



**The Greek Orthodox Community of Bristol
Charitable Trust**

Safeguarding Policy

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**Archdiocese of Thyateira and Great Britain: Statement by His Eminence
Archbishop Nikitas:**

As an Archdiocese we recognise the need to provide a safe and caring environment for all persons partaking in religious, educational, cultural and social events within the remit of our churches, schools and community centres throughout Great Britain, We need to give special emphasis to the protection of children, young persons and vulnerable adults, in order to promote the Orthodox faith, education, and the prosperity of our communities and parish churches.

We acknowledge that children, young persons and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”.

We also support compliance with all legislation and policies surrounding safeguarding children and vulnerable adults such as the UN Convention on the Rights of the Child 1989, the Children Act 1989, the Safeguarding Vulnerable Groups Act 2006, the Care Act 2014, the Working Together to Safeguard Children 2023, and Keeping Children Safe in Education 2023, which basically state that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

As an Archdiocese we therefore request that all communities under the auspices of the Greek Orthodox Archdiocese of Thyateira and Great Britain adopt and abide by the highest standards of safeguarding in accordance with statutory guidance. We recognise that different communities face their own particular circumstances and may or may not be involved in activities other than religious and pastoral. Some may have schools with children/young persons operating under the auspices of the church others may not.

Some communities may work with young persons/vulnerable adults, others may not. To help you achieve this very important goal we urge you to use the Policy and Procedures set out in this Safeguarding Document, as a guide/template to formulate your own Safeguarding Policy and Procedures. It should be adapted and adopted to meet your own particular circumstances, organisational structures and needs. The wording used in no way seeks to prejudice or undermine your registered organisation/organisational structures, your vision and objectives. Our aim is not to impose on you wording that may seem offensive to you but rather to encourage you to adopt a change of attitude to help and support our communities flourish as we move forward.

We are committed to ensure that all communities adopt the highest standards of Safeguarding for Children Young Persons and Vulnerable Adults and build constructive links with statutory and voluntary agencies involved in safeguarding.

Yours in Christ

Archbishop Nikitas

SAFEGUARDING POLICY AND PROCEDURES

OBJECTIVES AND PRINCIPLES:

Objectives:

- The Greek Orthodox Community of Bristol Charitable Trust have as their main objective to ensure the personal safety of all attendees at the Church and School with particular emphasis on children/young persons and vulnerable adults.
We believe that by promoting child /young person and/or vulnerable adult protection awareness, good practice and sound procedures, we create a culture that results in a safe environment which enables all community members to flourish. To this end, we are committed to ensuring that all committee members, teachers, assistant teachers, clergy and volunteers are properly equipped, through regular training, with the skills to safeguard children and vulnerable adults.
- Our Trust promotes and encourages team working and joint responsibility for the safeguarding of all persons attending the premises of the church, school and community hall, children, young persons, vulnerable adults and healthy adults. We believe that it is the responsibility of all stakeholders in the Greek Church and School of St Peter and Paul, Church Committee Members/Trustees, the School committee, teachers, assistant teachers, clergy, volunteers, parents and children to help safeguard each other,
- We are committed to providing a safe and secure environment, (**See Appendix 2 which provides useful details and a brief description of the Organisation and its environment/premises.**) not only for children, and vulnerable adults but all church attendees, teachers, assistant teachers, volunteers, parents and visitors too. We promote a climate where committee members, clergy, teachers and volunteers feel confident about sharing any concerns which they may have about their own safety or the well-being of others without fearing any victimisation.)

Principles Regarding Safeguarding Children, Young Persons and Vulnerable Adults.

- Safeguarding relates to a much more serious issue for the welfare of vulnerable persons, than just their physical health. It can be defined as protecting vulnerable persons, children (under the age of 18) or adults, from abuse (financial, physical, mental, spiritual or sexual), exploitation, neglect as well as preventing any physical harm to their health or ability to develop to their potential.
- The Care Act 2014 defines a vulnerable adult as someone above the age of 18, who is unable to care for themselves and protect themselves from harm. In addition to Safeguarding vulnerable adults from risks of abuse, neglect and harm they also need support to maintain control over their own lives. (*See Appendix 13 for various references to laws and policies relating to Safeguarding Children and Vulnerable Adults.*)
- We recognise that Safeguarding children, young persons and vulnerable adults is very much an integral part of health and safety, consequently we incorporate in *Appendix 3 our General Policy Statements on Health and Safety* to be read alongside our Statement on Safeguarding Children, Young Persons and Vulnerable Persons.

Safeguarding Children, Young Persons and Vulnerable Adults Policy Statement

The Greek Orthodox Community of Bristol Charitable Trust, the Church and the School Committees, believe that children/young persons and vulnerable adults have the right to be treated equally and to partake in the church/school life and learn in a safe and friendly environment, protected from maltreatment, abuse, harm or bullying, whether physical, mental or spiritual.

Our Trust, Church and School take seriously the welfare of children, young persons and vulnerable adults, and who come onto its premises or who are involved in its activities and aims to ensure that they are welcomed into a caring and safe Christian environment with a happy and friendly atmosphere.

We are committed to providing a protective environment for their religious, educational, emotional and spiritual development and taking into considerations their views, wishes, feelings and beliefs. Furthermore, the Greek Orthodox Church and School encourage active participation by children and young persons in the life of the church, education process and the decision making regarding the effective running of the church and school, not only as a place of worship and learning but as a centre of social and cultural interaction.

Whilst they may not have a vote, their views are very much taken into account in decision making. We believe that this encourages children and young persons not only to share views with their peers but also with their teachers. This general feeling of participation and belonging is essential for understanding children's and young persons' behaviour and knowing when something is not right with a child or young person.

Our Trust, Church and School recognise that it is the responsibility of all its volunteers, committee members, clergy, teachers, assistant teachers, paid or unpaid, to prevent neglect, physical harm, abuse whether emotional, sexual or spiritual of vulnerable adults, young people and children and to report any abuse discovered or suspected.

Our Greek Orthodox Community of Bristol Charitable Trust, Church and School Committees recognise their responsibility to implement, maintain and regularly review Safeguarding Policies and Procedures which are designed to prevent harm and abuse of its vulnerable members and to keep each member of its community alert to such abuse.

Our Greek Orthodox Community of Bristol Charitable Trust, Church and School Committees are committed to supporting, resourcing and training those who work with or supervise vulnerable persons (children, young persons and adults) and are committed to maintaining good links with the local Statutory Child and Adult Care Authorities.

Signed by

Maria Savva
Charitable Trust
Father Anastasios Salapatas
Athanasios Lazaridis
Andri Nicolaou

Vice Chair of the Greek Orthodox Community of Bristol
Parish Priest for the Greek Orthodox Community of Bristol
Chair of the Greek Orthodox Church of Bristol Committee
Chair of School Committee

(Note: For a community that only runs Church activities see Appendix 12 for a Template Safeguarding Policy Statement)

Safeguarding Policy and Procedures:

This policy is based on the following principles:

- the welfare of children/young persons /vulnerable adults is paramount. They must be supported, protected and encouraged to develop and express their own opinions and their decisions should be respected.
- all children/young persons/vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse and physical/mental harm.
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Committee members, teachers/assistant teachers /volunteers/clergy are to be trained regularly, to understand the nature of abuse and to be alert to matters of concern
- Committee members, teachers/volunteers /clergy working at the Greek Church and Greek school have a responsibility to report concerns they may have about abuse to children/young persons/vulnerable adults to the Safeguarding Officer(s) who will decide independently whether to refer the matter to the relevant Local Authority Safeguarding Team or the police.

We aim to safeguard children/young persons /vulnerable adults by:

- adopting child//young persons protection guidelines through procedures and a code of conduct for staff/volunteers
- sharing information about protection and good practice for children/young people/vulnerable adults.
- sharing information about concerns with Statutory Agencies/ Local Authority Social Services/Police, who need to know, and involving parents and children/young persons appropriately
- following carefully the procedures for recruitment and selection of staff/volunteers
- providing regular safeguarding training for all who come into regular contact with children, young persons, and vulnerable adults.
- reviewing our policy and good practices annually or when national laws/ guidance /procedures are changed or updated.

The Roles and Responsibilities of the Community Safeguarding Officers:

- All places of Worship and Education need to have in place Safeguarding Policies and appoint Safeguarding Officers to ensure that these policies and procedures are followed, regularly reviewed and publicly available.
- Ideally the Safeguarding Officers should be independent and not form part of the community management structure. However given the realities of the number of volunteers available to communities, it is a matter of managing the situation effectively.

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- The number of Safeguarding Officers appointed should reflect the circumstances of each community. These should be persons appointed by the Charity Trustees to raise safeguarding awareness, to deal with any matters regarding safeguarding and to refer matters to the relevant persons or statutory authorities in the case of physical abuse as set out in this policy. The Safeguarding Officers should be vetted by the Data Barring Service (DBS) approved and be regularly trained. They will decide on who among volunteers, employees, clergy, who come into contact with vulnerable persons must be DBS checked. They will act independently of the Trust, Church Committee and the clergy and report regularly to the Trust and Church Committee as necessary on safeguarding matters observing confidentiality as appropriate.
- Their responsibility is to safeguard the victim and not the institution. Under no circumstances should they feel threatened by the Trust, Church Committee or the clergy and should never attempt to cover up or accept a cover up of an event in the interest of protecting the image of the Trust, Church or School.
- During community/Parish activities/services/trips away e.g. School trips, organised community trips domestic and abroad, the Safeguarding Officers will always be available for clergy, Teachers, staff or volunteers, to discuss and plan trips and address any safeguarding concerns. They should otherwise be available by telephone or email.
- **Given that the School and the Church normally operate on different days and are managed by a separate committee/sub committee, it is advisable to nominate different Safeguarding Officers to oversee the Church and the School.**
- **There is one Senior Safeguarding Officer.** The Senior Safeguarding Officer is the person appointed by the Trust to take lead responsibility for all safeguarding matters on the premises of the church, hall and school. This should be a senior member of the Trust, and will be a member of the Safeguarding Team.
- **Responsibility of the Deputy Safeguarding Officer(s):**
Where the circumstances warrant, Deputy Safeguarding Officer(s) may be appointed by the Trust to assist the Senior Safeguarding Officer to oversee safeguarding/safety issues of the church and school premises. They are also responsible for overseeing any activities for which the Trust and/or Community, as an organisation, is responsible, and will be members of the Safeguarding Team.

The Responsibility of the Safeguarding Team:

The Senior Safeguarding Officer (e.g. Trustee of the Greek Orthodox Community of Bristol Charitable Trust) together with the Deputy Safeguarding Officer(s) of the Church and School will constitute the Safeguarding Team and shall deal with all matters of Safeguarding in the Community.

The Safeguarding Officers, acting as a team can consult/support each other and facilitate efficient decision making in the event of an allegation of abuse/harm. They will act independently without any interference from the Trust, clergy or Church Committee.

The role of the Safeguarding Officers is to investigate all allegations of abuse/harm/exploitation etc., collate, clarify and securely and confidentially document all details of the allegations who will then report to the Trust and Church Committee and if appropriate, refer the accusations to the Local Statutory Authorities/agencies who have a legal duty to investigate.

The names and contact details of the designated Safeguarding Officers must be displayed at the entrance of the church and the school, and on their respective websites, so that everyone (including parents/carers) are aware of who to talk to if they have concerns.

Procedures: Good Practices for the School

(Please see the Safeguarding & Child Protection Policy <https://greeksofbristol.org.uk/safeguarding-child-protection-policy/>)

When it comes to Safeguarding Children there is much to be drawn from Child Protection Policies and procedures. The aim is the same; to ensure the safety of children and to protect them from any physical or mental harm or abuse. Therefore, the Trust/School Committee shall ensure adequate child safeguarding/protection procedures are in place, such as:

- Each parent must fill out an enrolment form providing for each child personal details relating to name, age, address, contact details of parents, and any health issues/medicines, social care involvement and any court orders in place that would be useful for the school to know to safeguard the health of the child. Signed consent is requested from the parents of each child /young person attending the school, to provide emergency treatment to the child and/or to call a doctor/ambulance, if this is required.
- An attendance register is kept of all children/young persons attending the school's activities, including contact information of parents/guardians.
- Teachers, teaching assistants /volunteers are required to record any accidents or unusual events in the accident/incident book and to inform the Head Teacher before the end of the school day.
- Any incident that involves injury, abuse or harm must be reported to the Safeguarding/ Child Protection Officer.
- The school recognises that for children of certain ethnic backgrounds, such as Greek ethnicity, physical touch between teachers and children can be healthy and acceptable in public places, for comforting a crying child. However, staff/volunteers will be discouraged from this in circumstances where an adult and child/young person are alone together. *(See Appendix 8 : Guidelines For Staff Working On Their Own with Vulnerable Persons)*
- Child Minding Rotas during Breaks: All teachers, teaching assistants/ volunteers have to take it turn to supervise children during breaks. There must be at least two responsible adults supervising children at all times. The head teacher will produce the rota and distribute it to all teachers.
- Where possible all external doors and gates to the school are locked after parents depart. Entry to the school after lessons start is accessed via the ringing of a door bell.
- Parents collect their children at the end of the day from their teacher/classroom, or school gates depending on the arrangements of the school. Teachers must be informed if a non-designated person collects the child.
- All teachers, teaching assistants /volunteers should treat all children/young people with dignity and respect and use appropriate behaviour, language and attitude.

Outings and trips

- Organised Trips must first receive the approval of the School Committee and the clearance of the Safeguarding Officers, to ensure the appropriate insurance cover is in place and the proper risk assessments are completed.

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- Every child partaking must first receive the written approval of the parents who must complete and sign the school consent form. *(See Appendix 9 for an example of a Parental Consent Form for Offsite Visits.)*
- All vehicles hired for outings must be insured, roadworthy and fitted with seatbelts.
- Children are always to be accompanied by teachers/parents, who must ensure orderly behaviour on the coach and report any dangerous behaviour by the driver. All drivers and escorts should agree to abide by these guidelines.
- A roll call will be taken at the start of a journey and again before beginning the return journey. If the group is travelling in more than one vehicle, children/young people will be encouraged to travel in the same vehicle there and back.
- All teachers /volunteers accompanying trips will carry the contact numbers for all parents, the safeguarding officers and emergency services in the event of an alert being necessary.
- If a child/young person goes missing while on a trip, teachers, teaching assistants, volunteers should instigate an immediate search. If the child/young person cannot be found within half an hour, the police should be notified and the parents of the child informed.
- The care of the remaining children/young people is paramount. It is imperative that they return to the home site/school as agreed with parents, as quickly as possible, while a senior teacher/volunteer remains at the visit site to co-ordinate contact between security staff/volunteers and the child's/young person's parents/carers.

Procedures: Good practice For Church

- We believe that Safeguarding is the responsibility of all community members that attend our church, but Trustees and Church Committee members have a duty to ensure the safety of all church attendees with particular emphasis on the elderly, disabled, children and vulnerable adults. They should always be available to offer assistance to anyone in need.
- Apart from ensuring that the building is kept safe and all passages and fire exits should be clear of any obstructions, the building should be easily negotiable by all particularly disabled persons, the Trust has a statutory duty to have in place Safeguarding Policies and must appoint Safeguarding Officers to comply with the requirements to safeguard children, young persons and vulnerable adults.

We are committed to ensure that:

- The priest(s) should consider asking for someone to be present in the church, somewhere at the back of the church, during confessions of venerable adults. *(See Appendix 8: Guidelines for Staff Working On Their Own with Vulnerable Persons)*
- When children are brought in by the school to take part in the Holy Liturgy and to receive the Holy Communion, they should be accompanied by their teachers at all times until they return back to their classes.
- The priest (s), given his regular contact with children, should undergo an enhanced DBS check.

Safeguarding: Recruitment and Training

The Greek Orthodox Community of Bristol Charitable Trust, Church and School Committee are committed to developing a culture of awareness of safeguarding issues to help create a safe environment. All volunteers, teachers, assistant teachers, clergy and committee members, who come into contact with children and vulnerable adults must go through a Safe Recruitment Process and be vetted by the Data Barring Service, (DBS) to ensure that they are suitable to work with such persons. It is advisable for all volunteers, teachers and clergy to go through an Enhanced DBS.

Safe Recruitment

The Greek Orthodox Community of Bristol Charitable Trust, Church and School Committee will ensure that all volunteers, paid workers, teachers and clergy, will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

- There is a written job description / person specification for each post.
- Those applying have completed an application form and a self-declaration form (*See Appendices 10 and 11*)
- Those short listed have been interviewed and records kept safely either by the Appointing Officers or the Parish depending on the position being interviewed for
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- An **Enhanced Disclosure and Barring** (known as DBS) check has been completed where necessary
- Compliance with the Code of Practice concerning the fair treatment of all applicants and the confidential handling of information.
- Qualifications where relevant have been verified
- A suitable training/induction programme is provided for the successful applicants
- The applicant has been given a copy of the Community's Safeguarding Policy and knows how to report concerns
- Be taken through the school's child protection policy and procedures on induction and encouraged to participate in safeguarding courses, paid for by the school.
- Be supervised by the Head Teacher
- Be observed at work by the school's Co-ordinator.

All staff/volunteers for the school posts are appointed after a successful interview by the head teacher and at least one member of the School Committee and/or Trust. Where it is the head teacher that is being appointed then at least two members of the of the School Committee and/or Trust should interview the candidate.

Safeguarding Training

- All recruited persons will receive induction training and undertake recognised safeguarding training on a regular basis and encouraged to attend refresher courses to update them with any changes in laws/guidance or procedures

- We are committed to ensuring that all Committee members/teachers, teaching assistants, volunteers/clergy understand their safeguarding responsibilities and keep their knowledge up to date.

They are encouraged to complete an online safeguarding training course or complete a face-to-face training course, organised by the school or church, within 3 months of taking up post, and then at regular intervals. There will also be regular refresher training on safeguarding children and vulnerable adults, including on specific areas of risk and safeguarding practice.

Responding to Allegations of Abuse: Procedures:

- **Concerns about children being** abused should be referred by the Safeguarding Officer(s) to the Children's Social Care Department of the local authority where the child lives. (*See Appendix 5 for Different Types of Abuse for Children*), similarly, concerns about vulnerable adults should be referred to the Local Authority Adult Services. (*See Appendix 6 for Types of Abuse against Adults*).
Any committee member/teacher/volunteer who is in doubt about what to do should consult the Safeguarding Officer(s).
- **Allegations against a Trustee/Committee Member/Teacher/Volunteer/Clergy or any Person in a Position of Trust:**
The Trust and Church Committee will fully support and protect anyone who, in good faith, reports their concern that a colleague is, or may be, abusing a child/young person. Where there is a complaint against a Trustee/member of staff/volunteer/clergy regarding child abuse, there are three stages in the investigation:
 - the designated Safeguarding Officers will discuss the matter and if there is sufficient evidence,
 - call upon the services of the Local Authority who will have a designated team of Safeguarding Officers for the and oversight of allegations against people working with children or vulnerable adults. Depending on their advice,
 - seek the involvement of the police

Concerns about poor practice:

If the allegations against a Trustee, committee member, staff, volunteer, teacher /clergy are regarding poor practice or poor service, then the Safeguarding Officer will investigate the matter and if there is sufficient evidence of poor practice this will be dealt with as a misconduct issue and the matter referred to the Church Committee for resolution. Any appeal is to the Trust Board whose decision is final..

If the allegation is about poor practice by a designated Safeguarding Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the Safeguarding Committee who will then report to the Church Committee, who will advise how to deal with the allegation and whether or not the Church/School should initiate disciplinary proceedings. Any appeal is to the Trust Board whose decision is final.

Internal enquiries and suspension:

The Safeguarding Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended, pending further police and social services inquiries and will also immediately notify the Church Committee Chair and Trust Board.

Irrespective of the findings of the social services or police inquiries, the Church Committee/School Committee will assess all individual cases to decide whether a member of staff, teacher, volunteer or clergy can be reinstated and how this can be handled sensitively. This recommendation to be communicated to the Trust Board for approval.

This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Church Committee /School must reach a decision based upon the available information. Their decision remains subject to Trust Board approval.

Where on a balance of probability, it is more likely than not that the allegation is true, the welfare of the child/young person must remain of paramount importance and the person accused must be suspended until the authorities complete their investigations. *If a priest is involved then the Archdiocese will be informed as soon as possible.*

What to do if you suspect that abuse may have occurred:

- You must report your concerns immediately to a designated Safeguarding Officer at your Community/Church/School. The person reporting an allegation must complete **an Incident Report Form** (*See Appendix 7*) which will form part of the investigative procedure and evidence trail. Suspicions will not be discussed with anyone not concerned with the allegations.

- Step-by-step guidance for teachers/volunteers in dealing with their earliest concerns about child abuse is provided under “**References**” in (*Appendix 13*) ‘**What to do if you are worried that a child is being abused**’. This guidance is produced by the Department of Health and endorsed by the local authority. Copies of this advice must be available to every member of teacher and volunteer.)

- **The designated Safeguarding Officer will:**

- obtain information from teachers/volunteers, children/young people or parents/carers who have child protection concerns and record this information
 - assess the information quickly and carefully and ask for further information, as appropriate
 - consult with a statutory child protection agency such as the Local Social Services Department or the NSPCC to clarify any doubts or worries
 - ensure that the parents/carers of the child/young person are contacted as soon as possible, if this is safe for the child, following advice from the Local Social Services Department
 - make a referral to a statutory child protection agency or to the police without delay.
- If the Safeguarding Officer is the subject of the suspicion/allegation, the report must be made to the Chair of the Church Committee, who will refer the allegation to The Local Social Services Department (LADO Local Authority Designated Officer) and notify the Trust Board.
 - It is the right of any individual to make direct referrals to the child protection agencies. If, for any reason, you believe that the Safeguarding Officer(s) have not responded appropriately to your concerns, then it is up to you to contact the child protection agencies directly.
 - If a child or vulnerable adult makes a disclosure of abuse:
 - make notes as soon as possible (ideally within one hour of being told)

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- write down exactly what the child/young person or vulnerable adult has said, what you said in reply and what was happening immediately before you were told (for example, what activity was taking place)
 - record dates, times and when you made the record
 - keep all your handwritten notes secure
 - report your discussion to the Safeguarding Officer as soon as possible
 - if the Safeguarding Officer is implicated, you need to report to the other Safeguarding Officer or the Chairman of the Church Committee.
 - if you suspect all Safeguarding Officers are implicated then report directly to the Local Social Services Department and any member of the Trust Board who is not a Safeguarding Officer and not implicated.
 - do not discuss your suspicions or allegations with anyone other than those concerned with the event.
 - The Safeguarding Officers must consider carefully whether or not it is safe for a child/young person to return home to a potentially abusive situation, and, if necessary, they should take immediate action to contact the Local Authority Safeguarding Team for advice on what to do and if required to discuss putting safety measures into effect, or call the police.
- **Allegations of physical injury or neglect**
 - If a child/young person has symptoms of physical injury or neglect, the Safeguarding Officer will:
 - contact the Local Authority Safeguarding Team /Social Services for advice in cases of deliberate injury or concerns about the safety of the child/young person, but they must not inform the parents/carers.
 - seek emergency medical attention if necessary
 - in other circumstances, speak with the parent/carer and suggest that medical help/attention is sought for the child/young person, if this is safe for the child to do.
 - if appropriate, encourage the parent/carer to seek help from the Local Authority Social Services Department.
 - If it is suspected that the parent/carer failed to seek help/advice from the Local Social Services. then the Safeguarding Officer should contact Social Services If it outside normal working hours contact the Social Services Emergency Department Team (EDT)
 - **Allegations of sexual abuse**
 - In the event of allegations or suspicions of sexual abuse, the Safeguarding Officer will:
 - contact the Social Services Duty Social Worker for Children and Families directly, but must not speak to the parent or to anyone else. If it outside normal working hours contact the Social Services Emergency Department Team (EDT)
 - collect ,clarify and record the precise details of the allegation or suspicion and provide this information to social services, but should not attempt to carry out any investigation into the allegation or suspicion of sexual abuse. Use the TED method. That is, Tell me, Explain to me, and Describe to me.
while allegations or suspicions of sexual abuse should normally be reported to the Safeguarding Officer(s) , if the they are absent there should be no delay in referring the matter to social services. *(See Appendix 2: Various Helplines which can provide support for Children and Vulnerable Adults)*

- **Management of Volunteers / Teachers, Teaching Assistants, Volunteers – Codes of Conduct**
The Trust, Church Committee and School Committee are committed to supporting all volunteers/ teachers and ensuring they receive the necessary training and supervision in the execution of their duties and responsibilities. All have been issued with a Code of Conduct towards children, young people and adults with care and support needs.

Responding to a Child Making an Allegation of Abuse:

Follow the “6 R’s:

RECEIVE, REASSURE, REACT, RECORD, REFER, and REFLECT.

RECEIVE: If a child wants to talk to you, never ask them to come back later.

- Ask them what they want to talk to you about and, if you are concerned about their welfare, give them the time to speak to you.
- Never promise confidentiality, inform the child that you are happy to talk to them but if they tell you anything that you believe may be putting them at harm that you will have to talk to someone. Do not make any promises you cannot keep.
- If you have any concerns that the child has been, or is at risk of harm, you must tell them that you will speak to someone to get help.
- Listen carefully to the child. Do not stop a child who is freely recalling information.
- Where a child is visibly upset or has an obvious injury, it is good practice to ask a child why they are upset or how an injury was caused, or respond to a child wanting to talk to you to help clarify vague concerns and result in the right action being taken.

REASSURE:

Ensure that the child is aware that they have done the right thing in talking to you and that they have not done anything wrong.

- **Helpful statements to make:**
 - I believe you (showing acceptance of what the child/young person says).’
 - Thank you for telling me.’
 - It’s not your fault.’
- I will help you.’
-

REACT:

- If you need to clarify information, ask open-ended questions e.g. “Is there anything you'd like to tell me?”, “Can you explain to me...”, “Can you describe to me....”
- Never ask leading or suggestive questions e.g. “Did he/she do anything that they shouldn't have done?”
- Never ask 'accusing' questions e.g. Do not say: ‘Why didn’t you tell anyone before?’ ‘I can’t believe it!’ ‘Are you sure that this is true?’
- Never criticise the alleged perpetrator, it may be someone that they will continue to live with.
- Never ask the pupil to repeat their disclosure for any other member of staff, it is your responsibility to share the information. This may compromise enquiries that need to be made later by children’s social care or Police.

RECORD:

- Make detailed notes as soon as possible afterwards using the words that the child has used.
 - Do not record your assumptions and interpretations, just what you heard and saw.
 - Do not destroy original notes even if you later write things up more neatly and fully.
 - Record the date, time and place of the disclosure.
 - Sign any written records and identify your position in the school setting.
-
- Do not ask a child to write an account or sign any of your documentation as this may compromise enquiries that need to be made later by Children's Services or Police.

REPORT and REFER:

- Immediately report the matter to the Senior Safeguarding Officer or the Deputy Safeguarding Officer(s) / Head Teacher who will be responsible for following the appropriate procedures. For referring the matter to the appropriate Local Authority Safeguarding Team and if need be the police. (*See Appendix 7a and 7b for a model Incident Report Form*)
-

REFLECT:

- Ask yourself if you have done everything you can within your role.
- Refer any remaining concerns to the Safeguarding Persons. e.g. any knowledge of siblings in the school, or previous contact with parents.
- Dealing with disclosures can be difficult and disturbing: you should seek support for yourself via colleagues from within your church/ school or an alternative source but be aware of principles of confidentiality. Whatever the nature of your concerns, discuss them with the Safeguarding Officer(s). If you still have concerns, you or the Safeguarding Officer(s) should refer the matter to Children's Services for further advice.

Responding to an Allegation of Abuse by the Priest, Assistant Priest or School Teacher

- If an allegation made against the priest, assistant clergy, teacher or any person working in or on behalf of the Parish that he/she has:
 - Behaved in a way that has harmed or may have harmed a young person or vulnerable adult
 - Possibly committed a criminal offence against or related to a young person or vulnerable adult
 - Behaved towards a child, young person, or vulnerable adult in a way that indicates he/she would pose a risk of harm if they work regularly or closely with young persons or vulnerable adults
- The same safeguarding procedures will apply as above. The matter will be referred to the appropriate local authorities for investigation. Whilst we acknowledge that there is a possibility that such allegations, may be false, malicious or misplaced, we also acknowledge that they may be founded. It is, therefore, essential that all allegations are investigated properly, in line with agreed procedures and outcomes recorded. *If an allegation is made about the priest the Archbishop should be informed as soon as possible who will inform the Diocesan Safeguarding Officer.*
- If an allegation is made against a normal healthy adult abusing another normal healthy adult in the community and does not involve a child or vulnerable adult, the Safeguarding Officers should investigate the allegations to establish whether there is substance to the allegation.

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- The Safeguarding Officers will then refer the matter to the Chair of the Church Committee, having followed the normal procedure of recording all allegations and findings, who will then notify the Trust to decide how to best resolve the matter internally. If it is a serious matter then the matter will be referred to the police.
- The Safeguarding Officer must exercise, and be accountable for, their professional judgement on the actions to be taken. Careful documentation and consideration of all facts must be taken before a decision is made to refer a case to the local authorities or police.
- Where an allegation has been made against a Safeguarding Officer or the Parish Priest, then the Safeguarding Officers must inform the Church Committee and Trust Board and after verifying that the allegations are very likely to be true they must liaise with the Local Authority Safeguarding Team as well as the Archbishop in determining the appropriate way forward.

Urgent/Immediate Risk of Harm

If the actions of the adult, and the consequences of the actions, raise credible child protection concerns the Safeguarding Officer will notify the Senior Safeguarding Officer who will notify the Local Authority Safeguarding Team. They will advise, based on the evidence provided to them, what action should be taken and if the police should be involved.

Non-Urgent/Non-Immediate Risk of Harm but Help Needed

- If the actions of the adult, and the consequences of the actions, do not involve child safeguarding concerns, but do raise other issues in relation to the conduct of the adult, these should be addressed by the Safeguarding Officers /Church Committee and/or Trustees,
- If the Church Committee/Trustees decide that the allegation is without foundation and no further formal action is necessary, all those involved should be informed of this conclusion, and the reasons for the decision should be recorded in the Safeguarding Record Book.

Support for Dealing with the Aftermath of Abuse

Consideration should be given to the kind of support that children/young people, parents/carers and teachers/volunteers may need. Use of help lines, support groups and open meetings will maintain an open culture and help the healing process. **The Directory of the British Association for Counselling is available from the British Association for Counselling, <https://www.bacp.co.uk/search/Therapists>** *(Also See Appendix 2)*

Learning and improving

- We are determined to keep improving our knowledge and understanding of how best to protect children and vulnerable adults. We will review our own practice regularly to check that we are placing the right emphasis on safeguarding in our work.
- We will carry out in-depth reviews of our actions in cases where children /vulnerable adults suffer serious harm while under our care. The main purpose of the reviews is to learn lessons about when our systems need to improve to protect these persons better in future. We will also

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promote a culture in which we are able to highlight and review cases that were brought to the attention of Safeguarding Officers to learn from experience and improve our practice.

Appointed Safeguarding Officers

The following Safeguarding Officers have been appointed by the Greek Orthodox Community of Bristol Charitable Trust to refer allegations or suspicions of neglect or abuse to the statutory authorities.:

(NOTE: It is for each Community to decide who will appoint the Safeguarding Officer, who to choose and the number of appropriate responsible persons, to act as Safeguarding Officers.

What is required is that they all understand safeguarding procedures or are persons who will receive the relevant training, Ideally Safeguarding Officers should not hold Executive roles within the Church or School Structure nor be members of the clergy.)

- 1) **Senior Safeguarding Officer** Mrs Maria Savva
- 2) **Deputy Safeguarding Officer** Mr Athanasios Lazaridis
- 3) **School Designated Safeguarding Lead (DSL):** Mrs Andri Nicolaou
- 4) **School Deputy Designated Safeguarding Lead (DDSL):** Head Teacher of the school

Email Address: Safeguarding.greekschoolofbristol@gocbristol.org

All nominated Safeguarding officers constitute the Safeguarding Team and will complete the appropriate Safeguarding Training and have DBS Checks. They must produce a report to the Trust Board and Church Committee at least once a year observing confidentiality

Updated Contacts within Local Authority:

CONTACTS WITHIN THE LOCAL AUTHORITY

REFERRAL TO CHILDREN'S SERVICES AT Bristol's Local Authority

Where schools have URGENT and IMMEDIATE concerns for the safety and welfare of a child or young person during office hours telephone: 0117 903 6444

<https://www.bristol.gov.uk/social-care-health/make-a-referral-to-first-response>

To make URGENT referrals OUT OF OFFICE HOURS

Emergency Duty Team Tel: 01454 615165

Local Authority Designated Officer (LADO)

Name: Nicola Laird

Telephone Number: 01179037795

Email Address: LADO@bristol.gov.uk

LADO Concerns about Professionals Bristol

<https://bristolsafeguarding.org/children/lado-concerns-about-professionals/>

Adoption of Policy and Review Dates:

This policy was last reviewed on 01/06/2024 and adopted by the Greek Orthodox Community of Bristol Charitable Trust on 01/06/2024

Signed by Vice Chair of Greek Orthodox Community of Bristol Charitable Trust, Maria Savvas
Date: 01/06/2024

Signed by Chair of Church Committee of the Greek Orthodox Church of Bristol, Athanasios Lazarides
Date: 01/06/2024

Signed by the Chair of the School Committee of the Greek Orthodox Church of Bristol, Andri Nicolaou
Date: 01/06/2024

Appendix 1

DEFINITIONS

- **Greek Orthodox Community of Bristol Charitable Trust** – a charitable trust which is a legally recognised organisation with ultimate responsibility and is a registered charity.
- **Church Committee** – Elected Committee of community members who as a Church Council are responsible for the day-to-day administration of the Community (excluding matters of worship) and have oversight of all community activities under the authority of the Charitable Trust
- **School Committee** – the appointed persons responsible for the day-to-day administration and running of the school acting as a sub committee of the Church Committee
- **Safeguarding Officer** – Trusted member of the Community, aged over 18 years, who has been appointed by the Charitable Trust Board to implement the Safeguarding Policy of the Trust. This person is independent and has direct access to the civic authorities in all matters concerning safeguarding of children, young people and vulnerable adults.
- **Greek Orthodox Church** – Refers to Churches within the United Kingdom and Ireland that come under the auspices of the Greek Orthodox Archdiocese of Thyateira and Great Britain.
- **Chairman/Chair of Church Committee** – Sometimes termed the Proedros, he or she is appointed by the Charitable Trust Board, and approved by the Archdiocese, to chair Church Committee Meetings and liaise with the equivalent in other Greek Orthodox Parishes / Communities and the Archdiocesan authorities on behalf of the Community, under the authority of the Charitable Trust Board.
- **Altar / Sanctuary** – In churches set up in a traditional manner it is the space beyond the icon screen which contains the Holy Table (Altar) and the preparation table. Access within it is restricted to those persons who have a need to be there for the conduct of services or other duties within the church building.
- **Nave** – this is the main body of the Church where the congregation stand or are seated for the duration of the services.

Appendix 2

Community Details and Description of Premises Used by the Organisation

Name of Registered Place of Worship/Organisation: The Greek Orthodox Church of Saints Peter and Paul, Bristol/The Greek Orthodox Community of Bristol Charitable Trust

Address R/O Larkos & Partners, Accountants, 128 Stoke Lane, Westbury on Trym, Bristol, BS9 3RJ

Tel No: 01179739335

General Email address: **Website:** www.greekcommunitybristol.org.uk

Charity Number: 279079

Safeguarding Senior Officer Name: Mrs Maria Savvas

Contact Telephone / Email mariasavvasuk@googlemail.com

Deputy Safeguarding Officer Names: Mr Athanasios Lazarides

Contact Telephone / Email: lazAlazarides@yahoo.com

1. Description of Organisation

The following is a brief description of the buildings within our Community:

i) The Church, which is managed by the Church Committee, is our place of worship,

The prime location of all religious activities is the Church, which is the place of sanctification and fellowship of the people of God. During worship, the congregants remain in the nave and the clergy celebrate the sacred mysteries/services in the Sanctuary. The clergy's physical interaction with the people are the same for all holy mysteries, It is customary for congregants to ask for a blessing, during which the priest makes the sign of the cross with his right hand before the person, and then, offers his hand for veneration by the congregant. Confession is the only occasion when there is a one to one interaction between the priest and an individual. given the private nature of the sacrament. As a general

rule confessions take place in the nave of the church, visible to all. Every attempt shall be made by the priest to ensure that for his own protection and that of the confessant there are persons available at a discreet distance from the place of confession or where possible cameras without sound, to provide witnesses in the very rare case of any wrong doing or false accusations.

ii) The School, which comes under the auspices of the Church and managed by the School Committee , consists of six classrooms and an office, is used to promote the Greek language, heritage, culture, and customs. The school operates on Saturday from 9:30 am until 2:30 pm and on Wednesday and Thursday evenings from 6 pm until 8pm. It has 95 children, 10 Teachers and 2 assistant teachers.

iii) The Community Hall which is part of the school building and used as an assembly hall by the school and for community social and cultural events. (See Appendix 1: DEFINITIONS)

Appendix 3

Health and Safety Statement

The Greek Orthodox Community of Bristol Charitable Trust, Church and School of Saints Peter & Paul are committed to ensuring a safe environment for worship, study, work and entertainment for church members, students, teachers / assistant teachers, volunteers and visitors. It is the responsibility of all members of the church, teachers, clergy and volunteers to take care of their own safety and that of other members of the community, and to co-operate with the Trust, Church Committee and its officers to enable it to carry out its responsibilities. In particular, Trust Board/Church/School Committee members, teachers/assistant teachers, clergy and volunteers have a duty to:

- work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person who has a right of access to the organisation's premises at any time
- adhere to safety procedures laid down by the (Greek) Orthodox Church and the (Greek) School of Saints Peter & Paul from time to time, and conform to all instructions given by those with a responsibility for health and safety
- in times of a pandemic or national emergency, the Safeguarding Officers are responsible for the safe introduction of measures that are required by Statutory Authorities.
- no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- record all accidents, near-miss occurrences and hazardous situations in **the health and safety/accident book** and report them to the next Church Committee Meeting. (E.g. the Church should keep a record book, where the clergy, chanters, Church Committee members record events for their own work area , and separate record book for the School where the Head Teacher, teachers etc. are responsible for recording events relating to the school. They must all inform the Safeguarding Officer (s) of their incidents so recorded), who will repost these at next Church Committee Meeting.

All Church Committee Members/Trustees, Teachers, Clergy and Volunteers have a responsibility to:

- read and fully understand the Greek Orthodox Church and Greek School of Saints Peter & Paul Health and Safety Policy and the procedures to be carried out in the event of an emergency. This policy must be made available to all upon recruitment/appointment and their induction course. If there is any doubt about the meaning of any aspect of this Health and Safety Policy , they must seek clarification from the Chairman of the Church Committee, School Co-ordinator and the Head Teacher

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- co-operate with the Church Committee and the Greek School of Saints Peter & Paul Committee, as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves, the students and others whilst on school premises.
- report to the Senior Safeguarding Officer or the Deputy Safeguarding Officer(s), as soon as practically possible but within 24 hours of any accident occurring:
 - on the premises
 - off the premises, while acting on behalf of the Greek Orthodox Community of Bristol
- bring to the notice of the Chairman of Church Committee/Head Teacher any potentially dangerous circumstances that the staff/volunteer is unable to put right.
- The Chairman of the Church Committee, The School Committee Chair, the School Head Teacher together with all teachers/volunteers are responsible for the clear explanation of the seriousness of abiding by the health and safety rules of the school and to encourage all children to take care of themselves and others at school.
- All teachers, teaching assistants, volunteers must read carefully and understand the risk assessments carried out on school premises from time to time, and found under the Child Protection Policies and Procedures and ensure that the children are not exposed to these risks, through clear instructions and appropriate actions. All children should be made aware of no-go areas and behaviour that could endanger their health and that of others on school premises.
- All teachers, teaching assistants, volunteers /clergy/children should be encouraged to identify possible risks to health and dangerous/hazardous situations, from their daily contact and activities at the church/school premises (near misses) and to report these to the Senior Safeguarding Officer/ Head Teacher/School Committee Chair, who should enter them in the Accident and Near-Miss book and report them to the Chairman of the Church Committee as soon as possible and at next Church Committee Meeting.
- Any concerns raised, including any concerns relating to any member of the Church Committee, clergy, teaching/volunteers team, will be investigated thoroughly and confidentially by the Safeguarding Officers and the outcome of the investigation will be reported back to the person who raised the issue, in confidence. If the concern relates to the Head Teacher it should be reported to the School Committee Chair. If it relates to the School Committee Chair it should be reported to the Chairman of the Church Committee. If it relates to the Chairman or any Church Committee member it will be referred to the Chairman of the Trustees.
- No person will be victimised or prejudiced for raising a matter under this procedure. Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence. In the event where misconduct is discovered, as a result of any investigation under this procedure, this will be referred to the Church Committee for disciplinary action and if necessary referred to the police.
- The same climate is promoted for parents who may have any concerns about their children's safety or their own at the school. In such an event, again, where a parent raises a concern, an investigation will be carried out confidentially by the Safeguarding Officers and the outcome of the investigation will be reported back to the person who raised the issue in a confidential way, and the promise that there will be no victimisation of the parent or child
- Recognising that it is never possible to eliminate all risks of an accident, the church and school are covered by a comprehensive insurance that covers the church and school premises, church attendees, pupils, teachers, volunteers and any others using our premises against any risks of accident or claim for damages.
- Apart from an employers and church attendees /pupils' insurance there is public liability insurance to cover the likely hood of an accident at the church/school or when on school trips.

The Greek Orthodox Community of Bristol Charitable Trust

Signed by

_____ (Vice Chair of the Greek Orthodox Community of Bristol Charitable Trust).

_____ (Chair of the Greek Orthodox Church Committee).

_____ (Priest for the Greek Orthodox Community of Bristol).

_____ (Chair of the Greek Orthodox School of Saints Peter&Paul)

Appendix 4

HELPLINES

NSPCC for adults concerned about a child [NSPCC | The UK children's charity | NSPCC](#) 0808 800 5000

Childline for children and young people <https://www.childline.org.uk/> 0800 1111

CEOP - <https://www.ceop.police.uk/Safety-Centre/>

Action on Elder Abuse helpline – 0808 808 8141

24-hour National Domestic Violence helpline – 0808 2000 247

NAPAC offers support and advice to adult survivors of childhood abuse – 08088010331

Stop It Now helps prevent child sexual abuse – 0808 1000 900

Cruse bereavement helpline – 0808 808 1677

Family Lives provides support and advice on family issues – 0808 800 222

MACSAS for people who have been abused by church officers – 0808 801 0340

Samaritans for people struggling to cope and needing someone to talk to – 116 123

Sources of support for victims and families of abuse

The Survivors Trust – <http://thesurvivorstrust.org>

Safeline – www.safeline.org.uk/what-can-friends-and-family-members-do-to-support-survivors-of-sexual-abuse

Support Line – www.supportline.org.uk/problems/rape_sexual-assault.php

Victim Support – www.victimsupport.org.uk/crime-info/types-crime/childhood-abuse

Appendix 5

TYPES OF ABUSE AGAINST CHILDREN

Threats against children can take a variety of different forms, including: sexual, physical and emotional abuse; neglect; domestic abuse, including controlling or coercive behaviour; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation

The UK central government document ‘Working Together to Safeguard Children’ categorises and defines abuse in terms of:

https://assets.publishing.service.gov.uk/media/65803fe31c0c2a000d18cf40/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

Abuse - A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical abuse - A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child

Emotional abuse - The persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse - Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral

sex) or non-penetrative acts, such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child sexual exploitation - Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) 230 Serious Violence Strategy 155 in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect - The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing, and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment
- provide suitable education It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Extremism - is defined in the Prevent strategy as the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces.

County lines - As set out in the Serious Violence Strategy²³⁴ published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons. This activity can happen locally as well as across the UK; no specified distance of travel is required. For further information see 'Criminal exploitation of children and vulnerable adults: county lines' guidance

Child criminal exploitation - As set out in the Serious Violence Strategy²³⁰, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology..

Electronic images - The downloading, keeping or distributing of indecent images of children are all classified as sexual offences¹⁸. Such offences are sometimes referred to as non-contact sexual offences. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs (sometimes referred to as ‘sexting’) can be particularly problematic and abusive amongst children and young people. Sexting is self-generated images

Financial exploitation - Financial exploitation can take many forms. In this context, we use the term to describe exploitation which takes place for the purpose of money laundering. This is when criminals target children and adults and take advantage of an imbalance of power to coerce, control, manipulate or deceive them into facilitating the movement of illicit funds. This can include physical cash and/or payments through financial products, such as bank and cryptocurrency accounts.

Domestic abuse - The Domestic Abuse Act 2021²³⁶ introduced the first ever statutory definition of domestic abuse (section 1 of the Act). The statutory definition is clear that domestic abuse may be a single incident or a course of conduct which can encompass a wide range of abusive behaviours, including a) physical or sexual abuse; b) violent or threatening behaviour; c) controlling or coercive behaviour; d) economic abuse; and e) psychological, emotional, or other abuse.

Under the statutory definition, both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be “personally connected” (as defined in section 2 of the Domestic Abuse Act 2021). The definition ensures that different types of relationships are captured, including ex-partners and family members.

All children can experience and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members, including where those being abusive do not live with the child. Experiencing domestic abuse can have a significant impact on children. Section 3 of the Domestic Abuse Act 2021 recognises the impact of domestic abuse on children (0 to 18), as victims in their own right, if they see, hear or experience the effects of abuse.

Young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child abuse is sometimes referred to as teenage relationship abuse. Depending on the age of the young people, this may not be recognised in law under the statutory definition of domestic abuse (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support. ²³⁴ Serious Violence Strategy ²³⁵ Criminal exploitation of children and vulnerable adults: county lines guidance (Home Office) ²³⁶ Domestic Abuse Act 2021 ¹⁵⁷

The ‘Domestic Abuse Act 2021: statutory guidance’ ²³⁷ provides further advice for frontline professionals who have responsibility for safeguarding and supporting victims of domestic abuse, including children. This guidance provides further information about the different forms of domestic abuse (including teenage relationship abuse and child to parent abuse) and the impact of domestic abuse on children.

Controlling or coercive behaviour - Also known as coercive control, controlling or coercive behaviour is a form of domestic abuse. In 2015, the offence of controlling or coercive behaviour was introduced under Section 76 of the Serious Crime Act as a criminal offence. Controlling or coercive behaviour is included in the definition of domestic abuse in section 1(3)(c) of the Domestic Abuse Act 2021.

Controlling or coercive behaviour is a pattern of abuse (on two or more occasions) that involves multiple behaviours and tactics used by a perpetrator to (but not limited to) hurt, humiliate, intimidate, exploit, isolate, and dominate the victim. It is an intentional pattern of behaviour used to exert power, control, or coercion over another person. Controlling or coercive behaviour is often committed in conjunction with other forms of abuse and is often part of a wider pattern of abuse, including violent, sexual, or economic abuse. Children can be used to control or coerce the victim, for example, by frustrating child contact and/or child arrangements, telling the children to call the victim derogatory names or to hit the victim, or by threatening to abduct the children.

This pattern of abuse causes fear, serious alarm and/or distress which can lead to a substantial adverse effect on a victim's day-to-day life. This can have a significant impact on children and young people²³¹. Section 68 of the Domestic Abuse Act 2021 came into force on 5 April 2023 and removed the 'living together' requirement for the controlling or coercive behaviour offence, which means that the offence applies to partners, ex-partners or family members, regardless of whether the victim and perpetrator live together. More information about controlling or coercive behaviour, including the impact on children can be found in the Controlling or coercive behaviour: statutory guidance²³² and the Domestic Abuse Act 2021: statutory guidance

Extra-familial harm - Children may be at risk of or experiencing physical, sexual, or emotional abuse and exploitation in contexts outside their families (see glossary definition of extra-familial contexts).

While there is no legal definition for the term extra-familial harm, it is widely used to describe different forms of harm that occur outside the home.

Children can be vulnerable to multiple forms of extra-familial harm from both adults and/or other children.

Examples of extra-familial harm may include (but are not limited to): criminal exploitation (such as county lines and financial exploitation), serious violence, modern slavery and trafficking, online harm, sexual exploitation, child-on-child (non-familial) sexual abuse and other forms of harmful sexual behaviour displayed by children towards their peers, abuse, and/or coercive control, children may experience in their own intimate relationships (sometimes called teenage relationship abuse), and the influences of extremism which could lead to radicalisation

Appendix 6

TYPES OF ABUSE AGAINST ADULTS

All adults, including vulnerable adults, have a fundamental human right to choose how and with whom they live, even if this appears to involve a degree of risk.

They should be supported to make those choices, to live as independently as possible and treated with respect and dignity.

Who abuses adults?

Potentially anyone, adult or child, can be the abuser of an adult. Abuse will sometimes be deliberate, but it may also be an unintended consequence of ignorance or lack of awareness. Alternatively, it may arise from frustration or lack of support.

The list can include:

- Relatives of the vulnerable person including husband, wife, partner, son or daughter.
- It will sometimes include a relative who is a main carer.
- Neighbours.
- Paid carers.
- Workers in places of worship.
- People who are themselves vulnerable and/or are users of a care service.
- Confidence tricksters who prey on people in their own homes or elsewhere.

Some members of the parish may be visiting adults in institutions – hospitals and residential homes. If, as part of these responsibilities, they have concerns about the care being given and/or the way that someone is being treated, the Designated Safeguarding A should be contacted.

You can also refer directly to the institution or raise concerns with the appropriate inspection and/or complaints body

Definitions of adult abuse

The UK central government document ‘Care and Support Statutory Guidance’ categorises and defines adult abuse in terms of: <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

- **Physical abuse** including assault, hitting, slapping, pushing, misuse of medication, Restraint, 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, sexual assault, 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, isolation or withdrawal from services or supportive networks.

- **Financial or material abuse** including theft, fraud, internet scamming, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions and the misuse or misappropriation of property, possessions or benefits.
- **Spiritual Abuse** which is the inappropriate use of religious belief or practice. This can include the misuse of authority of leadership or penitential discipline, threatening language, oppressive teaching, or intrusive healing and deliverance ministries.
- **Modern slavery** slavery, human trafficking, forced labour and domestic servitude, traffickers and slave masters using 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
 - Slur or similar treatment
 - Because of Race, gender and gender identity, age, disability, sexual orientation and 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. It should be noted that self-neglect may not prompt a section 42 enquiry. An assessment should be made on a case by case basis. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.

Appendix 7a - Report of a concern Case Chronology Record Keep

Child Protection Record – Report of a concern form

Date of Record:	
Date of Incident:	

Name of Referrer:		Role of referrer:	
Child Name: DOB:		Year group/ class	
Details of concern:	<ul style="list-style-type: none"> • <i>use body map if appropriate (with advice of Designated Lead)</i> • <i>use initials for other children / young people involved, unless there is a specific need to name them in full</i> • <i>contemporaneous notes, if taken, may be attached to this form</i> <p>NEVER ASK A CHILD OR PERSON UNDER 18 TO SIGN THIS REPORT</p>		
Reported to:		Role of person reported to:	

Appendix 8

**GUIDELINES FOR STAFF WORKING ON THEIR OWN WITH
VULNERABLE PEOPLE**

1. Always let a responsible person in the community know the time and place of meetings with a child / young person or vulnerable person.
2. Always try to meet at a 'neutral place', rather than alone in a home.
3. Let other people know that you are there and / or remain visible in a public place.
4. Establish mutually understood behaviour of both parties at the outset.
5. Keep a detailed record of the appointment.
6. Ensure good supervision and support within the community.
7. Ensure the safe keeping of collected information and inform the subject of any information of their right to view personal data and correct if necessary.

Appendix 9

PARENTAL CONSENT FORM FOR OFFSITE VISITS

Please complete and return this form by email or in person to your child’s teacher

School Trip to:
Purpose of School Trip:

Date and Time of Start of Trip:
Expected Time of Arrival back at School:

I consent to my son/daughter of Class..... to take part in the above-mentioned trip. I also consent for my child to receive any emergency medical treatment required on the trip.

On the day of the visit I will provide my child with the agreed amount of spending money for souvenirs and food/drinks.

Please provide any relevant medical information concerning the health of your child and provide any medicines that are required to be taken on the day to his Class Teacher:

Please provide the contact details to be used in an Emergency to contact you.

Name of Contact: Tel. No:

Name of Consenting Parent:

E mail Address: Tel: No:

Signature of Consenting Parent/Guardian Date:

Appendix 10

**APPLICATION FORM FOR WORKER/VOLUNTEER WITH
VULNERABLE ADULTS**

Everyone who is involved in any capacity in working with Vulnerable Adults will want to ensure care and protection within a safe environment.

This **Application Form** is for **volunteers and unpaid workers** to record information and ensure that the best possible care is taken for protection and safety of all.

This form can be used in conjunction with a monitoring process.

PLEASE COMPLETE IN BLACK INK

Application for the post of:.....

Location / Church

This post is voluntary and unpaid.

PERSONAL DETAILS

Surname: **Christian Names:** **Title**

Any / All Former Names:

Date & Place of Birth:

Address

.....

.....

Postcode.....

Telephone: **e-mail:**

If you have lived at your current address for less than three years please give previous address:

.....

.....

.....

.....

SKILLS, ABILITIES AND EXPERIENCE ETC.

Why do you want to apply to do this work?

.....

.....

The Greek Orthodox Community of Bristol Charitable Trust

What knowledge, abilities commitment, and skill will you bring to this work?.....
.....
.....
.....

What is your current place of worship?
.....
.....
.....

Is there any information you think we should know?
.....
.....
.....

REFERENCES:

References will be taken up as one way of checking your suitability and to demonstrate the church's attention to protect proper care for Vulnerable adults.

Please give the name and address and contact details of two people who can provide an estimate of your suitability for the post.

First Reference

Name

Address
.....

Telephone

Your connection with them

Second Reference

Name

Address
.....

Telephone

Your connection with them

DISCLOSURE OF CRIMINAL CONVICTIONS

Under the Rehabilitation of Offenders Act 1974 ex-offenders have to disclose their criminal convictions when applying for Exempted posts. Work with Vulnerable adults is Exempted.

- Do you have any criminal convictions, cautions or bind overs: **YES / NO**

If you have answered **YES** enclose details with your application form

- Is there any other information you should declare that might affect your suitability to work with Vulnerable adults? (e.g. Allegations that have been the subject of investigation or current criminal investigations) **YES / NO**

If you have answered **YES** enclose details with your application form.

DISCLOSURE

Do you agree to undergo the relevant vetting processes, including 'Enhanced Disclosure' through the DBS, that shall be in place from time to time to establish your identity and your suitability for work with Vulnerable adults?

The processes are in accordance with the requirements of good practice of the Church of **YES / NO**

DECLARATION

I declare that the information given on this form is true and complete. I agree to references being taken up. If I am successful in obtaining this post and information is later discovered to be incorrect, I understand that this appointment will be cancelled.

Signed: Date:

Appendix 11

**APPLICATION FORM FOR WORKER/VOLUNTEER WITH
CHILDREN AND YOUNG PEOPLE**

Everyone who is involved in any capacity in working with children and young people will want to ensure care and protection within a safe environment.

This **Application Form** is for **volunteers and unpaid workers** to record information and ensure that the best possible care is taken for protection and safety of all.

This form can be used in conjunction with a monitoring process.

PLEASE COMPLETE IN BLACK INK

Application for the post of:.....

Location / Church:

This post is voluntary and unpaid.

PERSONAL DETAILS

Surname: **Christian Names:**

Title

Any / All Former Names:

Date & Place of Birth:

Address

.....

.....

Postcode.....

Telephone: **e-mail:**

If you have lived at your current address for less than three years please give previous address:

.....

SKILLS, ABILITIES AND EXPERIENCE ETC.

Why do you want to apply to do this work?

What knowledge, abilities commitment, and skill will you bring to this work?

Is there any information you think we should know?

REFERENCES

References will be taken up as one way of checking your suitability and to demonstrate the church's attention to protect proper care for Child Protection.

Please give the name and address and contact details of two people who can provide an estimate of your suitability for the post.

First Reference

Name

Address

.....

Telephone

Your connection with them

Second Reference

Name

Address

.....

Telephone

Your connection with them

DISCLOSURE OF CRIMINAL CONVICTIONS

Under the Rehabilitation of Offenders Act 1974 ex-offenders have to disclose their criminal convictions when applying for Exempted posts. Work with young people and children is Exempted.

- Do you have any criminal convictions, cautions or bind overs: **YES / NO**
If you have answered **YES** enclose details with your application form

- Is there any other information you should declare that might affect your suitability to work with young people and children? (e.g. Allegations that have been the subject of investigation or current criminal investigations) **YES / NO**

If you have answered **YES** enclose details with your application form

DISCLOSURE

Do you agree to undergo the relevant vetting processes, including 'Enhanced Disclosure' through the DBS, that shall be in place from time to time to establish your identity and your suitability for work with young people and children?

The processes are in accordance with the requirements of good practice of the Church of

YES / NO

DECLARATION

I declare that the information given on this form is true and complete. I agree to references being taken up. If I am successful in obtaining this post and information is later discovered to be incorrect I understand that this appointment will be cancelled.

Signed: Date:

Appendix 12

SAFEGUARDING POLICY STATEMENT

For Church Activities Only

As one of its major activities the Greek Orthodox Church of Saints Peter & Paul, Bristol seeks to serve the needs of vulnerable adults, young people and children, promoting their holistic development.

In so doing our Church takes seriously the welfare of vulnerable adults, young people and children who come onto its premises or who are involved in its activities.

Our Church aims to ensure that they are welcomed into a caring and safe Christian environment with a happy and friendly atmosphere.

Our Church recognises that it is the responsibility of each one of its community, paid or unpaid to prevent neglect, physical harm, emotional or sexual abuse of vulnerable adults, young people and children and to report any abuse discovered or suspected.

Our Church recognises its responsibility to implement, maintain and regularly review policies and procedures which are designed to prevent and to keep each member of its community alert to such abuse.

Our Church is committed to supporting, resourcing and training those who work with vulnerable adults, young people and children and providing supervision.

Our Church is committed to maintaining good links with the statutory child and adult care authorities.

Signed by

.....(Parish Priest for the Greek Orthodox Community)
.....(Assistant Priest for the Greek Orthodox Community)
.....(Chair of the Greek Orthodox Church Committee)
.....(Vice Chair of the Greek Community of Bristol Charitable Trust)

SAFEGUARDING OFFICERS

The Safeguarding Officers for the (Greek) Orthodox Church of Saints Peter & Paul, Bristol are:-

Name: Mrs Maria Savvas..... Phone: 07813958170.....

Name: Mr Athanasios Lazarides..... Phone: 07961521538.....

Name: Mrs Andri Vai..... Phone: 07800839478.....

Name: Phone:

If you have any Safeguarding concerns, please discuss them with a Safeguarding Officer who will advise on the best course of action to take.

Appendix 13

REFERENCES: External Organisation Documents

Working together to Safeguard Children 2023

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Legislation relating to safeguarding adults | Overview for social care | SCIE

<https://www.scie.org.uk/key-social-care-legislation/safeguarding-adults>

Legislation & Policies That Surround Safeguarding Children

<https://cpdonline.co.uk/knowledge-base/safeguarding/legislation-safeguarding-children/>

FGM Safeguarding Guidance (Multiagency Statutory guidance)

<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>

Keeping Children Safe in Education (2023)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

The Teaching Standards

<https://www.gov.uk/government/publications/teachers-standards>

The National Standards of Excellence for Head Teachers 2020

<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020>

What to do if you're Worried a Child is Being Abused: Advice for practitioners

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Local Authority Designated Safeguarding Officers Contact Details - Bristol

Children: <https://bristolsafeguarding.org/>

Adults: <https://www.bristol.gov.uk/residents/social-care-and-health/adults-and-older-people/report-suspected-abuse>

Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers.

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Criminal Exploitation of Children (CCE) and Vulnerable Adults: County Lines (Home Office)

<https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

Sexual Violence and Sexual Harassment between Children in Schools and Colleges -

Guidance on sexual violence and sexual harassment between children in schools and colleges is available within keeping children safe in education.

Early Years Foundation Stage

<https://www.gov.uk/early-years-foundation-stage>

Disqualification under the childcare Act 2006 (2018)

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

Searching Screening and Confiscation Advice for Schools

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

Advice for Schools and Colleges on Respond to Sexting Incidents (UKCCIS)

<https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>

Preventing youth violence and gang involvement (Home Office)

<https://www.gov.uk/government/publications/advice-to-schools-and-colleges-on-gangs-and-youth-violence>

When to call the police Guidance to schools and colleges

<https://www.governmentevents.co.uk/when-to-call-the-police-guidance-for-schools-colleges/>

Mental Health and Behaviour in Schools (D of E)

<https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>

Prevent Duty Guidance England and Wales (Home Office)

<https://www.gov.uk/government/publications/prevent-duty-guidance>