



Safeguarding Policy

DOCUMENT TITLE: AMIE SAFEGUARDING POLICY		
OWNER: AMIE STANDING COMMITTEE		
APPROVING BODY: STANDING COMMITTEE	DATE OF SYNOD APPROVAL: JUN 2021	
VERSION: 6.0	NEXT REVIEW DATE: FEB 2027	
SUPERCEDES: VERSION 5.0	PREVIOUS REVIEW DATE: FEB 2026	MONITORING REVIEW:
PUBLIC USE: YES	STANDING COMMITTEE USE: YES	OTHER USE: REGULATORS
CHARITY REGISTRATION NUMBER: 1158679	COMPANY REGISTRATION NUMBER: 9042552	

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Details of the Organisation

Anglican Mission in England (AMiE)
Unit 27, The Street
12 Lower Clark Street
Scarborough
YO12 7PW

Company Registration Number: 9042552

Charity Registration Number: 1158679

Purpose of the policy

- To protect children, adults at risk and those with responsibility towards them.
- To ensure that we provide a healthy, nurturing and protective environment for everyone who engages with our community.
- To ensure that our staff and volunteers are clear about their responsibilities and duties and are supported in fulfilling them.
- To provide everyone that is involved in our community with an understanding of the overarching principles to which we work and a clear understanding of our commitments to them and expectations of them.

Scope of the policy

- This policy applies to trustees, paid staff, volunteers and anyone else who acts in any capacity on our behalf.
- AMiE does not work directly with children or vulnerable adults and so this policy is designed to provide clear understanding of what constitutes abuse and outline our safeguarding responsibilities.
- AMiE is not responsible for any safeguarding issues that arise in AMiE churches. Each AMiE church has its own safeguarding policy and the procedures detailed in those should be followed by individuals in the churches who work with children and adults at risk.
- Any safeguarding issues in AMiE churches should be reported to the appropriate person or agency as detailed in the church's policy.
- In accordance with AMiE Safeguarding Requirements of Churches, the AMiE Safeguarding must be informed of any serious safeguarding incidents.

Our values and beliefs

- Children, young people and adults have the right to live free of abuse and neglect.
- It is our responsibility to seek to promote their welfare, to keep them safe while in our care and to take necessary steps to seek to protect them from harm, abuse or exploitation.
- Our approach to safeguarding is shaped by our belief as Christians that:
 - ❖ We are to honour those that God has set in authority over us and to obey the law of the land.
 - ❖ Every human life, including the unborn, is valuable to God and each person bears the image of God.
 - ❖ We live in a fallen and sinful world, where there are many risks and dangers and we must seek to protect everyone, but particularly the vulnerable in our midst from those dangers.
 - ❖ God cares for the widow, the orphan and the stranger; he calls us to protect and care for those who are vulnerable in our society and to oppose exploitation.
 - ❖ Jesus example was one of valuing, accepting and nurturing everyone.
 - ❖ We are to love those around us as God loves them and to seek to bring healing, restoration and reconciliation to broken and damaged lives by the manifestation of the love of God through us.
 - ❖ The church is not a gathering of sinless and perfect people, but rather a community of grace where we seek to encourage one another to grow in faith and obedience to God.
 - ❖ It is therefore imperative that we recognise the need to ensure that every member of our community, but particularly those who are vulnerable, are protected from abuse or neglect within our community as well as identifying abuse that occurs outside the organisational community.
 - ❖ That sin in our midst must not be tolerated but dealt with decisively, effectively and transparently.

Definitions

Who is a child?

As per the Children Act 1989, a child is anyone under the age of 18 years old.

Who is a vulnerable adult?

A vulnerable adult is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support.

What is abuse?

Abuse is a deliberate act of ill-treatment that can harm or is likely to harm a person's safety, wellbeing and development. Neglect also constitutes abuse but can be defined as failing to provide or secure a child or vulnerable adult with the basic needs required for physical safety and wellbeing. This can be inflicted in a family or institutional or community setting; by those known to victim or more rarely, by a stranger.

Types of Abuse

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions;

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence;

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting;

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks;

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment;

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion;

Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation;

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating;

Self-neglect – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding;

Spiritual Abuse – spiritual abuse may occur within and outside faith communities and can arise from the inappropriate use of religious belief or practice; the misuse of authority; intrusive healing and deliverance ministries; and the denial of the right of faith or the opportunity to grow in the love of God.

Recognising Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or vulnerable adult.

Signs of possible abuse include: injuries not consistent with explanation; or in abnormal locations; or that have not been treated.

Emotional abuse is persistent emotional maltreatment. It may also involve seeing or hearing the ill treatment of another, for example when a child or vulnerable adult witnesses domestic violence. This can also involve serious bullying (including cyberbullying). Signs of possible abuse include: changes in mood or behaviour; aggression; attention-seeking behaviour; nervousness, obsessions or phobias; persistent tiredness; running away/stealing/lying/self-harm.

Sexual abuse includes forcing or enticing a vulnerable person to take part in any sexual activities, whether or not the vulnerable person is aware of what is happening (including viewing pornography). Signs of possible abuse include: allegations made by a child or vulnerable adult; excessive preoccupation with sexual matters; detailed knowledge of adult sexual behaviour; severe sleep disturbances; eating disorders.

Neglect is the persistent failure to meet a child or young person’s basic physical and/ or psychological need. Neglect may include the failure to provide adequate food, clothing, shelter, supervision, medical treatment or response to emotional needs. Signs of possible neglect include: children being out late at night or left home alone for extended periods; health and other needs not being taken care of.

Spiritual Abuse, linked with emotional abuse, could be defined as an abuse of power. It involves manipulation or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.

Our responsibilities

- To ensure that the protection of children and vulnerable adults from abuse and the promotion of their welfare is of paramount importance to us.
- To treat each person as equal in the sight of God; equally sinful, equally loved and equally offered the gift of salvation and reconciliation to God.
- To pay attention to the protection and nurturing of those in our midst who are particularly vulnerable to abuse or neglect.
- To ensure that safeguarding measures are in place in all AMiE churches.

How we will seek to fulfil these responsibilities

- We will actively seek to create and maintain a culture that is consistent with our biblical principles and best practice in safeguarding.
- We will seek to visibly demonstrate our commitment to safeguarding throughout the organisation.
- We will ensure that we appoint a Trustee with Responsibility for Safeguarding who will take responsibility for leading safeguarding children and adults across the organisation.
- We will adopt safer recruitment best practice in the recruitment and selection of staff and volunteers.
- We will ensure that we monitor the conduct of our staff and that we have policies, procedures and systems for managing allegations against staff or volunteers, supported by a culture of listening to allegations and responding with rigor, fairness and transparency.
- We will ensure that our expectations in relation to the conduct of members of our community are clear through codes of conduct, policies and procedures.
- We will develop a culture that encourages every member of our community to identify and raise concerns and will support this with a clear whistleblowing policy.
- We will regularly review and where necessary update our policies, procedures and systems for effectiveness and compliance with best practice principles.
- We will ensure that relevant policies and procedures are publicly available.

General principles

Safeguarding relates to the action taken to promote the welfare of children and vulnerable adults and to protect them from harm. All AMiE trustees, employees and volunteers should have a basic awareness of safeguarding issues. This includes:

- Being alert to the possibility of abuse and neglect.
- Having enough knowledge to recognise an abusive or potentially abusive event or set of circumstances.
- Knowing who in the organisation to raise concerns with.
- Being competent to take the appropriate immediate or emergency action.

If anyone acting on behalf of AMiE has any concerns about a child or vulnerable adult they must alert the Trustee with responsibility for Safeguarding (or another Trustee if the allegation involves

the Trustee with Responsibility for Safeguarding) immediately. If the Trustee agrees there is grounds for concern, they must take appropriate action to safeguard the child or vulnerable adult. This may include contacting the relevant local authority social care service or the local police child abuse investigation team.

If a member of staff is concerned that a child is in immediate danger, or requires immediate medical treatment, they should call the police and/or emergency medical services on 999 straight away.

The above may include concerns about someone acting on behalf of AMiE, a suspicion that a child or vulnerable adult is being abused or neglected, or a suspicion that an activity is taking place that could place a person at risk. In any situation where there is a suspicion of abuse, the welfare needs of the child or vulnerable adult must come first even where there may be a conflict of interest (e.g. where the suspected perpetrator may be a member of staff).

People working on behalf of AMiE have no powers to investigate abuse. Nonetheless, all AMiE personnel have a duty to safeguard and promote the welfare of children and/or vulnerable adults and a responsibility to work closely and co-operatively with other agencies in order to achieve this.

Should AMiE become aware that an individual working on behalf of AMiE is an ex-offender or that they may pose a risk to vulnerable people, Trustees will enter into an open and frank discourse with that individual to understand the context and the risks. Trustees will assess the risk posed by the individual and a formal risk assessment will be formulated. A formal agreement will be drawn up, signed by both the individual and AMiE Trustees and securely stored.

It is not the responsibility of AMiE to decide whether or not abuse has taken place. It is the responsibility of staff at AMiE to act if there is cause for concern, in order that the appropriate agencies can investigate and take any action necessary to protect the young and/or vulnerable adult.

It is important that concerns raised are recorded accurately and in detail. All discussions should end with clear and explicit recorded agreement about who will be taking what action. Where no further action is the outcome the reason for this should be clearly recorded. AMiE personnel should not pursue the questioning of the child or vulnerable adult for this information if it is not given freely. There should be no delay in reporting the matter by waiting for all the information.

All records, including information relating to DBS checks, must be kept securely in a locked place or electronic file to which access is restricted. Managers have a particular responsibility in maintaining the confidentiality of these records in line with legal requirements and must ensure that the records, or any information they contain, are made available only to relevant parties. The transfer of information - verbally, through the mail, electronically, etc. - should be done in such a way that confidentiality is maintained.

Once the retention period has elapsed, DBS certificate information is to be destroyed by secure means (e.g. shredding or burning).

Responsibilities of the Trustee with responsibility for safeguarding

The Trustee with Responsibility for Safeguarding is responsible for ensuring that safeguarding is given high priority within AMiE. Specific responsibilities include:

- Keeping the other AMiE trustees informed of any safeguarding issues within AMiE churches.
- Helping the AMiE trustees decide whether any issue which has arisen (at AMiE level or at church level) is a Serious Incident Report for AMiE to be reported to the Charity Commission and ANiE where appropriate.
- Managing referrals/cases reported and working with Senior Management to ensure resolutions.
- Carrying out referrals to the relevant local authority social care team where abuse of a child or vulnerable adult is reported or suspected.
- Maintaining an overview of safeguarding issues and monitoring the implementation of this policy, in conjunction with the Operations Manager.

The Trustee has responsibility for deciding whether to refer any reported matters onto the police or to the local authority social care service. Where possible, referrals should be made on the same working day and certainly **within 24 hours**. It is the responsibility of the Trustee to decide whether the parents/carers (if applicable) of the child or young person should be informed of the referral.

Where a concern has been brought to the attention of the AMiE Trustee with responsibility for safeguarding and it is deemed that the incident has been dealt with appropriately at local church level with no reputational risk to AMiE; the AMiE Trustee with responsibility for safeguarding should:

- a) Request written evidence from the church in question that they have taken to the action/ steps they said they had taken.
- b) On receipt of the evidence, confirm with the church in question that it is felt that no further action is required from AMiE.

Where a concern has been brought to the attention of the AMiE Trustee with responsibility for safeguarding, and it is deemed not to be a safeguarding concern, it may occasionally raise a concern under the Clergy Code of Conduct. In this instance, the AMiE Trustee with responsibility for safeguarding should:

- a) Reply to those who raised the concern, copying in the Registrar, to explain that whilst it does not constitute a safeguarding concern, consideration should be given as to whether it contravenes the Clergy Code of Conduct, signposting the reader to contact the AMiE Registrar if further guidance is required.
- b) Forward the concern to the Bishop with responsibility for the clergy member in question to enable pastoral support if required.

Responsibilities of the Operations Manager

Supporting the Trustee in the above tasks.

- Auditing the operation of the policy and procedures.
- Ensuring that the policy and procedures are implemented throughout the organisation.
- Ensuring that the organisation's safeguarding policy is reviewed annually.

Responsibilities of Trustees

To comply with their legal duties, trustees must react responsibly to reports of safeguarding risks and incidents of abuse and take steps to make sure all staff know how to deal with these. Trustees should report a serious incident to the Charity Commission if:

- A child or vulnerable adult has been, or are alleged to have been, abused or mistreated while under the care of AMiE, or by someone connected with AMiE, for example a trustee, staff member or volunteer.
- There has been an incident where someone has been abused or mistreated (alleged or actual) and this is connected with AMiE's activities.
- There has been a breach of procedures or policies at AMiE which has put children and vulnerable adults at risk, including a failure to carry out checks which would have identified that a person is disqualified under safeguarding legislation, from working with children or adults.

All AMiE Trustees will be required to hold a basis DBS check, which is no more than 3 years old or be signed up to the update service.

Safeguarding issues reported by AMiE churches. When a safeguarding incident is report by an AMiE church, the Trustees must be satisfied that the Church Safeguarding Lead has taken appropriate action and decisions on reporting incidents to Police, Thirtyone:Eight or Christian Safeguarding Services and the Charity Commission.

Reporting a Safeguarding Incident

If any people working on behalf of AMiE are involved in an actual or suspected serious safeguarding incident, or if a serious safeguarding incident takes place within an AMiE working context, in addition to following the protocols set out within this policy, it should also be reported to the Charity Commission and where appropriate ANiE. It is the responsibility of Trustees to ensure that this takes place.

All suspected or actual safeguarding incidents should be reported to the Charity Commission by email at: RSI@charitycommission.gsi.gov.uk. In addition, immediate action should be taken to:

- prevent or minimise any further harm
- report it to the police, if it is suspected a crime has been committed, and to any other regulators the charity is accountable to
- plan what to say to staff, volunteers, members, the public and the media
- review what happened and prevent it from happening again - this may include strengthening internal controls and procedures, and/or seeking appropriate help from professional advisers.

When sending sensitive information electronically, it is best practice for this to be sent using a secure method (e.g., password protected document or as a zipped and encrypted folder). For guidance on how to zip and encrypt a folder, click here: <https://drive.google.com/file/d/1d2K681ZsLoZ51KTZsIBGhTNSyhlyA3tG/view?usp=sharing>

Further Information and Guidance

This policy should be read in conjunction with the following AMiE policies and procedures:

- Equal Opportunities policy
- Harassment and bullying policy
- Safer Recruitment policy
- Whistleblowing policy
- Safeguarding Requirements of AMiE Churches

Useful Contacts

Trustees with Responsibility for Safeguarding: Vicki Bonnett (Lead), Stephen Davies (Deputy)- safeguarding@anglicanmissioninengland.org

Diocesan Bishop (AMiE): Tim Davies- tim@anlicanmissioninengland.org

Operations Managers: Jo Bull and Tom Hutton- Operations@anglicanmissioninengland.org

If the above people are unavailable or implicated, please contact Christian Safeguarding Services in the first instance (0333 303 4101) or the police/ children's social services if it is an emergency.

Adoption of the Policy

This policy has been approved by the AMiE Trustees and will be reviewed annually.

Signature:

Position: Bishop's Assistant (AMiE)



Date:

Signature:

Position: Safeguarding Trustee (AMiE)



Date: