

Safeguarding Policy



Introduction

Mothers' Union Diocese of St Edmundsbury & Ipswich is committed to the safeguarding statement from the central board of trustees: "As an organisation concerned with Christian principles and ministry in family life, the nurture and protection of children and vulnerable adults is at the heart of Mothers' Union. Both individually as members and collectively as an organisation, Mothers' Union has a duty to protect children and vulnerable adults, doing everything possible to ensure that they are safe when left in Mothers' Union's temporary care."

In addition to this, Mothers' Union Diocese of St Edmundsbury & Ipswich is committed to the safeguarding policies and procedures issued by the Anglican Church in St Edmundsbury and Ipswich Diocese, which can be found on their website: <http://www.cofesuffolk.org/>

Safeguarding Lead

The Diocesan President or one of the trustees will be nominated as the Safeguarding Lead. He/she will act as a point of liaison between Mothers' Union diocesan trustees and the Anglican Diocesan Safeguarding Adviser. This will enable the board of trustees to maintain effective links with the Anglican Diocesan Safeguarding Adviser, who in turn can advise and support diocesan trustees in order to ensure that the work currently being undertaken by Mothers' Union is appropriately adhering to current Anglican diocesan policy and practice guidelines.

Revisions to Safeguarding Policy

At the beginning of each triennial, and every time national, provincial or diocesan Anglican safeguarding policies are significantly revised, the trustee board will accept and implement the Anglican diocesan safeguarding policies, along with any specifically Mothers' Union related procedures or guidelines that the Anglican Diocesan Safeguarding Adviser recommends including. This acceptance will be recorded in the minutes, along with any recommended action points agreed with the Anglican Diocesan Safeguarding Adviser.

Responsibilities to members

The Trustee board will have a strategy in place which ensures that all members of our Diocese who come into contact with children and/or vulnerable adults whilst representing Mothers' Union:

- Participate in appropriate selection procedures for the role they are undertaking, gaining a criminal record check when this is indicated as appropriate.
- Have written information about safeguarding procedures and practice guidelines. This should include details of what to do/who to contact if any concerns about abuse or suspected abuse are expressed.
- Know how to implement relevant policies, procedures and practice guidelines.
- Are offered appropriate training in safeguarding issues.

The trustee board will ensure that branch officers are aware of the need to contact their parish/diocesan safeguarding coordinator regarding any activities or outreach work involving children, young people or vulnerable adults. These activities need to be included as part of the safeguarding brief of the parish so that all those involved are not only recruited according to parish guidelines, but can also access appropriate training and support at a local level.

The trustee board will ensure that information about safeguarding is made available to all members, whether or not they come into contact with children or vulnerable adults whilst representing the Society, ensuring that they know who to contact for further information.

Training

The level of safeguarding training required depends on the role of the individual within Mothers' Union, as shown below:

Role	Level of training required
MU Diocesan Safeguarding Lead	C3
Diocesan Indoor Members rep and anyone undertaking pastoral visiting	C2 & DBS & safer recruitment
Diocesan President	C3
Trustees	C0
Branch Leaders and all members	C0 recommended but not required

Note that higher levels of training may be required if an individual is involved with activities with children or vulnerable adults, but this should be addressed by either the Parish or organisation safeguarding policies and training requirements as appropriate.

C2 and C3 training should be booked via the Anglican Diocesan Safeguarding Trainer.

Accessing criminal records checks

Details of how to request a DBS check should be sought from the Anglican Diocesan Safeguarding Administrator.

Records

The trustee board will maintain records of the range of work being undertaken by members within the diocese, and especially the team leaders of these initiatives, so that the trustees can effectively communicate information about the requirement to adhere to appropriate safeguarding policies, procedures and best practice guidelines.

Best practice guidelines

As well as having safeguarding policies and procedures in place, best practice guidelines will be provided for those working with children and vulnerable adults.

Working or volunteering with another organisation

Every Anglican parish should have safeguarding policies, procedures and practice guidelines in place, and when members are working under the auspices of their local church, they will be adhering to those policies.

When members volunteer or work for other organisations – such as a hospital, contact centre, prison or school – the members must follow the relevant safeguarding policies, procedures and guidelines in place in that organisation.

Please see the additional information in regard to the implications of safeguarding issues when working in prisons on the members' section of Mothers' Union website (<http://www.mothersunion.org/content/volunteering-prisons-guidelines>) or email outreach@mothersunion.org.

Working in partnership with an agency outside of the Anglican Church's remit

If Mothers' Union works in partnership with an agency outside of the Anglican Church's remit, then consultations will need to take place to agree which safeguarding policies, procedures and practice guidelines will be adhered to, with arrangements approved by the Anglican Diocesan Safeguarding Adviser and also the diocesan trustees.

Action to take if an incident occurs – for members

Every member of Mothers' Union coming into contact with children or vulnerable adults needs to know about what to do and whom s/he should contact if they themselves have concerns about safeguarding issues, or if concerns are reported to them. The flowchart for referral is given at the end of this policy document.

If the nature of any incident/concern is such that immediate action is required, those present should do what they can to protect the child or vulnerable adult, and if the child or vulnerable adult is at 'immediate risk of significant harm' to call the police via 999 or otherwise make a referral via Suffolk County Council Customer First on 0808 800 4005 or via the police on 101. As soon as possible after doing this, they should inform the person named in their policy as the person to whom they should report.

More generally, diocesan trustees should take appropriate opportunities to enable all members to understand who they should contact if they have concerns about, for example, the behaviour of any adult in relation to children, or the demeanour of any individual child or vulnerable adult, promoting a culture of vigilance within the organisation.

Action to take if an incident occurs – for the trustees

If any incident relating to child or vulnerable adult abuse occurs, as soon as all immediate procedures in the diocesan safeguarding policy have been followed, the Mothers' Union diocesan president or her/his nominated trustee should discuss with the Anglican Diocesan Safeguarding Adviser:

- The nature of the information, which, whilst appropriately respecting issues of confidentiality, should be passed as soon as possible (via the Human Resources Manager of the Mothers' Union) to the insurers.
- The nature of the information which, whilst appropriately respecting issues of confidentiality, should be passed to the Human Resources Manager of Mothers' Union, so that any appropriate lessons which have been learnt from the specific incident can be more generally applied to Mothers' Union activities.
- For contact details for the central Mothers' Union, please see 'Useful information/contact details' below).

Insurance cover

Insurance cover is offered on the assumption that all Mothers' Union members who come into contact with children and adults whilst representing the Society are adhering to an up to date safeguarding policy. Not adhering to such procedures could invalidate the terms of the insurance policy.

Useful information/contact details

St Edmundsbury & Ipswich Church of England Diocese safeguarding information:

<http://www.cofesuffolk.org/>

Church of England policies and guidelines:

<https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults/house-of-bishops-policy-practice-guidance.aspx>

Churches Child Protection Advisory Service (CCPAS):

<http://www.ccpas.co.uk/>

Helpful information: This is provided in the CCPAS members' only section, and includes a wide range of practice guidelines: for example, the section on Working Safely. The central Mothers' Union are members of CCPAS and members of Mothers' Union can email the central staff team for the password for this section. Please contact: outreach@themothersunion.org. The password is not included here as for understandable reasons, CCPAS change it from time to time.

Training: Whilst Mothers' Union members will be able to access training in safeguarding through their church/diocese, CCPAS also offer a training course called 'Facing the Unthinkable', specially designed for churches and other organisations working with children, young people and vulnerable adults. Details are available on the CCPAS website.

24 hr helpline: If for any reason Mothers' Union members cannot reach their designated professional Anglican Safeguarding Advisers, CCPAS also offer a 24 confidential helpline 0303 003 11 11 (option2). Out of office hours it is for **urgent** matters that cannot wait until the next working day.

Mothers' Union Central Trustees

www.mothersunion.org

email: mu@mothersunion.org

Phone: 020 7222 5533

This Policy has been approved and authorised by:

Name: Mrs Christine Ward

Position: Diocesan President

Signature:

Date: 12/6/2018

Due for Review by: 2021

Flowchart of Referral

What to do if you think someone is being abused

If a child or vulnerable adult is at risk of immediate harm – call 999 NOW.

Concerns

Suspicion or allegation of abuse by observation, victim disclosure, abuser disclosure, report by another person or anonymous communication.

Consult

If it does not delay referral, speak to the Incumbent or Parish Safeguarding Officer (if they are not implicated), then:

Diocesan Safeguarding Adviser	01638 718939
	07785 621319
and/or the Bishop's Office	01473 252829

Contact

Make a referral to:

Suffolk County Council Customer First	0808 800 4005
and/or the Police	101

Confirm

A written copy of your verbal referral may be required as advised. If you have had no response within 7 days of referring, telephone again.

Commit

Be prepared to provide further information as requested and commit to assisting as required until the conclusion of the investigation.

Remember to record, sign and date all of your notes.

Copied from the CofE Flowchart of Referral April 2017.