

Parish of Portishead safeguarding statement

The Church of England fully recognises its responsibility, is committed to and will promote the safeguarding of children, young people and vulnerable adults in all aspects of its life. The church fully accepts and endorses the Children's Act 1989 & 2004 and The Protection of Freedoms Act 2012.

Christian communities should be places where all people feel welcomed, respected and safe from abuse. The church is particularly called by God to support those who are less powerful and those who may not have a voice in our society. The Parish of Portishead is fully committed to creating a safe and non-discriminatory environment by being aware of some of the situations that create vulnerability.

Our policy applies to all staff, Clergy, PCC, volunteers, members of the congregation and those who give or receive our ministry. Issues which have been considered as part of this policy include the physical environment and the attitude of workers and volunteers.

A person; adult or child, who may be considered vulnerable, has the right to:

- Be treated with respect and dignity
- Have their privacy respected and upheld
- Be able to live as independent a life as possible
- Be able to choose how to live their life
- Have the protection of the law
- Have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background
- Be able to use their chosen language or method of communication
- Be heard

In any situation where there may be a difference of opinion about priorities or protocol, the welfare of any child or vulnerable adult should remain the paramount concern.

The people responsible for safeguarding are:

Team Rector: Rev Rob Eastwood-Dewing

Designated safeguarding lead: Mrs Claire Short

The parish of Portishead will foster and encourage best practice within its community by setting standards for working with children, young people and vulnerable adults. We will work with the Diocesan safeguarding team, statutory bodies, voluntary agencies and other faith communities to always ensure and promote the safety and wellbeing of children, young people and vulnerable adults.

We are committed to acting promptly where a concern has been raised about a child, young person or vulnerable adult, or about the behaviour of an adult in a position of trust or power. We will work with the Diocesan team and the appropriate statutory bodies when advice or an investigation is required. We are entirely committed to the support of those who have been abused or exploited and will listen to the voices of survivors who can help the church to learn lessons from the past.

As a parish we will ensure:

- The safeguarding and protection of all children and adults
- The care, nurture of and respectful pastoral ministry with all children, young people and adults
- The promotion of best practice that contributes to the prevention of abuse
- The establishment of a safe and caring community which provides an environment where there is a culture of informed vigilance regarding the dangers of abuse and where victims of abuse can disclose abuse and access support.

Parish of Portishead Safeguarding Policy

Introduction

This policy was developed in November 2016 and adopted formally by the PCC in March 2017

This policy is to be reviewed annually and the next review is due in June 2022

The names of the designated safeguarding leads are: Mr Rob Eastwood-Dewing

Mrs Claire Short

The safeguarding and protection of children, young people and vulnerable adults is everyone's responsibility. It is not simply the responsibility of those who have formal leadership or caring responsibilities. Procedure and formal processes alone, although essential, are not enough to protect children and adults. It is therefore essential that the church community, including all of its members, is aware of the potential dangers and is prepared to report concerns and take action if necessary.

Safeguarding and promoting the welfare of children and vulnerable adults refers to the process of protecting people from abuse or neglect, preventing the impairment of their health or of children's development, ensuring that children grow up in circumstances consistent with the provision of safe, effective and nurturing care and enabling them to have optimum life chances, also respecting all adults and ensuring that those who are vulnerable are treated with respect that everyone deserves. Safeguarding should enable children and young people and vulnerable adults to live a life that is free of fear, abuse, neglect, harm or exploitation.

Procedures

The Parish of Portishead agrees to follow the practice guidance from the house of Bishops on Safeguarding matters and to adopt the Diocese of Bath and Wells safeguarding policies and updated guidance.

In order to implement the following procedures correctly and efficiently we will:

- Ensure that all members of the church are fully informed and aware of the safeguarding policy and the correct procedure for raising a concern

- Ensure that the Clergy team, some members of the PCC and those involved in recruitment undertake Safer Recruitment and People Management training.
- Ensure our selection and recruitment policy will include all appropriate checks on staff including suitability and DBS checks. (The Disclosure and Barring Service) With regard to the recruitment of volunteers our policy will be rigorous and follow DBS guidance taking into account regulated and supervised activity.
- Ensure that all adults within our church who have access to children and vulnerable adults have been checked as to their suitability including Disclosure and Barring Service (DBS) checks.
- Be vigilant in ensuring that all persons working with children, young people and vulnerable adults have read the safeguarding statement and policy and signed for doing so, ensuring their understanding of the importance of safeguarding and the correct procedures that should be followed.
- Ensure that any allegations against anyone within the church family, including staff, volunteers or members of the congregation are reported immediately to the designated safeguarding team.
- With the increased use of online platforms, including but not limited to Zoom, YouTube and other social media platforms, we will ensure that participants are aware of the safeguarding implications and follow Diocesan protocols. Online Safeguarding requires the same level of care as Offline Safeguarding for best practice.

Implementing Procedure for Reporting Abuse

For a quick guide as to what steps to take following a disclosure or regarding a concern please see the flow chart (appendix 1)

Where there is a concern about a child, young person or adult within the church it is your duty to report this to the designated safeguarding lead as soon as is possible. If in the first instance you cannot speak to this person then please refer to the next person with responsibility for safeguarding.

It is imperative that any safeguarding matters that concern the immediate safety or wellbeing of a child, young person or vulnerable adult are reported with the utmost haste. In order to ensure that all matters are dealt with effectively

We will:

- Have and promote the role of Safeguarding lead and have someone that will act as the safeguarding lead in the absence of the first named person
- Expect matters concerning safeguarding to be reported within a swift time scale of them occurring
- Record accurately in writing the 'complaint' or disclosure that has been made by a victim or third party. This record will be kept securely by the Designated Safeguarding Lead
- Notify the named person at the Diocese of Bath and Wells of any matter regarding safeguarding, take advice and guidance from them and act quickly upon any recommendations made
- Understand that our responsibility to safeguard all those within our parish requires that we **all** appropriately share any concerns that we may have about children, young people or vulnerable adults
- Recognises that all matters relating to safeguarding are confidential and the Designated Safeguarding Lead will disclose information on a need to know basis only
- Ensure that all members of the Church community are aware of their responsibility to share information with other safeguarding officials if they feel that the disclosure or complaint is not being dealt with effectively by the Designated Safeguarding lead
- Never promise to keep anything secret and always be transparent about our intentions to share information if it causes concern or raises questions about or compromise the safety of a child, young person or vulnerable adult

Where you have been the person to share a disclosure or concern, you can expect to hear what action has been taken by the designated safeguarding lead. You will be advised on any further actions you may need to take. Given the often sensitive nature of a disclosure or a concern, information will only ever be shared on a need to know basis.

Offering Support to Victims

If a child, young person or vulnerable adult comes to notice as having suffered abuse in the past, the Designated Safeguarding Lead will notify the diocesan Safeguarding Team and appropriate authorities to ensure that the matter is on record. Support and protection will always be offered to survivors of abuse or harm and adult victims will be encouraged to make a statement to the police if they have not already done so.

As a parish we will always 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 feeling of isolation and/or alienation. We recognise that anyone can be a victim of abuse in any setting including their own home. We will work hard to make our churches a safe place for people to disclose any concerns they have and receive the appropriate support. We will seek to protect survivors of abuse from any possible future abuse or harm.

We will seek to always, without exception challenge any abuse of power, especially by anyone in a position of trust and responsibility where they are trusted by others.

If a disclosure is made or you have a concern on the topic of bullying then please refer to the Parish of Portishead's bullying policy. A comprehensive guide and extensive information can be found [here](#).

Appendix 1

Disclosure made or
concern raised



If you have an immediate
concern for the welfare or
safety of a person please
dial 999 and report to the
police



Share the disclosure or concern with
Claire Short:
safeguarding@portisheadparish.co.uk
Or alternatively:
Rev Rob Eastwood-Dewing:
01275 846592

If neither is available please report to
the Diocese Safeguarding Manager for
further advice :
safe.guarding@bathwells.anglican.org
Ben Goodhind: 07834 514842



ALWAYS record accurately in writing the disclosure or concern

Where a disclosure has been made ensure you use the exact
words/phrases used.

Always include the **date and the time** that the disclosure was
made or the concern logged.

Appendix 2

Safeguarding Agreement between Respondent and the Parish

Brief Guidelines

Full guidelines can be found in the Church of England Safeguarding Handbook on their website <https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

As a church, we open our doors to all. We therefore endeavour to offer pastoral care and support to any member of the church community who may present a known risk.

This guideline is to outline the elements that need to be agreed with the Respondent to keep everyone safe. It is also recommended that Church Wardens should be involved in the drawing up of any written agreement so that they can direct parishioners to appropriate seating when applicable.

Any agreement between Respondent and the Parish should be monitored and reviewed at least annually. The Agreement should include the following elements:

1. Agree to attend designated services or meetings only.
2. Sit apart from children or vulnerable adults.
3. Stay away from areas of the building where children or vulnerable adults meet.
4. Attend a housegroup where there are no children or vulnerable adults.
5. Decline hospitality where there are children or vulnerable adults.
6. Never be alone with children or vulnerable adults.
7. Never work or be part of a mixed group with children or vulnerable adults.
8. Take no role or office in the church which gives him or her status or authority as others may deem that person to be trustworthy.

Appendix 3

Portishead Parish Policy on the Recruitment of Ex-Offenders

The DBS Code of Practice published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.

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

- Portishead Parish also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- Portishead Parish ensures that at interview, or in a separate discussion, an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Portishead Parish makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS Code of Practice makes a copy available on request.
- Portishead Parish undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Appendix 4

Safeguarding Training

Online Registration

The link to the online training portal is:

<https://safeguardingtraining.cofeportal.org/>

The first course available online is Safeguarding Basic Awareness (which used to be known as CO). The second course is called Safeguarding Foundations (previously known as CO1).

REGISTRATION INSTRUCTIONS

1. Click on this link. <https://safeguardingtraining.cofeportal.org/>
2. Go to Registration and click on 'Create new account'
3. You are taken to the Safeguarding Training Privacy Policy. Scroll through the various sections to the bottom and click on 'I agree to the Safeguarding Training Policy' button.
4. Now choose your User Name and Password
5. Enter your email address and follow through the questions.
6. When asked about Training Institution you leave it as 'Not part of a training institution'
7. The next question asks your Diocese. You are part of Bath & Wells Diocese so scroll to that option.
8. Next enter Portishead and the name of the Church where you are a volunteer.
9. Enter your volunteer role, for example Children's Assistant, Children's Leader etc
- 10 Finally press the button to create your account.

The next time you go online you will be able to Log In using the User Name and Password you chose at Registration so please make a note of them somewhere secure.

Once you have completed the course you will be sent your Certificate via email. Please could you forward a copy to safeguarding@portisheadparish.co.uk so that your training can be recorded on the Parish Safeguarding Records.

If you have any problems please do not hesitate to call Claire on 07910 770422

Appendix 5

Staffing Ratios for Children's Activities

Church groups that involve children need to ensure good practice standards across a wide range of areas including: recruitment of activity leaders; DBS checking; staffing ratios; suitability of premises; health and safety arrangements; and facilities for children with special needs. The minimum staffing levels for groups should be as follows:

0-2 years	1 adult to 3 children	1:3
2-3 years	1 adult to 4 children	1:4
4-8 years	1 adult to 6 children	1:6
9-12 years	1 adult to 8 children	1:8
13-18 years	1 adult to 10 children	1:10

Each group should have at least two workers, even for smaller groups, and if possible one male and one female. Staff ratios for all groups should always be based on a risk assessment. For example, staffing numbers would need to be increased for outdoor activities and more so if that activity is considered higher risk, potentially dangerous or when children with disabilities or additional needs are involved.

Appendix 6

Media Usage – Privacy Notice Guidance

Parish of Portishead

Last revised 19/01/2022

Purpose

Photography, recording or live-streaming services from our church in order to publicise and reach out to those who are unable to attend in person, or who wish to participate in our services remotely.

The categories of personal data we collect:

- Image

We also process “special categories” of information that may include:

- Religious belief

The lawful basis for using your information:

We collect and use personal data under the following lawful bases: Explicit consent.

By signing the Media Release form, you are consenting to us using your data for the purposes set out above.

Who we share your information with:

We will be sharing the photographs, recorded or live-streamed services with the general public, by uploading it to social media and other internet sites. We may also share photographic stills in our printable publicity (e.g. Parish Magazine).

How long do we keep your information?

We will keep your data for 3 years, after which time we may renew your consent, and may remove the video.

Your rights

You have a right to withdraw your consent at any time.

To do this, please contact the Parish Office on: 01275 846230