section 6. 10](#)).

The Diocese in Europe Safeguarding Protocol

Section 4 Archdeaconry Responsibilities

Issue: 9/12/2015

ARCHDEACONRY RESPONSIBILITIES

Introduction

This section identifies the key individual responsibilities and accountabilities at the archdeaconry level in respect of the implementation of the Diocesan Safeguarding Protocol.

Key Individual Responsibilities.

The Archdeacon

Archdeacons are responsible (within their Archdeaconries) for ensuring that the Diocesan Safeguarding Protocol is fully implemented within each Chaplaincy, including the following key safeguarding issues:

- Ensuring that 'safeguarding' remains on the agenda at annual Archdeaconry (or Deanery) Synods to ensure in particular that:
 - Representatives (lay and clergy) are fully up to speed with the latest position across the diocese;
 - Sharing experiences – both good and bad – anonymised as necessary. Archdeaconry Synods can also be a useful means of providing information and training to key people who can then share that information/training within individual Chaplaincies.
- Assisting with any safeguarding queries within Chaplaincies.
- Ensuring that any safeguarding complaint brought to their attention within the Archdeaconry is immediately addressed in **Section 6.4**.
- Undertaking the opportunity to check at first hand the implementation of the Diocesan Safeguarding Protocol as a part of their function when visiting Chaplaincies (**Section 7**).
- Ensuring that any matters identified within an Archdeaconry which could have relevance in other places are shared in an appropriate manner (eg via Bishop's Staff meetings, through the Diocesan Communications Officer etc) as well as across the Archdeaconry.

In these matters the Archdeacon is accountable to the Diocesan Bishop.

Area Deans

Area Deans are responsible (within their defined geographical area) for supporting the Archdeacon in respect of the Archdeacon's Safeguarding responsibilities, some of which (eg monitoring for compliance) may be specifically delegated to them. Area Deans should ensure that their Archdeacons are kept informed on any relevant issues. In this the Area Deans are accountable to the Diocesan Bishop.

The Diocese in Europe Safeguarding Protocol

Section 5: Chaplaincy Responsibilities

Issue: 9/12/2015

CHAPLAINCY RESPONSIBILITIES

(Please note: the term 'Chaplaincy' is used as a shorthand for all 'chaplaincies', 'churches' and 'parishes' within the Diocese)

Introduction

This section explains what every Chaplaincy must do to assist in the implementation of the Diocesan Safeguarding Protocol (You can find the Diocesan Policy at [Section 2](#) and an overview of what it all means at [Section 1](#).)

The Diocesan Safeguarding Protocol requires that all chaplaincies comply in full with its requirements. You should note that:

- These are the minimum standards which must be applied even where local legal requirements or customs are less strict.
- Where local requirements or customs are more strict than these must also be applied in addition to the diocesan requirements. *(If a potential conflict of interest arises then advice must be sought from the Diocesan Safeguarding Team.)*

In this section you will find a description of the general safeguarding responsibilities, roles and activities for your Chaplaincy outlined below:

The Role or Activity	Where to find the detailed information
Your Chaplaincy Safeguarding Protocol - what you need to do.	Section 5.1
For every member of your congregation – what are their general responsibilities?	Section 5.2
Chaplains – what are your responsibilities?	Section 5.3
Chaplaincy Wardens – what are your responsibilities?	Section 5.4
Chaplaincy Councils – what are your responsibilities?	Section 5.5
The Chaplaincy Safeguarding Officer	Section 5.6

You will find some useful information on particular topics as follows:

Topic	Where to find the detailed information.
What do we need to do when selecting people for particular roles?	Section 6.2
Who, in our Chaplaincy, needs to be subject to safeguarding checks – and why?	Section 6.3
What about non-Chaplaincy groups using our premises?	Section 5.9
What is 'Abuse'?	Section 6.1
What do we do if there is a problem?	Section 6.4
Helping Victims	Section 6.5
Working with Offenders	Section 6.6
Record Keeping	Section 6.7
Reviewing Delivery and Auditing	Section 7

(Please note, if you are using a paper copy of this policy, the 'Index' in the internet version provides information as to the 'currency' of a particular section.)

If you have any worries or questions about how this all works, please contact your Area Dean/Archdeacon; or the Diocesan Safeguarding Team (whose contact details are in [Section 6.10](#) for help and guidance.

The Diocese in Europe Safeguarding Protocol

Section 5.1: Chaplaincy Responsibilities –
The Chaplaincy Safeguarding Protocol

Issue: 9/12/2015

The Chaplaincy Safeguarding Protocol (Policy & General Implementation)

If you need any more information on any topic please 'click' on the section links if you are using an internet version of the policy – or simply turn to the named section if you are using a paper copy.

Introduction

This section explains the key steps which your Chaplaincy must follow to ensure that you have in place a suitable Chaplaincy Safeguarding Protocol including a specific policy and how you will implement that policy.

The Key Steps

- You must have an up-to-date local 'Chaplaincy Safeguarding Protocol' in place which will include a specific statement of your policy.
- To assist Chaplaincies the diocese has prepared a 'Model Chaplaincy Safeguarding Protocol' which provides an example of a suitable approach.
- This provides the minimum local requirements – if there are additional local needs then these may be added
- The Chaplaincy Safeguarding Protocol (including the policy) must be reviewed and approved each year by the Chaplaincy Council.

Where can I find the Model Chaplaincy Safeguarding Protocol?

The model protocol for use within Chaplaincies can be found on the Diocesan website as referenced in [section 6.10](#).

The Diocese in Europe Safeguarding Protocol

Section 5.2: Chaplaincy Responsibilities –
The Responsibilities of Everyone

Issue: 9/12/2015

The Safeguarding Responsibilities of Every Member of the Congregation

If you need any more information on any topic please 'click' on the section links if you are using an internet version of the policy – or simply turn to the named section if you are using a paper copy.

Every member of a chaplaincy congregation shares a moral duty to provide a safe and secure environment. In particular:

- You must comply with the local Chaplaincy Safeguarding Protocol and in particular:
- If you are regularly involved in Chaplaincy organised activities with children, young people, or adults who may be vulnerable you may need to be subject to a safeguarding check ([See section 6.3](#))
- If you become aware of any abuse taking place (or indeed any potential for abuse), ***no matter how slight your concern is***, then you must bring this to the attention of the Chaplaincy Safeguarding Officer, or the Diocesan Safeguarding Team as soon as you can – or you can report it on the Diocesan confidential reporting line (you can find the number in [section 6.3](#))
- You do not have to have proof before you report any safeguarding concern.

The Diocese in Europe Safeguarding Protocol

Section 5.3: Chaplaincy Responsibilities –
The Responsibilities of Chaplains

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The Safeguarding Responsibilities of Chaplains and other Licensed Clergy

Key Responsibilities

1) If you are either:

- The only chaplain currently in your Chaplaincy; or
- The 'lead' Chaplain in your Chaplaincy (eg the 'senior Chaplain' or 'Team Leader')

Then you are responsible for ensuring that:

- Your Chaplaincy has in place an up to date Safeguarding Protocol [Section 5.1](#)
- Your Chaplaincy Council is fully aware of the Diocesan Safeguarding Protocol and has a working knowledge of your Chaplaincy Safeguarding Protocol [Section 5.1](#)
- A 'Safeguarding Officer' ([Section 5.6](#)) is appointed for the Chaplaincy.
- All persons who are involved with activities organised by the Chaplaincy which might involve children, young people, or adults who may be vulnerable undergo a safeguarding check as necessary (the criteria for who needs a check are set out in [Section 6.3](#))
- Any safeguarding complaint or safeguarding concern, no matter how slight, within the Chaplaincy is immediately addressed in accordance with the Diocesan Safeguarding Protocol [Section 5.1](#)
- The Annual Meeting of the Chaplaincy receives appropriate information with the objective of seeking to keep all members of the Chaplaincy up-to-speed on the importance of safeguarding.

2) If you are a licensed ordained minister in any other capacity, or you have PtO, are a Reader or visiting clergy, and you are ministering within the Chaplaincy, it is important that you work with the Chaplain (or the Chaplaincy Wardens if there is no appointed Chaplain) to fulfil the above responsibilities and help to ensure that the Chaplaincy maintains a robust approach to safeguarding.

3) What do I do if someone seeks confession in relation to a safeguarding matter?

The Church's current position in this is clearly stated in the House of Bishops publication "*Protecting All God's Children*" ([Section 6.10](#)) and your attention is drawn to this. In summary whilst it notes the constraints of Canon Law, it recognises the requirements of criminal law to prevent crime (abuse) and to prosecute offenders. If there is any doubt in your mind then you '*may judge it necessary to withhold absolution*' and alert the Bishop to the matter. The next steps will be for the Bishop to advise.

In all these matters, all Licensed Clergy are accountable to the Diocesan Bishop.

The Diocese in Europe Safeguarding Protocol

**Section 5.4: Chaplaincy Responsibilities –
The Responsibilities of Chaplaincy Wardens**

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The Safeguarding Responsibilities of Chaplaincy Wardens

Chaplaincy Wardens

As a Chaplaincy Warden you have particular responsibilities for safeguarding – especially where your Chaplaincy is in a ‘vacancy’ or where there is no chaplain appointed and consequently there is no one else to take a lead role within the Chaplaincy. Because of this responsibility alone you will need to be subject to a safeguarding check as a matter of course. Your Chaplaincy Safeguarding Officer ([Section 5.6](#)) will be able to assist you in obtaining the appropriate check.

Your detailed responsibilities will depend on whether or not there is a Chaplain in post as explained below:

- 1) Where there is a Chaplain in post then you are responsible for:
 - Supporting the Chaplain in respect of their key responsibilities ([Section 5.3](#))
 - In the event of any safeguarding complaint or any safeguarding concern, no matter how slight, being made against a Chaplain, bringing this to the immediate notice of the Diocesan Bishop the Archdeacon/Area Dean and the Diocesan Safeguarding Team (contact details are in [Section 6.10](#)).
- 2) Where there isn't a permanent Chaplain in post (including in an interregnum) then you are responsible for ensuring that:
 - Any locum chaplains have a ‘PtO’ from the diocese (which will confirm compliance with the diocesan requirements in respect of safeguarding checks for visiting clergy - the Diocesan Appointments Secretary is to be kept informed of the clergy who are invited to cover services.
 - Your Chaplaincy has in place an up to date Safeguarding Protocol ([Section 5.1](#))
 - Your Chaplaincy Council is fully aware of the Diocesan Safeguarding Protocol.
 - A ‘Safeguarding Officer’ ([Section 5.6](#)) is appointed for the Chaplaincy.
 - All persons who are involved with activities organised by the Chaplaincy which might involve children, young people, or adults who may be vulnerable undergo a safeguarding check as necessary (the criteria for who needs a check are set out in [Section 6.3](#))
 - Any safeguarding complaint or any safeguarding concern, no matter how slight, within the Chaplaincy is immediately addressed in accordance with the Diocesan Safeguarding Protocol ([Section 6.4](#))
 - The Annual Meeting of the Chaplaincy receives appropriate information with the objective of seeking to keep all members of the Chaplaincy up-to-speed on the importance of safeguarding.
i.e. all of the things that the Chaplain would otherwise be doing.

As a Chaplaincy Warden you are (as in other matters) accountable to the Diocesan Bishop.

The Diocese in Europe Safeguarding Protocol

**Section 5.5: Chaplaincy Responsibilities –
The Responsibilities of Chaplaincy Councils**

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The Safeguarding Responsibilities of Chaplaincy Councils/Committees

As a member of a Chaplaincy Council/Committee, as well as your general responsibilities as a member of your congregation ([Section 5.2](#)) you have a responsibility to:

- Support the Chaplain ([Section 5.3](#)), Chaplaincy Wardens ([Section 5.4](#)) and the Chaplaincy Safeguarding Officer ([Section 5.6](#)) in their respective responsibilities for safeguarding.
- Approve and renew the Chaplaincy Safeguarding Protocol each year ([Section 5.1](#))
- Be aware of the Diocesan Safeguarding Protocol and have a working knowledge of your Chaplaincy's Safeguarding Protocol ([Section 5.1](#))
- Complete the annual Chaplaincy Safeguarding Audit and Data Return for the twelve month period from 1st April to 31st March each year and forward it to the Diocesan Safeguarding Team by 31st May of the subsequent year.

The Diocese in Europe Safeguarding Protocol

Section 5.6: Chaplaincy Responsibilities –
Chaplaincy Safeguarding Officers

Issue: 9/12/2015

Chaplaincy Safeguarding Officers

Introduction

All Chaplaincies are required to appoint one (or more) 'Chaplaincy Safeguarding Officer(s)'. This section sets out the full role and responsibilities of a Chaplaincy Safeguarding Officer.

All Safeguarding Officers must be subject to a safeguarding check ([Section 6.3](#)) Identification must be verified by the Chaplain or a Church Warden who themselves have valid safeguarding checks in place.

What is the role of the Safeguarding Officer?

The role of the Chaplaincy Safeguarding Officer is set out in Appendix 1 to this Section.

(Please note, this role now embraces the roles of 'Identity Checker' and 'Training Champion' referred to in earlier diocesan safeguarding documents – these two titles are now no longer used.)

Appointment

The Safeguarding Officer must be selected and approved by the Chaplain (or equivalent) in association with the Chaplaincy Council following the principles of Safer Recruitment published by the Church. They will be someone who is suitable for this role in view of their interest in safeguarding, previous experience, or general suitability, etc. Ideally they might have had involvement with vulnerable groups (eg care of children or vulnerable adults) in a professional or voluntary role, though this is not an essential requirement. The role should not normally be carried out by a member of the clergy.

Irrespective of whether the individual is known personally to the Chaplain or the Wardens a Confidential Declaration should be completed and suitable references should be obtained, all prior to appointment. At least one of these should be from outside the church, i.e. from another employer.

The Chaplaincy Safeguarding Officer, if they are not an elected member of the Chaplaincy Council, must be an ex officio member and have access to meetings, as and when it is necessary to keep the Council informed.

The Diocese in Europe Safeguarding Protocol

**Section 5.6: Chaplaincy Responsibilities –
Chaplaincy Safeguarding Officers**

Issue: 9/12/2015

Appendix 1 to Section 5.6 The Role of the Chaplaincy Safeguarding Officer

As the Safeguarding Officer in your Chaplaincy you are undertaking that role on behalf of the Chaplain, the Chaplaincy Wardens and the Chaplaincy Council.

The primary task is to seek to ensure that all children, young people and adults who may be vulnerable, are protected and safe from harm.

The general requirements of the role are explained as follows (with further detailed information in respect of safeguarding checks and record keeping given in 'sub-appendices' as shown).

1. Working within requirements of the Diocesan Safeguarding Protocol you will need to be especially aware of the assistance which may be obtained from the Diocesan Safeguarding Team (contact details are in [\(Section 6.10\)](#)).
2. Being aware of the local legal obligations re 'safeguarding'.
3. Being available for the appropriate safeguarding training ([\(Section 6.8\)](#)).
4. Working with the Chaplain and Chaplaincy Wardens you will need to ensure that your Chaplaincy has its own Safeguarding Protocol ([\(Section 5.1\)](#)). This should be approved by the Chaplaincy Council and reviewed each year.
5. Working with the Chaplain and Wardens you will need to ensure that all who wish to be involved in leading/assisting with activities organised by the Chaplaincy which might involve children, young people, or adults who may be vulnerable are subject to appropriate safeguarding checks as set out in Appendix 1.1
6. Working with the Chaplain and Wardens you will need to be satisfied that there is an appropriate system in the Chaplaincy for keeping records as set out in Appendix 1.2
7. Advising the leaders of all activities organised by the Chaplaincy involving children and young people to maintain their own appropriate records covering the safety of the children involved (for example attendance, any parental consent forms, details of the adults responsible for running sessions, the recording of any accidents/incidents etc)
8. Being vigilant, in the Chaplaincy, for any concern identified by yourself or by another person regarding any:
 - Child, young person, or adult who may be vulnerable who might be or has been subject to abuse, or a risk of abuse ([\(Section 6.1\)](#))
 - Person you may consider poses a risk to a child, young person, or adult who may be vulnerable ([\(Section 6.1\)](#)).

And in such circumstances follow the procedure explained in [Section 6.4](#) which includes the need for immediate notification to the Diocesan Safeguarding Team (contact details in [Section 6.10](#)).

The Diocese in Europe Safeguarding Protocol

Section 5.6: Chaplaincy Responsibilities –
Chaplaincy Safeguarding Officers

Issue: 9/12/2015

Appendix 1.1 to Section 5.6 The Chaplaincy Safeguarding Officer's responsibilities for Safeguarding Checks

As the Chaplaincy Safeguarding Officer part of your role is to assist people in undergoing the necessary safeguarding checks. The diocesan requirements as to who in a Chaplaincy should be checked is given in [Section 6.3](#) and the process for undertaking checks (including information relating to the safer recruitment of individuals for roles) is given in [Section 6.2](#).

In summary your role as the Chaplaincy Safeguarding officer is as follows:

1. Assisting people in the completion of the **Confidential Declaration Form** and in confidence, discussing with them any issues that arise, and pointing out that a criminal conviction might not necessarily be a bar to the intended activity (see below)
2. Undertaking the **Identity Check**. The Diocesan Safeguarding Team (contact details in [Section 6.10](#)) will provide you with the necessary forms and methodology to be used.
3. Assisting people in obtaining the necessary **safeguarding checks** from the relevant national authorities. [Sections 6.2 & 6.3](#) explain how this is to be done, including accessing the UK DBS system, a link to the diocesan web page listing the relevant authorities for a range of countries other than the UK, and what to do if there are no 'relevant authorities'.
4. Assisting people in obtaining the necessary **renewal of safeguarding checks** from the relevant national authorities (see above re DBS checks)

You should also check that people who work with children, young people, or adults who may be vulnerable are aware of:

- The Chaplaincy Safeguarding Protocol ([Section 5.1](#))
- The requirement to undertake appropriate Safeguarding training ([Section 6.8](#))

Record keeping requirements are summarised in Appendix 1.2 to this section

The Diocese in Europe Safeguarding Protocol

Section 5.6: Chaplaincy Responsibilities –
Chaplaincy Safeguarding Officers

Issue: 9/12/2015

Appendix 1.2 to Section 5.6 The Chaplaincy Safeguarding Officer's responsibilities for Record Keeping

As the Chaplaincy Safeguarding Officer part of your role is to be satisfied that there is an appropriate system in the Chaplaincy for keeping confidential safeguarding records. You will need to do this in consultation with the Chaplain and Wardens.

The Diocesan requirements for keeping records (including an appropriate format) are set out in [Section 6.7](#) of the Diocesan Safeguarding Protocol. It is recommended that records relating to an individual are maintained in a loose leaf folder (or similar) for each individual, but records of safeguarding concerns should normally be filed under the name of the alleged abuser. Because of the confidential nature of any records relating to safeguarding it is important the records are held in a secure manner (eg a locked cabinet) with access limited to those with a clear 'need to know'.

In summary there is a need to keep (for 100 years) the following records:

1. The Model Personal Safeguarding Record (see [Section 6.7](#)):
 - For all those in the Chaplaincy about whom a **safeguarding check** is made (see [Section 6.3](#) which identifies who needs to be checked)
 - For any member of the Chaplaincy who has undergone **safeguarding training** (see [Section 6.8](#))
2. A full record of every Safeguarding Concern which comprises:
 - The Model Safeguarding Concern Initial Record (see [Section 6.4](#))
 - A comprehensive chronological record of all actions and information, including all correspondence, emails, file notes, meeting minutes, agreements, etc.
 - The outcome of the investigation (which will usually be supplied by the Diocesan Safeguarding Team).
 - The date the case was closed.

The Diocese in Europe Safeguarding Protocol

Section 5.7: Chaplaincy Responsibilities –
Dealing with Third-Party Groups

Issue: 9/12/2015

What about non-Chaplaincy groups using our premises?

Introduction

Many Chaplaincies have their own premises, either through ownership or on a 'sole use' lease or rental basis. If this is the case in your Chaplaincy then you will also need to think about safeguarding where non-chaplaincy groups ask to use (whether for free or for a fee or donation) your churches, church halls etc. *N.B. This is in addition to any other insurance or health and safety conditions or requirements.*

This Section shows what you need to do. It applies to all situations where non-chaplaincy groups use your premises for whatever reason and irrespective of how often they do this.

What do you need to do!

The following simple steps should be followed.

1. Have your Chaplaincy Policy displayed in a prominent position
2. Always bring your policy to the attention of the group leader and ask if they have their own 'policy' or similar statements.
3. If they have their own policy, ask the Chaplaincy Safeguarding Officer to check it through to see if it is in line with your Chaplaincy policy:
 - If it is, then all is fine (you can find a link to an appropriate 'declaration form' which the group leader should sign in [Section 6.10](#)).
 - If it isn't then you will need to work on the basis that they don't have a suitable policy (see below).
4. If they don't have their own policy (or it is not suitable) then they will need to agree in writing to follow your policy. If you have a formal agreement with the group you should include a clause to this effect. Otherwise you can find a link to an appropriate 'declaration form' which the group leader should sign in [Section 6.10](#).
NB for family groups using your premises for a 'one-off' family event, such as a wedding reception or party, then a written agreement is not necessary.
5. If you are concerned that they do not have a suitable policy in place and are less than enthusiastic about following your policy then you must decline their request to use your premises.
6. Any areas of doubt can always be checked with the Diocesan Safeguarding Team ([Section 6.10](#)).

NB there is no requirement to physically 'police' the use of your premises when third parties are using them. By agreeing with your terms as set out above they have given an undertaking to comply with your requirements and there has to be a reasonable expectation that they will comply with these. If there are any concerns then the chaplaincy will need to question the continued use by that third party.

What if there is a problem?

If you become aware of any safeguarding concerns involving the group (whether or not these are linked to the activities taking place in your chaplaincy premises) then you will need to follow the steps set out in [Section 6.4](#). ('*Identifying and Addressing Concerns*').

The Diocese in Europe Safeguarding Protocol

Section 6: Specific Information Sheets

Issue: 9/12/2015

In this section you can find more information regarding particular matters as outlined below. *(Please note, if you are using a paper copy of this policy, the 'Index' in the internet version provides information as to the 'currency' of a particular section.)*

Topic	Where to find the detailed information
What is 'abuse'?	Section 6.1
Selecting People for Roles in the Diocese	Section 6.2
Who needs to be subject to safeguarding – and why?	Section 6.3
Identifying and addressing concerns	Section 6.4
Helping those who have been abused	Section 6.5
Working with offenders	Section 6.6
Record keeping	Section 6.7
Information and training	Section 6.8
Glossary of terms	Section 6.9
Useful contacts	Section 6.10

The Diocese in Europe Safeguarding Protocol

Section 6.1: What is 'Abuse'?

Issue: 9/12/2015

SECTION 6.1 WHAT IS 'ABUSE'?

Introduction

In simple terms the concept of 'safeguarding' is about seeking to prevent abuse to vulnerable groups with whom we work and minister.

In this section you will find information about:

- Who are the people at risk?
- What is abuse?
- Who might be a possible abuser?

Who are the people at risk?

The groups of concern include:

- All children and young people aged under 18 years, irrespective of their apparent maturity are considered to be vulnerable to abuse.
- Any adult (aged over 18 years) may be vulnerable and in need of additional services or support in their own home or elsewhere as a consequence of their age, physical or mental incapacity, illness, financial insecurity, homelessness, status (i.e. refugees), substance misuse, etc. The list is not exhaustive but gives you an idea of those who might need to be considered as vulnerable in your Chaplaincy.

What is abuse?

The abuse to which these groups may be subject sadly covers many possibilities. Here we have given some typical examples which can and do occur. Many forms of abuse apply equally to all age groups and this is reflected in the information presented below.

There are a number of different types of abuse which include

- Physical Abuse
- Sexual abuse
- Emotional abuse (eg bullying or other undue pressure which may or may not be linked to other forms of abuse)
- Neglect
- Financial abuse
- Discriminatory abuse
- Organisational abuse
- Modern Slavery
- Domestic Violence and abuse
- Self-Neglect
- Spiritual abuse

These are explained in more detail below. (NB It is important to note that this list does not cover all the possibilities. One single symptom may not indicate that abuse is taking place. In some situations (eg domestic violence) there may be more than one form of abuse being present and all known facts need to be considered.

Please be aware that you may find some of the descriptions distressing

Physical Abuse

Physical abuse involves hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical injury. Physical harm may also be caused when a

The Diocese in Europe Safeguarding Protocol

Section 6.1: What is 'Abuse'?

Issue: 9/12/2015

parent or carer invents the symptoms of illness in a child, or deliberately makes them ill. This was formerly referred to as Munchausen's Syndrome.

The symptoms of physical abuse may range from bruising, cuts, abrasions, and small burns (often on areas of the body covered by clothing and where it would have been unlikely to have been caused accidentally) to more serious injuries such as fractured limbs and extensive burns or scalds. Those who have been abused may appear to be withdrawn, fearful, or indeed unduly aggressive.

Sexual Abuse

(The law varies in different countries but, in the Church of England and for the purpose of this policy, the minimum 'age of consent' for heterosexual or same sex relationships is always taken to be sixteen years of age.)

Sexual abuse covers a wide range of potential problems including forcing or enticing a child, young person, or an adult who may be vulnerable to take part in sexual activities. These may not necessarily involve a high level of violence and very young people may be unaware of what is happening. The activities may be:

- Of a direct nature such as:
 - Physical contact, including assault by penetration (ie rape in all its forms including anal and oral sex)
 - Non-penetrative acts such as masturbation, inappropriate kissing, rubbing and touching either inside or outside of clothing.
- Of a more 'indirect' nature involving the abused (particularly children and young persons) being:
 - Involved in looking at sexual images, or in the production of them, including 'sexting'.
 - Required to watch sexual activities.
 - Encouraged (especially children) to behave in sexually inappropriate ways.
 - Groomed in preparation for abuse (including via the internet and other social media).
 - Not involving children directly, but being in possession of child pornography, producing it, distributing/sharing it, or viewing it (for inappropriate reasons). This includes photographs, images held on computers, memory devices, mobile phones, video/DVD, etc.

You should note that sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can children.

It is almost impossible to recognise symptoms of sexual abuse which will result in abnormal medical conditions. It requires highly experienced medical professionals to diagnose abuse in this highly sensitive area.

Apart from medical symptoms, those who have been abused may present as being withdrawn, fearful of adults/carers, have unexplained sums of money, or gifts or (in the case of children) show inappropriate sexual knowledge for their age, or preoccupation with genitalia.

Emotional Abuse

The result of any form of physical or sexual abuse on an individual can be profound in respect of its emotional impact. In some cases the implications for their mental health can be far reaching. Emotional abuse can also be as a consequence of non-physical/sexual contact and may therefore be very difficult to detect unless witnessed. Typical forms of such abuse include:

- Verbal bullying (including cyber bullying).

The Diocese in Europe Safeguarding Protocol

Section 6.1: What is 'Abuse'?

Issue: 9/12/2015

- Constant implications of the lack of worth.
- Constant 'putting down' of the individual or setting of unattainable expectations.
- Conversely, being over protective to the individual and preventing them from achieving their own expectations.
- Making the individual feel unwanted, unloved etc.
- Preventing the individual from being able to express their views, meet with others etc.
- Witnessing the abuse of others (for example children witnessing domestic violence are particularly vulnerable).

It is very difficult to recognise physical signs of emotional abuse but it may manifest itself by a lack in self-confidence, poor interaction with carers, parents or figures in authority, communication difficulties, self-harming (ie self-inflicted wounds) and, for children, developmental delay.

Neglect

Neglect is the persistent failure to meet a person's basic physical and/or psychological needs which is likely to result in a serious damage to health and well-being (and, for a child, in their development).

Neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home, or abandonment, failing to protect a child/adult from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of a person's basic emotional need or not responding to them.

The results of neglect may be obvious. The individual will be inappropriately dressed for the weather conditions, dirty, unkempt, poor personal hygiene, low weight and height for age, poor skin, and hair condition, constant hunger, voracious appetite, hiding food etc. But beware neglect which is masked by appearances when the individual is presented in public.

Financial abuse

This is the illegal or improper use of someone's property, finances or other assets without their informed consent, or where consent is obtained by fraud. It includes withholding of money or unauthorised or improper use of a person's money or property, usually to their disadvantage.

Possible indicators of financial abuse include: Change in financial habits – for example being unable to pay for services; A sudden loss of, or reduction in assets; Personal possessions being removed from the home; Additional names being included on a bank account; Important documents, e.g. bank statements, go missing; Unusual interest by a relative, friend or someone else in financial matters, especially if little real concern is shown for anything else.

Discriminatory Abuse

This is when one person is treated less favourably than another because of prejudice about their age, gender, gender-identity (a person's inner sense of being 'male' or 'female'), disability, ethnicity, sexual orientation, religion or belief.

Possible indicators of discriminatory abuse include; using words or comments which indicate prejudice towards a person because of their: age, gender, gender-identity (a person's inner sense of being 'male' or 'female'), disability, ethnicity, sexual orientation, religion or belief. It includes neglecting someone, or treating them less favourably because they are from a minority group or have a particular characteristic or need, and any treatment which is hostile, humiliating, intimidating, degrading or offensive.

Organisational Abuse

The Diocese in Europe Safeguarding Protocol

Section 6.1: What is 'Abuse'?

Issue: 9/12/2015

This takes place in settings where a number of people are being cared for (residential homes, hospitals, etc.) and will often affect a number of vulnerable people. It includes neglect, poor practice, ill-treatment and most other forms of abuse.

Possible indicators of Organisational abuse include: Serious or persistent failure to meet the needs of the adults with care and support needs in an organisation; Staff/workers show apathy, depression, withdrawal; Lack of flexibility, lack of options and choice offered by an organisation; Lack of privacy and or confidentiality – for example mail being intercepted or private matters being discussed in public; Lack of appropriate care.

Modern Slavery

This is a global problem that transcends age, gender and ethnicities and affects 29.8 million people approximately. It includes victims brought from overseas and local vulnerable people being forced to work against their will in many different sectors, including prostitution, illicit drugs and other organised crime, farm and domestic labour, building sites and factories.

Possible indicators of Modern Slavery include: Physical Appearance - signs of physical or emotional abuse, look malnourished or unkempt, or appear withdrawn; Isolation - rarely allowed to travel on their own, seeming under control or influence of others, rarely interact or appear unfamiliar with their neighbourhood or where they work; Poor Living Conditions - living in dirty, cramped or overcrowded accommodation, and/or living and working at the same address; Few/No Personal Effects - no identification documents, have few personal possessions and always wear the same clothes day in day out. What clothes they do wear may not be suitable for their work; Restricted Movements - victims have little opportunity to move freely and may have had their travel documents retained, e.g. Passport.

Domestic Violence and Abuse

Any incident of threatening behaviour, violence or abuse between two people aged 16 years or over, who are or have been in a relationship together, or between family members regardless of gender or sexuality. It includes physical abuse, emotional abuse, forced marriage and honour-based crimes.

Possible indicators of Domestic Violence and Abuse include: Seeming afraid or anxious to please their partner/family member; Going along with everything their partner/family member says and does; Checking in often with their partner/family to report where they are & what they are doing; Receiving frequent, harassing phone calls from their partner/family member; Talking about their partner/family member's temper, jealousy, or possessiveness; Failing to appear at meetings, events, etc. often without notice. Other signs and symptoms may be similar to those of physical, sexual or emotional abuse.

Self-Neglect

This is failing to care for your own personal hygiene, health or surroundings. It includes hoarding, but more usually concerns the neglect of food, water, clothing, shelter, hygiene, medication and safety precautions.

Possible indicators of Self-neglect include; dehydration, malnutrition, untreated or improperly attended medical conditions, poor personal hygiene, hazardous or unsafe living conditions (e.g. no indoor plumbing, unsafe wiring, no heating), unclean living quarters (e.g. animal infestation), lack of medical aids (e.g. glasses, hearing aids, dentures, mobility aids).

The Diocese in Europe Safeguarding Protocol

Section 6.1: What is 'Abuse'?

Issue: 9/12/2015

Spiritual Abuse

Spiritual Abuse is not specified in the standard ten statutory definitions of abuse affecting adults but it is of concern both within and outside faith communities including within the Church of England. Spiritual abuse involves mistreating a person in the name of God, faith or religion – the exact nature of the mistreatment may fall within the definition of one of the categories of abuse that we have already covered.

Possible indicators of spiritual abuse include: Financial abuse - may include persuading or coercing people to include the church in their wills, or telling people that God would want them to make a financial gift; Emotional abuse - which may include telling the person they are evil or possessed and threatening to abandon them or isolating them because of this. It may also include behaviours such as telling a person that an illness is punishment for their sins; Physical abuse - may include beating, shaking, burning, cutting, stabbing, semi-strangulating, tying up/restraint, or rubbing chilli peppers or other substances on genitals typically as punishment for being evil or possessed; Sexual abuse - adults that are spiritually abused may be particularly vulnerable to sexual exploitation, this may be because they feel powerless and worthless and feel they will not be believed if they tell someone about the abuse; Neglect - may include failure to care for an individual in a variety of ways, for example the failure to ensure appropriate medical care, supervision, good hygiene, nourishment, clothing or heating due to the person being considered evil or possessed

To emphasise again what has been previously stated, the indicators of abuse outlined above must not be taken in isolation. In some situations (eg domestic violence) there may be more than one form of abuse being present. The list is not definitive, neither is it exhaustive.

Who might be a possible abuser?

Abusers may be either men or women – and indeed can include children abusing other children or adults who are vulnerable. There are no stereotypes and typically abusers will appear to others as perfectly ordinary people when in public. The abuser may be a member of the family or a trusted friend (of the family or the individual). Statistically the incidence of abuse by someone completely unknown to the social group, the family, or the individual is unusual.

Child sex offenders will often seek to ingratiate themselves into an organisation or family to gain trust and acceptance. This is a part of their grooming strategy aimed at gaining unrestricted access to their intended target at some stage in the future. The openness and generous welcome of the Church makes it particularly vulnerable to this type of abuser. They may also befriend the child through gifts, 'kindness' and the like. This again is aimed at gaining the child's confidence with the ultimate objective of committing abuse. Very often these forms of 'grooming' go on for a long time before the offence takes place.

In short the most important need is that we remain vigilant to the risk and tell someone (your Safeguarding Officer or the Diocesan Safeguarding Team) about any concerns that may arise.

The Diocese in Europe Safeguarding Protocol

Section 6.2: Selecting People for Roles in the
Diocese

Issue: 9/12/2015

SECTION 6.2 SELECTING PEOPLE FOR ROLES IN THE DIOCESE

Introduction

The requirements in this Section apply to **all** paid and voluntary roles which may involve some contact with children, young people, or adults who may be vulnerable.

The church in general is perceived as being potentially a target for those who would seek to abuse children, young persons or adults. It is therefore especially important that we give appropriate consideration to all who seek to be involved in roles involving these groups.

Our Diocesan Safeguarding Policy Statement ([Section 2](#)) includes the following important requirement for "*The careful selection and training of all those with any safeguarding responsibility within the Church, including the use of available criminal records disclosures and relevant vetting and barring schemes.*" This Section explains how we will use our best endeavours to fulfil this objective in line with the Church's approach to the concept of 'Safer Recruitment'.

The diocesan requirements are separated into 5 distinct parts:

1. The initial selection of someone for a role
2. The Confidential Declaration Form (required whether or not a full safeguarding check is necessary)
3. Identity Checking
4. Safeguarding Checks
5. Renewing Safeguarding Checks

Finally, once the safeguarding checks have been completed it is important to remind people that they will need to make themselves available for the appropriate induction to the role and training as described in [Section 6.8](#) ('*Information and Training*').

In undertaking the selection process it must always be remembered that there will always be those who will seek to infiltrate our chaplaincies in order to commit abuse. It is true that no system can be fully 'watertight' and therefore it is most important that vigilance is maintained within chaplaincies for any sign of problem which must be reported immediately as explained in [Section 6.4](#)

The following requirements explain how we will identify the suitability of people for specific roles. Please remember that further advice and guidance will always be available from the Diocesan Safeguarding Team (contact details in [Section 6.10](#)).

The Appointment of Clergy and Readers

There are clearly defined elements within the Diocesan appointments processes which ensure compliance with the requirements of the House of Bishops. Details of these processes are available from diocesan office.

The Diocese in Europe Safeguarding Protocol

Section 6.2: Selecting People for Roles in the
Diocese

Issue: 9/12/2015

The Appointment to Lay roles within Chaplaincies

Other than readers (see above) the following process is to be used in **all** cases where an individual is undertaking a specific role which may include any contact with a child, young person, or adult who may be vulnerable. Whether the individual may then need a formal safeguarding check is a matter for subsequent consideration as will be explained later in this section.

1) The Initial Selection of Someone for a Role

This part of our diocesan approach applies to **everyone** whose role may include any contact with children, young people or adults who may be vulnerable, irrespective of the nature of that contact. As explained above, this initial selection process is essential to minimise the risk of a potential offender 'slipping under the radar'.

We will consider whether an identified individual needs to have a formal safeguarding check later.

The approach set out below is structured to comply with the principles identified by the House of Bishops in respect of 'Safer Recruitment' set out in '*Safeguarding Guidelines Relating to Safer Recruitment - for all who work on behalf of the Church of England*' (see [Section 6.10](#)). These guidelines identify a '12 Step' approach to selecting the appropriate people to undertake roles within the church. As part of this approach it is important that we are able to 'evidence' that we have undertaken the right approach and therefore a simple record of the process is required in all cases. You can find a suitable record format referenced in [Section 6.10](#). The responsibilities for ensuring that records are maintained are set out in [Section 7](#).

Within our diocese (as elsewhere in the Church of England) members of our congregations are called to specific roles through a number of different routes. In each case a specific process must be followed to ensure that we do all that is reasonable to minimise the possibility of a potential offender from becoming directly involved in inappropriate roles.

- ***Paid positions:*** A formal selection process must in any case be used to ensure the right person is appointed. This will include the need for appropriate advertising, a role description and person specification, written application, references, confidential declaration and an interview. You can find the necessary steps set out in '*Safeguarding Guidelines Relating to Safer Recruitment - for all who work on behalf of the Church of England*' (see [Section 6.10](#)).

In addition, the final appointment must include a contract of employment or similar written agreement between the parties. This is good practice irrespective of the need for safeguarding considerations.

- ***Churchwardens*** (who are required by our policy to submit a Confidential Declaration and have a safeguarding check). The election process is determined by the 'Church Representation Rules' and whilst the role is defined, there will be no interviews or references. Clearly applicants should be of 'good character' and their suitability for the role will be determined by those involved in the election process. Intending candidates must be reminded that they will be required to submit a Confidential Declaration and undergo a formal safeguarding check if they are elected and that if this indicates a blemished record then this could result in them being disqualified from holding the office of 'Churchwarden'.
- ***Voluntary positions:*** These make up the greater majority of roles within chaplaincy life. They include a full range of activities which may involve contact with children, young people or adults who may be vulnerable. By the very nature of volunteer roles, the individuals involved will be either identified by a Chaplain or other officer of the chaplaincy or will be someone who is responding to an identified need. It is here that

The Diocese in Europe Safeguarding Protocol

**Section 6.2: Selecting People for Roles in the
Diocese**

Issue: 9/12/2015

the church is seen to be particularly vulnerable and it is therefore essential that we have in place a proportional and practical means of complying with the intent set out by the House of Bishops. To ensure this the following steps must be followed in **all** cases where there may be any contact with children, young persons or adults who may be vulnerable.

- Job Description and person specification: For very straightforward roles the intent will be self-evident from the role title. Where this is not the case then a simple short description of the role and the attributes required will be a prudent approach to help all involved.
- Checking general suitability for the role: Where the individual is personally known for a minimum of 2 years to the Chaplain (or an Assistant Chaplain in the Chaplaincy or a Warden if there is no Chaplain/Assistant Chaplain) and at least one other member of the congregation (who has been subject to a full safeguarding 'criminal record' clearance) then there would be no requirement for a further reference. Where this is not the case then references must be sought from the relevant incumbent in the individual's last parish and someone who has known them for at least 2 years.
- Meeting with the individual: The individual must meet the Chaplain informally (or an Assistant Chaplain in the Chaplaincy or a Warden if there is no Chaplain/Assistant Chaplain) together with (if appropriate) someone who leads the activity in which the individual will be involved. The objective will be to explore the intended role and the individual's suitability.
- Confidential Declaration: All church volunteers must submit a Confidential Declaration before they are appointed to a role, which will aid the assessment of their suitability for the role and identify whether any additional safeguarding measures might need to be implemented
- Induction to the role and Training: It is important that all new volunteers are inducted to their role so that they gain a full understanding of the church structure, how they fit into it and what is expected of them. For Training see [Section 6.8](#).

Irrespective of how someone comes to be involved in an activity for the Chaplaincy, they must all be considered to see if there is a need for a formal safeguarding check. You can find out who needs to be checked by looking at the role they will be doing against the measures explained in [Section 6.3](#) ('*Who Needs to have a Safeguarding Check*'). Please remember that the need for the following safeguarding check procedure applies to people even if they have been undertaking the role for many years. (*NB People may undertake the intended role pending the satisfactory completion of the safeguarding checks provided that they are at all times under the supervision of a person who has undergone a satisfactory safeguarding check*).

2) The Confidential Declaration Form

The Confidential Declaration Form must be completed by all appointees to church roles ***irrespective of whether they need to have a full safeguarding check***. It is completed on 'appointment' only.

The individual must complete a "Confidential Declaration Form". There are no exceptions to this. The "Confidential Declaration Form" can be found on the diocesan web site ([Section 7](#))

The Confidential Declaration Form is to give the applicant an early opportunity to disclose any convictions or relevant matters relating to any offence and to discuss with the

The Diocese in Europe Safeguarding Protocol

**Section 6.2: Selecting People for Roles in the
Diocese**

Issue: 9/12/2015

Chaplaincy Safeguarding Officer, in confidence, anything that may cause embarrassment. It also encourages honesty and integrity from the outset.

In the case of a conviction being declared, the application for clearance should in any case continue (unless of course the applicant chooses to withdraw from the role). It is important before any decision is taken that this is based on accurate information and not from a recall of memory. In all such cases the Diocesan Safeguarding Team must be consulted before an appointment is made.

For those who do need a safeguarding check (see [Section 6.3](#)) then the following procedure must be followed.

3) Formal Safeguarding Checks Procedure

There are a number of steps which must all be followed as explained below.

a) Identity Checking

Where an individual is required to undergo a formal safeguarding check (as specified in [Section 6.3](#)) they must next confirm their identity to the Chaplaincy Safeguarding Officer. There are no exceptions to this. There is an agreed procedure for confirming identity which must be followed and the Diocesan Safeguarding Team (contact details in [Section 7](#)) will provide the necessary details.

b) The checking of criminal records.

Where an individual is required to undergo a formal safeguarding check (as specified in [Section 6.3](#)) there are 2 basic stages to this procedure which will be administered by the Chaplaincy Safeguarding Officer (noting that the responsibility for providing the relevant information, etc. rests with the individual being checked).

Stage 1: Obtaining information from the relevant External Authorities

The first stage is to obtain confirmation (typically in the form of a certificate) from all the relevant authorities in which the individual has lived for a period of 6 months or more, as a total of all visits over one month in duration, since the age of 16 (there are no exceptions to this). The richness of the mix of people in our Chaplaincies will mean that they may have lived in several countries during their life. The relevant authorities from whom information will need to be sought are therefore likely to be located in all corners of the globe as follows:

- ***For those individuals who have had a period of residence in the UK:*** there is a very structured 'clearance' system known as the '*Disclosure and Barring Service (DBS)*'. This will provide information including convictions, Police information, cautions etc, and whether the individual is actually barred from any activities (eg with children). If a UK check is needed the applicant will need to consult their Chaplaincy Safeguarding Officer who will advise on what needs to be done.
- ***For those individuals who have had a period of residence outside the UK:*** This of course will include everyone as the individual will already be living outside the UK! There will be a need to contact the relevant authority in the countries in which they have lived. [Section 6.10](#) provides a link to the diocesan web page which lists the relevant authorities for a range of countries. The individual, in consultation with the Chaplaincy Safeguarding Officer, should then contact the appropriate authorities to seek specific safeguarding information. In some cases there will be a formal process you will be able to follow (like the UK's DBS

The Diocese in Europe Safeguarding Protocol

Section 6.2: Selecting People for Roles in the
Diocese

Issue: 9/12/2015

process). N.B. In some cases the application is required to be partially completed by the Chaplaincy Safeguarding Officer and in these cases this information (usually about the role to be performed) should **never** be completed by the applicant.

- ***For those cases where there are no 'relevant authorities'***: If the relevant country is not included in the diocesan list then the Diocesan Safeguarding Team must be contacted for advice on how to proceed. This will be determined on a case by case basis, and will never offer a simple solution. The Diocesan Safeguarding Team will conduct a thorough risk assessment (which may require the obtaining of information for example references and testimonials from senior figures in the churches and other organisations in the relevant country) before any exemption from the need for a formal safeguarding check from the relevant authorities can be granted.

Stage 2: What to do on receipt of the information from External Authorities

The outcome of checks will usually be provided directly to the individual applicant, although UK DBS Certificates will now be issued via the Diocesan Safeguarding Team. For all other authority checks the applicant will then need to provide:

For all Clergy roles including PTO and Reader

- The original (NOT a copy) to the Diocesan Safeguarding Team. (NB where the document is not in English a translation must be attached).

For all Laity roles in Chaplaincies (paid or unpaid)

- The original (NOT a copy) to the Chaplaincy Safeguarding Officer.
- A copy (certified as a true copy by the Chaplaincy Safeguarding Officer) to the Diocesan Safeguarding Team. (NB where the document is not in English a translation must be attached).

Applicants should always retain the original certificates for their own records and only copies should be retained by the Diocesan Safeguarding Team and the Chaplaincy.

What happens next will depend on the outcome of the check:

- A 'clear' return: If the check confirms there is no history of criminal activity or other safeguarding concern, then the individual may be appointed to the intended role.
- A 'blemished' return: If the check indicates there is a history of criminal activity or other safeguarding concern, then the advice of the Diocesan Safeguarding Team must be sought before taking any action.

The fact that there is evidence of criminal activity is not in itself a bar to 'employment', but this will depend on the nature of the offence and the planned activity. The Diocesan Safeguarding Team will undertake a risk assessment (in consultation particularly with the Chaplaincy Safeguarding Officer and the Chaplain) to determine whether or not the individual can undertake the role and, if so, whether any additional safeguards are appropriate. This will be on a case by case basis.

Renewing Safeguarding Checks

To be consistent with the current guidance issued by the House of Bishops that UK DBS certificates should be renewed every five years, the Diocesan requirement is that all safeguarding checks are to be renewed every five years irrespective of which country they relate to.

This means that it is necessary to repeat the identity check, but only to obtain formal confirmation of a criminal conviction record from every country in which the individual

The Diocese in Europe Safeguarding Protocol

**Section 6.2: Selecting People for Roles in the
Diocese**

Issue: 9/12/2015

has resided, for more than six months, as a total of all visits over one month in duration, during the five years since they undertook their previous check. This requirement for checks will apply retrospectively for any clergy or lay persons in posts requiring checks from the 1st January 2016. This means that any person in such posts where checks are required i.e. volunteers who may have been in such roles for some time, but have not been checked, will now have to be checked in accordance with this requirement.

The Diocese in Europe Safeguarding Protocol

Section 6.3: Who needs to be checked – and why?

Issue: 9/12/2015

SECTION 6.3 WHO NEEDS TO HAVE A SAFEGUARDING CHECK?

Introduction

In this note we explain how Chaplaincies can identify those who need to have a safeguarding check, together with a reminder of who is responsible for having the check completed. This applies across the Diocese. The contents are consistent with the principles set out in the Church of England's current guidance on this matter.

For some roles safeguarding checks are a standard requirement, with no exceptions. For others the need for safeguarding checks depends on the type of Chaplaincy role or activity an individual is involved in, and how often they perform this role. This is all explained in this note.

You can find out about how to do safeguarding checks in [Section 6.2](#)

Inevitably there will be 'unusual' situations not covered explicitly in what follows. In such cases the advice of the Diocesan Safeguarding Team should be sought - contact details are given in [Section 6.10](#).

You can find help on who needs a safeguarding check as follows:

- For those roles where safeguarding checks are a standard requirement with no exceptions: please see Appendix 1 to this section.
- For all other roles: please see Appendix 2 to this section. This may include choir leaders, children's workers, pastoral assistants, volunteer drivers, counsellors, playgroup leaders.
- Note: There will be instances where parents remain present throughout an activity which is supervised/delivered by individuals who have been subject to the safeguarding check procedure. It is not necessary for these parents to complete the safeguarding checking procedure if they only have responsibility for their own children.

People sometimes feel that a safeguarding check is not necessary for them as their background speaks for itself. Sadly however this is a tactic used by those who have a history of abusing and are seeking to establish their apparent credentials in a new community. Appendix 3 to this section explains why safeguarding is important.

Please remember that if you have any questions the advice of the Diocesan Safeguarding Team should be sought - unusual situations arise which are not covered explicitly here.

A Warning!

Please keep in mind that 'safeguarding checks' only identify those individuals who have come to the attention of the relevant authorities. As in all forms of criminal activity some events go unrecorded simply because they are not reported. Perpetrators of abuse, especially child sex abuse, are likely to seek to manipulate their targets so they don't report the offence. It is therefore essential that we remain vigilant even when a 'clear' outcome of a check is received.

The Diocese in Europe Safeguarding Protocol

Section 6.3: Who needs to be checked – and why?

Issue: 9/12/2015

Appendix 1 (to Section 6.3) Who must always be subject to safeguarding checks?

Some roles always need safeguarding checks without exception. These are shown below together with who is responsible for having those checks done.

Chaplaincy roles that must <u>always</u> have safeguarding checks	
Role	Who is responsible for obtaining the check?
All licensed clergy of this diocese, all clergy who hold the Bishop's Permission to Officiate (PtO), and all ordinands	The individual in conjunction with the Diocesan Office
Clergy of the Church of England or from a Church in Communion with the C of E who do not hold the Bishop's Permission to Officiate for this diocese who are invited to preach or preside at any service and who will not be directly supervised at all times by a priest who has already been checked.	Diocesan Office will advise on the need for checking (<i>NB In accordance with Canon Law a priest or deacon who holds a licence from another bishop of the Church of England may minister (i.e. unsupervised) in a Diocese in Europe congregation for a period not more than 7 days consecutive in a 3 month period without PtO. Nevertheless, these clergy must complete the safeguarding checks in conjunction with the Diocesan Office.</i>)
Visiting preachers, lay or ordained, from Churches not in communion with the Church of England who will not be directly supervised at all times by a priest who has already been checked.	The individual in conjunction with the Diocesan Office
All Licensed Readers, Readers in Training, Readers with the Bishop's Permission to Officiate (PtO). All ordained or lay ministers of Churches not in Communion with the Church of England who are authorised to preach or take services of the word under the provision of the Ecumenical Canons.	The individual in conjunction with the Diocesan Office (<i>If the individual is a visitor please always check first with the Diocesan Office.</i>)
All Congregational Worship Leaders	The individual in conjunction with the Chaplaincy Safeguarding Officer
All Safeguarding Officers (on the basis that they will also be acting as the 'Identity Checker')	The individual in conjunction with: <ul style="list-style-type: none"> • Where this is a replacement role: the existing Chaplaincy Safeguarding Officer; or • Where this is a new role (or the pre-existing Safeguarding Officer is not available) the Diocesan Safeguarding Team will advise.
All Church (ie Chaplaincy) Wardens (on the basis that they may be required to lead the Chaplaincy in the absence of the Chaplain)	The individual in conjunction with the Chaplaincy Safeguarding Officer.

The Diocese in Europe Safeguarding Protocol

Section 6.3: Who needs to be checked – and why?

Issue: 9/12/2015

Appendix 2 (to section 6.3) Who else needs to be checked?

The need for a safeguarding check depends on a number of matters relating to the individual and the role they are going to undertake. The questionnaires overleaf lead you through the necessary steps to help you identify who else in your Chaplaincy needs a safeguarding check. Please remember there are some roles which will always need to be checked, as explained in Appendix 1 to this section. The questions apply to all the other roles and activities in a Chaplaincy. Such roles and activities cover the full range of Chaplaincy life – worship, children’s activities, music, social events, home visiting and more.

The approach adopted by the diocese is built on the principle of ‘best practice’. This takes full account of experience across the diocese in recent times and the current methodology applied across the Church of England.

When seeking a safeguarding check the following should be born in mind:

- Safeguarding checks **must** be done in respect of all countries where the individual has resided (since the age of 16) for more than 6 months, as a total of all visits over one month in duration, or since the date of the last check where a check is being renewed.
- The safeguarding checks for residence in all countries other than the UK should be by means of a request for criminal record information – in the event of the country being able to provide more detailed information this should be sought as part of the check.
- The safeguarding checks for residence in the UK are subject to specific requirements regarding the nature of the check to be sought (ie an ‘enhanced DBS’ check or an ‘enhanced DBS plus barred list’ check). The questionnaires provide the means of identifying which level of checking is necessary. *(NB ‘barring’ is where an individual has been legally barred from specific activities involving children or adults. This may or may not be for a specified period.)*

Because the best practice for safeguarding checks is different for children (ie those under 18 years) and adults (ie those aged 18 or over) you will need to answer the questions in the appropriate questionnaire (or in both questionnaires if you are involved with both children and adults). The questionnaires are as follows:

- Questionnaire 1 covers activities involving children.
- Questionnaire 2 covers activities involving adults who may be vulnerable.

In both of the questionnaires you are asked to answer a series of simple ‘yes/no’ questions and follow the simple instructions which will identify whether or not you need a check.

The Diocese in Europe Safeguarding Protocol

Section 6.3: Who needs to be checked – and why?

Issue: 9/12/2015

QUESTIONNAIRE 1

Please use this questionnaire if the activities involve **CHILDREN** (aged under 18 years).
Simply answer 'yes' or 'no' to each of the questions^{*1*2}. Then follow the guidance at the end of each step. If you have any queries please contact the Diocesan Safeguarding Team.

Step 1: A question about your age

Are you aged 18 or over?

*If you have answered 'YES' please move on to Step 2. If you have answered 'NO' then there is no need for a safeguarding check at this time. However when you reach the age of 18 then you will need a check if you are still involved in this role or activity. (Please note anyone aged 16 or 17 who is engaged in an activity with a child must be **supervised at all times by an adult with appropriate safeguarding checks** so that their contact with the child can be seen and heard at **all times** - ie they are **never left alone with them.**)*

Step 2: Some detailed questions about the Chaplaincy led role or activity.

Does, at any time, the activity involve any form of:

Teaching or instruction of children?

Care^{*3} or supervision of children (in any way including whilst in a vehicle)?

Guidance relating to the physical, emotional or educational well-being of children

Treatment or therapy provided for a child?

Use of computing (or similar) used wholly or mainly by children

Driving a vehicle used for carrying children

Will you be involved with day to day management or supervision of any person who is carrying out any of the above roles?

If you have answered 'NO' to all the questions in this Step then a check is not needed at this time^{*2}.

If you have answered 'YES' to any of the questions in this Step then a safeguarding check is necessary as follows:

- *For periods of residence in countries other than the UK a request is to be made for criminal record information (noting that some countries will be able to provide differing levels of detail). Please arrange this with your Chaplaincy Safeguarding Officer.*
- *For periods of residence in the UK a further series of questions is necessary to determine the level of the clearance required please move to step 3.*

Step 3 (UK DBS checking only)

Is the role undertaken:

Once a week or more?

On four or more days in a 30 day period?

Once or more overnight (between 2.00am and 6.00am)

- ***If you have answered NO to all the questions in this Step then you will need to seek a UK 'Enhanced DBS' check.***
- ***If you have answered 'YES' to any of the questions in this Step then you will need to seek a UK 'Enhanced DBS plus Children's Barred List' check.***

Please arrange the appropriate check with your Chaplaincy Safeguarding Officer.

Footnotes

***1** *If you have any concerns about your answers please speak to your Chaplaincy Safeguarding Officer.*

***2** *If the circumstances of the role change then you will need to check that this doesn't change your answers!*

***3** *In this context, care includes, amongst other general care issues: feeding, toileting, washing, bathing, dressing, and administering medications.*

The Diocese in Europe Safeguarding Protocol

Section 6.3: Who needs to be checked – and why?

Issue: 9/12/2015

QUESTIONNAIRE 2

Please use this questionnaire if the activities involve ADULTS (aged 18 years and over) who may be vulnerable^{*1}.

*Simply answer 'yes' or 'no' to each of the questions^{*2*3}. Then follow the guidance at the end of each step. If you have any queries please contact the Diocesan Safeguarding Team.*

Step 1: A question about your age

Are you aged 18 or over?

*If you have answered 'YES' please move on to Step 2. If you have answered 'NO' then there is no need for a safeguarding check at this time. However when you reach the age of 16 then you will need a check if you are still involved in this role or activity. (Please note anyone aged 16 or 17 who is engaged in an activity with an adult who may be vulnerable must be **supervised at all times by an adult with appropriate safeguard checks** so that their contact with that adult can be seen and heard at all times - ie they are **never** left alone with them.)*

Step 2: Some detailed questions about the Chaplaincy led role or activity.

Does, at any time, the activity involve providing:

Physical assistance to a person^{*4}?

Prompting a person in respect of their physical needs^{*4}?

Training, instruction or guidance in respect of their physical needs^{*4}?

Assistance in relation to managing a person's cash or bills?

Assistance in respect of shopping?

Transporting (as a driver or assistant) people to or from places where they will (or have) receive health care, relevant personal care or social work^{*5}

If you have answered 'NO' to all the questions in this Step then a check is not needed at this time^{*2}.

If you have answered 'YES' to any of the questions in this Step then a safeguarding check is necessary as follows:

- *For periods of residence in countries other than the UK a request is to be made for criminal record information (noting that some countries will be able to provide differing levels of detail).*
- *For periods of residence in the UK you will need to seek a UK 'Enhanced DBS plus Adult's Barred List' check.*

Please arrange the appropriate check with your Chaplaincy Safeguarding Officer.

Footnotes

***1** *In this context, an adult may be vulnerable because of age, illness or disability.*

***2** *If you have any concerns about your answers please speak to your Chaplaincy Safeguarding Officer.*

***3** *If the circumstances of the role change then you will need to check that this doesn't change your answers!*

***4** *In this context, 'physical assistance/needs' means: feeding (including parenteral nutrition), toileting (including in relation to menstruation), washing, bathing, oral care, the care of skin, hair or nails, and administering medications.*

***5** *This does not apply to licensed private hire drivers nor to other journeys (eg pleasure trips)*

The Diocese in Europe Safeguarding Protocol

Section 6.3: Who needs to be checked – and why?

Issue: 9/12/2015

Appendix 3 (to Section 6.3)

Why do I need to have a safeguarding check?

It is not unusual for people to feel that a safeguarding check is not necessary for them, as their background speaks for itself. Individuals may be concerned that simply being asked to undergo a check suggests a lack of trust in their personal integrity. Indeed, they may see this as a personal affront. Typical comments might include:

- *I have previous experience of working with vulnerable groups (for example, as a teacher or care worker);*
- *I cared for and nursed my late parents;*
- *I have children of my own;*
- *I (or my close family) already have responsible jobs in the local community;*
- *I am of impeccable character and I've never been in trouble with the police;*
- *I have lived in my present country for many years and there is no need to check my previous history as it is so long ago;*
- *The local laws do not require any checking;*
- *The local laws or accepted local customs are more lax than in the UK and therefore the policy cannot apply (eg in respect of the age of consent).*

Of course, many of these are very appropriate for those with an unblemished history – which will be the greater majority of people.

Sadly, however, they are just the arguments which are made by those whose record is far from unblemished. As explained elsewhere (see [Section 6.1](#)) abusers are often **extremely devious people**. They will often seek to ingratiate themselves into a community, building up (or claiming a history of) all of the positive attributes mentioned above. Having established the trust of the community they are then in a position to commence their abuse.

It is for this reason that we have to apply the 'precautionary principle' – i.e. it is better to be safe than sorry. All individuals who are identified as needing to be checked do indeed need to be checked irrespective of their backgrounds. A 'clear' check provides considerable strength to:

- Your position as an individual – there can be no doubting your past by anyone.
- Your Chaplaincy's position. For example, parents increasingly expect appropriate people involved in Sunday schools, youth groups etc to have been checked. They may be reticent to have their children participate if this has not been done.
- Helping to ensure that we have done all that can be reasonably expected to ensure the safety of those entrusted to our care – the safety and welfare of children, young people and adults who may be vulnerable is more important than our own personal feelings.

So if you are asked to have a safeguarding check, please do approach this in a positive and supportive manner. Generally, all that is needed is to complete the Confidential Declaration and apply for the appropriate check as explained in [Section 6.2](#). Your Chaplaincy Safeguarding Officer will be able to offer you help with this.

The Diocese in Europe Safeguarding Protocol

Section 6.4: Identifying & Addressing
Concerns

Issue: draft 9/12/2015

SECTION 6.4 IDENTIFYING & ADDRESSING CONCERNS

Introduction

In this section we will explain what you need to do if you suspect that abuse may be taking place – or that there is a potential risk of abuse. Please remember that abuse takes many forms, may affect children, young people or adults and that there are no stereotypes for those who do the abusing. (You can find more information on abuse in [Section 6.1](#))

In our Diocese we will not accept any form of abuse and it is very important that any suspicions (no matter how slight these may be) are raised with the appropriate people as soon as possible.

Obviously any suspected case of abuse carries with it the need to maintain a sensible level of confidentiality both to protect the individual who has been abused (and indeed the accused in the event that the suspicions are not subsequently confirmed). This does not however remove the need to report all suspected cases of abuse as outlined in this section.

What follows are a simple set of 'rules' to ensure that everyone who suspects that abuse is happening (or could be happening) knows what they must do.

Everyone's role

You may become aware of a possible case of abuse (no matter how slight this is) from a number of different sources, for example what the individual who has been abused might have said to you or to others, or from the behaviour of either that individual or their abuser. This may be in the context of a Chaplaincy activity, involving someone from the chaplaincy congregation, or something unrelated to the Chaplaincy.

Please remember that the most important thing is to share your concerns. Please do not attempt to 'investigate' (other than to ask simple questions of clarification), as this is a very specialised area requiring considerable skill and expertise to avoid further harming the individual, or alerting the abuser, or damaging evidence which may be needed in a criminal investigation.

Whilst the subsequent actions will vary, it remains important that you share the information with the appropriate people as soon as you can. You are asked to make your concerns known (in complete confidence) to one or other of the following people:

- Your Chaplaincy Safeguarding Officer (you will find their name and details on your Chaplaincy Safeguarding Protocol which should be displayed in your churches)*; or
- Your Chaplain or one of your Chaplaincy Wardens*; or
- The Archdeacon or Area Dean*; or
- The Diocesan Safeguarding Team (contact details in [Section 6.10](#))
- The Diocesan confidential reporting line. This is a confidential recorded telephone line available 24 hours a day - please remember to leave your contact details so that the Diocesan Safeguarding Team can get back to you. (See [Section 6.10](#) for the number to call.)

* *The Chaplaincy Safeguarding Officer, Chaplain, Wardens, Archdeacon and Area Deans all then have a responsibility to pass this information (in confidence) to the Diocesan Safeguarding Team as soon as they can (this is a 'must' in every case no*

The Diocese in Europe Safeguarding Protocol

**Section 6.4: Identifying & Addressing
Concerns**

Issue: draft 9/12/2015

matter how trivial). Guidance on how to keep accurate and acceptable records are given in Appendix 1 to this Section.

Don't forget that we all have a personal responsibility (which cannot be delegated) to keep children and adults who may be vulnerable safe. If you think the safety of a child or an adult who may be vulnerable is at risk at any time, treat it as an emergency and, in addition to the above, please make every endeavour to notify the police or local children's services (or local equivalent) immediately. Also make sure the Diocesan Safeguarding Team and the church person to whom you are responsible (unless the concern is about them) are informed.

What happens next?

The Diocese has an agreed process, which will begin immediately, to ensure that the correct approach is taken to dealing with your concerns - and to keep you informed as to the outcomes. For information this is outlined below:

- The Chaplain or Chaplaincy Safeguarding Officer will be made aware of all concerns (unless of course they are directly implicated).
- There will be a full written record of the concerns identified, how they were approached and the outcome of inquiries made. This will be initiated by the individual to whom you expressed your concern (i.e. the Diocesan Safeguarding Team in the case of the confidential reporting line).
- The Diocesan Safeguarding Manager, in appropriate consultation with senior members of the diocese, will then identify the appropriate next steps.
- The outcome will be formally recorded in Diocesan records and shared, in confidence and for information, with the Chaplain or Chaplaincy Safeguarding Officer and the individual who raised the concern in the first place.

The Diocese in Europe Safeguarding Protocol

**Section 6.4: Identifying & Addressing
Concerns**

Issue: draft 9/12/2015

Appendix 1 (to Section 6.4)

Guidance on keeping Accurate and Acceptable Records

Taking or making notes is very important with any allegation or concern about safeguarding. The simple rules set out below will help you provide accurate and acceptable records which you may need to refer to at some later date.

Notes recorded must be:

- Comprehensive – as much detail as possible about what you saw or heard, who did what, who said what, what was reported to you as a third person, etc.
- Factual – nothing that could not later be read out in a court or tribunal. Direct speech should be quoted, even if it is offensive.
- Dated and timed – give the date and the time of the event to which the notes refer and record or store them in a chronological order.
- Written in ink at the time or as soon as possible afterwards. State when the notes were written and why there was a delay. Give the time at which the note taking ended. (Printed copies of original email communications will satisfy this requirement.)
- Original written notes and not copied from elsewhere. If the original notes were made on a notepad or other paper, retain this together with your completed set of notes.

Errors and alterations:

- If you make a mistake, cross it out so it remains legible and initial it. Do not erase the mistake.
- No blank spaces should be left – if there are blank spaces they should be lined through and initialled.
- No overwriting.
- No writing between lines.
- Amendments and alterations should be initialled and the reasons why they have been altered set out in the notes.
- Notebooks and other documents should be stored until required by the Diocesan Safeguarding Advisor.

The Diocese in Europe Safeguarding Protocol

Section 6.6: Working with Offenders

Issue: draft 9/12/2015

SECTION 6.5 HELPING THOSE WHO HAVE BEEN ABUSED

Introduction

The needs of those who have been abused (in whatever form; at whatever time in their lives; or in whatever setting) are very complex and demanding. Chaplaincies throughout the diocese can be well placed, often in the heart of the communities, to offer safe places for the abused to come and where they can share their experiences. This section gives guidance on what our response should be.

What can we do?

The challenge of meeting the needs of those who have been abused is enormous and is generally well beyond the experience and abilities of Chaplaincy members. Such is the challenge that we all need to be mindful that inappropriate advice (no matter how well intentioned) can simply serve to reinforce the level of emotional harm which the abused will already have suffered. The provision of counselling and specific practical help requires both specialist training and practical experience.

We therefore need to approach this sensitive matter in a very careful manner. The following gives outline guidance on how Chaplaincies might seek to provide support to those who have been abused:

- It is crucial that any support offered in whatever form must be with the agreement of the individual or their family. (The individual may already be receiving help from professional bodies and this must not be affected.)
- We should seek to support the individual through prayer if they wish (both with and for the individual – perhaps with a focus on seeking professional help and counselling).
- If asked by the individual we can provide a local ‘listening ear’ – but please be very careful about commenting on or judging situations which, if done inappropriately (no matter how well meaning), can have the effect of exacerbating the concerns an abused individual may have.
- We can explore with the individual (and perhaps with their families) the benefits of professional help and counselling. This can typically be sought through the local health/medical networks, through local agencies that provide support on the particular form of abuse experienced, or through the Diocese (see below). We can support the individuals to find their way to professional help.

Professional support through the Diocese

With special regard to accessing professional help for those who have been abused, the Diocese has established a network of ‘Authorised Listeners’ who can help those who have been abused. These are people who are fully trained and experienced counsellors who may be contacted by telephone in complete confidentiality. The contact names and numbers are available through the Diocesan Safeguarding Team (contact details in [Section 6.10](#)) who will treat all requests for information with complete confidentiality.

Please remember that the Diocesan Safeguarding Team ([Section 6.10](#)) is there to help and advise you on what to do.

The Diocese in Europe Safeguarding Protocol

Section 6.6: Working with Offenders

Issue: draft 9/12/2015

SECTION 6.6 WORKING WITH OFFENDERS

Introduction

In this section you will find guidance on how to work with those in your Chaplaincy who have a record of abuse of children, young people or adults. This may be a criminal record or as advised by another organisation through, for example, a reference sought because of a particular role the individual was seeking to undertake, or by the inappropriate behaviour of a person, which suggests that they may pose a risk to children or adults who may be vulnerable.

Throughout the section we need to be mindful of our Christian principles, taking account of the issues that may emerge on a case by case basis but, as a general rule, we need to be very cautious when working with offenders.

What does the Church of England say?

The House of Bishops have considered this and the key practical messages are:

- The need for the individual to accept responsibility for their actions.
- An overwhelming need to be mindful of the safety implications.
- And we should be ready to offer help to offenders, or those who pose a risk, who genuinely seek it.

(NB: On the question of absolution following confession, this has been addressed in [Section 5.3](#) (covering the responsibilities of Chaplains) of this Diocesan Safeguarding Protocol documentation. In summary this requires Chaplains to have caution and *'if there is any doubt in your mind then you may judge it necessary to withhold absolution and alert the Bishop to the matter. The next steps will be for the Bishop to advise.'*)

Accepting Responsibility

This is not as simple as it might seem. Remember that abusers are often **very devious and manipulative** and are not generally given to being completely frank and honest. Admissions of guilt, remorse etc should be treated with caution pending confirmation of the veracity of the statements. The Diocesan Safeguarding Team must always be informed and will be able to advise you on a case by case basis.

Being mindful of the consequential safety implications

Where we are presented with an abuser within our communities who wishes to become involved in a Chaplaincy then it will be essential that the risks are fully explored before that individual can undertake any of the relevant activities. This is a task requiring experience and training and must be undertaken in association with the Diocese Safeguarding Team ([Section 6.10](#)) who will deal with the issue in close liaison with the Chaplaincy Safeguarding Officer and the Chaplain. In most cases the Diocesan Safeguarding Team will undertake a risk assessment and may formalise a Safeguarding Agreement to reduce the risks of continued involvement in the church.

The Diocese in Europe Safeguarding Protocol

Section 6.6: Working with Offenders

Issue: draft 9/12/2015

Helping Offenders

The challenge of working with abusers who have fully acknowledged their offending is generally well beyond the experience of Chaplaincy members. The provision of therapy and specific practical help requires both specialist training and practical experience.

We need therefore to approach this sensitive matter in a very careful manner. And the advice of the Diocesan Safeguarding Team must be sought before embarking on any further action. Subject to the advice from the Diocesan Safeguarding Team the following gives outline guidance on how Chaplaincies might seek to provide support to offenders:

- We should seek to support the individual through prayer if they wish (both with and for the individual – perhaps with a focus on seeking professional help and counselling).
- If asked we can provide a listening ear – but be very cautious (offenders are often very manipulative) and be careful about commenting on or judging situations.
- We can explore with the offender the benefits of professional help and counselling to aid them in addressing their problems. This can typically be sought through the local health/medical networks, or through local agencies who provide support on the particular form of offences committed. We can support the individuals to find their way to professional help.
- We should never leave a known abuser, or someone who poses a risk of abuse, unsupervised at any church service or activity, especially where children, young people or adults who may be vulnerable are present.

Please remember that the Diocesan Safeguarding Team ([Section 6.10](#)) are there to help and advise you on what to do.

The Diocese in Europe Safeguarding Protocol

Section 6.7: Record Keeping

Issue: draft 9/12/2015

SECTION 6.7 RECORD KEEPING

Introduction

The importance of generating and maintaining adequate records cannot be understated. They provide confidence that the policy is being properly delivered and in the event of an issue being raised provide crucial evidence to any inquiry.

What Records do we need to keep?

In the following appendices you will find information on what records need to be kept and who is responsible for them.

1. **Appendix 1** : Safeguarding checks and who has been checked.
2. **Appendix 2** Dealing with any safeguarding concerns that are identified.
3. **Appendix 3** Safeguarding Training.

In what form should records be kept?

To assist Chaplaincies in undertaking their responsibilities, as set out in the above three appendices, a set of simple 'model forms' have been prepared. These are illustrated in **Appendix 4** Electronic copies are available on the Diocesan website (see [Section 6.10](#))

Archiving redundant records.

The Diocese is responsible for archiving records relating to safeguarding matters. Any records maintained by a Chaplaincy must be passed to the Diocesan Safeguarding Team once they become redundant to the needs of the Chaplaincy. This will typically be because

- For safeguarding checks the individual who has been subject to the need for a record has left the roles in which they were engaged.
- For matters of concern the case has been closed by the Diocesan Safeguarding Team.

Once records have been passed to the Diocesan Safeguarding Team for archiving the Chaplaincy copies should be securely destroyed (eg shredded or incinerated). Because of the potential for questions to be raised many years into the future, the Diocese will retain records relating to safeguarding matters for 100 years from their date of creation.

If you have any questions you can get advice on this topic from the Diocesan Safeguarding Team ([Section 6.10](#)).

The Diocese in Europe Safeguarding Protocol

Section 6.7: Record Keeping

Issue: 9/12/2015

Appendix 1 to Section 6.7

Records relating to Safeguarding Checks

Due to the sensitive nature of these records all information must be maintained in a locked cabinet (or similar) with access restricted to those with a genuine 'need to know'.

Records relating to Safeguarding Checks

Description of the Record	For those people where the CHAPLAINCY has the responsibility for obtaining checks the following records will be retained by the Chaplaincy Safeguarding Officer	For those people where the DIOCESE has the responsibility for obtaining checks the following records will be retained by Diocesan Safeguarding Team
Confirmation of identity check	The Identity Check form as completed by the Chaplaincy Safeguarding Officer.	The Identity Check form as completed by the individual in the Diocesan office responsible for identity checking.
Confidential Declaration Form	The Confidential Declaration form as completed by the individual who is seeking any church role	The Confidential Declaration form as completed by the individual who is seeking a clergy or Reader role
Written requests for safeguarding checks (other than UK DBS checks)	A copy of the request	A copy of the request
Responses to safeguarding checks	A copy of the response (certificate) <i>NB The results of 'blemished' UK DBS checks will be provided automatically to the Diocesan Safeguarding Team who will keep the Chaplaincy informed).</i>	A copy of the response (certificate) <i>(NB The results of 'blemished' UK DBS checks will be provided automatically to the Diocesan Safeguarding Team).</i>
Correspondence regarding safeguarding checks (including consideration of the handling of 'blemished' checks)	Copies of all correspondence generated by or received by the Chaplaincy	Copies of all correspondence generated by or received by the Diocesan Office is to be retained by Diocesan Safeguarding Team
Records of those currently checked	A list of all those in the Chaplaincy who have a current safeguarding check (whether by the Chaplaincy or Diocesan Office).	A list of all clergy and Readers in the Diocese who have a current safeguarding check <i>NB: Individual Chaplaincies will be informed by the Diocesan Safeguarding Team of the clearances relating to their Chaplaincy.</i>

The Diocese in Europe Safeguarding Protocol

Section 6.7: Record Keeping

Issue: 9/12/2015

Appendix 2 to Section 6.7

Records relating to Safeguarding Concerns

Due to the sensitive nature of these records all information must be maintained in a locked cabinet (or similar) with access restricted to those with a genuine 'need to know'.

Description of the Record	Chaplaincy responsibilities The following records will be retained by the Chaplaincy Safeguarding Officer	Diocesan responsibilities The following records will be retained by Diocesan Safeguarding Team
Initial record of Concern*	A full note of the initial record of concern	A full note of the initial record of concern
Subsequent correspondence, actions or occurrences	Copies of all correspondence generated by or received by the Chaplaincy and a full note of any subsequent actions or occurrences	Copies of all correspondence generated by or received by the Diocesan Office and the Chaplaincy, as well as all full notes of any subsequent actions or occurrences
Investigations/Enquiries	A full note of any enquiries undertaken at the request of the Diocesan Safeguarding Team	Copies of all investigations or enquiries undertaken under the auspices of the Diocesan Safeguarding Team
Outcome of Investigations/Inquiries	Copies of outcomes as supplied by the Diocesan Safeguarding Team	Copies of all outcomes, internal and external to the Church

** In the event of the concern being raised with an Archdeacon or Area Dean, the recipient of the information will need to make a note of that concern (see Appendix 4 to this Section) and agree with the Chaplaincy Safeguarding Officer who should retain this and the subsequent information.*

N.B. All concerns, no matter how slight, must also be notified to the Diocesan Safeguarding Team.

The Diocese in Europe Safeguarding Protocol

Section 6.7: Record Keeping

Issue: 9/12/2015

Appendix 3 to Section 6.7

Training Records

You will find a full description of the different levels of training referred to below in Section 6.8

Description of the Record	Chaplaincy responsibilities The following records will be retained by the Chaplaincy Safeguarding Officer	Diocesan responsibilities The following records will be retained by Diocesan Office
Level 1 (basic level training – computer based)	A personal record of all training undertaken. <i>NB the Diocesan Office has the responsibility for providing access to Level 1 Training. The Diocesan Safeguarding Team will keep the Chaplaincy Safeguarding Officer informed as to who has completed this training.)</i>	The Diocesan Safeguarding Team is responsible for maintaining a comprehensive record of everyone in the Diocese who has completed each particular level of safeguarding training. The Diocesan Safeguarding Team will inform individual Chaplaincies of relevant individuals who have completed Level 1 computer-based training.
Level 2 (individual modular training delivered face to face)	A personal record of all training undertaken. The Chaplaincy will arrange for members to attend relevant Level 2 training sessions provided within the relevant Archdeaconry area. The Chaplaincy Safeguarding Officer must keep the Diocesan Safeguarding Team informed as to who has completed this training and any other Safeguarding Training arranged locally. <i>Please note:</i>	

The Diocese in Europe Safeguarding Protocol

Section 6.7: Record Keeping

Issue: 9/12/2015

Appendix 4 to Section 6.7 Model Record Formats for Chaplaincies

Introduction

This appendix sets out two model record formats for use within Chaplaincies in respect of:

1. A single '**Personal Safeguarding Record**' for each individual covering selection, safeguarding and training matters.
2. A '**Record of Concern**' for use when a matter of concern (or possible concern) is raised within a Chaplaincy.

Personal Safeguarding Record

The '*Personal Safeguarding Record*' is a simple 2 page record which provides for the recording of all relevant information regarding an individual whose roles include contact with children, young people or adults who may be vulnerable (see [Section 6.12](#)– '*Selecting People for Roles in the Diocese*'). This includes both the selection and safeguarding check requirements and a record of the relevant training. This model record format is to be used for **all** people undertaking such work irrespective of the frequency of contact on or after 1st January 2016)

An individual 'folder' is to be maintained for each person containing this form and any ancillary documentation (eg correspondence). All such folders should be stored in a lockable cabinet with access limited to the Chaplaincy Safeguarding Officer.

This form provides for compliance with the requirements set out in Appendix 1 and Appendix 3 to this Section of the Diocesan Safeguarding Protocol.

The form will need to be copied to the Diocesan Safeguarding Team when it is created and each time it is updated.

The model record form is illustrated at Figure 1 to this Appendix and is available on the Diocesan Website (see [Section 6.10](#)).

Record of Concern

The '*Record of Concern*' is a simple record which provides for the recording of all relevant information regarding a safeguarding concern reported within a Chaplaincy. Two record formats cover, respectively, all of the initial and follow-up information **that will need to be passed without delay to the Diocesan Safeguarding Team** (with a copy of these forms) and should be completed by the individual receiving the information relating to the concern (ie the Chaplaincy Safeguarding Officer, Chaplain, Warden, Archdeacon or Area Dean).

An individual 'folder' is to be maintained for each case of concern containing these forms and any ancillary documentation (eg subsequent correspondence and the outcome of investigations/ enquiries). All such folders should be stored in a lockable cabinet with access limited to the Chaplaincy Safeguarding Officer.

These forms provide for compliance with the requirements set out in Appendix 2 to this Section of the Diocesan Safeguarding Protocol.

The model record forms are illustrated at Figure 2 to this Appendix:

- Fig 2a illustrates the model form to be used to record the initial concern
- Fig 2b illustrates the model form to be used when further information becomes available and action is taken.

The forms are available on the Diocesan Website (see [Section 6.10](#)).

The Diocese in Europe Safeguarding Protocol

Section 6.7: Record Keeping

Issue: 9/12/2015

Diocesan Records and Archiving

The Diocesan Safeguarding Team will maintain records in a similar manner as appropriate to the circumstances. The archiving of records (for 100 years) will be in accordance with the extant Diocesan Archiving Policy which allows for access to information in future years.