

**PARISH OF ST. HILDA WARLEY WOODS, DIOCESE OF BIRMINGHAM**

**POLICY AND PROCEDURES FOR SAFEGUARDING**

**CHILDREN AND VULNERABLE ADULTS**

This policy statement on safeguarding children and vulnerable adults in the church was adopted by St. Hilda's parish at a Parochial Church Council meeting held on 3<sup>rd</sup> March, 2014.

The Parochial Church Council of St. Hilda, Warley Woods recognises the need to safeguard the children, young people and adults in our care and guard against the possibility of any form of abuse of children, young people and adults by persons who may be acting in the name of our parish. We aim to create a safe environment for the nurture and development of children, young people and adults in order for them to feel valued and confident to ask for support and help. We will create policies and procedures that uphold the importance of our responsibilities to protect and safeguard the welfare of children, young people and adults entrusted to our care. A Parish Safeguarding Co-ordinator will be appointed to ensure the implementation of this policy.

- We commit to providing a safe physical environment for work with children, young people and adults
- We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives
- As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister
- We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church
- We commit ourselves to promoting safe practice by those in positions of trust
- The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable
- We commit to informing the whole church community about our safeguarding policy and procedures and recognise that it is the responsibility of each of us to prevent and report abuse that we discover or suspect

- We will ensure that the children, young people and adults in our care know who they can talk to if they have any concerns
- We recognise our responsibility to always respond to and report abuse in whatever context, inside or outside the church environment and will always listen to and take seriously any child, young person or adult who reports that they have been abused
- We will always report allegations of abuse and concerns about a child, young person or an adult who is experiencing or at risk of abuse due to their illness or disability in accordance with our procedures
- We will always report allegations of abuse against Church Officers to the appropriate statutory agency and to the Bishop's Safeguarding Adviser and co-operate with any investigation
- We will keep all records in relation to safeguarding concerns, allegations and the recruitment of volunteers and paid workers securely
- We commit to the safe recruitment of all new and current Church Officers who have contact with children, young people and adults experiencing or at risk of abuse due to their illness or disability

## **SAFEGUARDING CO-ORDINATORS**

St Hilda's Church appoints the following named people as Safeguarding Co-ordinators for this Parish, to be points of contact for all safeguarding concerns and to ensure the implementation of this policy.

**Safeguarding Co-ordinator for Children and Young People:** Wendy Dyke

**Safeguarding Co-ordinator for Vulnerable Adults:** Derek Latham

**Parish Safeguarding Co-ordinator:** Anne Harris

## **REVIEW AND DISPLAY**

This policy was last reviewed in March 2019. It will be displayed on the notice board in each of the Church premises. The next review is due in March 2020.

## **APPENDICES AND SAFEGUARDING PROCEDURES**

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## APPENDIX A: DEFINITIONS

The following is taken from the Church of Birmingham Safeguarding website <http://www.cofebirmingham.com/hub/safeguarding>

**Abuse:** The abuse of a child or adult involves significant harm that will have an impact on them not just whilst it is happening but potentially for the rest of their lives. Any action that causes significant harm, whether intentional or unintentional, is abuse.

**Protection:** In different ways, children and vulnerable adults need special care and protection.

**A Child is:** someone up to the age of 18 years.

**A Young Person is:** someone between the ages of 14 to 17 years.

**A Vulnerable Adult:** *'Promoting a Safer Church'* which is the Church of England's Safeguarding Policy for Children, Young People and Adults (2017) defines a vulnerable adult as someone age 18 or over, whose ability to protect themselves is significantly impaired through physical or mental disability, or illness, old age, emotional fragility or distress or otherwise, either temporarily or indefinitely. Both need special care and protection.

**Perpetrators of Abuse:** Anyone can perpetrate abuse. He/she may be a child or an adult of any gender, age, sexual orientation, socio-economic status, religion, ethnicity or culture. Knowledge of and sensitivity to racial, cultural and religious patterns is crucial to good safeguarding practice, but none of these can ever be used to justify or condone the abuse of a person.

**The following Categories of Abuse apply to Children and Adults:**

**Physical Abuse:** is the causing of physical harm to a person. It can include fabricating or inducing illness in a child, inappropriate restraint, the misuse of medicines or force-feeding.

**Neglect:** includes failure to meet a child's basic physical or psychological needs or withholding adequate care of a vulnerable adult which means their basic needs are not met. A mother can neglect her unborn child through substance misuse and an adult can self-neglect.

**Emotional Abuse:** includes making a person feel worthless, humiliated, ashamed or afraid to the extent that it affects their emotional health and development. It can include bullying and harassment, control or coercion or depriving a person of social contact with others.

**Sexual Abuse of a Child:** includes both physical sexual abuse and non-physical sexual abuse, including making, watching, distributing sexual images of a child, sexting, grooming for sexual abuse or encouraging sexually

inappropriate behaviour. Child Sexual Exploitation can include organised gangs manipulating or coercing young people into sexual activity.

**Sexual Abuse of an Adult:** occurs when informed consent for sexual activity (including non-contact sexual activity such as indecent exposure) is not freely given e.g. when a person is controlled or coerced or they lack cognitive capacity to give consent.

**Pastoral Responsibility:** Sexual activity with a child under 18 or a vulnerable adult for whom you have pastoral responsibility will always be sexual abuse.

**Domestic Abuse:** includes any form of abuse, violent, sexual or controlling behaviours by persons over the age of 16 who are, or have been intimate partners or family members, regardless of gender or sexuality. Children can be directly or indirectly affected by domestic abuse in their household.

**Spiritual Abuse:** is not a formally recognised category of abuse but is of concern to faith communities. It includes using religious belief to justify abuse, such as using physical or emotional harm to 'deliver' a person from evil spirits or witchcraft or for the control or coercion of a person.

**Grooming:** is using a power imbalance in a relationship to control or coerce a person into doing something they do not want to do, or gaining a person's total trust or 'love' so that they will do anything their abuser asks.

**The following Categories of Abuse apply to Adults:**

**Financial Abuse:** misusing or refusing access to someone else's money, property or possessions, or manipulating or extorting someone into handing over their money.

**Institutional Abuse:** occurs when an organisation's policies and practices are more important than the individual person's needs and wishes, so that good standards of care according to individual choice are not provided.

**Discriminatory Abuse:** includes any form of abuse that is based on a person's race, gender, sexual orientation, disability, religion, culture or ethnicity.

**The Internet, Social Media, Smart Phones etc.**

These can be used by adults and children to form relationships in order to abuse or to disclose abuse or to perpetrate abuse such as distributing images or bullying.

**The Trafficking of Adults and Children**

This can be for sexual exploitation, domestic servitude, 'sweat shop labour' or any other form of exploitation.

## APPENDIX B: SIGNS OF ABUSE

This Appendix is also taken from the Church of Birmingham Safeguarding website <http://www.cofebirmingham.com/hub/safeguarding>  
'A Brief Guide to the Categories of Abuse, for Leaders and Helpers'

There are many different signs of abuse, some of which may indicate that something other than abuse is happening in the person's life. We should always be concerned when a person's:

- behaviour is out of character for them
- appearance or hygiene deteriorates
- behaviour is fearful
- trying to hide something
- physical injuries have no satisfactory explanation or occur repeatedly

It is reasonable to explore concerns by saying things like  
"That bruise looks painful, how did it happen?" or  
"You don't seem yourself at the moment, are you okay?"

### **If you work with children or vulnerable adults in a voluntary or employed capacity:**

you must understand what abuse is and the signs to look for.

For a more detailed guide to abuse see the fact sheets on the safeguarding children and adult pages of the Church of England Birmingham website at [www.cofebirmingham.com/hub/safeguarding](http://www.cofebirmingham.com/hub/safeguarding)

or complete the C0 Basic Safeguarding Awareness e-learning module at <https://safeguardingtraining.cofeportal.org/>

## **APPENDIX C: WHAT TO DO WHEN YOU HAVE INFORMATION ABOUT A SERIOUS SAFEGUARDING SITUATION**

The following is also taken from the Church of Birmingham Safeguarding website <http://www.cofebirmingham.com/hub/safeguarding>

**NEVER PROMISE** to keep a secret

### **ALWAYS REPORT**

- any concerns, however small they may seem,
- all disclosures
- all allegations

### **ALWAYS TELL**

The Parish Safeguarding Co-ordinator OR/ the Vicar  
OR/ the Bishop's Safeguarding Adviser (when the concern is about the Parish Safeguarding Co-ordinator or the Vicar, or when you can't get in touch with them or you don't want to tell anyone at your Church).

**If you need immediate advice and can't wait to get in touch with any of the above:** call the duty social care team or NSPCC helpline

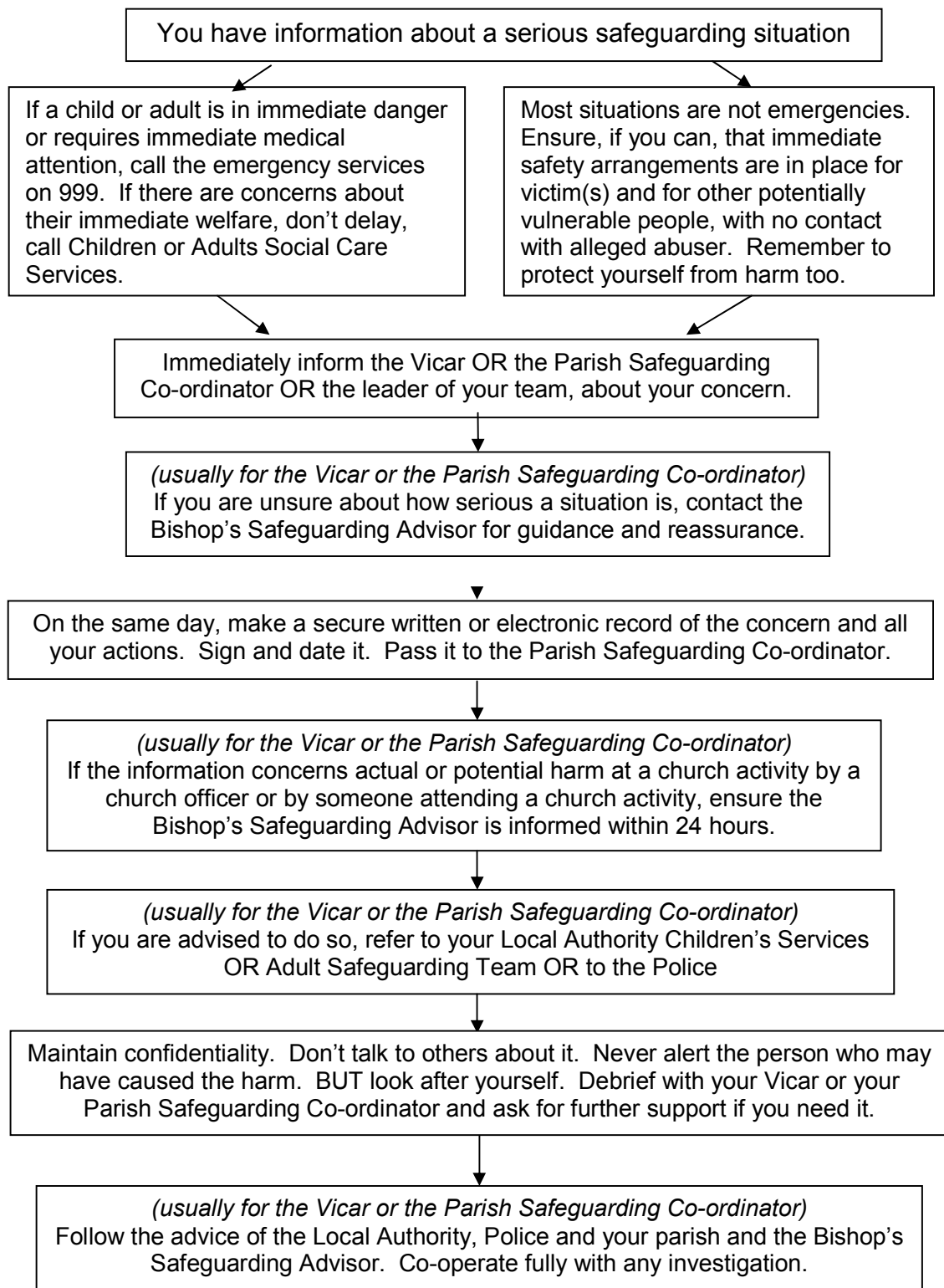
**If a situation is not safe and someone is in danger or needs immediate help:** call the Police.

### **CONTACT NUMBERS**

|  |                |
|--|----------------|
| <b>Parish Safeguarding Co-ordinator:</b> | 0121 429 7893  |
| <b>Vicar:</b>                            | 07496152344    |
| <b>Bishop's Safeguarding Adviser:</b>    | 07324 993844   |
| <b>Children's Social Services:</b>       | 0121 569 3100  |
| out of hours:                            | 0121 569 3100  |
| <b>Adult Social Services:</b>            | 0121 569 2266  |
| out of hours:                            | 0121 569 2355  |
| <b>31:8 (formerly CCPAS):</b>            | 0303 003 11 11 |
| <b>Police:</b>                           | 101 or 999     |
| <b>NSPCC:</b>                            | 0808 800 5000  |

## When You have Information about a Serious Safeguarding Situation

from the Church of Birmingham Safeguarding website  
<http://www.cofebirmingham.com/hub/safeguarding>





## **APPENDIX D: SAFEGUARDING RECORDS OF ANY SAFEGUARDING ALLEGATIONS, DISCLOSURES AND CONCERNS**

(from <http://www.cofebirmingham.com/hub/safeguarding> )

### **The record should include:**

- details of the concern or allegation and those involved
- how these were handled
- how the information was followed up
- actions taken
- referrals to the Bishop's Safeguarding Advisor and/or statutory agencies or other support agencies
- safeguarding risk assessments
- decisions reached, eventual outcomes, safeguarding agreement

**The record should be stored** securely on Church premises.

**The record should be kept and maintained** by the Incumbent/Priest in Charge or the Parish Safeguarding Co-ordinator. During a Church vacancy, the record should be kept and maintained by the Parish Safeguarding Co-ordinator or the Area Dean or the Bishop's Safeguarding Advisor.

### **A copy should go to the Bishop's Safeguarding Advisor when:**

- abuse/concern happens at an activity which the PCC is responsible for
- a church officer (i.e. anyone appointed or elected to a church role, ordained or lay, paid or unpaid) has/is alleged to have committed abuse in church or in another context, or there is concern that the behaviour of the church officer may lead to abuse
- someone convicted of a sexual offence or a serious violent offence is attending a PCC approved activity
- there is potential for reputational damage for the church, wherever the abuse happened

**Retention:** 70 years after the last contact with the individual concerned or where the record concerns a church officer, 75 years after the last employment (paid or unpaid) ceases.

## **APPENDIX E: GOOD PRACTICE WHEN WORKING WITH CHILDREN AND YOUNG PEOPLE**

This Appendix was originally taken from the Church of England Birmingham's Policy 'God's Children – our Diocese' (2011).

### **GOOD WORKING PRACTICE**

- Treat everyone with respect and dignity
- Provide an example of good conduct for others to follow
- Be available but don't intrude on personal space and privacy
- Create space for children to talk - informally and formally - and ensure they know who they can talk to
- Always challenge unacceptable behaviour
- Never use any form of physical punishment or play rough physical or sexually provocative games
- Always conduct activities which require physical contact within sight of another adult and have parental consent where possible e.g. toilet breaks, First Aid, comforting a child - this should always be initiated by the child
- Never be sexually suggestive towards, scapegoat, ridicule or reject a child or show favouritism
- Always aim to work within sight of another adult
- Never give lifts to a child or invite a child to your home alone
- Always obtain consent for activities, trips, photos and video recordings
- Record any incidents/accidents
- Be prepared to refer to someone with greater expertise/experience and seek support where necessary
- Review your work regularly with others
- For indoor activities, ensure that access to the building is safe and well lit
- Ensure that there is adequate insurance cover for all activities
- A qualified first aid person should be appointed for all children/young people's groups and, except in an emergency, first aid should not be administered by anyone else
- For residential activities have separate sleeping accommodation for leaders and young people

## **RESPONDING TO A CHILD**

### **DO:**

- Keep calm
- Listen attentively - and keep on listening
- Take time - allow the child to talk
- Maintain eye contact
- Take what the child is saying seriously
- Reassure the child that they are right to tell and are not to blame
- Be honest with the child
- Be clear that you cannot keep the information to yourself and must share it with others to help keep the child safe
- Explain who you need to tell and what will happen next
- Reassure the child that they will continue to receive support

### **DON'T:**

- Show shock
- Try to silence the child
- Ask leading questions
- Press for information
- Try to investigate yourself
- Keep the secret or agree to keep the secret
- Jump to conclusions
- Alert the perpetrator
- Make promises you cannot keep

## **APPENDIX F: PROCEDURES FOR SAFE RECRUITMENT OF VOLUNTEERS AND PAID WORKERS**

The following section is based on Pages 4-5 of St Hilda's PCC Child Protection Policy and Procedures 2014 – 2018. *Please also see the up to date 'Safer Recruitment' Resources on the Church of Birmingham Safeguarding website <http://www.cofebirmingham.com/hub/safeguarding>*

- We will ensure that the job descriptions for each paid post or volunteer position is assessed for the appropriateness of a statement from the Disclosure and Barring Service [DBS], that this assessment is documented and any advertisement for such a post will make it clear whether a Statement is required or not
- Any position which requires a Statement will also require two references from the applicant
- We will respect each person's abilities, skills, experience and qualifications and will take every step to ensure that these are given appropriate consideration in the appointment and recruitment process
- We will request candidates for a paid post or volunteer position to put in writing any convictions or other behaviour which might prejudice their appointment. This information will be submitted privately to the incumbent or to his/her representative and only taken into account when relevant to the position in question
- We will assist the potential appointee to apply for a DBS statement; the completed application will be verified by the incumbent or his/her representative and returned to the Archdeacon
- We will only confirm an appointment when notified in writing by the DBS Administrator that the Statement is clear
- In accordance with Diocesan policy, we will ensure that DBS statements are renewed at least every five years
- In accordance with Diocesan policy we will ensure that all 'Church Officers' [ i.e. all paid or volunteer workers] attend the required Diocesan safeguarding training: (Level C3 for office holders and safeguarding officers, Level C2 for all requiring DBS statements, Level C1 and E-learning course C0 for workers not requiring DBS statements but who still have contact with young people).
- PCC members not requiring Levels C3/C2/C1 are recommended to do

and E-learning C0 course which can be done locally in the company of someone who has received C3/C2 training.

- We will make every effort to ensure that all recruitment decisions involving Statement information are made sensitively and fairly but if an applicant feels that this has not happened, then the matter can be referred to the Archdeacon for an independent assessment

### **PROCEDURES TO FOLLOW WHEN WORKING WITH OFFENDERS**

- We are committed to supporting previous perpetrators of abuse without losing sight of the fact that the safety of children and young people is of paramount importance
- If a perpetrator becomes known to the church, a 'Risk Management Plan' should be drawn up and action taken in accordance with "God's Children - Our Diocese" Section 5
- The incumbent or his/her nominated representative will supervise the individual and offer pastoral care and support where appropriate

### **Who should apply for a Disclosure and Barring Service (DBS) check and registration in respect of their ministry with Children, Young People and Vulnerable Adults at St Hilda's Church**

*This section is based on Appendix 3 of St Hilda's PCC Policy and Procedures for Safeguarding Adults 2014 – 2018.*

The PCC together with the Incumbent will ensure that DBS checks and registration are obtained for the following people:

- Those who are commissioned by the Bishop as Lay Pastoral Ministers
- All who become Safeguarding Co-ordinators
- Those who visit care homes on behalf of the Church
- Those who are licensed by the Bishop to distribute Holy Communion to people in their own homes
- Those who regularly care for, train, supervise or are in sole charge of children, young people or vulnerable adults.

## **APPENDIX G: RESPONDING WELL TO THOSE WHO HAVE BEEN SEXUALLY ABUSED**

St Hilda's PCC Responding Well Policy and Procedure were written in 2014, within the context of current national and local safeguarding policy documents and based on:

**'Responding Well to those who have been sexually abused. Policy and Guidance for the Church of England' (2011).** This is a resource to help parishes and dioceses to focus on the needs of those who have suffered from and survived the trauma of sexual abuse and to help us all to "respond well". It applies to all children and adults who are being or have been subjected to sexual abuse, including those adults for whom the procedures of a safeguarding policy for vulnerable adults would not always be applicable.

The Responding Well policy and procedure were reviewed by St Hilda's PCC annually up to 2018. It is now recommended that this procedure is included in the updated overall safeguarding policy of St Hilda's.

### **1. Overlap with the Parish Safeguarding Procedures**

If a child under 18 years of age or an adult who meets the definition of "vulnerable adult" under the parish safeguarding policy, starts to speak about being sexually abused, they should be listened to carefully and non-judgementally, and the safeguarding policy should be followed. This includes letting the person know what you are going to do next, making careful notes of what has been said, and immediately informing a member of the relevant Safeguarding Referral Group.

### **2. Listening and Respecting a Person's Right to make Decisions**

If an adult who does not meet the definition of "vulnerable adult", under the parish safeguarding policy, starts to speak about being sexually abused, they should be listened to carefully and non-judgementally. It is also important to remember that they have the right to make their own decisions about their lives.

### **3. Responding Well Advisors**

Each year St Hilda's Church appointed two Responding Well Advisors to work with the Incumbent and the Safeguarding Co-ordinators. Their role tended to overlap with that of the Safeguarding Co-ordinators and it is now recommended that the two roles are combined to include:

- **being aware of the 'Responding Well' document,**
- **being the first point of contact** for anyone involved in a disclosure of present or past sexual abuse,
- **knowing the boundaries** between listening and counselling,
- **knowing when to seek help or advice from others** when

- encountering or working with adults who disclose abuse,  
**being aware of national, diocesan and local resources** available for adult survivors, and ensuring the PCC is aware of this information.

**4. Third Party Information**

If the person speaking is not directly experiencing the abuse, but reporting abuse being carried out by another person, then great care should be exercised and a Safeguarding Co-ordinator should be consulted as soon as possible.

**5. Risk of the abuse continuing**

In all situations, it is important to ascertain whether there is any risk of the abuse continuing, either for this person or for others. If there is, then it is necessary to let the person know what you are going to do next and immediately to inform the relevant person, according to the Parish Safeguarding Policy.

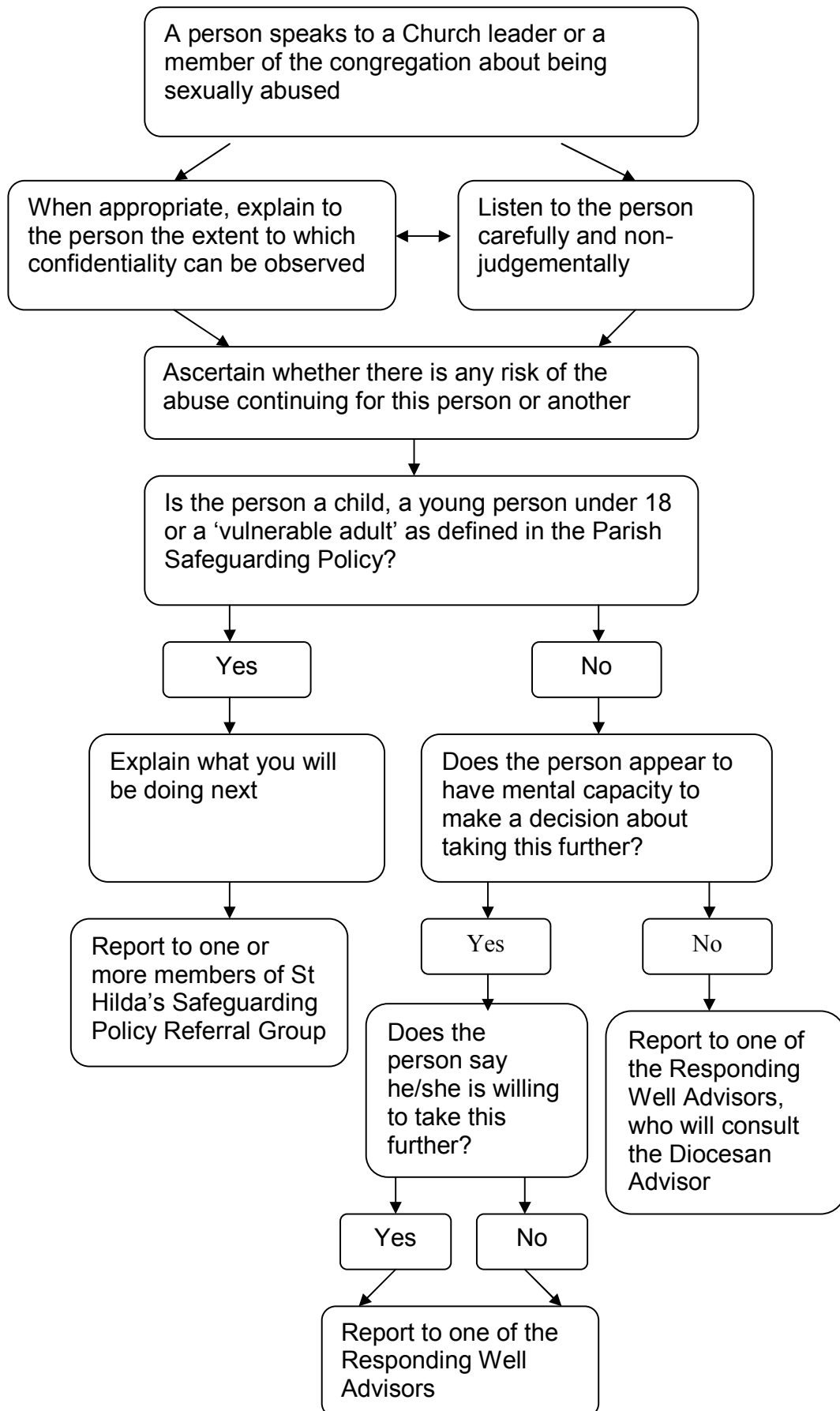
**6. Confidentiality**

Any information disclosed must be treated as confidential, but it should be explained to the person disclosing that whilst confidentiality will be observed, it will be necessary to share the information with one or more of the Safeguarding Co-ordinators, whose role is to provide informed support and guidance. Whilst it is important to offer confidentiality, it is essential to be clear about the limits on confidentiality where there is any continuing risk/harm to others. This should be explained carefully so that the person can understand the reasons.

**7. Awareness of this Policy**

The PCC and Safeguarding Co-ordinators will ensure that all members of the Church and other Organisations who use the Church premises are aware of the Responding Well policy and procedure and that this is reviewed annually.

**St Hilda's Policy and Practice for 'Responding Well' to those who have been sexually abused**





## THE CHURCH OF ENGLAND BIRMINGHAM LISTENING SERVICE FOR ADULTS AFFECTED BY SEXUAL ABUSE

(from <http://www.cofebirmingham.com/hub/safeguarding> )

### **1. Why consider using this service?**

The Church of England is aware that adult survivors of abuse may value and be strengthened by the opportunity to speak in depth and in confidence to a sensitive listener. This listening service offers the opportunity to talk about sensitive issues with a trustworthy stranger.

### **2. What is a Listener?**

A listener is someone who is aware of the kind of issues you may wish to talk about and will work confidentially with you. Listeners are welcoming, understanding and supportive and will value you and listen without judging what you want to share. The listener is not a professional counsellor nor an expert in managing the complex issues of abuse. The listener is commissioned to this role because they are someone who will provide an attentive and attuned listening ear. The listener will help you to:

- talk about your experience;
- think about your next step and support you to take it;
- recognise if counselling is needed;
- seek professional help if wanted.

### **3. What can I expect?**

A listener will value you for everything that you are, have been and will be because you are of significant worth to God, as a vital member of the body of Christ and as a co-worker in bringing in the Kingdom of God. Your listener will take what you say seriously and maintain confidentiality in line with the requirements of the law. Your listener will meet with you once, for about an hour, and may arrange a second meeting with you.

### **4. How do I get this support?**

If you wish to speak to a listener you can do this via your Parish Church. They will arrange for someone to meet with you. This can only be done with your permission. If you feel unable to approach the person suggested by your Parish Church please contact Bishop's Croft (details overleaf).

### **5. What happens next?**

The person you have asked for this support will inform the Bishop's Safeguarding Adviser and say that you wish to meet a listener. No personal information is shared and only your name and contact details will be given so that the listener can make direct contact with you and arrange a time to meet for the first time. During this meeting the listener will introduce themselves, explain their role more fully, outline what they can offer and answer questions you may have. If you are comfortable to share they will listen to what you wish to

share. Towards the end of the meeting the allocated listener will make a simple factual record that a meeting has taken place with you and share it with you. This record will then be handed in to the central offices for the Church of England Birmingham at 1 Colmore Row, Birmingham B3 2BJ and held in strict confidentiality.

*This service was set up by The Rt Revd David Urquhart Bishop of Birmingham in line with The Church of England's House of Bishops report into the issue of sexual abuse called "Responding Well"*

If you wish to speak to someone now and do not want to speak to anyone in your church, please consider contacting one of the following helplines (information correct at October 2017):

Mind [www.mind.org.uk](http://www.mind.org.uk)  
17 Graham Street, Hockley, Birmingham B1 3JR  
Opening hours: Mon to Fri 9am - 5pm  
0121 608 8001  
Well Being Hub  
0121 262 3555  
Opening hours: Mon to Fri 9am - 5pm, Sat 10am - 2pm  
[info@birminghammind.org](mailto:info@birminghammind.org) [www.birminghammind.org](http://www.birminghammind.org)  
14 - 16 Faulkner Road, Solihull B92 8SY  
Opening hours: Mon to Thurs 9am - 5pm, Fri 9am - 10pm,  
Sat to Sun 12pm to 10pm  
0121 742 4941      0121 743 4237  
[contact@solihullmind.org.uk](mailto:contact@solihullmind.org.uk) [www.solihullmind.org.uk](http://www.solihullmind.org.uk)

Samaritans [www.samaritans.org](http://www.samaritans.org)  
Free Helpline: 116 123  
The Birmingham Samaritans  
0121 666 6644  
13 Bow Street, Birmingham B1 1DW  
The Samaritans of Solihull  
0121 704 2255  
Station Approach, Solihull B91 1LE  
The Samaritans Brierley Hill Branch  
01384 78111  
Beryl House, 8 Albion Street, Brierley Hill DY5 3EE

NAPAC [www.napac.org.uk](http://www.napac.org.uk)  
National Association for People Abused in Childhood providing support for adults who experienced any form of childhood abuse.  
0808 801 0331  
Telephone support line opening hours: Mon - Thu 10am - 9pm, Fri 10am - 6pm  
Email support: [support@napac.org.uk](mailto:support@napac.org.uk)

## **APPENDIX H: POLICY AND PROCEDURE FOR THE PROTECTION OF CHILDREN, YOUNG PEOPLE AND ADULTS FROM DRUG ABUSE**

This policy statement was adopted on behalf of all members of the congregation of St. Hilda's at a Parochial Church Council meeting held on 24 November 2014. This policy will be reviewed each year to monitor the progress which has been achieved. The next review is due in March 2020

### **Contents of this Policy**

1. Purpose of this Policy
2. Local circumstances
3. Procedure following a drug related incident
4. The sanction of exclusion of an individual or group
5. Monitoring, Evaluation and Review

Appendix A            Table of maximum penalties, Misuse of Drugs Act 1971  
Appendix B            Signs and symptoms of drug abuse

### **1. Purpose of this Policy**

1.1 To protect children and young people (up to age 18 years) from the harmful effects of drug abuse whilst in the care of organisations and/or activities on the premises of St Hilda's Church, buildings and grounds.

1.2 To protect adults age 18 plus when there are activities for adults in and around the premises of St Hilda's Church and there are grounds for suspecting drug abuse.

1.3 To enable Parish Workers (i.e. clergy, youth and children workers, leaders of organisations, employees, volunteers) working with children and young people or adults to avoid committing a criminal offence under the Misuse of Drugs Act 1971.

1.4 To ensure explicit procedures are adopted to deal effectively with any drug related incidents involving children and young people in the care of St Hilda's Church.

1.5 To ensure appropriate arrangements for the prevention of drug abuse are in place before a commitment to any partnership working between St Hilda's Church and other organisations using the Church, Hall, Scout Hut and grounds.

### **2. Local Circumstances**

2.1 St Hilda's PCC recognises that the misuse of controlled drugs by children,

young people and adults is an increasing problem in our community.

2.2 Drug-related activities on the premises of St Hilda's are not acceptable and this policy is in place to ensure that all concerned are protected from the effects and implications of drug abuse.

### **3. Procedure following a Drug Related Incident**

When a drug related incident has taken place within the context of an organization or activity on the premises of St Hilda's, the person or persons in charge must:

3.1 Identify who are the individuals involved.

3.2 Keep a written record of names and action taken, including telephone calls. This documentation should conform to published guidance on data protection, whether kept on a computer or not.

3.3 Inform the Police if using, dealing in or production of drugs has taken place.

3.4 Preserve any materials at the scene e.g. hypodermic needles, foils, tablets, vomit etc. because this may:

- a) help a decision about appropriate medical treatment and/or
- b) constitute forensic evidence.

3.5 Treat hypodermic needles and any other material with care because communicable diseases could be transmitted.

3.6 Assess whether a child or young person needs to be removed from the premises immediately and if so how this can best be achieved. This depends on the age of the child or young person, perceived state of health, any aggression displayed. Options include:

- inviting a parent to collect the child or young person.
- seeking first aid.
- phoning for an ambulance.
- seeking help from the Police.

### **4. The Sanction of Exclusion of an Individual or Group**

4.1 A child or young person or and adult who has been involved in a drug-related incident may be banned from an organisation or activity for a specified period of time, but a total ban must be imposed if there is a further incident.

4.2 When the project objective itself includes reaching out to children and young people who are already regarded as excluded, the ban should, where possible, be accompanied by other ways of keeping in touch and by referrals to other agencies. Where breach of the policy falls short of dealing or producing drugs on the premises, for example by turning up under the influence of drugs, the sanction may be a ban for a limited period of time.

4.3 Accurate documentation on all children and young people banned from an organisation or activity for a drug-related incident should be fully recorded and should include:

a) The name and address of the person banned.

The reason for the ban.

Other steps taken.

Date and time the ban began.

Length of the ban.

Who imposed the ban.

Whether the police were informed.

This documentation should conform to published guidance on data protection, whether kept on a computer or not.

## **5. Monitoring, Evaluation and Review**

It is the responsibility of St Hilda's PCC to ensure:

a) Regular monitoring, evaluation and annual review of this policy.

b) That any changes in the law and best practice are taken into account.

## **Appendices to the Policy and Procedure for the Protection of Children, Young People and Adults from Drug Abuse**

*Taken from 'God's Children: Our Diocese' (2010)*

### **(B) Signs and symptoms that *may* identify drug misuse**

- Change of behaviour
- Loss of money
- Loss of co-ordination
- Secretiveness
- Loss of appetite
- Mood swings
- Sleepy
- Unable to sleep

- Change in attitude
- Loss of motivation
- Low self esteem
- Telling lies
- Weight loss
- Truancy
- Chemical smells
- Dilated pupils
- Attracting police attention
- Paraphernalia (there are many different items of paraphernalia some home made and others bought on the high street):
  - finding actual drugs
  - large cigarette papers (Rizla)
  - roaches
  - bongs
  - discoloured knives
  - magazine paper wraps
  - tin foil
  - syringes
  - mirrors or tiles and razor blades
  - spent aerosol cans with product and no gas
  - cut straws
  - large amounts of money
  - scales, indicating dealing
  - pipes or broken bottle necks

| <b>(B) MISUSE OF DRUGS ACT 1971: MAXIMUM PENALTIES</b>   |   |  |
|--|---|--|
|  | <b>POSSESSION</b>                               | <b>SUPPLY</b>                                    |
| <b>CLASS A</b><br>Cocaine, Crack, Ecstasy,<br>Heroin, LSD,<br>Magic Mushrooms<br>(19/7/05),<br>Methamphetamine<br>(inc. Crystal Meth)<br>(18/1/07) & Class B drugs<br>prepared for Injection   | 7 years<br>imprisonment<br>or a fine<br>or both | Life<br>imprisonment<br>or a fine<br>or both     |
| <b>CLASS B</b><br>Cannabis.<br>Amphetamines,<br>Barbiturates, Codeine in<br>concentration above 2.5%,<br>Dihydrocodeine (DF118),<br>Ritalin  | 5 years<br>imprisonment<br>or a fine<br>or both | 14 years<br>imprisonment<br>or a fine<br>or both |
| <b>CLASS C</b><br>Anabolic Steroids (supply),<br>GHB,<br>Benzodiazepine<br>Tranquillisers, Rohypnol,<br>Ketamine (Jan '06)   | 2 years<br>imprisonment<br>or a fine<br>or both | 14 years<br>imprisonment<br>or a fine<br>or both |
| <p>Passing drugs amongst friends is supplying. Allowing your house or premises to be used for drug misuse is also illegal.</p> <p>A conviction for any Misuse of Drugs Act offence can affect future employment. Many other countries may refuse visas to people with drug convictions. Misuse will often invalidate insurance policies, including holiday, vehicle and health cover.</p> <p><b><i>To stop someone committing an offence with a drug, you can either destroy it or hand it over to the police.</i></b></p> |   |  |