

DIOCESE IN EUROPE

THE CHURCH  
OF ENGLAND



**THE CHAPLAINCY OF CHRIST  
CHURCH AMSTERDAM AND NORTH  
HOLLAND**

**SAFEGUARDING  
VULNERABLE GROUPS  
POLICY**

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**The Diocese in Europe**  
 The Chaplaincy of Christ Church Amsterdam and Noord Holland  
 Chaplaincy Safeguarding Vulnerable Groups Policy

The protection from harm of children and adults, who may be vulnerable, is of paramount importance to us. The Chaplaincy of Christ Church Amsterdam and North Holland, “Christ Church”, is part of The Diocese in Europe and this policy is compliant with the Diocesan Safeguarding Protocol, issued by the Diocese in Europe in December 2015.

The full Diocesan Safeguarding Protocol is available at: <http://Europe.anglican.org/what-we-do/safeguarding>.

**We will not tolerate the abuse of children or vulnerable adults\* in any form**

\*(The use of the word “adult” in our policy assumes a safeguarding context in which it is vulnerable adults under discussion.)

At Christ Church, we are committed to:

- The care, nurture of and respectful pastoral ministry of all children and adults, to enable them to see themselves as a valuable part of the body of Christ. To help them to grow closer to God, walk in discipleship with Christ and provide witness to the wider community.
- Treat others, and be treated with, respect and consideration. To acknowledge each other’s individual gifts and facilitate the discovery, exploration and use of these gifts.
- The safeguarding and protection of all children, young people and adults through growing congregations that are safe and caring, and that provide a loving environment where there is a culture of informed vigilance regarding the danger of abuse.
- The careful selection and training of all those with safeguarding responsibility within Christ Church, including the use of available criminal records disclosures and relevant vetting and barring schemes.
- Preventing abuse or the likelihood of abuse by encouraging and adopting a pro-active stance to safeguarding; responding to the slightest concern whether by rumour, speculation or from an anonymous source. Every safeguarding concern will be taken seriously.
- Ensuring that all safeguarding concerns are passed onto The Diocesan Safeguarding Team for appropriate advice, recording and action.

- Responding without delay to every complaint made which suggests that a child, young person or adult may have been harmed. Co-operating with the local police, relevant local agencies and any other relevant body (e.g. other faith groups) with any investigation.
- Seeking to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.
- Seeking to challenge any abuse of power, especially by anyone in a position of trust.
- Seeking to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

You will find details on how we action our policy and useful contact information on the following pages. If you have any queries, please speak to the Chaplaincy Safeguarding Officer.

Signed (and dated) .....

On behalf of the Chaplaincy Council of Christ Church

## Section 1 – How do we action our Policy?

The following pages provide a summary on how we action our safeguarding policy. For more detailed guidance on its implementation, along with congregation specific details, please refer to the Safeguarding Guidelines document. If you have any queries, please speak to the Chaplaincy Safeguarding Officer

### 1.1 What do we mean by ‘safeguarding’?

Safeguarding is the name given to a practical process by which we work to prevent the abuse of the vulnerable groups with whom we work and minister. Vulnerable groups include children and young people under the age of 18, who are vulnerable because of their age and life experience, and adults who may be vulnerable to abuse for a broad range of reasons which include:

- Being dependent on others for their basic needs (including needing help to manage their personal affairs such as their finances, decisions about their care etc.), either in their own home or in other accommodation. This dependency may be because of their age, a physical or mental incapacity, illness etc.;
- Financial insecurity;
- Citizenship insecurity (e.g. refugees);
- Drug or alcohol abuse;

We aim to maintain a culture of ‘informed vigilance’ within our congregations by:

- Adopting a practice of careful identification of those involved with children, young persons or adults who may be vulnerable. To achieve this, it is essential that we take reasonable precautions to ensure that everyone who has regular contact (as a part of a Chaplaincy led activity) with vulnerable groups is safely recruited and regularly subjected to safeguarding checks;
- Working with The Diocese of Europe Safeguarding Team to provide appropriate safeguarding information and training;
- Appointing Congregational Safeguarding Coordinators to provide guidance, liaise and discuss safeguarding practices with the individual congregations.

However, where abuse is suspected, or known, we respond promptly and robustly.

## 1.2 What is abuse?

Abuse is any action that deliberately injures another person, whether physical, emotionally or financially. Abuse is therefore the name used to cover a broad spectrum of inappropriate behaviours, such as playing on people's emotions, neglecting their needs, physical or sexual assault. Types of abuse include:

Physical abuse	Discriminatory abuse
Sexual abuse	Institutional abuse
Emotional/Psychological abuse	Modern Slavery/Sexual exploitation/Trafficking
Neglect & Self-Neglect	Domestic Violence & abuse
Financial/Material abuse	Spiritual abuse

Definitions of the above types of abuse and a more detailed discussion can be found in section 6 of The Diocesan Safeguarding Protocol, available at <http://Europe.anglican.org/what-we-do/safeguarding>

## 1.3 Responsibilities

Everyone in the chaplaincy has a responsibility to help to ensure that children and adults, who may be vulnerable are not subject to abuse in any form. It is important that if anyone suspects that abuse is occurring that they report this to the appropriate people so that the matter can be properly dealt with. Information on how to report problems is given later in this document, section 2.1.

As well as the general responsibility, there are a number of people who have special responsibilities for safeguarding.

These are:

- Chaplains, whose special responsibilities are explained in **Appendix 1**.
- Chaplaincy Wardens, whose special responsibilities are explained in section **Appendix 2**.
- Chaplaincy Council members, whose special responsibilities are explained in **Appendix 3**.
- The Chaplaincy Overall Safeguarding Officer, who is responsible for the overall coordination of safeguarding in the Chaplaincy. The Chaplaincy Safeguarding Officer is identified and appointed by the Chaplaincy Council. **Appendix 4**.
- Safeguarding Coordinators are appointed by the individual Congregational Leadership Teams, whose special responsibilities are explained in **Appendix 5**.

If you have any worries or concerns about our safeguarding policy or any worries about someone being abused, please speak to your Safeguarding Coordinator, the Chaplaincy Safeguarding Officer or the Chaplain, in absolute confidence.

## People in our Chaplaincy who work with vulnerable groups

People who work with vulnerable groups are required to be checked to ensure that they have no history which might make them unsuitable for that role. The Safeguarding Guidelines document, outlines who needs to be checked and why this is necessary.

### **1.5 Other groups who use our premises**

Other (i.e. non-Chaplaincy) groups who use our premises for activities involving children, young people and adults who may be vulnerable must either:

- Have their own policy in place which must include all of the Diocesan requirements; or
- Commit themselves to following our policy at all times whilst using our premises.

Further information is given in **Appendix 6**.

## **Section 2 – Reporting Suspected Abuse**

### **2.1 Reporting suspected Abuse**

Everyone has a responsibility to be vigilant to spotting incidents of abuse. If you become aware of abuse in any form please tell your Safeguarding Coordinator (or either the Chaplaincy Safeguarding Officer, the Chaplain, a Warden, the Area Dean or Archdeacon) as soon as you can.

In the case of an **emergency**, you can also call the **Safeguarding Out of Hours Helpline**. The Diocese in Europe is a member of ThirtyOne:Eight (formerly CCPAS). Out of hours advice can be sought from the ThirtyOne:Eight's helpline on **+44 303 003 1111**. You will be able to get confidential advice, guidance and support.

If you would prefer, and there is no emergency, you can also call the diocesan confidential telephone line **+44 (0)207 898 1163** and leave a message as to your concerns. The Diocesan Safeguarding Team will get back to you as soon as possible. The Diocese will then ensure that the concerns are properly investigated and will let you know what the outcome is.

In addition, it is your right and duty as a citizen to inform the local law enforcement agencies where you believe a criminal offence has been committed.

## 2.2 Responsibilities

When an abuse takes place, Christ Church recognises its responsibility in three different areas:

- The care for the victim.
- The care for the abuser.
- The care for the congregation and chaplaincy.

Appropriate help from the Diocesan team, along with other outside professionals, may be sought in order to help fulfil these responsibilities.

There is a separate protocol “What to do with concerns and incidents” where guidance can be found on which actions and steps need to be taken and followed if an incident is suspected.

## **APPENDIX 1            The Safeguarding Responsibilities of Chaplains and other Licensed Clergy**

### Key responsibilities:

1) If you are either:

- The only Chaplain currently in your Chaplaincy; or
- The ‘lead’ Chaplain in your Chaplaincy (eg the ‘senior Chaplain’ or ‘Team Leader’)

Then you are responsible for ensuring that:

- The Chaplaincy has in place an up-to-date Safeguarding Policy.
- You are fully aware of the Diocesan Safeguarding Protocol and have a working knowledge of the “Christ Church Safeguarding Vulnerable Groups Policy”.
- The Chaplaincy Council members are fully aware and has a working knowledge of the “Christ Church Safeguarding Vulnerable Groups Policy”.
- A ‘Safeguarding Officer’ is appointed for the Chaplaincy and Safeguarding coordinators in each of the congregations.
- All persons who are regularly involved with activities organised by Christ Church which might involve children, young persons or adults who may be vulnerable, undergo a safeguarding check as necessary.
- Any safeguarding complaint or safeguarding concern, no matter how slight, within Christ Church is immediately addressed.
- The General Annual Meeting of Christ Church receives appropriate information with the objective of seeking to keep all members of Christ Church up-to-speed on the importance of safeguarding.
- After the General Annual Meeting of Christ Church, the up-to-date “Christ Church Safeguarding Vulnerable Groups Policy” will be sent to the Diocese.
- When leaving the Chaplaincy, the outgoing chaplain should inform the Chaplaincy Wardens if an offender, or a person causing concern, attends the congregation, with a view to it being passed on to the incoming chaplain.

2) If you a licensed ordained minister in any other capacity ministering within the Chaplaincy it is important that you work with the Chaplain (or the Chaplaincy Wardens if there is no appointed Chaplain) to help to ensure that the Chaplaincy maintains a robust approach to safeguarding.

## APPENDIX 2      **The Safeguarding Responsibilities of Chaplaincy Wardens**

Chaplaincy Wardens are elected each year at the chaplaincy annual meeting. As a Chaplaincy Warden you have particular responsibilities for safeguarding, especially where your Chaplaincy is in a ‘vacancy’ or where there is no Chaplain appointed and consequently there is no one else to take a lead role within the Chaplaincy. Due to this responsibility you will need to be subject to a safeguarding check as a matter of course.

### Key responsibilities:

#### 1) **Where there is a Chaplain in post** then you are responsible for:

- Supporting the Chaplain in respect of their key responsibilities.
- In the event of any safeguarding complaint or any safeguarding concern, no matter how slight, being made against a Chaplain, bringing this to the immediate notice of the Diocesan Bishop, the Archdeacon or Area Dean and the Diocesan Safeguarding Team.
- To be fully aware and have a working knowledge of the “Christ Church Safeguarding Vulnerable Groups Policy”.

#### 2) **Where there isn’t a permanent Chaplain in post (including in an interregnum)** then you are responsible for ensuring that:

- Any locum Chaplains have a ‘PtO’ from the diocese (which will confirm compliance with the diocesan requirements in respect of safeguarding checks for visiting clergy). The Diocesan Appointments Secretary is to be kept informed of the clergy who are invited to cover services.
- The Chaplaincy has in place an up-to-date Safeguarding Policy.
- You are fully aware of the Diocesan Safeguarding Protocol and have a working knowledge of the “Christ Church Safeguarding Vulnerable Groups Policy”.
- The Chaplaincy Council members are fully aware and has a working knowledge of the “Christ Church Safeguarding Vulnerable Groups Policy”.
- A Safeguarding Officer is appointed for the Chaplaincy and Safeguarding Coordinators in each of the separate congregations.
- All persons who are regularly involved with activities organised by Christ Church which might involve children, young persons or adults, who may be vulnerable, undergo a safeguarding check as necessary.

- Any safeguarding complaint or safeguarding concern, no matter how slight, within Christ Church is immediately addressed.
- The General Annual Meeting of Christ Church receives appropriate information with the objective of seeking to keep all members of Christ Church up-to-speed on the importance of safeguarding.
- If an offender, or person causing concern, attends the congregation then this information should be passed on from the outgoing chaplain to the relevant warden with a view to it being passed to the incoming chaplain.
- If an allegation or a concern about a child or vulnerable adult is raised during the vacancy, the Churchwardens, in co-operation with the Overall Safeguarding Officer, should immediately inform the Archdeacon and the Diocesan Safeguarding Team and seek advice to ensure that safeguarding procedures are followed. The Area Dean may be asked to fulfil the role of the Incumbent during this process.

As Chaplaincy Wardens you are, as in other matters, accountable to the Diocesan Bishop.

### **APPENDIX 3            The Safeguarding Responsibilities of Chaplaincy Council Members**

Council members are elected on a three-year rolling basis at the chaplaincy annual meeting. As a member of the Chaplaincy Council, as well as your general responsibilities as a member of your congregation you have a responsibility to:

- Support the Chaplain and Churchwardens in respect of their responsibilities for safeguarding.
- Approve and renew the “Christ Church Safeguarding Vulnerable Groups Policy” each year.
- Be aware and have a working knowledge of the “Christ Church Safeguarding Vulnerable Groups Policy”.

## **APPENDIX 4            The Role and Responsibility of the Chaplaincy Safeguarding Officer**

The Overall Safeguarding Officer should be selected and approved by the Incumbent as someone who is suitable for this role, ideally having had involvement with the care of children in the past, but not an essential requirement.

### Key responsibilities:

- To have and understand the background information and important documents relating to Safeguarding, especially the Church of England and Diocese of Europe’s policy and advice documents.
- To seek to ensure that all children, young persons and adults who may be vulnerable are protected and safe from harm.
- To be responsible for re-writing the safeguarding documents, together with the Chaplain, and for carrying out an evaluation of the documents and the processes every 5 years.
- To ensure all safeguarding documentation on the Google Drive is kept up to date.
- To be aware of the local legal obligations in regard to safeguarding.
- To assist the Safeguarding Coordinators in completion of their duties.
- To be available when there is a safeguarding issue.
- To be available for the appropriate safeguarding training.
- Working with the Chaplain and Chaplaincy Wardens to ensure that appropriate systems are in place in the chaplaincy for record keeping.
- To advise the leaders of all activities organised by the Chaplaincy involving children and young persons to seek to maintain their own appropriate records covering the safety of the children involved (for example attendance, any parental consent forms, details of the adults responsible for running sessions, the recording of any accidents/incidents etc.).
- To ensure that each congregation has a folder with the Protocol “what to do with concerns and incidents” and forms for keeping records in case of a concern or incident.
- To prepare and send, after approval, annually, the Christ Church Safeguarding Vulnerable Groups Policy to the Diocese (Diocesan Safeguarding Manager) together with an updated Safeguarding Log of Christ Church.

- To be vigilant, in the Chaplaincy, for any concern identified by yourself or by another person regarding any:
  - Child or vulnerable person who might be or have been subject to a risk of, or actual, abuse;
  - Person you may consider poses a risk to a child/vulnerable person.

And in such circumstances, notify the Diocesan Safeguarding Team without delay and seek their advice as to what to do next.

#### Skills required:

The Overall Safeguarding officer must possess the following skills:

- Be able to work on an independent basis.
- Be able to work pro-actively.
- Be able to communicate effectively at all levels (chaplain, wardens, coordinators, etc.)
- Be able to complete the administrative work effectively.
- Be discreet and be able to deal with confidential or sensitive information.
- Be computer literate and have access to a computer with an Internet connection and email address.

#### Main working relationships:

- Works directly with the Chaplain and reports directly in cases of any questions or problems.
- Works and advise the Chaplain and Wardens to ensure that all who wish to be involved in leading/assisting with activities organised by the Chaplaincy which might involve children, young persons or adults who may be vulnerable, are subject to appropriate safeguarding checking.
- Working with the Chaplain & Wardens to be satisfied that there is an appropriate system in the Chaplaincy for keeping records.
- Works with the Safeguarding Coordinators.

## **APPENDIX 5            The Role and Responsibility of the Safeguarding Coordinators**

Christ Church has a number of congregations that worship and organise activities in separate locations. In order to effectively communicate and enforce the Christ Church Vulnerable Groups Policy in each of these locations Safeguarding Coordinators are appointed by the Congregational Leadership Teams.

### Key responsibilities:

- To read and understand the Christ Church Safeguarding Vulnerable groups policy and its implications and to have an awareness of the post of the Diocesan Safeguarding Manager (protection of children, young people and vulnerable adults) and how to make contact.
- To (co) implement the most recent Christ Church Safeguarding Vulnerable Groups policy.
- To advise the Congregational Leadership Teams and Congregational Wardens of the need to ensure that everyone who seeks to work with children or adults who may be vulnerable is subject to an appropriate selection process and a safeguarding check.
- To oversee the recruiting of leaders/helpers and carry out the procedure mentioned in the Christ Church Safeguarding Guidelines document for (new) group leaders and helpers. Including acquiring referees, to obtain records of non-conviction.
- To advise the leaders of all activities organised by the Chaplaincy involving children and young persons to seek to maintain their own appropriate records covering the safety of the children involved (for example attendance, any parental consent forms, details of the adults responsible for running sessions, the recording of any accidents/incidents etc.).
- To be vigilant, in the congregation, for any concern identified by yourself or by another person regarding:
  - Any child or vulnerable person who might be or have been subject to a risk of, or actual, abuse;
  - Any person you may consider poses a risk to a child/vulnerable person.
- To keep records of any incident, see the document “What to do with concerns and incidents”.
- To check semi-annually (September and February) that all the forms of the children attending Kids Church and the Group leaders and helpers are present in the folder.
- To send a periodic update of the overview of the kids and everyone (wardens, congregational worship leaders, group leaders) who has been through the safeguarding process and helpers to the Chaplain and the Chaplaincy Safeguarding Officer.

- To check yearly the date on or in the first aid kit(s). If needed renew the content and the date of the renewal on or in the first aid kit. Depending on the building they inform the landlord if first aid kits are out of date.
- To attend chaplaincy safeguarding meetings.
- To participate in Safeguarding training from the Diocese.

#### Skills required:

The Safeguarding Coordinator must possess the following skills:

- Be able to work on an independent basis.
- Be able to communicate effectively at all levels (chaplain, wardens, coordinators, etc.)
- Be able to complete the administrative work effectively.
- Be discreet and be able to deal with confidential or sensitive information
- Be computer literate and have access to a computer with an Internet connection and email address.

#### Main working relationships:

- The Safeguarding Coordinator is working with their Congregational Leadership Team.
- The Safeguarding Coordinator works with the Chaplaincy Safeguarding in completion of their duties and compliance to the Christ Church Vulnerable Groups policy.
- The Safeguarding Coordinator reports directly to the Chaplain in cases of concern.
- The Safeguarding Coordinator reports yearly all the required information about the safeguarding situation within her/his congregation.

## APPENDIX 6      Non-Chaplaincy groups using Chaplaincy premises

As Christ Church allows use of its premises to non-chaplaincy groups, it is necessary to think about its safeguarding responsibilities in regard to these groups. This Section shows what you need to do. It applies to all situations where non-chaplaincy groups use premises, for whatever reason, and irrespective of how often they do this. This is in addition to any other insurance or health and safety conditions or requirements.

### What do you need to do!

The following simple steps should be followed.

1. Display the Christ Church Vulnerable Groups Policy in a prominent position.
2. Always bring your Safeguarding policy to the attention of the group leader and ask if they have their own 'policy' or similar statements.
3. If they have their own policy, ask the Overall Safeguarding Officer to check it through to see if it is in line with your Chaplaincy policy:
  - If it is, then all is fine (you can find a link to an appropriate 'declaration form' which the group leader should sign in, use the separate document "third party using the building agreement", being available through the church wardens or the Overall Safeguarding officer.
  - If it isn't then you will need to work on the basis that they don't have a suitable policy (see below).
4. If they don't have their own policy (or it is not suitable) then they will need to agree in writing to follow your policy. If you have a formal agreement with the group, you should include a clause to this effect. Otherwise you can find a link to an appropriate 'declaration form' which the group leader should sign in NB for family groups using your premises for a 'one-off' family event, such as a wedding reception or party, then a written agreement is not necessary.
5. If you are concerned that they do not have a suitable policy in place and are less than enthusiastic about following your policy, then you must decline their request to use your premises.
6. Any areas of doubt can always be checked with the Diocesan Safeguarding Team.

**Note:** There is no requirement to physically ‘police’ the use of your premises when third parties are using them. By agreeing with your terms as set out above they have given an undertaking to comply with your requirements and there has to be a reasonable expectation that they will comply with these. If there are any concerns, then the chaplaincy will need to question the continued use by that third party.

### What if there is a problem?

If you become aware of any safeguarding concerns involving the group (whether or not these are linked to the activities taking place in your chaplaincy premises) then you will need to follow the steps set out in the protocol “What to do with concerns and incidents”.