

SAFEGUARDING TRAINING 11TH JAN 2020

FLIPCHART NOTES

TYPES OF ABUSE

- Misuse of power
- Emotional abuse – mental
- Physical
- Verbal
- Sexual
- Spiritual
- Financial
- Racial/gender discrimination

SIGNS THAT SOMETHING IS WRONG

- Secrecy
- Requesting/sending inappropriate photos
- Private 1-on-1 meetings
- Being 'touchy-feely'
- Favouritism/neglect
- Exclusivity
- Making contact at inappropriate times of day
- Not recognising people's personal space
- Inappropriate suggestions
- Sexual explicitness
- Manipulation
- Misuse of social media

BOUNDARIES NOT TO CROSS

- Bullying
- Coercing someone into doing something they don't want to do
- Advice/cautions
- Gift giving
- Transference
- Projecting
- Confiding your own problems in the person you are supporting

| | A safeguarding matter...? | Yes | No |
|----|--|------------|-----------|
| 1 | A child who attends your Sunday School with his friend's family regularly eats lots of biscuits and pieces of cake during coffee after church. This week you saw him stuffing extra slices into his coat pockets. | | |
| 2 | A parent films the children's Nativity play at your Crib Service and posts it on Facebook. She tags the parents of her son's church friends. | | |
| 3 | A keen member of the congregation wants to save the church money by changing a light bulb high up in the nave himself. He has been seen entering the empty church alone, carrying a long ladder. | | |
| 4 | A teenager becomes visibly anxious if your church's Friday night youth group overruns. She badgers the leader about timings for activities and shouts at her peers if they do not settle down quickly for the film to start on time. Some parents have complained about her behaviour. | | |
| 5 | Pat, an elderly member of the choir who often gets confused, is missing from church on Sunday. The organist tells you that the choir leader shouted at Pat during the last choir practice. | | |
| 6 | At a summer barbecue on a very sunny afternoon, one of the teenage children of a regular church family appears withdrawn. He is wearing a long-sleeved hooded sweatshirt and jeans and resists all jolly suggestions that he might be overly warm in all those clothes. | | |
| 7 | Mary is responsible for flowers in your church. She complains that there is not enough storage for her equipment. For years she has stored several tall vases and six heavy metal flower stands in front of the side door in the south aisle. | | |
| 8 | Jack is a genial elderly man who enjoys sharing the Peace. He does so with exuberant hugs and, often, kisses. | | |
| 9 | A teenage girl at your church is discovered by her mother late at night, texting the church's young male youth worker. | | |
| 10 | A husband and wife are inseparable. They are involved in many church activities together. When the ladies in the choir invite her for a "Girls' Night Out" in the local pub, she becomes flustered and evasive. Her husband replies that she will be too tired to go out after choir practice. | | |



Where to find Online Safeguarding Resources

<https://edinburgh.anglican.org/resources-diocesan-office/>

<https://www.scotland.anglican.org/who-we-are/organisation/safeguarding/>

The Scottish Episcopal Church

Welcomes You

(<https://www.scotland.anglican.org/>)



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Search the site

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Safeguarding

Welcome to the page of the Provincial Office for the Protection of Children and Vulnerable Adults.

This is the place to get information and access resources on how to we protect vulnerable people in the Scottish Episcopal Church.

My name is Donald Urquhart and I am the Provincial Officer for the Protection of Children and Vulnerable Adults. It is my responsibility to assist congregations to make the Church and the Church communities safe

places for everyone but, in particular, for those who are vulnerable. I make decisions on the suitability of people to work with those who are vulnerable in the Church and ensure that we all comply with the various legal requirements that relate to protecting the vulnerable with a particular focus on the Protection of Vulnerable Groups (PVG) Scheme and PVG related issues. I also prepare and deliver training on these issues.



I am supported in this work by Daphne Audsley, the Assistant Provincial Officer, and an Administrative Officer, based here at the General Synod Office. I am also supported by the seven Diocesan Protection Officers, the various local co-ordinators working in the churches throughout the SEC, and the members of the Provincial Committee for the Protection of Children and Vulnerable Adults.

However, it is important to remember that it is everyone's responsibility to protect the vulnerable and everyone working in and attending services in the SEC has an important part to play in developing a safe and supportive culture within the Church that protects everyone, regardless of the nature of their vulnerability. Together we can ensure that the SEC is a safe place for people to come and worship and, when concerns are identified, they are dealt with properly and promptly.

The three of us based in the Provincial Office at the General Synod Office in Edinburgh, are here to assist and support you in protecting the vulnerable and if you need to contact us, our details are listed below.

Donald Urquhart, Provincial Officer – Tel – 0131-225-6357/07702-793553

E-mail – protection@scotland.anglican.org (mailto:protection@scotland.anglican.org)

Daphne Audsley, Assistant Provincial Officer – Tel – 0131-225-6357

The Provincial Office for the Protection of Children and Vulnerable Adults,

General Synod Office, Forbes House, 21 Grosvenor Crescent, Edinburgh, EH12 5EE

Resources

Ministry to children, young people and vulnerable adults is a cherished and important part of the work of the Scottish Episcopal Church. Every week, substantial numbers of vulnerable people visit church premises for worship or for social and recreational activities. Much of the Church's ministry to them is only possible because of the dedication of the large numbers of volunteers who place their time and talents at the service of the Church.

We cannot ignore that there are some individuals in our society who represent a threat to the vulnerable. To recognise that the Church is not exempt from that threat is not to scaremonger, nor is it to suggest that those involved in a paid or voluntary capacity with such work are under suspicion. Rather, it reflects our desire to provide as safe and as happy an environment as we can in which the vulnerable can enjoy and explore Christian commitment.

The policies, codes of practice, information and advice in these pages are intended to assist in implementing the Church's policies on promoting a safe environment for all who access the Church's services but, in particular, those in our Church communities who are most vulnerable.

The Policy Statements and Codes of Good Practice recognise the special status of children, young people and vulnerable adults and the duties that are required of the Church in respect of them. Implementation of the Codes of Good Practice is intended to give vulnerable people the care and protection they deserve and it should give those with the day to day responsibility of caring for the vulnerable the reassurance that all individuals are safe and protected in the Church's groups and activities. It will also help safeguard the Church's staff and volunteers from false allegations that might arise out of misunderstandings and it should reduce the risk of the Church being found liable for circumstances of abuse.

SEC Publications

Safeguarding Handbook (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/Vestry-Guidance.pdf>)

Child Protection Training (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/CP-Training-Booklet.pdf>)

Protecting Vulnerable Adults (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/Protecting-Vulnerable-Adults-Training-Handbook.pdf>)

A to Z of PVG (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/A-to-Z-of-PVG-with-cover-September-2013.pdf>)

Guidance on Social Media (<https://www.scotland.anglican.org/wp-content/uploads/Guidance-on-Social-Media.pdf>)

Summary of Good Practice Cards

Safeguarding Vulnerable Adults (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/Summary-Card-VA.docx>)

Safeguarding Children (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/Summary-Card-CP.docx>)

Safer Recruitment (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/Summary-Card-Safer-Recruitment.docx>)

Posters

PVG Co-Ordinator (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/PVG-Poster.docx>)

Code of Good Practice for Working with Children (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/Guidelines-for-Working-with-Children-Poster.pdf>)

ChildLine (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/ChildLine-Poster.pdf>)

Hard copies of all of the above are available to Vestries free of charge from the General Synod Office.

Guidance Notes

Appointing a PVG Co-Ordinator for your Congregation (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/APPOINTMENT-OF-PVG-CO.docx>)

Reference Request for a PVG Co-Ordinator (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/PRO-FORMA-REFERENCE-REQUEST-FOR-PROTECTION-CO.docx>)

Role of your Diocesan Safeguarding Officer (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/Job-Description.pdf>)

SEC Policy on the Recruitment of Ex-Offenders (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/SCOTTISH-EPISCOPAL-CHURCH-POLICY-ON-THE-RECRUITMENT-OF-EX-OFFENDERS.docx>)

SEC Review Procedure (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/REVIEW-PROCEDURES.docx>)

SEC Appeal Procedure (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/APPEALS-PROCEDURES.docx>)

Annual safeguarding report template (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/Pro-Forma-for-annual-safeguarding-report-from-Congregation-to-Diocese.docx>)

Use of Church Premises (<https://www.scotland.anglican.org/wp-content/uploads/2014/08/Use-of-Church-Premises-Advice-Note.pdf>)

Guidance on the Pastoral Care for Survivors of Sexual Abuse (<https://www.scotland.anglican.org/wp-content/uploads/2015/04/Guidance-on-the-Pastoral-Care-for-Survivors-of-Sexual-Abuse.pdf>)

Safer Recruitment

Application form template (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/Application-form-for-new-workers-with-children.docx>)

Job Description Template – Working with Children (<https://www.scotland.anglican.org/wp-content/uploads/2014/09/Declaration-for-workers-with-children.pdf>)

Job Description Template – Working with Vulnerable Adults (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/Declaration-for-workers-with-adults.docx>)

Reference Request pro forma – Working with Children (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/Reference-for-Children.docx>)

Reference Request pro forma – Working with Vulnerable Adults (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/Reference-for-Adults.docx>)

Consent Forms

Consent Form for Children's Activities (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/General-Consent.docx>)

Consent Form for use of photographic images (children) (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/Consent-Form-Images-Children.docx>)

Consent Form for use of photographic images (adults) (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/Adult-Consent-Form-Images.docx>)

Consent Form – Verbal (<https://www.scotland.anglican.org/wp-content/uploads/2014/06/Verbal-Consent.docx>)



(<https://www.scotland.anglican.org/news-and-issues/>) (<https://www.scotland.anglican.org/spirituality/>) (<https://www.scotland.anglican.org/spirituality/>)

Prayer & Worship

(<https://www.scotland.anglican.org/spirituality/>)

The Life of the Church

In this section

Safeguarding (<https://www.scotland.anglican.org/who-we-are/organisation/safeguarding/>)

Bishops and their Dioceses (<https://www.scotland.anglican.org/who-we-are/organisation/bishops-and-their-dioceses/>)

Boards and Committees (<https://www.scotland.anglican.org/who-we-are/organisation/boards-and-committees/>)

Calendar of Events (<https://www.scotland.anglican.org/who-we-are/organisation/calendar-of-events/>)

Vacancies (<https://www.scotland.anglican.org/who-we-are/organisation/vacancies/>)

Video: Carving the Cross (<https://vimeo.com/140409384>)



Scottish Episcopal Church

The Diocese of Edinburgh

Growing together in following Christ and sharing God's love



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LIFE'S EVENTS ▾

NEWS AND ISSUES ▾

RESOURCES ▾

CONTACT US

Resources – Diocesan Office

This page contains resources for clergy, Vestry Secretaries, Treasurers, Lay & Alt Lay Representatives and other key personnel in congregations. If there is any other material you think would be valuable to see here, contact the Diocesan Office. Click on the images below to take you to each section.

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Resources – Diocesan Office SAFEGUARDING



**** PLEASE REMEMBER – all NEW PVG Coordinators must receive the approval of the Bishop **before** an appointment can commence ****

Training

- Booking Form: 11 January 2020 – *[apologies – now fully booked]*
- Event flyer – *click here*

Annual Safeguarding Checklist

- Safeguarding Annual Report (Online [Google Forms](#) version) – *click here*

Annual Safeguarding Report to Synod

- 2017 (presented to Synod March 2019)
- 2017 (presented to Synod March 2018)

Provincial Resources

- Link to SEC website Safeguarding pages – *these contain all the resources for PVG Coordinators*
- Provincial Safeguarding Audit Report 2019 (p145 in the General Synod papers)

The Safeguarding Audit Implementation Group is looking at safeguarding from the widest possible perspective – to include all the potential abuses of power within the church, not just the abuse of identifiably-vulnerable people. The work includes addressing the urgent need for training, proposals for systems to care for victims of any kind of abuse and our pastoral care of families of abusers.

Contacts

- Provincial Protection Officer (Donald Urquhart) – protection@scotland.anglican.org; 0131-225-6357/07702-793553
- Assistant Provincial Protection Officer (Daphne Audsley) – 0131-225-6357
- Diocesan Protection Officer (Simon Filsell) – *click here* for Diocesan Office Contacts page
- Youth & Children Officer (Claire Benton-Evans) – *click here* for Diocesan Office Contacts page