

The Benefice of Bradford on Avon Holy Trinity,  
Westwood and Wingfield

# SAFEGUARDING HANDBOOK

*including Policy and Guidelines*

Date: 4 October 2018

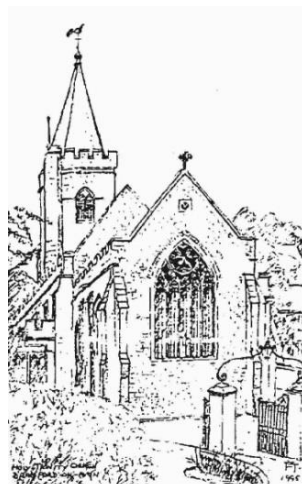
(revised September 2022 & reviewed annually)

*Safeguarding Representative – Roni Ross*

*Rector – The Revd Canon Joanna Abecassis*

*Tel 01225 864444*

*[joanna.abecassis@cantab.net](mailto:joanna.abecassis@cantab.net)*



## Introduction

The churches of Holy Trinity Bradford on Avon, St Mary the Virgin Westwood, and St Mary Wingfield are part of the Benefice of Bradford on Avon Holy Trinity, Westwood and Wingfield within the Bradford Deanery. We fully support, adopt and agree to follow the safeguarding rules and guidelines as given in the Church of England 'Promoting a Safer Church' Safeguarding Policy for Children, Young People and Adults (2017) and the Parish Safeguarding Handbook (2018, as revised in 2019).

<https://www.churchofengland.org/safeguarding/policy-and-practice-guidance>

<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>

[https://www.churchofengland.org/sites/default/files/2019-](https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf)

[10/ParishSafeGuardingHandBookAugust2019Web.pdf](https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf)

## Diocesan Safeguarding Advisers

### Suzy Futcher

Diocesan Safeguarding Officer



**Working hours:** Monday to Thursday inclusive and on call until 9pm on Monday and Tuesday.

**t: 07500 664800**

**e: [suzy.futcher@salisbury.anglican.org](mailto:suzy.futcher@salisbury.anglican.org)**

Working in a job share arrangement with Jem Carter, Suzy manages, coordinates, and advises on the operational mechanisms for safeguarding practice and policy across the Diocese.

With a background in education, safeguarding and counselling, Suzy has a particular heart for working alongside victims and survivors.

### Jem Carter

Diocesan Safeguarding Officer



**Working hours:** Tuesday to Friday inclusive and on call until 9pm on Wednesday and Thursdays.

**e: [jem.carter@salisbury.anglican.org](mailto:jem.carter@salisbury.anglican.org)**

**t: 07469 857888**

Working in a job share arrangement with Suzy Futcher, Jem manages, coordinates, and advises on the operational mechanisms for safeguarding practice and policy across the Diocese.

Prior to joining the diocese in 2019, Jem was Detective Superintendent Head of Crime within Wiltshire Police and was previously Head of the Major Crime Investigation Team.



Service provider 'thirtyone:eight' provides non-emergency cover from 5pm on Friday until 8am the following Monday – Tel 0303 0031111.



### Benefice Safeguarding Representative

Roni Ross: 07541 025241  
[veronicaross@pobroadband.co.uk](mailto:veronicaross@pobroadband.co.uk)

### Churchwardens

Holy Trinity, Bradford on Avon	<i>Vacant</i>	
St Mary the Virgin, Westwood	Chris Edwards	Tel 07503 875111
St Mary, Wingfield	David Robinson	Tel 07788 755607

**Rector**      The Revd Canon Joanna Abecassis      Tel 01225 864444

### Other useful telephone numbers

Childline	0800 1111
NSPCC	0808 800 5000
Action on Elder Abuse	0808 8088 141
MENCAP	0808 808 1111
Wiltshire Multi-Agency Safeguarding Hub (MASH)	0300 456 0108
Out of hours:0300 456 0100	
Or, if less urgent: <a href="mailto:mash@wiltshire.gov.uk">mash@wiltshire.gov.uk</a>	

**Domestic Violence Helpline**      0808 2000 247

### Safeguarding Policy Statement of the Church of England

The Church of England, its Archbishops, Bishops, clergy and leaders are committed to safeguarding as an integral part of the life and ministry of the Church.

Safeguarding means the action the Church takes to promote a safer culture. This means we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those that are at risk of being abused and respond well to those that have been abused. We will take care to identify where a person may present a risk to others, and offer support to them whilst taking steps to mitigate such risks.

The Church of England affirms the 'Whole Church' approach to safeguarding. This approach encompasses a commitment to consistent policy and practice across all Church bodies, Church

Officers and that everyone associated with the Church, who comes into contact with children, young people and adults, has a role to play.

The Church will take appropriate steps to maintain a safer environment for all and to practise fully and positively Christ's ministry towards children, young people and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm.

To this end:

- We will carefully select, support and train all those with any responsibility within the church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration/membership of the relevant vetting and barring schemes.
- We will respond without delay to every complaint made, that any adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and/or isolation.
- We will seek to protect survivors of sexual abuse from the possibility of further harm and abuse.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust.
- We will seek to offer pastoral care and support, including supervision and referral to the appropriate authorities to any member of our church community known to have offended against a child, young person or vulnerable adult or is accused of abuse.
- In all these principles we will follow legislation, guidance and recognized good practice.

## **Overall Safeguarding Aims of the Benefice of Bradford on Avon Holy Trinity, Westwood and Wingfield**

The churches of Holy Trinity Bradford on Avon, St Mary the Virgin Westwood, and St Mary Wingfield hold trusted positions in the community. To support this, we shall adhere to the Church of England Policy and Guidelines referred to above. This will ensure best practice by all who work with Children and Young People, and adults who may be at risk of abuse, as well as the clergy and PCC members and that they know how to:

- Protect them from abuse
- Act responsibly if abuse is discovered or disclosed
- Work safely, promoting the wellbeing of all

## **Statement of Intent**

The Church of England 'Promoting a Safer Church' Policy on Safeguarding for Children and Young People, and Adults who may be at risk of abuse (2017) has been formally adopted by the three PCCs.

A statement that we have adopted the policy should appear on all information issued about work with children and young people and adults who may be at risk of abuse.

## **Clarification of Terms**

A CHILD or YOUNG PERSON, under the Children Act 1989, is anyone under the age of 18.

A WORKER is anyone who works or volunteers with children and/or young people or adults who may be at risk of abuse, on behalf of the Church.

A LEADER is anyone who has a supervisory, organisational or decision making role.

PSR refers to the Parish Safeguarding Representative.

An ADULT who may be at risk of abuse is **any adult (any person aged 18 and over) who:**

(a) has needs for care and support (whether or not the local authority is meeting any of those needs),

(b) is experiencing, or is at risk of, abuse or neglect, and

(c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

## **Safeguarding Policy for the Benefice of Bradford on Avon Holy Trinity, Westwood and Wingfield**

This policy has been given to PCC members and was first put forward for acceptance at the Parochial Church Council meetings in September–October 2018.

‘The Church of England is called to share the good news of God’s salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.’

*(From ‘Promoting a Safer Church’, The Church of England’s Safeguarding Policy Statement).*

The Benefice of Bradford on Avon Holy Trinity, Westwood and Wingfield is committed to the safeguarding and protection of all and affirms that the needs of children and young people, and adults who may be at risk are paramount.

We recognise that none of us is invulnerable but that there is a particular care for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and seeks to affirm the gifts and graces of all God’s people.

This policy addresses the safeguarding of individuals. It is intended to be a dynamic policy. It is intended to support the Church in being a safe supportive and caring community for children, young people, vulnerable adults, for survivors of abuse, for communities and for those affected by abuse.

- We recognise the serious issue of the abuse of children and vulnerable adults and recognise that this may take the form of physical, emotional, sexual, financial, spiritual or organisational abuse or neglect.
- We acknowledge the effects these may have on people and their development including spiritual and religious development.
- We accept responsibility for ensuring that all people are safe in our care and that their dignity and right to be heard is maintained.
- We accept responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them.
- We take seriously the issues of promotion of welfare so that each of us can reach our full potential in God's grace.

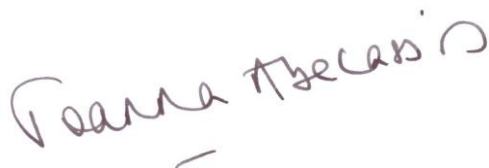
The Benefice of Bradford on Avon Holy Trinity, Westwood and Wingfield commits to respond without delay to any allegation or cause for concern that a child, or adult who may be at risk of abuse may have been harmed, whether in the church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.

The Benefice of Bradford on Avon Holy Trinity, Westwood and Wingfield commits to the provision of support, advice and training for lay and ordained people that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and young people, and adults who may be at risk of abuse.

The Benefice of Bradford on Avon Holy Trinity, Westwood and Wingfield affirms and gives thanks for the work of those who are workers or volunteers with children, and adults who may be at risk of abuse and acknowledges the shared responsibility of all of us for safeguarding children and adults who are on our premises.

**Dated** 4 October 2018 (updated September 2022)

**Signed**

A handwritten signature in purple ink that reads "Joanna Abecassis".

**The Revd Canon Joanna Abecassis, Rector**

[Joanna.abecassis@cantab.net](mailto:Joanna.abecassis@cantab.net)

Tel 01225 864444

**Chair of Bradford on Avon Holy Trinity, Westwood and Wingfield Parochial Church Councils**









## **Church of England – ‘Responding Well to Domestic Abuse’ Benefice statement on domestic abuse**

### **Policy for Responding to Domestic Abuse**

**All forms of domestic abuse are wrong and must stop. We are committed to promoting and supporting environments which:**

- ensure that all people feel welcomed, respected and safe from abuse;
- protect those vulnerable to domestic abuse from actual or potential harm;
- recognise equality amongst people and within relationships;
- enable and encourage concerns to be raised and responded to appropriately and consistently.

### **We recognise that:**

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

### **We will endeavour to respond to domestic abuse by:**

#### **In all our activities –**

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

#### **In our publicity –**

- raising awareness about other agencies, support services, resources and expertise, through providing information in public and women-only areas of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

#### **When concerns are raised –**

- ensuring that those who have experienced abuse can find safety and informed help;
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

**In our care –**

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

If you have any concerns or need to talk to any one please contact the Rector:

The Revd Canon Joanna Abecassis: [Joanna.abecassis@cantab.net](mailto:Joanna.abecassis@cantab.net) – Tel 01225 864444

or the Safeguarding Representative, Roni Ross: [veronicaross@pobroadband.co.uk](mailto:veronicaross@pobroadband.co.uk) –

Tel 07541 025241

**Benefice of Bradford on  
Avon Holy Trinity,  
Westwood and Wingfield**

**SAFEGUARDING**

**GUIDELINES**

**(October 2016)**

**Date: 4 October 2018**

## **GUIDELINE 1**

**Adopt a policy on safeguarding the welfare of children and young people and adults who may be at risk.**

This policy will be reviewed on an annual basis and the review date will be recorded in Appendix 1 – Policy Statement Review.

## **GUIDELINE 2**

In general ask yourself what you are doing, why you are doing it and who benefits. Think about what is safe for you and your volunteers as well as any children, young people and vulnerable adults in your parish, congregation or group.

One-to-one situations: ideally, one-to-one situations should be avoided. If someone is distressed and it is desirable to take them to one side to give them privacy, tell one of the other leaders what you are doing and why. When making home visits, we recommend this is done in pairs – it makes the occasion more social for the person concerned. If you have concerns, you have someone to share them with or in the event of any subsequent complaint about the visit (and these things do happen), you have the support of your colleague.

You should not:

- initiate physical contact. Any necessary contact should be initiated by the individual;
- invade the individual's privacy while washing or toileting;
- play rough physical or sexually provocative games;
- use any form of physical punishment;
- be sexually suggestive about or to an individual even in fun;
- touch an individual inappropriately or obtrusively;
- scapegoat, ridicule or reject an individual or group;
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- show favouritism to any individual or group;
- allow an individual to involve you in excessive attention seeking that is overtly physical or sexual in nature;
- give lifts to an individual on their own or on your own without parental consent for young children who should always be seated in the back of the car;
- drink alcohol when responsible for children, young people or adults who may be at risk of abuse or neglect;
- share sleeping accommodation inappropriately;
- invite a child, young person or vulnerable adult to your home alone;
- arrange social occasions with children, young people or adults who may be at risk of abuse or neglect (other than family members) outside organised group occasions;

- allow unknown adults access to children, young people or adults who may be at risk of abuse or neglect. Visitors should always be accompanied by a known person;
- allow strangers to give lifts to children, young people or adults who may be at risk of abuse or neglect.

If in doubt please ask your incumbent or team leader.

## **TOUCH**

Touching/hugging: with adults, young people or children you should always ask whether they wish to be touched or hugged. Some may, but many do not (at least not on first acquaintance). Shaking hands is courteous and often appreciated by older people. If you do touch or hug, hands should always be outside the person's clothing and never on any part of the body which might be considered inappropriate (knees, bottom, breasts). It is important that people with learning disabilities learn what form of body contact is appropriate in different social situations; this helps to keep them safe and helps them to become aware when people are behaving inappropriately and possibly exploiting them.

## **MONEY/GIFTS**

If you are given money or gifts for any reason, ensure the donation is acknowledged (by receipt and/or thank you letter) as soon as possible. This both preserves the audit trail for the donation and protects you against any complaint that money has been taken without the knowledge or consent of the vulnerable adult, young person or child.

## **RECRUITMENT**

Ensure all workers and volunteers are recruited according to the Safer Recruitment Practice Guidance. If necessary, advice to be sought from the Diocesan Safeguarding Adviser (DSA).

## **DATA PROTECTION**

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly; it is not a barrier to sharing information.

## **GENERAL SAFETY CHECK LIST.**

### **CHECK THAT:**

- Premises, including the lighting, and equipment used with children and young people, or adults who may be at risk are safe, well maintained and suitable for the purpose.
- Undertake a risk assessment for each activity and in greater detail for an unusual activity or when away from the usual location.

- An up to date First Aid kit is available and a nominated person should be responsible for maintaining the kit and all adults should know where to find it and its position clearly labelled.
- Encourage staff and volunteer workers to have some First Aid knowledge and provide access to First Aid training.
- All workers know what to do in an emergency.
- No medication is given to a child under 18 years without the written consent of a guardian / parent.
- All accidents/incidents are recorded in the accident book.
- Procedures are in place for dealing with sick or injured children, and adults who may be at risk of abuse, and for accompanying young children to the toilet. Remember that ratios still need to be correct if an adult goes out of the room.
- A parental consent form and a health form have been completed for each child/ young person. Consent forms, completed by a parent/guardian, should always be used for anyone under 18 when undertaking activities outside the normal meeting place.
- A register should be kept, and regularly updated, of all children or young people attending the group with details of home addresses, telephone number and a parent/Carer or guardian's name. In the event of a fire the leader should take the register to check that everyone is out of the building.
- It is clear who is responsible for children after the activity is over, and who they are going home with.
- The rooms are secure from unwelcome people.
- Young people cannot go outside without leaders' agreement.
- Ensure that a telephone is available for all emergencies.
- Ensure that car insurances are appropriate for transporting members.
- Adult/ Children ratios are right for the group and occasion – see Salisbury Safeguarding Framework guidelines.

## **TRANSPORTING CHILDREN ON BEHALF OF THE CHURCH**

A consent form should always be completed

### **GUIDELINE 3**

Provide training to all people who work with children and young people and adults who may be at risk of abuse to ensure that everybody knows what to do if issues are raised.

### **GUIDELINE 4**

In all cases, we must follow an agreed procedure of consultation and referral. It is not the task of an individual or the church to investigate. Advice should be sought from the DSA.

## **PROCEDURES IF ABUSE IS DISCLOSED OR DISCOVERED.**

If a child discloses abuse by someone outside the church the person to whom it is disclosed should make handwritten notes as soon as possible after the disclosure, and report it to the Diocesan Safeguarding Advisor, Diocesan Office, Crane Street, Salisbury. SP1 2QB. Telephone Number 07500 664800 / 07469 857888.

## **COMMUNICATIONS WITH THE MEDIA**

In the event of an incident communications both within and outside the Diocese of Salisbury will be handled by the Diocesan Communications Co-ordinator who will consult with the Bishop, the parish and the Diocesan Safeguarding Adviser. Particular care should be taken regarding any public statement or public prayer.

## **GUIDELINE 5**

### **SEX OFFENDERS WITHIN THE CONGREGATION**

If a person convicted of sexual abuse against a child is discovered within the congregation or a known offender joins one of the churches we will extend love and friendship and seek advice from the Diocese of Salisbury Safeguarding Advisor.

## **GUIDELINE 6**

### **INSURANCE**

All groups should ensure there is adequate insurance for the work they are doing, including public liability insurance. The terms of the church insurance policy provide cover for the church building and the church activities.