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CATHEDRAL PARISH OF THE
RUSSIAN ORTHODOX CHURCH OUTSIDE OF RUSSIA (LONDON)

Safeguarding and Child Protection Policy

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KEY CONTACTS

Parish: Cathedral Parish of the Russian Orthodox Church Outside of Russia
57 Harvard Road, London, W4 4ED

Rector: His Grace Bishop Irenei of Richmond and Western Europe
Contact details: +44 (0) 7926 194031
(Diocesan Chancellery – English language only)

Deputy Rector: Archpriest Vitaly Serapinas
Contact details: +44 (0) 7935 700 721
(Russian and English languages)

Designated Safeguarding Lead: Patrick Pescollderungg
Contact details: Tel: +44 (0) 7731 173 952
(English language only)

1 Purpose of Policy

At the Cathedral Parish of the Russian Orthodox Church Outside of Russia (London), we believe that everyone has a right to feel safe and secure when attending Church-led activities and courses, as well as Church in general. To this end, policies and procedures are in place.

The Parish is committed to train staff regularly and periodically to examine and update safeguarding structures in order to safeguard robustly children, young persons and vulnerable adults.

The Parish **Safeguarding** policy sets out in detail how the Parish intends to meet its statutory duty to safeguard and promote the welfare of children, young persons and vulnerable adults.

The **Safeguarding** policy can be accessed at <http://www.russianchurchlondon.org/en/policies/> Please refer to the **Safeguarding** policy in the event of safeguarding issues.

2 Roles and Responsibilities

Safeguarding in the Parish involves the co-operation of a number of key personnel: The Rector of the Parish (or his authorised representative), the Deputy Rector of the Parish, the Safeguarding Lead, the Church Council/Trustees and staff. Sections 2 and 3 of this policy describe the roles and responsibilities of the people involved.

2.1 The Role of the Rector of the Parish

2.1.1 The Rector of the Parish will oversee the safeguarding structures and procedures of the Parish. This means that ultimate approval of policies and procedures rests with him. Updates, additions or changes to the current safeguarding system and policy need to be agreed with and approved by the Rector prior to implementing them.

2.1.2 The Rector will also advise on the best course of action in the event of serious allegations made against a staff member of the Parish and intervene personally if necessary. No decision should be taken in relation to serious safeguarding issues prior to having consulted with the Rector of the Parish, unless there is some immediate danger to the life/health/well-being of a person that requires an immediate action.

2.1.3 The decision making of the Rector of the Parish is in two parts: 1. A decision may need to be taken on how to protect, safeguard and support a vulnerable person who may have been the victim of indecent or abusive behaviour. The Safeguarding Lead, who ideally has some information on local support agencies¹, should interact with the Rector to help him in his decision making. 2. A

¹ For example, the NSPCC (National Society for the Prevention of Cruelty to Children) or the National Autistic Society.

disciplinary decision may need to be taken in relation to a staff member who has been accused of serious misconduct. Safeguarding issues of a less serious nature may also require disciplinary action that has to be decided by the Rector.

2.1.4 Accusations of serious misconduct pertaining to safeguarding which have been made against the Rector need to be communicated to the First Hierarch of the Russian Orthodox Church Abroad (or his appointed representative) who will decide on the best course of action.

2.2 The Role of the Deputy Rector of the Parish

2.2.1 The Deputy Rector of the Parish acts as the liaison between the Safeguarding Lead and the Rector of the Parish. All safeguarding issues that have come to the attention of the Safeguarding Lead need to be communicated to the Deputy Rector who will inform the Rector, unless the safeguarding issue is of a non-serious nature and can be resolved locally without the involvement of the Rector.

2.2.2 The Deputy Rector offers advice to the Safeguarding Lead and supports communication between the Safeguarding Lead and the Rector. He will support also the assessment of the gravity of a safeguarding issue and decide with the Safeguarding Lead whether it needs to be escalated to the Rector or whether it can be resolved locally.

2.2.3 Accusations of serious misconduct pertaining to safeguarding which have been made against the Deputy Rector need to be communicated to the Rector of the Parish who will decide on the best course of action.

2.3 The Role of the Safeguarding Lead

2.3.1 The Safeguarding Lead is the main contact for the Parish in the event of a safeguarding issue, be it of a serious or minor nature. The Safeguarding Lead will have some experience in assessing safeguarding cases and in making well-informed decisions on how to proceed.

2.3.2 He/she will offer advice on what constitutes a safeguarding issue. He/she will assess if there is an immediate danger to a vulnerable person (such as a threat to the life or well-being of a person that requires the involvement of the Police or other service) or if, for example, there is time for an action plan.

2.3.3 The Safeguarding Lead is directly responsible for the safeguarding procedures and the policy. This means that he/she will review the policy and procedures annually. He/she will discuss potential changes with the Rector, the Deputy Rector, the Church Council and the Trustees. Annually at a meeting of the Church Council/Trustees, he/she will inform them about the status of safeguarding in the Parish. This includes providing information about the frequency of safeguarding issues encountered during the year (if any), their severity and their current status. However, absolutely **no** details whatsoever about individual cases will be shared.

2.3.4 The Safeguarding Lead is responsible for ensuring that information about a safeguarding issue is properly recorded and stored. If it is more appropriate for someone else to make notes of a safeguarding incident (for example, a victim of serious misconduct prefers to write down a statement him/herself), the Safeguarding Lead will need to ensure that the information is clear, as extensive as possible and delivered safely to whoever is managing the case (e.g. Rector, Deputy Rector, NSPCC, Police, or other).

2.3.5 It is the responsibility of the Safeguarding Lead to ensure that all staff are properly trained in safeguarding procedures. The training should occur at least once a year and should include information on how to manage safely a disclosure in safeguarding² and how to prevent the occurrence of safeguarding issues.

2.3.6 The Safeguarding Lead needs to be aware of any restrictions on Parish employees (for example, DB&S disclosures).

2.3.7 The Safeguarding Lead will be aware of all Parish activities that include the participation of children, young persons and/or vulnerable adults.

2.3.8 Accusations of serious misconduct pertaining to safeguarding which have been made against the Safeguarding Lead need to be communicated to the Deputy Rector of the Parish who will decide on the best course of action.

2.4 The Role of the Church Council and of the Trustees

2.4.1 The Church Council and the Trustees will offer their observations in relation to any proposed changes pertaining to the Parish's safeguarding structure and policy. The Safeguarding Lead will need to present safeguarding improvements to the Council and Trustees. The views of the Council members and Trustees will inform the decisions of the Rector on the safeguarding policy and procedures of the Parish.

2.4.2 Accusations of serious misconduct pertaining to safeguarding which have been made against a member of the Council or a Trustee need to be communicated to the Rector of the Parish who will decide on the best course of action.

3 Code of Conduct for employees, paid or unpaid

3.1 Staff and volunteers working for the Parish are placed in a position of trust with regard to people taking part in Parish activities. Anyone who abuses that trust will be subject to disciplinary

² A disclosure in safeguarding: when a vulnerable person comes to you to talk about abuse they are facing.

action. It is the responsibility of the staff and volunteers of the Parish to report maltreatment of a vulnerable person. The procedure for this is detailed in section 5, 'Dealing with a Disclosure'.

3.2 Staff will recognize the importance of a robust safeguarding structure in the Parish and agree to attend the yearly safeguarding seminar in order to further enhance their knowledge on safeguarding procedures.

3.3 Staff will familiarize him/herself with this policy and if necessary clarify doubts or questions with the Safeguarding Lead.

3.4 It is important that parishioners can participate in Parish activities in a safe and secure environment. To this end, the Parish expects its staff and volunteers to abide by this Code of Conduct.

3.5 Each staff member/volunteer:

3.5.1 Will abide by this Code of Conduct.

3.5.2 Will inform the Parish of any relevant police record or other factor, or any change in his/her circumstances, which may make him/her unsuitable either as a Parish employee/volunteer or for any particular Parish activity.

3.5.3 Recognises that the role of a Parish staff member/volunteer places him/her in a position of trust with regard to all vulnerable people who are participating in the Parish, and undertakes to uphold that trust at all times.

3.5.4 Undertakes to maintain, within the Parish's procedures, the confidentiality of any information relating to other parishioners made available to him/her in the course of being a Parish staff member/volunteer.

3.5.5 Will not knowingly place him/herself in a situation where the staff member/volunteer is alone with a vulnerable person and will endeavour to ensure, as far as possible, that there is another adult in attendance at any meeting.

3.5.6 Will not offer a child or young person a lift in a car (although groups may be transported where there is suitable insurance cover in place).

3.5.7 Will ensure that any Parish activities involving vulnerable people outside the normal activities are agreed and approved by the Deputy Rector in advance.

3.5.8 Will not behave in any way, physically or verbally, that could be offensive to a vulnerable person.

3.5.9 Remembers at all times that interactions between him/herself and vulnerable parishioners must be such that no reasonable person observing that interaction could construe its nature as abusive.

4 Safeguarding Procedures

4.1 The Parish is committed to protecting the welfare of every person as they participate in the Parish's services and/or activities. The Parish understands its responsibility to comply with legislation and will constantly monitor developments in this field. However, the Parish recognises that the best protection for all people participating in Parish life is the vigilance and forethought of staff and volunteers in preventing circumstances where abuse of trust could occur. To that end, the Parish will strive to create a safe and secure environment where parishioners, volunteers and staff can work together confidently in mutual respect.

4.2 Parish volunteers and staff are required to notify the Parish of any police record or other factor which may make that person unsuitable to work with vulnerable people.

4.3 The Parish will ensure that the Parish's Safeguarding and Child Protection Policy and procedures are monitored, developed and maintained and are appropriately communicated in the Parish. Training on specific areas such as care and welfare of vulnerable people, identifying and reporting abuse, and confidentiality of personal information will be given as appropriate to new and existing staff and volunteers.

4.4 The Parish maintains several policies and procedures geared towards abuse prevention that include, but are not limited to, the following topics:

- Careful selection, training and supervision of staff and volunteers
- Continuing education for staff
- Disclosure & Barring Services Checks
- Employee Disciplinary Process
- Procedure for reporting suspected abuse
- Volunteer and staff Code of Conduct

4.5 The Parish will ensure that the contact details of the key roles within the safeguarding structure are easily accessible and displayed at various locations in the Parish.

4.6 Staff will be required to complete a 'Safeguarding Incident Reporting Form' whenever concerns arise or there is a serious incident.

4.7 Confidentiality and Information Sharing

4.7.1 The Safeguarding Lead will ensure that safeguarding records are accurate, up to date and that recording is of a high standard. All information obtained by staff and volunteers about a child, young person or vulnerable adult will be treated as highly confidential, will be held securely under lock and key with limited access and may only be shared with other people (e.g. Rector, Deputy Rector and Safeguarding Lead) when absolutely necessary. Normally the records will not be kept for more than 6 years, unless legal advice demands a longer retention period.

4.7.2 Information may also be shared with professionals (such as the NSPCC). If the child is under 12, consent to share information needs to be obtained by their parents or carers. Young people aged 12 to 15 may give their own consent to information sharing if they have sufficient understanding of the issues. Young people aged 16 and over are able to give their own consent.

4.7.3 Parental consent to making a child protection referral should be sought but if withheld, the referral must still be made and parents made aware of this. Before taking this step, the Parish will consider the proportionality of disclosure against non-disclosure; is the duty of confidentiality overridden by the need to safeguard the child? Parental consent to referral can be dispensed with if seeking consent is likely to cause undue delay in taking action to protect the child.

4.7.4 Only relevant information should be disclosed, and only to those professionals who need to know. Staff and volunteers should consider the purpose of the disclosure and remind recipients that the information is confidential and only to be used for the stated purpose.

4.7.5 In the event that a vulnerable person makes a disclosure, staff and volunteers cannot guarantee to the vulnerable person confidentiality, but must explain why they have to pass the information on, to whom and what will happen as a result.

5 Dealing with disclosures

5.1 If a child, young person or vulnerable adult discloses to a member of staff that they are being abused sexually, physically or emotionally, the employee or volunteer should:

-Listen to the person without displaying shock and accept what is being said

-Allow the person to talk freely

-Reassure the child/vulnerable person but do not make promises that it may not be possible to keep; e.g. you may not promise confidentiality as referrals may need to be made

-A good way of reassuring the person is by telling them that it is not their fault and that they made the right decision in telling someone

-Do not criticise the alleged perpetrator

-You may ask a few questions to help the person in the conversation but make sure you allow the person to tell their story

-Explain what will happen next and who has to be told. Some victims of abuse may be glad that you pass on the information and, indeed, this may be the very reason why they disclosed the abuse to you in the first place. However, other victims may become very suspicious or anxious when they hear that you feel you need to pass on their information. They may feel that this information may go out to a high number of people or else they may fear that the abuser will find out that they have disclosed the abuse and therefore expect retaliation. Remain firm in your chosen course of action but be as supportive as you can —for example by indicating that there is a precise safeguarding procedure in place at the Parish and that its aim is to protect them and support them. Try and describe the role of the Safeguarding Lead, indicating that the Safeguarding Lead is familiar with similar cases and has handled them before. If useful, allow the person to sit down next to you as you make notes or call the Safeguarding Lead. This will give them some control over your chosen action since they will hear what you are writing/saying to the Safeguarding Lead and they may wish to add information or correct what you are writing/saying. - If the victim of abuse is stopping you from taking the allegation forward (for example by threatening to run away and harm themselves if you make a record of the allegation), stay with the vulnerable person and inform them that you will request the assistance of the Safeguarding Lead. Try and get hold of the Safeguarding Lead or, in his/her absence, the Deputy Rector of the Parish.

*-Make a formal record of what you have been told – **using the SAFEGUARDING INCIDENT REPORTING FORM** (please find a link to the form at the end of this policy) - and pass it on to the Safeguarding Lead.*

*Whatever the nature of the complaint, it must be kept confidential. You **MUST NOT** discuss the disclosure with any individual or party, other than those identified in this policy.*

5.2 Sometimes disclosures may sound ambivalent and it may be difficult to decide whether what the vulnerable person is saying, refers to actual abuse. If in doubt, you should always contact the Safeguarding Lead and discuss your concerns with him/her.

5.3 Disclosure can also assume a different form: you may become concerned about the behaviour or appearance of a child, young person or vulnerable adult, even though they have not disclosed anything to you. Signs that may concern you could be, for example the refusal of a vulnerable person to disclose the reasons for visible injuries, or drastic changes in the behaviour of a child you know well (e.g. starts to use a lot of sexual imagery when speaking; from being bubbly and outgoing becomes withdrawn and much less talkative, etc.). The rule is: if you are alarmed or concerned about a child, young person or vulnerable adult, talk to the Safeguarding Lead who will be able to advise and who may meet with the vulnerable person to further investigate issues if deemed necessary.

5.4 Any abuse that you witness yourself should be dealt with immediately. If the victim is in danger, call the Police (999), and try and find ways (people) to protect the vulnerable person. If not in danger, contact immediately the Safeguarding Lead, who will ascertain the well-being of the

vulnerable person, request a formal record from you/the vulnerable person about the abuse and escalate it to the Deputy Rector and/or the Rector of the Parish.

5.5 Disclosures can be about suspected abuse of trust by staff members/volunteers of the Parish, by external professionals/people who are not employed by the Parish but who may run activities within the Parish property or by someone else. Below is a description of how the Parish intends to proceed in the event of the different types of disclosure.

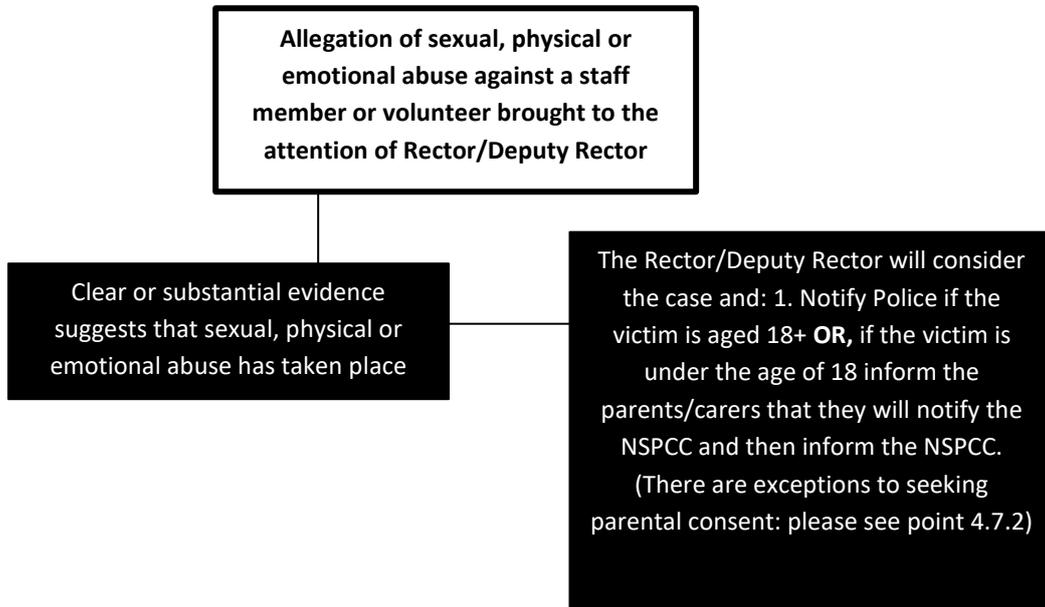
5.6 If the allegation of abuse concerns sexual, physical or emotional abuse and was made against a staff member/volunteer, notify at once the Safeguarding Lead who will gather all necessary information and if appropriate inform the Rector or the Deputy Rector. Consequently, a fundamental consideration needs to be made before proceeding:

<p>Is there <u>clear or substantial</u> evidence that sexual, physical or emotional abuse has taken place?</p> <p>Did someone witness the abuse? Or does the victim show clear signs of distress due to the abuse? Given the details and the victim's account, is it <i>likely</i> or <i>highly likely</i> that abuse has taken place? <u>If the answer is yes</u> and the child/young person is under the age of 18, inform the parents/carers that the Rector or his authorised representative will notify the NSPCC (Please refer to point 4.7.2 for more information on seeking parental consent - the duty of seeking consent may sometimes need to be overridden by the need to safeguard the child) and then notify the NSPCC – contact details to be found on the last page of this policy. If the victim is aged 18+, call the Police.</p>	<p><u>Are there reasons to doubt that the abuse has taken place?</u></p> <p>Is the information about the alleged abuse ambivalent or vague? Does the vulnerable person mention having been abused sexually, physically or emotionally, yet does not appear particularly (or at all) distressed, leaving you confused? Are you unsure whether the abuse has really taken place?</p> <p><u>If the answer is yes and the case involves children or young persons</u>, inform the vulnerable person's parent/carer and meet urgently with the parent/carer and the vulnerable person. WHY? It is not uncommon for some children to misread or misinterpret the behaviour of other people. For example, being touched inadvertently by an adult may sometimes be perceived by a child as a cause for alarm, seeing that they may have been told at home that being touched by an adult is inappropriate and that they should always mention it, if it has happened. Children may use sometimes adult language to describe what they 'think' has happened to them (e.g. 'I have been abused'). Emotional abuse in particular can be subtle and often difficult to define. The hope is that a meeting with the parent/carer may clarify the allegation of the child since parents/carers know their children's use of language best and it will therefore be easier to investigate what has really happened. Allegations of sexual, physical or emotional abuse can often be resolved at this stage.</p>
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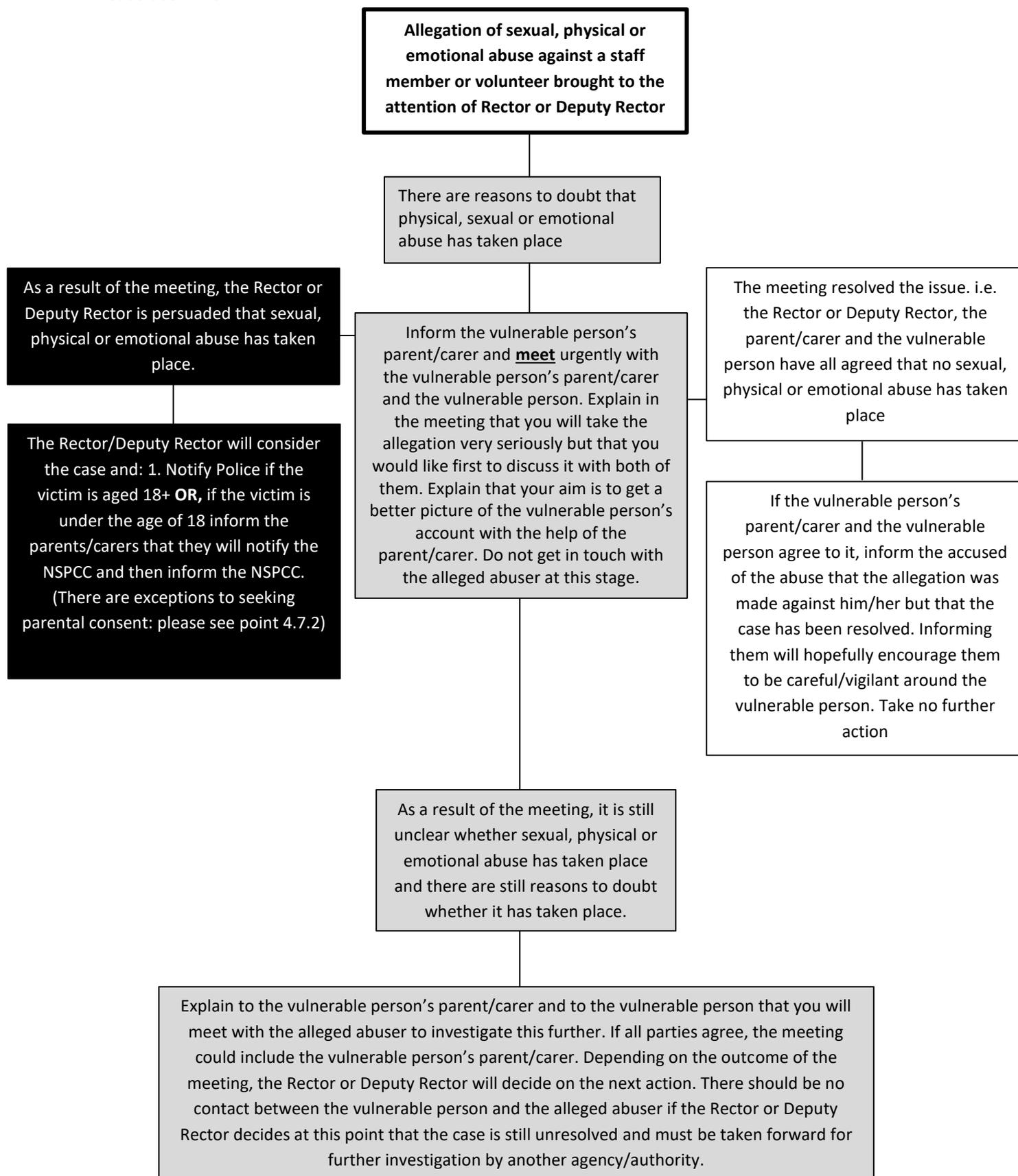
	Depending on the outcome of the meeting, there are different possible actions as highlighted in graph 5.7, Case Scenario 2.
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5.7 Guidelines: Procedure for dealing with allegations against a staff member/volunteer

Case Scenario 1



Case Scenario 2



5.8 Guidelines: Action to be taken if a child, young person or vulnerable adult discloses to a staff member or volunteer of the Parish that they have been abused sexually, physically or emotionally by someone who is running (or assisting) a course within the Parish property but is not a volunteer or staff member of the Parish.

5.8.1 If a child, young person or vulnerable adult discloses to a staff member of the Parish that he or she has been sexually, physically or emotionally abused by someone running (or assisting) an activity organised by an external person but on Parish property, the staff member should complete a SAFEGUARDING INCIDENT REPORTING FORM and pass it on to the Safeguarding Lead. The Safeguarding Lead will inform the Rector or Deputy Rector who in turn will consider the case and either notify the Police if the victim is aged 18+ or, if the victim is under the age of 18, inform the parents/carers about their intention to notify the NSPCC and then notify NSPCC (please see point 4.7.2 for exceptions to seeking parental consent).

5.9 Guidelines: Action to be taken if a child, young person or vulnerable adult discloses to a staff member or volunteer of the Parish that they have been abused sexually, physically or emotionally by someone who is not a Parish employee or volunteer and who may not have any connection with the Parish.

5.9.1 Try and find out when the vulnerable person is next due to see the individual who is the subject of the complaint. You will then be able to make a judgement as to the appropriate timing of your follow-up actions.

5.9.2 Complete a SAFEGUARDING INCIDENT REPORTING FORM and pass it on to the Safeguarding Lead. He/she will consider the case and escalate it to the Deputy Rector and the Rector.

5.9.3 The Rector or Deputy Rector will consider the case and either notify the Police if the victim is aged 18+ or, if the victim is under the age of 18, inform the parents/carers about their intention to notify the NSPCC and then notify the NSPCC (please see point 4.7.2 for exceptions to seeking parental consent).

5.10 Action to be taken if you receive an allegation about yourself

5.10.1 Keep calm. Do not get involved in an argument which is likely to make the situation worse.

5.10.2 Immediately inform the Safeguarding Lead.

5.10.3 Record the facts as you understand them.

5.10.4 Ensure that no one is placed in a position which could cause further compromise. Do not contact the person concerned.

5.10.5 Await further contact from the Safeguarding Lead.

6 Appendix

DEFINITIONS

6.1 Vulnerable People

6.1.1 The definition of 'child' in child protection legislation is a person who has not yet attained the age of 18.

6.1.2 A 'young person' is any person between the ages of 16 and 18.

6.1.3 The definition of 'a vulnerable adult' is a person aged 18 or older who possesses a physical, mental or emotional infirmity which impairs the person's ability to provide for his or her basic care without assistance, and as a result of the infirmity and the dependency, the adult has an impaired ability to protect himself or herself from maltreatment.

6.2 Safeguarding issues

6.2.1 The definition of 'Abuse' includes³:

Physical abuse:

Deliberately hurting a vulnerable person causing injuries such as bruises, broken bones, burns or cuts. Injuries are not accidental.

Sexual abuse:

A vulnerable person is forced or persuaded to take part in sexual activities.

This does not have to be physical contact and it can happen online. Sometimes the vulnerable person will not understand that what is happening to them is abuse.

Emotional abuse:

The on-going emotional maltreatment of a vulnerable person. It is sometimes called 'psychological abuse' and can seriously damage a vulnerable person's emotional health and development.

Emotional abuse can involve deliberately trying to scare or humiliate a vulnerable person or isolating or ignoring them.

6.2.2 The Definition of 'Neglect':

Besides abuse, what can constitute a safeguarding issue is the ongoing failure to meet a child's basic needs. This is called 'Neglect' and is the most common form of child abuse. Neglect can occur when a child might be left hungry or dirty; or without adequate clothing, shelter, supervision, medical or health care. Neglect can occur when a child is put in danger or not protected from physical or emotional harm. A child who is neglected will often suffer from other forms of abuse as well. Neglect is dangerous and can cause serious, long-term damage - even death. (Source: NSPCC*)

³ Source : NSPCC <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

6.2.3 Further examples of abuse:

6.2.1.1 A child experiencing or witnessing episodes of domestic violence. He/she could also have witnessed coercive/threatening behaviour of parents towards a partner within the home. Sometimes children may be forced to cooperate or to maintain silence.

6.2.3.2 Child trafficking and modern slavery are child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold.

Children are trafficked for:

- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms and bag theft.

Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another.

6.2.3.3 Exposure of a child to alcohol or substance abuse within the home

Dates of Review		
<i>Reviewed by</i>	<i>Approved by</i>	<i>Date</i>
Archbishop Mark	Archbishop Mark	November 2010
Archpriest Peter Baulk	Archpriest Peter Baulk	May 2013
Archpriest Peter Baulk	Archpriest Peter Baulk	May 2016
Bishop Irenei	Bishop Irenei	April 2018
Bishop Irenei	Bishop Irenei	November 2018

<u>Useful links:</u>
<p align="center">National Society for the Prevention of Cruelty to Children (NSPCC): https://www.nspcc.org.uk/ Tel.: <u>0808 800 5000</u> email <u>help@nspcc.org.uk</u></p>
<p align="center">Police</p> <p align="center"> https://www.met.police.uk/advice/advice-and-information/caa/child-abuse/ https://www.citizensadvice.org.uk/family/children-and-young-people/child-abuse/police-involvement/child-abuse-police-involvement/ </p> <p align="center">The best ways to get in touch</p> <p>If you suspect someone is in immediate danger, call <u>999</u>. If it is not an emergency, please get in touch in any of these other ways:</p> <ul style="list-style-type: none"> • call the non-emergency, 24/7 number: <u>101</u> • visit a police station to speak to an officer in person • contact the <u>NSPCC</u> to speak to a professional practitioner • contact the children's social care team at <u>your local council</u> • contact <u>Crimestoppers</u> confidentially and anonymously

The **SAFEGUARDING INCIDENT REPORTING FORM** can be accessed [here](#)