

**St Peter and St Paul Cranfield Bedfordshire**

**Safeguarding Policy**

**Promoting a Safer Church**

The following policy was agreed at the Parochial Church Council (PCC) meeting held on.....

In accordance with the Church of England and the Methodist Church our church is committed to:

- *The care, nurture of, and respectful pastoral ministry with, all children, young people and all adults;*
- *The safeguarding and protection of all children, young people and all adults;*
- *The establishing of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.*

Therefore we will be:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church (***see appendix for Safeguarding and Recruitment Documents***).
- Responding promptly to every safeguarding concern or allegation (contact PSO or Rector asap).
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures (***see documents in the appendix***)
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually (see H&S folder at the back of the church)
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints Anne Dimmock as the Parish Safeguarding Officer

**Appendices:**

**Safeguarding and Recruitment Documents**

1. Statement of Safeguarding Principles
2. Safe Use of Images Policy
3. Lone Working Guidance Statement / Policy
4. Use of Social Media Policy
5. Responding to Concerns or Allegations
6. Children's Ministry Statement – Touch
7. Whistle Blowing Statement/ Policy
8. What to do if.....

## **St Peter and St Paul Cranfield**

### **Statement of Safeguarding Principles**

### **Safer Recruitment Practice Guidance**

The Church of England and the Methodist Church work in partnership with other Christian Churches and other agencies in delivering safeguarding. The following statement of principles appears at the head of each safeguarding policy:

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and all adults;
- The safeguarding and protection of all children, young people and all adults;
- The establishing of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.

To this end:

- We will carefully select, support and train all those with any responsibility within the Church, in line with the principles of Safer Recruitment. 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 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 respect and responsibility, where they are trusted by others.
- 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 adult who is vulnerable.

In all these principles we will follow legislation, guidance and recognised good practice.

## Appendix 2.

The Diocese of St Albans

Rector: Rev Isaac Pain

### St Peter and St Paul Cranfield

#### Safe Use of Images Policy

##### **Data Protection**

The Data Protection Act 2018 places certain duties on us to ensure that we have relevant consent to take and publish images and that we keep all data secure.

We ensure that we have checked whether there are reasons that a particular person cannot be photographed or identified, especially if it is a child.

We obtain the permission of all the people who will appear in a photograph, video or webcam image before recording the footage. That means children as well as adults.

If we are taking images at an event attended by large crowds, such as a sports event, this may be regarded as a public area so we do not need to get the permission of everyone in a crowd shot.

However, there is no clear guidance on this so if in doubt, we avoid using such images and use a library image instead.

It is a requirement of the Data Protection Act that we safeguard images (both digital and hard copies) by storing them securely and only allow use by those authorised to do so. When we have finished with images, we destroy or delete them.

If copies of images are held on file, we can't release these without up-to-date consent forms. **Take care with images that we have archived.** An image taken at a specific time and in specific circumstances can not necessarily be used again at a later date or in a different context. Doing so can result in legal action.

When publishing images of children and young people, we follow these guidelines:

- If we publish their picture, we do not publish a name
- If we publish their name, we do not publish a picture
- We do not publish full names, addresses or e-mail addresses
- We do not publish individual close-up portraits
- When publishing children's work we simply label it as by 'John'
- We give adult leaders and parents the opportunity to request that their contact information is not included in any published material

If parents are permitted to take images during or after an event or service, make it clear from the start that they must be for private use only and ask for them not to put the images on the internet or on Social Media (particularly if a parent posts a picture on the web that shows children other than just their own child). If the picture is being used for public use then consent must be obtained.

We might want to provide written guidance to parents beforehand and/or make an announcement at the start of the event/service.

## Consent

When taking images, we ensure we have written permission to **take** and **publish** the images before we start. This permission should cover:

- How the image will be used  
*(i.e. for a one-off article or as a general resource that could appear in a number of contexts)*
- How it will NOT be used  
*(i.e. alongside articles or text that are of potentially sensitive or offensive subjects)*
- Where it will be used / who will it be available to  
*(i.e. in internal/public-facing printed newsletters, on the web or on a website, in a DVD, in local and/or national media, in exhibitions etc.)*
- How long it will be used for  
*(i.e. once only, for 2 years, 3 years, indefinitely etc. Be mindful that people's circumstances change and it can become inappropriate to continue to use a photo)*

For children under 18 years old, the form should be completed by a parent or guardian. Consent forms should also be obtained for adults, particularly if they are considered 'vulnerable', for example those with learning disabilities.

The parent/guardian or social worker may give written consent in these circumstances. We are aware that some people may require help to understand and complete a consent form, need the information translated into a different language or have it supplied in a different format.

Completed consent paperwork should be kept on file for the duration of the time the image is being used. Once this time is up, the image should be destroyed.

We do not use an image unless we know that we have permission to do so. If we are unsure, use an alternative.

## Copyright

Copyright law applies to almost everything, and can be complex and ambiguous. A few basic points are listed below:

- Copyright automatically belongs to the person who created the work. In the UK it does not need to be registered. Take care with any images we release to the media, it is our responsibility to check with the owner of the copyright that it is OK to use them.
- If we are using someone else's image we must get their written permission, and always credit the artist
- Images are protected for the lifetime of the creator and for 70 years after his/her death
- Downloading images from the internet and using them on the church website without the copyright owners consent may breach copyright laws, and could be considered a criminal offence, leading to heavy fines. Be aware that picture agencies and photographers are increasingly using software to track their images.
- If we put something on the web, we must obtain electronic global broadcasting rights from the owner of the copyright.

## Context

We are careful about the context in which we use an image, especially if it is of children.

- If we're using it for publicity specifically related to an event, there should be little problem as long as the relevant consents have been obtained.
- For information that covers sensitive areas always use a library picture. Using pictures of real children alongside these subjects could result in legal action by parents / carers.
- Do not use a photo in a context that is different to that stated on the consent form.
- Ensure that images cannot be construed as being provocative.

- When taking/using images, we are representative of diversity by reflecting gender, race and disability.

### **New media**

'New media' describes anything that relies on digital technology or computerised methods of communication, for example the internet, email, streaming, multimedia storage devices, mobile phones, podcasts, webcams, websites, blogs, social media, chatrooms etc.

New media is now very widely used; along with this increased use comes an increased responsibility to consider how we use images safely within the new technology.

The information shared by new media is more accessible than in non-digital formats; it is easy for people to amend, manipulate or copy images, which makes them more open to abuse. As such we must be more vigilant than ever about obtaining the relevant consent to publish images, how we publish them and monitoring their use.

If we plan to use an image in any form of new media, we should obtain electronic global broadcasting rights from the owner of the copyright and ensure that the consent form states that the image will be used in digital formats, including the web. We do not use an image that has been uploaded onto the system by someone else without checking with the original publisher/owner that the relevant permissions have been obtained.

We do not pixelate (blur) an image in order to obscure the face of the person in it – we use an alternative picture.

### **Disability Discrimination Act (DDA)**

When using images in new media, we must comply with the DDA. The DDA applies to everyone who provides a service to the public. Service providers must ensure that they do not discriminate against disabled persons when using new media images. In order to comply with the DDA, we will need to ensure that all images have meta-tags and that we do not overlay a photo with text.

### **Releasing images to the media**

The legislation governing whether or not the media can publish an image is complicated and ambiguous. If we are in any doubt about having an image published, do not release it to the media.

If we do release an image to the media, we are aware that we are responsible for checking that all the relevant written consents have been obtained for the people in it and the owner of the copyright agrees to the image being published. If the media publishes an image we have supplied and the consents have not been obtained, responsibility falls with us.

The laws surrounding this issue are becoming stricter, especially for pictures of children and vulnerable adults. Be extremely cautious not to release any pictures of children who are in care, under wardship or involved in family law cases. The same applies for adults who may be at risk from domestic abuse or similar. The legal implications are serious.

## St Peter and St Paul Cranfield

### Image consent form

Occasionally, we take photographs of the children at our church. We may use these images in our church magazine or in other printed publications that we produce, in displays and on our website. We may also make video or webcam recordings for training, or other church use.

We also send images to the news media, or our church may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Children will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both.

When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child.

#### **Conditions of use:**

1. This form is valid for the period of time your child attends this church. Images of your child will not be used after this time. Please write to the church [email address below] if we wish to withdraw consent at anytime.
2. The images we take will be of activities that show the church and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group photographs or footage with very general labels e.g. 'Sunday School'.
5. We will only use images of pupils who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent we understand that images may be used in printed and electronic form.*

**To give your consent, please complete the information overleaf and return the form to the church.**

**Please tick those that apply:**

I give permission for my child's image to be taken and used in publicity material  
for the church, including printed and electronic publications, video and webcam recordings and on websites

I give permission for images of my child to be used by the news media in printed and/or electronic form and stored  
in their archives.

This might include images sent to the news media by the church and images / footage the media may take  
themselves if invited to the church to cover an event.

I do not want my child's image used in any publicity

**I have read and understood the information overleaf.**

Name of child: \_\_\_\_\_

Parent's or carer's signature: \_\_\_\_\_

Name (in block capitals) \_\_\_\_\_

Date: \_\_\_\_\_

Church: \_\_\_\_\_

***If we require help completing this form, please contact your child's church.***

Safeguarding Officer: Mrs A Dimmock,

St Peter and St Paul Cranfield: [safeguarding@cranfieldchurch.org](mailto:safeguarding@cranfieldchurch.org)

## **St Peter and St Paul, Cranfield**

### **Lone Working Guidance Statement / Policy**

St Peter and St Paul Cranfield recognises that during the course of our work church officers, including, clergy and volunteers may find themselves working alone. This may be in church premises, visiting individuals in their home, or receiving people in their own home. This may occur regularly or occasionally but will be a necessary part of the role. Where work involves home visits, the safety of both the visitor and the person being visited is paramount.

The work of clergy may carry additional risks. It is important that these are fully understood and that a risk assessment and adequate arrangements are made to ensure they are as safe as possible.

#### **Potential hazards of lone working.**

There are a number of areas where risks may be greater when working alone:

- Accidents or sudden illness when there is no-one to summon help or first aid.
- Violence or the threat of violence.
- Allegations of inappropriate and/or abusive behaviour,
- Fire or other threat.
- Attempting tasks which cannot safely be done by one person alone, eg heavy lifting, or use of certain equipment.
- Lack of safe way in or out of a building ( eg danger of being accidentally locked in)
- Travelling, particularly in bad weather,

#### **Assessing the risks of lone working**

The perception of what is a risk and the actual risk itself may be seen differently by individuals.

The PCC have considered and assessed particular risks in the parish environment and appropriate actions have been taken to consider the above factors eg the Tower door key is available, security lighting around the church is in place.

#### **Measures to minimise the risk of lone working**

- Know as much as possible about any potentially risky situation.
- Avoid, as far as possible, situations with significant risk of vulnerability.

- Consider beforehand a strategy for a swift exit if a situation changes.
- Consider who else might be available to be working in the church (also applies at one's own home) if a one to one meeting is requested.
- Be familiar with strategies for dealing with difficult situations. (continued)
- Let someone else know where you are going and when you will be back.
- Ensure you have a mobile phone with you.
- Explore a method for reporting safe return eg short text message or phone call.
- Ensure someone has a record of car and mobile phone details.
- Park as close to the destination as possible

### **Guidelines for the Professional Conduct of the Clergy**

'At the heart of ministry is risk. Faced by a pastoral situation the minister has to take immediate decisions about what to say and do'

St. Peter and St. Paul, Cranfield are committed to ensuring clergy work safely and with trust. The guidelines set out to maintain appropriate boundaries, which in themselves are helpful in preventing misunderstandings and reducing risks,

### **Reporting incidents**

Any incidents should be reported to the incumbent or safeguarding officer as soon as possible so support can be put in place.

## Appendix 4.

Diocese of St Albans

Rector: Rev. Isaac Pain

### St Peter and St Paul Cranfield

#### Use of Social Media – Policy

Social media sites enable users to create and share content and keep in touch with other users. They include maintaining a profile on a networking site such as Facebook, Twitter, Instagram, Snapchat; writing or commenting on a blog, whether it is your own or the blog of another person; and taking part in discussions on web forums or message boards. For many, especially young people, using social media is an extension of physical face-to-face relationships. It is therefore important that churches also engage with their community and worshippers through these platforms. However, this must be done safely to avoid the risk of:

- Forming inappropriate relationships.
- Saying things you should not, such as offensive, sexual or suggestive comments.
- Blurring the boundaries between public work/ministry and your private life.
- Grooming and impersonation.
- Bullying and harassment.

#### The role of the PCC

The PCC must approve the use of social media and mobile phones by the church. Where there are Facebook or similar online groups set up on the church's behalf, the PCC must ensure there is a named person to whom all workers are accountable.

The named person must be a church officer, and should be aware of the account name and password so that they can at any time log on to the account to monitor the communications. The named person should be proactive in fulfilling this role.

Communications must be shared with the named person. Church officers remain bound by professional rules of confidentiality. Where there is concern that a young person or adult is at risk of abuse, or they themselves pose a risk of abuse to others, safeguarding procedures must always be followed.

#### **The named officers for the St Peter & St Paul's Facebook Page and Group are:**

Rev. Isaac Pain, Rector

Mr Christopher Hartley

Rev. Isaac Pain also has the use of a Church mobile phone. (continued)

## Guidance for church officers

### Do:

1. Have your eyes open and be vigilant.
2. Maintain the upmost integrity – honesty, transparency, consistency and accountability are key. Treat online communication with children, young people and adults as you would communication that is face to face. Always maintain the same level of confidentiality.
3. Report any safeguarding concerns that arise on social media to the PSO Mrs Anne Dimmock  
Email: [safeguarding@cranfieldchurch.org](mailto:safeguarding@cranfieldchurch.org) and for serious or criminal incidents it is advised that you contact the police immediately.
4. Always assume that everything you write is permanent and may be viewed by anyone at any time; and that everything can be traced back to you personally as well as to your colleagues or the church. Always think before you post.
5. Draw clear boundaries around your social media usage associated with your private life and your use of different social media for public ministry. Keep church account/s and profiles separate from your personal social media account/s e.g. only use a Facebook page, Twitter or blogs for public ministry, while keeping a separate Facebook profile for private life.

### Always ask parents/carers for written consent to:

- Use and store photographs of children/young people from activities or events in official church publications, or on the church's social media, website and displays.
- Use telephone, text message, email and other messaging services to communicate with young people.
- Allow young people to connect to the church's social media pages.
- Only use an approved church/ministry account to communicate with children, young people and/or vulnerable adults. The named person should be able to access this and review conversations, and the account should be visible to young people and their parents. Young people must be made aware that any communication will be viewed by all users. Save any messages and threads through social networking sites, so that you can provide evidence to the named person of your exchange when required.

Avoid one-to-one communication with a child or young person.

- Use clear and unambiguous language in all communications and avoid abbreviations that could be misinterpreted.
- Save and download to hard copy any inappropriate material received through social networking sites or other electronic means and show immediately to the named person, PSO, incumbent or, if appropriate, Diocesan Safeguarding Adviser.
- Use passwords and log off promptly after use to ensure that nobody else can use social media pretending to be you.

**Do not:**

Use a personal Facebook or any other social media account in your work with children, young people or vulnerable adults.

Add children, young people or vulnerable adults as friends on your personal accounts.

Facebook stalk (i.e. dig through people's Facebook pages to find out about them).

Say anything on social media that you would not be happy saying in a public meeting, to someone's face, writing in a local newspaper or on headed notepaper.

Comment on photos or posts, or share content, unless appropriate to your church role.

Use visual media (e.g. Skype, Facetime) for one-to-one conversations with young people – use only in group settings.

**In particular, do not allow content to contain or share links to other sites that contain:**

- Libellous, defamatory, bullying or harassing statements.
- Breaches of copyright and data protection.
- Material of an illegal nature. Offensive sexual or abusive references.
- Inappropriate language.
- Anything which may be harmful to a child, young person or vulnerable adult, or which may bring the church into disrepute or compromise its reputation.

**Mobile phones**

Wherever possible, church officers should be supplied with a mobile phone dedicated for work purposes. This allows for the phone to be switched off outside working hours, and for usage to be accountable. This means that the work phone number is the only number that young people or adults are given, and the church officer's personal number can remain private. Texts or conversations that raise concerns should be saved and passed on to the named person or the PSO/incumbent (or if unavailable the DSA)

**The Rector, Church Wardens and PSO have dedicated email addresses, and the Rector also has a Church Mobile Phone.**

**Appendix 5.**

The Diocese of St. Albans

Rector: Rev. Isaac Pain

**St Peter and St Paul Cranfield**  
**Responding Promptly to Every Safeguarding Concern or Allegation**

7.1 Quick guide

**Concern/allegation:** You suspect or witness abuse, or someone discloses information about a safeguarding concern or allegation

**Emergency – immediate:** If a child or adult is in immediate danger or requires medical attention, call the police and/or social services immediately on 999

**Non-emergency –** within 24 hours Record and report to the incumbent/PSO or activity leader. Agree who will inform the DSA

Record and report all information to the incumbent and PSO. Record and discuss with the DSA within 24 hours

The DSA will provide advice and guidance

Parish Safeguarding Handbook P. 18

Full Document 'Promoting a Safer Church' is in the folder at the back of the church.

**St Peter and St Paul Cranfield**

**Children's Ministry Statement - Touch**

Child abuse is harm of a very serious nature so that it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse.

One of the aims of the policy is for church groups to provide a warm, nurturing environment for children, young people and vulnerable adults whilst avoiding any inappropriate behaviour or the risk of allegations being made.

- All volunteers must work with or within sight of another adult.
- If any activity, for example bell-ringing, games etc requires physical contact make sure that the child, young person or vulnerable adult, and their parents/carers are aware of this and its nature.
- There must be no physical punishment of any kind nor should any sanction ridicule or humiliate a child, young person or vulnerable adult.
- Avoid physically rough games.
- Avoid unnecessary informal touching.
- Avoid taking young children to the toilet, but when unavoidable make sure another adult is informed or organise a toilet break for the whole group.
- Children, young people and vulnerable adults may sometimes need comforting; make sure they are responded to warmly but with other adults around.
- First Aid should be administered with others around.
- Very occasionally it may be necessary to restrain a child, young person or vulnerable adult who is harming themselves or others. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded and the information give to the Parish Safeguarding Representative.
- All physical contact should be an appropriate response to the child, young person or vulnerable adult's needs and not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

## Appendix 7.

Diocese of St Albans

Rector: Rev. Isaac Pain

### **St Peter & St Paul Cranfield**

#### **Whistle-blowing Guidance / Statement Policy**

## What is Whistle-blowing?

Whistle-blowing is where an individual raises concerns with an organisation or regulatory body of suspected wrongdoing at work. Officially this is called "making a disclosure in the public interest" and those who report concerns in good faith are behaving responsibly.

St Peter & St Paul's Church is committed to ensuring those who work with or for the church in an employed or voluntary capacity, maintain the highest standards of honesty, integrity and accountability and this policy sets out the procedure by which any concerns about possible wrongdoing can be raised and how such concerns will be dealt with.

Whistle-blowing is an important part of our commitment to safeguard and promote the welfare of children and adults who may be vulnerable. It is also important in creating a culture that enables issues about safeguarding to be addressed. However, whistle-blowing may apply to any situations of unacceptable practice, performance or behaviour.

Workers who make such a disclosure are protected by law, under the Public Interest Disclosure Act 1998, from detrimental treatment or victimisation by their employer if, in the public interest, they blow the whistle on wrongdoing. Whilst the Act does not provide the same protection to volunteers, churches are expected to adopt the same approach to protect volunteers when they report concerns.

## Scope of protection

The Public Interest Disclosure Act 1998 provides protection for workers who raise legitimate concerns about specified matters called "qualifying disclosures". A qualifying disclosure is one made in good faith by an employee who has a reasonable belief that:

- a criminal offence
- a miscarriage of justice
- an act creating risk to health and safety
- an act causing damage to the environment
- a breach of any other legal obligation; or
- concealment of any of the above is being or is likely to be, committed.

It is not necessary for the worker to have proof that such an act is being, has been or is likely to be committed – a reasonable belief is sufficient. The worker has no responsibility for investigating the matter and must not do so. Their responsibility is simply to report their concerns.

Members of the congregation are encouraged to acknowledge their individual responsibility to raise concerns about unacceptable practise, performance or behaviour and to bring this to the attention of the

incumbent or a churchwarden. Where the concerns relate to safeguarding, they must be reported to the parish safeguarding officer.

## Reasons for whistle-blowing:

- To prevent the problem from worsening
- To protect or reduce risks to others
- To prevent becoming implicated oneself.

## What stops people from whistle-blowing?

- Starting a chain of events that spirals out of control
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers or reputations
- Fear of not being believed.

## How to raise a concern:

- Concerns, suspicions or uneasiness about the practice or behaviour of an individual should be voiced as soon as possible to the incumbent, a churchwarden or, where the concern relates to safeguarding, the parish safeguarding officer.
- Be specific about what practice is concerning, what has been heard or what has been observed.
- Ideally put concerns in writing, outlining the background and history, and providing dates and times.
- Provide as many facts as possible; do not rely on rumour or opinion.
- You are encouraged to put your name to any disclosure and even where you do so, you may ask that your name remains anonymous. However, a request to remain anonymous must be considered to be at the discretion of the church, taking into account the seriousness of the issue raised and the nature of the investigation that must follow. The church will nevertheless, always take seriously your fear of victimisation and do everything possible to prevent you from being victimised.

## What happens next:

- If the concern about the practice, performance or behaviour relates to safeguarding children or adults who may be vulnerable, it will be investigated according to the procedures for responding to allegations
- If the concern does not relate to safeguarding children or adults who may be vulnerable, it will be investigated according to complaints or grievance procedure.
- The whistle-blower is not expected to prove the truth of a concern or investigate it.
- Within the bounds of confidentiality, the whistle-blower will be given as much information as possible on the nature and progress of any enquiries.
- The incumbent or churchwarden will ensure that the whistle-blower is not harassed or victimised.
- No action will be taken against a whistle-blower if the concern proves to be unfounded and was raised in good faith.
- Malicious allegations from a whistle-blower will be considered very seriously and may result in disciplinary action in the case of a paid employee or officeholder.

- Within the bounds of confidentiality, after any investigation, the whistle-blower will be told the outcome of the investigation and what action has been taken. If no action is to be taken, the reason for this will be explained.

## What you can do if you feel that appropriate action has not been taken:

After the investigation, if you reasonably believe that appropriate action has not been taken, you should report the matter to the proper authority. The legislation sets out several bodies to which qualifying disclosures may be made. These include: -

- HM Revenue and Customs
- the Financial Conduct Authority;
- the Office of Fair Trading;
- the Health and Safety Executive; and
- the Environment Agency.
- Arbitration Service (Acas)

St Peter & St Paul's is an excepted charity and as such, disclosures can be made to the Charity Commission. A qualified disclosure to the Commission will be a 'protected' disclosure provided the person makes the disclosure in good faith and has a reasonable belief that the relevant failure relates to the proper administration of charities funds and that the information disclosed about any allegation is substantially true.

## **Appendix 8.**

Diocese of St Albans

Rector: Rev. Isaac Pain

### **St. Peter and St. Paul's Church Cranfield**

#### **What to do if... Statement / Policy**

##### **You have concerns about possible abuse (including allegations):**

1. In an emergency, call emergency services 999.
2. If you have concerns always consult with children's or adult care services.
4. Always inform the Diocesan Safeguarding Adviser.( contact Rector or PSO)
5. Keep a record of what happened, your concerns and your actions.

##### **A child, young person or adult wishes to disclose they have been abused:**

1. Listen. Keep listening. Do not question or investigate.
2. Do not promise confidentiality; tell them we need to share this.
3. Assure them they are not to blame.
4. Tell them what you are going to do and that they will be told what happens.
5. Make careful notes of what is said, dates, times, events and when you are told.
6. Report it to the person to whom you are responsible and your priest or safeguarding representative.(PSO)
7. Only tell those who need to know.

##### **Things to remember:**

1. Treat everyone with respect, setting a positive example for others.
2. Respect personal space and privacy.
3. Ensure any actions cannot be misrepresented by someone else.
4. Challenge unacceptable behaviour.
5. Do not put anyone, including yourself, in a vulnerable or compromising situation.
6. Do not have inappropriate physical or verbal contact with others.
7. You must not keep allegations or suspected abuse secret.