

Exarchate of Orthodox Parishes of Russian Tradition of Great Britain, Deanery of Great Britain: Guidance on Safeguarding and Protection of Vulnerable Adults, Young People and Children.

Since 2013, the Exarchate UK Deanery has been operating under new constitutional arrangements as part of the Archdiocesan structure. This means that member parishes, communities and monastic establishments, the Deanery Festival and Camp (in other words, any community or event of Orthodox Christians within the Deanery) must comply with certain requirements. This includes making sure that children, and vulnerable adults, are properly safeguarded.

The system before 2013 was complicated, largely not observed and out-of-date. It is essential that all Parish Advisory Councils, parish clergy and parish lay representatives read and enact this guidance. The remit of the welfare and safeguarding arrangements of the Deanery has been widened beyond just child protection. The term 'CP Link' is replaced by the Welfare Officer, and the 'CRB' check has been replaced by the DBS check.

The new system requires that every parish, community or monastic establishment identifies an appropriate Welfare Officer, who is an officer of the Parish Advisory Council, publishes the attached Safeguarding Policy with the name and photograph of the Welfare Officer, as well as the attached Childline poster in ALL places used by Deanery parishes, communities and monastic establishments.

Safeguarding applies to everyone

This policy recognises the obligation and duty of care on organisations working with young people and children under the Children Act 1989. This Act (as well as a whole raft of subsequent legislation) defines children and young people as anyone up to the age of 18. Safeguarding of adults is provided under the Care Act of 2014. This policy is applicable to all workers, staff and volunteers. This policy also extends the same levels of care and concern to all vulnerable adults. By virtue of the pastoral and spiritual care provided by parishes and communities, any adult who attends a Deanery community should be considered to be potentially vulnerable. **This means that this safeguarding guidance extends to ALL parishioners and attendees of Deanery activities and events, without exception**

Any adult attending a parish, community or monastic establishment in the Deanery of Great Britain must be regarded as a potentially vulnerable adult as each comes with expectations of pastoral and spiritual care. Children and young people are those under 18 years of age, as defined by the Children Act 1989 and subsequent legislation. Abuse includes neglect, physical harm, emotional trauma and sexual abuse.

The Safeguarding Policy of the Deanery of Great Britain is addressed to all the clergy and members of parishes and communities and to all monastics, as the development of good practice in safeguarding and the prevention of abuse is the responsibility of all. Everyone must be alert to signs of neglect, physical harm, emotional trauma and sexual abuse in any who present themselves in our parishes, communities, and monastic establishments, regardless of the setting in which it occurs. Each must understand the action to be taken and follow the procedure required by the Safeguarding Policy of the Deanery of Great Britain.

The Safeguarding Policy of the Exarchate UK Deanery also protects those who work in our parishes and communities by developing safe practice, guarding against ways of behaving which

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may be well intentioned but ill advised. It ensures that when concerns are raised or accusations made there are procedures in place to protect both complainant and accused.

NB: Failure to ensure safeguarding in a parish can result in the withdrawing of licensing and permission for certain types of young people's and children's activities, and may lead to civil and criminal prosecution. It may also affect your insurance cover;

Practical steps to be taken

There must at least ONE named and identifiable Welfare officer to cover every parish, community and monastic establishment within the Deanery. Communities, parishes and monastic establishments may collaborate to create a group of welfare officers, but each centre must have one readily identifiable person. That Welfare Officer is an ex officio member of the Parish Advisory Council.

Disclosure and Barring Service (DBS) screening

Welfare Officers, all clergy, and laity working closely and regularly with young people and children, must have a valid, current DBS certificate. This can be arranged by emailing Sarah Faulkner at dbscertificates@exarchate.org.uk All clergy must have Enhanced DBS certificates. It is a responsibility of the Welfare Officers to ensure that these are in place and copies of the certificates are kept securely in the Parish or Community files in accordance with Data Protection and Information Governance legislation.

Welfare Officers

The Warden is appointed within the Parish Advisory Council to look after the parish operations. The Welfare Officer is a different post, and co-ordinates safeguarding in the parish and is the first person who is contacted if any person makes a disclosure to anyone in the parish, even the clergy. Clergy are NOT to deal with safeguarding issues on their own. ALL volunteers in a parish who might be in regular pastoral care of any parishioner should have a current DBS certificate.

It is the responsibility of the Welfare Officer to display their names, photographs and a contact telephone number, alongside the Deanery Safeguarding Policy and Childline Poster, in all the places used regularly by parishes, communities and monastic communities within the Deanery, and ensure that they have accessed appropriate welfare and safeguarding training.

Welfare Officers should at least know the basics of contact with social services if they think a disclosure warrants action. The purpose of having one Welfare Officer is that **a safeguarding disclosure should not be investigated or dealt with within a parish: we must refer on to a statutory or local authority, not investigate locally.** If the designated Welfare Officer perceives or is told that there is a conflict of interest with respect to their involvement in a disclosure, they still hand over the disclosure to the relevant local body. Or they might request that a welfare officer from a different parish handle the referral.

Collaborating with other parishes and communities.

This guidance establishes the primary principle that every parish, community or monastic establishment must have ONE readily identifiable welfare officer. Collaboration is encouraged between these communities, especially for Welfare Officers to support each other, and for small communities to come under the arrangements of a bigger parish, but it is vital that each centre within which a Deanery parish, community or monastic establishment is present has a single, clearly identifiable person that a child or vulnerable adult can speak to face-to-face.

Recording disclosure

The parish Welfare Officer must never conduct an investigation into any disclosure. No photographs must be taken. The Welfare Officer will reassure the person making the disclosure, but not promise to keep any details 'secret'. The welfare officer will record as much information as possible using the form enclosed without creating any further risk to the person making the disclosure; and then pass that information on to social services who will review the information, advise, and/or act to implement an investigation.

Welfare and safeguarding is EVERYONE's responsibility

Therefore it is essential that everyone in a parish community participates in safeguarding, without creating an atmosphere of fear, by following these principles

- **Vigilance:** to have responsible people notice when things are troubling them
- **Understanding and action:** to understand what is happening; to be heard and understood; and to have that understanding acted upon
- **Stability:** to be able to develop an on-going stable relationship of trust with those helping them
- **Respect:** to be treated with the expectation that they are competent rather than not
- **Information and engagement:** to be informed about and involved in procedures, decisions, concerns and plans
- **Explanation:** to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response
- **Support:** to be provided with support in their own right as well as a member of their family
- **Advocacy:** to be provided with advocacy to assist them in putting forward their views

Working together to safeguard children: Government Guidance 2015

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_together_to_safeguard_children.pdf

Information on Safeguarding Vulnerable Adults

People with care and support needs, such as older people or people with disabilities, are more likely to be abused or neglected. They may be seen as an easy target and may be less likely to identify abuse themselves or to report it. People with communication difficulties can be particularly at risk because they may not be able to alert others. Sometimes people may not even be aware that they are being abused, and this is especially likely if they have a cognitive impairment. Abusers may try to prevent access to the person they abuse.

Signs of abuse can often be difficult to detect. Many types of abuse are also criminal offences and should be treated as such.

Types of abuse:

- Physical abuse
- Sexual abuse
- Financial or material abuse
- Discriminatory abuse
- Neglect or acts of omission
- Domestic violence or abuse
- Psychological or emotional abuse
- Modern slavery
- Organisational or institutional abuse
- Self-neglect

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More information can be found at <http://www.scie.org.uk/publications/ataglance/69-adults-safeguarding-types-and-indicators-of-abuse.asp>

And advanced information can be found here <http://www.scie.org.uk/care-act-2014/safeguarding-adults/adult-safeguarding-practice-questions/index.asp>

THE FOLLOWING TWO PAGES MUST BE COMPLETED, SIGNED BY THE PRIEST IN CHARGE AND POSTED UP WHERE ALL PARISHIONERS AND VISITORS CAN SEE THEM

Policy Statement on Safeguarding Children and Vulnerable People in the Orthodox Church

All of God’s children are uniquely valuable and worthy of respect and care. This guidance is provided to the parishes of the Exarchate of Western Europe in the UK. There need not be any moral judgement in safeguarding vulnerable people; the parish needs to know the risks and manage those risks accordingly. The priest in charge is responsible for ensuring these measures are implemented:

- All people in holy orders or in regular contact with children and vulnerable adults shall be subject to Enhanced DBS checks. The results of these checks shall be provided to the Dean of Presbyters. The contact person for this is Sarah Faulkner at dbscertificates@exarchate.org.uk
- Each parish shall nominate an independent Welfare Officer, not in holy orders or related to someone in holy orders, to be a contact should anyone wish to report unsafe activities or make a disclosure.
- In this parish/community this welfare person is **FIRST NAME SURNAME**

Insert Photograph

- If this person is not available phone CHILDLINE: 0800 1111 or your local social services.

POLICY STATEMENT

1. We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
2. As members of this parish we commit ourselves to respectful pastoral care for all children and adults to whom we minister.
3. We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
4. We commit ourselves to promoting safe practice by those in positions of trust.
5. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
6. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.
7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
8. The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.
9. The parish adopts the guidelines of the Exarchate UK Deanery of the Exarchate of Orthodox Parishes of Russian Tradition of Great Britain
10. Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

This church appoints as Parish Welfare Officer to represent the concerns and views of vulnerable people at our meetings and to outside bodies, and to co-ordinate responses to any disclosure.

Parish Priest

Churchwarden

Date

Disclosure

This community/parish really wants to make sure that you are safe at all times

I'm worried about one of my friends, what can I do?

- Try and talk to your friend and ask them to tell you what is wrong.
- Don't be upset if they don't want to talk to you. It might be very difficult for them to speak about what is wrong, especially if they are scared or worried about what will happen if they do talk.
- If they don't want to talk to you, suggest that they talk to a teacher, the welfare person in this community who is:..... or someone else they trust, about what is happening.
- If they do want to talk, get someone to stand out of earshot, so they can't hear, but where they can see you at all time. This person will ensure that you both are safe.
- If there isn't anyone they feel that they can speak to, they can phone



- If your friend is being bullied, don't ignore it, as by doing so, you are helping the bully get away with it.
- Many young people feel sad or down from time to time. If your friend is depressed and feeling sad, try and encourage them to talk about how they're feeling to somebody they trust.
- Abuse can mean a lot of different things such as neglect, physical, emotional or sexual abuse. If someone you know is being abused in any way, then the most important thing to do is talk to someone about it. No-one has the right

to hurt you or your friend or make them do anything that feels wrong. You have done the right thing in looking for ways to help your friend.

www.childline.org.uk

Safeguarding Report Form

For use by Welfare Officer.

Please use this form as a prompt, recording any additional information on the back or on another sheet of paper. Forms can be handwritten or typed and printed off, but they must be signed, dated and timed.

REMEMBER – your role is not to investigate, but to record accurately all information you receive or signs and symptoms you observe. Only fill in the details you know.

Details of Person about whom a disclosure has been made (name, address, tel. no., age or D.O.B etc.):	Person's family, parents or guardian's details (where known):	Details of person <u>reporting</u> suspicion/allegation/ concern to you (this may be the child or person themselves):
Describe what the disclosure/suspicion / allegation / concern is here:		
Describe fully any signs, symptoms you or others have observed (include here what the person has told you):		
<u>Where</u> did this occur (as far as you know)?		

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<p><u>When</u> did this happen (as far as you know)?</p>	
<p>If some earlier signs/symptoms were noticed before today, <u>when and where</u> was this?</p>	
<p>Record details of anyone else who may have been present or have relevant information:</p>	
<p>Signed:</p>	<p>Date and Time:</p>
<p>Position in Parish:</p>	<p>Telephone number:</p>

Emergencies

If a child is in immediate danger, left alone or missing, you should contact the police directly and/or an ambulance using 999.

What to do next

Keep a copy of this report in a secure place.

Make contact with your local authority safeguarding team or hub. This will vary around the UK

SAFEGUARDING PARISH CHECKLIST

	Name	DBS Certificate Number
Parish priest:		
Other clergy:		
Welfare officer:		
Other volunteers		

	Yes	No
Safeguarding policy, signed and displayed prominently in all meeting places		
DBS Certificates of the above named people displayed		
Picture of Welfare Officer displayed prominently		
Childline poster displayed prominently		
Welfare Officer equipped with Safeguarding Report Form		
Third party liability insurance certificate number		
Detailed Safeguarding Policy and Procedure is available to be read by all parishioners		
Parish Advisory Council has undertaken to discuss regularly the policy and procedure document and revise at least every 5 years.		

Contact details of Local Authority Safeguarding, Child Protection or Social Services team	
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Email this completed document to the Dean of the Exarchate UK Deanery

To be completed by the Dean and Deanery Safeguarding Contact Layperson

This document fulfils the minimum safeguarding and welfare requirement of the Deanery	Signature
Date:	