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Safeguarding Vulnerable Groups

(Protection of children, young people and vulnerable adults)

Chaplaincy Safeguarding Protocol **(Policy and Guidelines)**

updated 2nd June 2016

to be reviewed annually

Incorporating the 'Diocese in Europe – The Church of England' policy

Safeguarding Officer: Judith Widdop

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Chaplain

Churchwarden

Churchwarden

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THE SAFEGUARDING POLICY OF THE CHURCH OF ENGLAND

INTRODUCTION

In Holy Trinity Church Cannes, much valued work with children, young people and vulnerable adults is carried out on a voluntary basis. The contribution our team makes in nurturing and guiding our children in the Christian faith and way of life can never be over-estimated. Neither can we overlook the care and practical help provided to our senior adults.

Sadly it is a fact that a small minority of adults will attempt to infiltrate any organization to abuse members of vulnerable groups.

Working in our context in Europe may make our church (and therefore our children and vulnerable young adults) particularly vulnerable to such abusive people. Some of these factors involved are outlined in Appendix I.

Therefore we must be especially vigilant.

DEFINITIONS

- **'The Diocese'**: means 'the Church of England's Diocese in Europe'.
- **Safeguarding**: covers vetting, safer recruitment, safer working practices, responding to concerns, working with partner agencies and dealing with allegations against those responsible for vulnerable groups.
- **Abuse**: means mistreatment of another person (see page 8 for examples)
- **The term child or young person**: means a person who has not yet attained his/her 18th birthday.
- **Vulnerable groups**: means children, young persons and vulnerable adults.
- **Vulnerable adult**: means any adult aged 18 or over who by reason of mental or other disability, age, illness or other situation is permanently, or for the time being, unable to take care of himself/herself, or to protect himself/herself against any significant harm or exploitation.
- **Exploitation**: includes material, physical, sexual and financial exploitation.
- **The church**: Holy Trinity Church, Cannes (*unless otherwise indicated*).
- **DBS**: The UK Disclosure and Barring Service, which can provide an Enhanced Disclosure certificate.
- **Church Personnel**: here means any who work with children as leaders or helpers, whether on a paid or voluntary basis.

N.B. **The Diocesan Safeguarding Protocol** is on display in the Church Centre, and available on line at <http://europe.anglican.org/what-we-do/safeguarding>

LEGISLATION

Holy Trinity Church is committed to being compliant with the laws of France, under which we operate. As part of the Church of England's Diocese in Europe, we are also required to comply, wherever possible, with various United Kingdom and Church of England rules relating to child protection etc. For this reason, this document makes several references to UK legislation.

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.

HEALTH & SAFETY

Those responsible for children or vulnerable adults should be vigilant and take all necessary steps to prevent accidents or other health, safety or hygiene issues. Guidance of the safety of venues etc. are included in the Church of England document 'Protecting All God's Children' (www.churchofengland.org/media/37378/protectingallgodschildren.pdf)

THE HOLY TRINITY CHURCH CODE OF PRACTICE

We will do our best to:

1. Follow all relevant Diocesan and UK legislative guidelines, wherever possible, to ensure safe recruitment (Diocesan and in house training) of all those who work with children or vulnerable adults in our church. (Chaplain and Safeguarding Officer consult section 6.2 of Diocesan Safeguarding Protocol).
2. Obtain appropriate supporting documents for recruitment: i.e. DBS Enhanced Disclosure Certificate (if the applicant has been resident in the UK), and/or other equivalent certificates from other countries where the applicant has resided where possible. For residents in France, an Extrait du Casier Judiciaire Bulletin No.3 will also be required. Any exemptions to this general rule must be approved by the Diocesan Safeguarding Officer.
3. Plan our work so as to minimize situations where the abuse of children or vulnerable adults may occur.
4. Give all paid staff and volunteers clear roles.
5. Use supervision as a means of protecting children and vulnerable adults.
6. Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children or vulnerable adults. This also applies to Churchwardens as per Diocesan Safeguarding Protocol.
7. Gain at least one reference from a person who can vouch for the applicant's suitability to work with children vulnerable adults.
8. Explore all applicants' experience of working or contact with children or vulnerable adults in an interview before appointment.
9. Find out whether an applicant has any conviction for criminal offences against children and vulnerable adults.
10. Issue guidelines on how to deal with the disclosure of abuse.
11. Create a safe physical environment for activities involving children and vulnerable adults and inform the congregation of their responsibilities, using the newsletter and periodically the scrolling notices.
12. Ensure that the Church Council is regularly updated regarding Safeguarding matters and informed of any changes to this Protocol.

NB: The Diocese in Europe is responsible for carrying out criminal record checks relating to those holding the bishop's licence (clergy and readers).

SAFEGUARDING OFFICER'S DUTIES

- The Safeguarding Officer shall fulfil his or her duties as detailed in Sections 5.6, 6.2, and 6.3 of the Diocesan Safeguarding Protocol (2015)
- Child protection and training records are kept according to Section 6.7 of the Diocesan Safeguarding Protocol.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

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 18 years and over) 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.

SOME CATEGORIES OF ABUSE

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

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.

IMPORTANCE OF REPORTING ABUSE

It can be a daunting experience for anyone to report what they suspect to be abuse of a child or vulnerable adult.

Concerns such as “What if I am wrong?”, the social standing of the person concerned within the community, the impact on the family concerned, the impact on the church community, are questions raised by those considering referring abuse.

To balance some of these concerns, it should be remembered that children rarely lie about abuse.

If reporting suspicions of abuse or concerns is difficult for an adult, then please consider the trauma a child faces in such circumstances. An abuser could well have conditioned and groomed the child, using threats and fear to prevent disclosure. The child will have had to overcome all of these inhibitors and build up sufficient trust and faith in an adult before disclosing information to them.

Guidance about reporting abuse is given on the next page.

INVESTIGATION OF SUSPECTED ABUSE

It is essential to remember that it is NOT the responsibility of anyone within the Chaplaincy to carry out investigations of offences against members of vulnerable groups, which can be sensitive, complex, and require a great deal of expertise and experience. Concerns should be reported to the Safeguarding Officer and/or the Chaplain, who will then make the decision whether or not to contact the relevant bodies. These bodies are then responsible for carrying out any investigation if appropriate.

RESPONDING TO CHILD PROTECTION CONCERNS

Do not try to deal with any child protection concern on your own. Always tell the Safeguarding Officer who will decide what action should be taken, according to the Diocesan Protocol.

If you are not sure if abuse is involved, or if you have concerns about a child or vulnerable adult and you need someone to talk things over with, then again you should contact the Safeguarding Officer.

Always make notes about a possible child protection incident or disclosure as accurately as possible, as soon as possible. Ideally you should use the “Confidential Notice of Concern” form (Appendix IV at the end of this document). Your notes should cover what has happened, in what context, and anything that seemed particularly significant. Quote the child’s words exactly where possible. Try if possible to note from the Sunday Club register the child’s full name, age, date of birth, address, telephone number. Remember to sign the record and add your name, role, date of incident and date of the recording.

The following are all important points which will help anyone faced with this difficult situation:

- ensure all notes are given to the Safeguarding Officer;
- if a child or vulnerable adult asks to talk in confidence **do not** promise confidentiality – you have a duty to refer this person who is at risk to the statutory agencies;
- always explain that you may have to get other people to help;
- stay calm;
- listen attentively;
- maintain eye contact;
- allow the person to talk, but do not press for information or ask leading questions;
- do not criticise the alleged perpetrator;
- tell the person that they are not to blame for anything that has happened;
- reassure the child/vulnerable adult that they were right to tell;
- let the person know that other people will have to be told and why;
- try to explain what will happen next in a way that the person can understand;
- reassure the child or vulnerable adult that he or she will continue to receive support during the time to come.

IMMINENT RISK

- If you believe a child or vulnerable adult is in imminent danger, you should act immediately to secure their safety.
- If a child needs emergency medical treatment, parents should be notified immediately and the emergency services called as appropriate.
- Remember that the child and family should, wherever possible, be informed about and consent to the referral **unless this would put the welfare of the child or another person at further risk**. If you have serious concerns, the absence of consent should not prevent a referral.
- Important telephone numbers are included in Appendix V

APPENDIX I

PARTICULAR SAFEGUARDING ISSUES AFFECTING THE DIOCESE IN EUROPE

The Diocese in Europe (and our Church as part of it) may have particular issues in terms of protecting vulnerable groups for one or more of the following reasons.

Geographical distance.

Because of the vast distances covered by the Diocese, local people are likely to feel more distant from the Diocesan authorities and less likely to report concerns.

Transience

Both clergy and congregations tend to spend a relatively short time in a chaplaincy. This lack of continuity may make detection of abusive behaviour less likely and could give a perpetrator the opportunity to move on before suspicions are raised.

Local culture

Some European countries have a less developed concept of safeguarding than the UK and the result is a perceived deference to those in authority, making reporting less likely.

Abuse of children, particularly physical abuse in the form of severe corporal punishment is sometimes excused or deemed to be acceptable as being part of the culture of a particular community. In a church context such abuse is not and never can be acceptable.

Local laws and procedures.

Expatriate congregation members may not know what to do or who to contact in case of concern locally or in the wider Diocese which could lead to “under-reporting”.

We believe that we have a Christian duty to minister to those who have abused, as well as to those who have been abused. If offenders are identified, we shall seek guidance from the Diocesan Safeguarding Team as to how to assess and manage the risks involved, and to give appropriate support and boundaries to such persons.

However, the safety and welfare of the child or vulnerable adult will always remain paramount. We therefore need to create and maintain a culture of informed vigilance to safeguard and promote the welfare of such people.

APPENDIX II

GENERAL CONDUCT AND EXPECTATIONS

- Church personnel are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with programmes or activities specially for children.
- Parents or guardians must complete written permission forms before Church personnel transport children for a church sponsored activity.
- Church personnel will respond to children with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socio-economic status. Church personnel will portray a positive role model for children by maintaining an attitude of respect, patience and maturity. They will avoid even the appearance of favouritism.
- One-to-one counselling or meeting with children or vulnerable adults will be done in an open or public or other place where private conversations are possible but occur in full view of others.
- Church personnel are prohibited from dating or becoming romantically involved with a child or vulnerable adult.
- Church personnel are prohibited from having sexual contact with a child or vulnerable adult.
- Church personnel are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing etc.) on church property or in the presence of children or vulnerable adults except as expressly permitted as part of a pre-authorised educational programme.
- Church personnel are prohibited from using the internet to view or download any sexually oriented materials on church property or in the presence of children or vulnerable adults.
- Church personnel are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the internet, with children or vulnerable adults.
- Church personnel are prohibited from sleeping in the same beds, tents, hotel rooms or other rooms with children or vulnerable adults unless the adult is an immediate family member of all children in the bed, tent, hotel room or other room. It is acceptable to have multiple adults sleep with all the children or vulnerable adults participating in one open space such as a church basement or dormitory.
- Church personnel are prohibited from inappropriate dressing, undressing, bathing or showering in the presence of children or vulnerable adults.
- Church personnel are prohibited from using physical punishment in any way for behaviour management or children. No form of physical discipline is acceptable. This prohibition includes smacking, slapping, pinching, hitting or any other physical force. Physical force may only be used to stop a behaviour that may cause immediate harm to the individual or to a child or others.
- Church personnel are prohibited from using harsh language, degrading punishment, or mechanical restraint such as rope or tape for behaviour management.

All those who work with children or vulnerable adults under the auspices of Holy Trinity Church, Cannes will be expected to:

- Be aware of special needs.
- Be prepared to let colleagues know if their actions, speech or attitudes are inappropriate or open to misinterpretation.
- Avoid allowing unknown adults access to children or vulnerable adults without supervision.
- Avoid invading a child or vulnerable adult's privacy whilst he is washing or using the toilet.
- Ensure that their language, tone of voice and body language is respectful.
- Regarding First Aid, parents must be called in from the church and First Aiders and medical personnel may administer First Aid - BUT ONLY with the express permission of the parent or person *in loco parentis* where practically possible.
- Always 'err on the side of caution' and pass on any concerns about a child or vulnerable adult to the Safeguarding Officer.
- Avoid bullying, scapegoating, ridiculing or rejecting an individual.
- Not allow strangers to give children lifts, or give a lift themselves to a child or vulnerable adult on their own except in an emergency.
- Avoid provocative games.

GUIDELINES FOR APPROPRIATE AFFECTION

Holy Trinity Church is committed to creating and promoting a positive, nurturing environment for our children's and youth ministries that protect our children and youth from abuse and our Church personnel from misunderstandings. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate, otherwise that decision is left to each individual. Stating which behaviours are appropriate and inappropriate allows Church personnel to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children or youth. These Guidelines are based, in large part, on avoiding behaviours known to be used by child molesters to groom children or youth and their parents for future abuse.

I. Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth. In France, '*faire la bise*' is normal and appropriate, whereas it would be inappropriate in some cultures. Often children will 'kiss' an adult without any physical contact and this is to be preferred.

Some **positive** and **appropriate** forms of affection are listed below:

- Brief hugs, preferably with one arm only, to ensure that a child or vulnerable adult can always withdraw if he/she wishes.
- Pats on the shoulder or back
- Handshakes
- 'high-fives' and hand slapping
- Verbal praise
- Touching hands, shoulders and arms.
- Arms around shoulders

- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending down for hugs with small children
- Holding hands during prayer

2. The following forms of affection are considered **inappropriate** with children or vulnerable adults in a ministry setting, because many of them are the behaviours that child molesters use to groom children, and can be considered sexual abuse.

- Inappropriate or lengthy embraces
- Kisses on the mouth
- Holding children over three years old on the lap
- Touching bottoms, chests or genital areas other than for appropriate toileting of infants and toddlers
- Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.
- Occupying a bed with a child or youth
- Touching knees or legs
- Wrestling
- Tickling
- Piggyback rides
- Any type of massage given by a child or youth to an adult
- Any type of massage given by an adult to a child or youth
- Any form of unwanted affection.
- Comments or compliments (spoken, written or electronic) that relate to physique or body development.
- Giving gifts of money to individual children.
- Private meals with individual children.

APPENDIX III

RENEWAL OF DBS AND EQUIVALENT CERTIFICATES

The current guidance issue by the House of Bishops is that DBS certificates should be renewed every five years. This will apply to the Diocese in Europe as follows.

Where a volunteer after 1st October 2011 has obtained the appropriate certificate (DBS or Certificate confirming a non conviction record) they will need to 'update' or renew the certificate.

The 'certificate' relates to the country in which they have resided since October 2011.

For example it may have been necessary initially to have obtained a DBS certificate based on the fact that the volunteer has resided in the UK. However if that volunteer has not returned to the UK for a period of six months or more, it will not be necessary for him/her to obtain a DBS 'renewal'. It will however be necessary to obtain a certificate confirming non conviction record, from every country in which they have resided for more than six months, during the five years since they produced their initial certificate. In France this means the Extrait du Casier Judiciaire Bulletin No. 3.

IF THE APPLICANT HAS A CONVICTION

A caution or conviction does not necessarily bar a person from working with children or vulnerable adults; this will depend on all of the circumstances.

A system is in place where blemished disclosures will be disclosed to the Diocesan Safeguarding Advisor, who will advise on the suitability of that person for the post for which they are applying.

It may be necessary to risk-assess the applicant and manage the risk by applying proportionate measures.

The Diocesan Safeguarding Advisor will in any case deal with this issue in close liaison with the Safeguarding Officer.

APPENDIX IV
CONFIDENTIAL REPORT OF CONCERN ABOUT A CHILD OR VULNERABLE ADULT
(Please write clearly in ink)

Name of child/vulnerable adult: _____

Date of occurrence: _____

Time of occurrence: _____

Type of Concern: _____

Describe the situation as factually as possible: (What happened, where it happened, when it happened, who was involved, who was present, who was notified?)

Attach additional sheets if needed.

-----To your knowledge, has this situation ever occurred previously? *Attach additional sheets if needed.*

Submitted by: *(Please write your name in capital letters)*

-----Teleph one number: _____

Address: _____

Signature: _____ Date: _____

Received by: *(Please write your name in capital letters)*

Signature: _____ Date: _____

This form should be handed to the Safeguarding Officer or the Chaplain.

NB: Please attach any original supplementary notes made on other paper

If errors are made, please put a line through it clearly and initial your error.

APPENDIX V

IMPORTANT TELEPHONE NUMBERS

If you have concerns about the well-being of a child or vulnerable adult, refer to the guidance on pp.6-8 of this document, and consult parents or church personnel where possible and appropriate.

If necessary, here are telephone numbers you may need.

Police Emergency	17
Cannes Police Commissariat	04 93 06 22 22
Ambulance (SAMU)	15
Ambulance (Pompiers)	18
Cannes Broussailles Hospital	04 93 69 70 00
Chaplain, Giles Williams	04 93 94 04 56
Youth Co-ordinator, Claire Venon	04 93 94 54 61
Safeguarding Officer, Judith Widdop	04 93 94 54 61
Church Office	04 93 94 54 61

If help/advice of a **SOCIAL SERVICES** nature is required, call **119** and you will be directed to the correct department.

Further contact details are included in Section 6.10 of the Diocesan Safeguarding Protocol which is displayed in the church centre and available on line:
<http://europe.anglican.org/what-we-do/safeguarding>

Job Description for Sunday Club leaders and helpers

Thank you for agreeing to be part of our children's work: this is a vital service to our children, our church and our Lord. We hope it will also bring you much joy and spiritual enrichment.

1. You will normally be responsible for teaching an age group of your choice, although occasionally we may ask you to help with another group.
2. You will be informed in advance each month of which Sundays you will be leading / helping, having told your availability to the Youth Co-ordinator.
3. Your role is primarily to share the Christian faith with our children, by teaching and example. Please remember that this is not formal and obligatory school setting, and that children don't have to come. We hope they will enjoy coming to church and Sunday Club, and finding company and friendship with their peers who are also Christians. So please ensure the Sunday Club sessions are fun, and apply control and discipline gently and lightly and inform the Youth Co-ordinator of any ongoing difficulties or concerns.
4. We provide teaching materials to ensure the children are given a balanced and varied range of appropriate Christian teaching. We ask you to use these materials rather than bringing in your own material instead. There may be particular reasons for diverging from this programme, and if so, please just check first with the Youth Co-ordinator.
5. The teaching materials are available in the church Centre. Please check your lesson plans in advance and be sure to have any photocopying or other teaching materials ready in advance of the lesson. Please don't remove the original lesson-plans from the church premises. You can use the church photocopier to duplicate teaching materials (in colour if need be); but please do this well before the start of the 10.30 service: we use the church office for prayer from around 10.15 onwards.
6. We expect all of our leaders and helpers to take the greatest care in ensuring that our children are kept safe from harm of any sort. To this end, we expect leaders and helpers to read, be familiar with and apply our Safeguarding Policy Document.
NB: Any concerns should be reported to the Safeguarding Officer or the Chaplain.
7. You should know the emergency exits and escape routes from your Sunday Club room. In the case of a fire or similar incident, you should immediately escort the children to safety, and not wait for parents to collect their children. In the case of fire, the assembly point is on Avenue Branly, opposite the church. In the case of a terrorist incident, take the children to any place of safety.
8. A member of the Church Council should look in on your group during the Sunday Club: this is intended to encourage and protect you and the children.
9. You are responsible for the children while they are in the group, but not after they have been collected by their parent or family member at the end of the session. Please ensure that the younger children in the 6-10 yrs group don't run off without having been handed over to their parents.