

Diocese of Cyprus and the Gulf Safeguarding Policy (2017)

This document refers to children, young people and vulnerable adults

Preamble

The diocese is committed to ensuring that all who participate in the life of the church do so in safety, and are free from harm. It affirms that any form of exploitation of any vulnerable person can never be consistent with Christian profession. In particular, it affirms its belief that the welfare of children, young people and vulnerable adults is paramount. The diocese operates in ten political jurisdictions and works with people from a remarkably diverse spread of nationalities, ethnic backgrounds and cultures. Legal procedures differ widely from jurisdiction to jurisdiction. Within that context each Parish/Chaplaincy is required to adopt a Safeguarding Policy incorporating the following Code of Practice.

- Plan the work of the Parish/Chaplaincy so as to minimise the risk of abuse to children, young people and vulnerable adults.
- Introduce a system whereby children, young people, vulnerable adults and anyone who suspects abuse may talk with an independent person.
- Apply agreed procedures for the recruitment of both paid staff and volunteers.
- Give all such staff clear roles.
- Use supervision of staff and volunteers as a means of protecting the vulnerable.
- Explore as fully as possible any applicant's experience of or contact with children, young people or vulnerable adults.
- Find out whether any applicant for a role with children, young people or vulnerable adults has any conviction for a criminal offence, or has been investigated for such, which might constitute a risk for their working with the vulnerable.
- Issue clear guidelines on how to deal with disclosure, suspicion or discovery of abuse.
- Train paid staff and volunteers, their coordinators or supervisors and policy makers in the prevention of abuse.
- Require paid staff and volunteers to be cleared to work with the vulnerable by holding either a Disclosure and Barring Service (DBS) check certificate or by a referee system as detailed later in this document.

What is abuse?

The main forms of abuse with children, young people are:

- Neglect.
- Causing physical harm.
- Sexual abuse (that is behaviour that involves forcing a child or young person to take part in sexual activities, whether or not the child or young person is aware of, or consents to, what is happening).
- Emotional abuse (that is the persistent emotional ill treatment of a child or young person such as to cause severe and persistent adverse effects on emotional development);
- Spiritual abuse (that is any form of abuse carried out under the guise of religious practice)

These forms of abuse can also apply to vulnerable adults, as well as the following:

- Verbal abuse
- Financial abuse
- Discrimination
- Institutional abuse

In summary, what might be called the 'Golden Rule' is: Keep all relationships with children, young people and vulnerable adults open, observable, readily understood and shared with more than one responsible adult. All work

with children, young people and vulnerable adults must be well supervised and the people doing it must be carefully selected, well trained and aware of their protection duties.

The Policy should be publicised in the following form:

The Church’s Policy for working with children, young people and vulnerable adults

‘Heading (Parish/Chaplaincy title and location)

This safeguarding policy was adopted at a Parish/Chaplaincy Council meeting held on [date]. There will be an annual review to monitor the progress.

1. We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
2. As members of this Parish/Chaplaincy we commit ourselves to respectful pastoral care for all children, young people and adults to whom we minister.
3. We commit ourselves to the safeguarding of children, young people and adults who may be vulnerable, ensuring their well-being in the life of this church.
4. We commit ourselves to promoting safe practice by those in positions of trust.
5. The Parish/Chaplaincy commits itself to promoting the inclusion and empowerment of adults who may be vulnerable.
6. It is the responsibility of each of us to prevent the physical, psychological, verbal, sexual, financial and spiritual abuse of children, young people and vulnerable adults and to report any such abuse that we discover or suspect.
7. We undertake to exercise proper care in the appointment and selection of those who will work with children, young people and adults who may be vulnerable.
8. The Parish/Chaplaincy is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst adults who may be vulnerable.
9. There is a firm expectation of groups using our premises and work with children, young people and vulnerable adults to abide by these recommendations and the guidelines established by this church.

Chaplain
Churchwarden
Churchwarden
Date

At this point in the publicised Policy, there should be details of how to report an allegation of suspicion.

Guidelines for Good Practice when working with children and young people

Churches need to be aware of risk and to have procedures for managing risk. This means looking at every aspect of ministry and church life and making sure that the risk of abuse or exploitation has been minimized.

Recruitment should include these elements:

- A clear description of the role needs to be owned.
- DBS check or equivalent and/or references should be required and checked.
- Every possible enquiry must be made to check the veracity of claims made in the application, especially with regard to any convictions for, or allegations about, abuse.
- In the first instance all appointments should be regarded as probationary and should be subject to a proper review process.

Some countries (e.g. the UK) also hold a Protection of Vulnerable Adults (POVA) register of people considered unsuitable to work with vulnerable adults. In a sense this is the most important work in ensuring that the vulnerable are safe from harm.

Supervision of Children

There should always be at least one adult (18+ years of age) and one helper (16+ years of age) present with children. In addition, a ratio of 1 adult to 8 children is the minimum for work in safe and manageable environments, with children of school age. For younger age groups that ratio will need to increase. It will also need to increase for activities 'off-site' or for residential events (See Appendix 2 & 3). If there are only two adults present they should not be from the same family. No adult should work with children alone in a 'closed' setting. Children should not travel in cars with only one adult. In a situation where children are carried and adults are present, insurance must be adequate.

Health and Safety

The following health and safety issues must be considered when working with children and young people:

- All church premises must be as safe as possible, bearing in mind the ages of any children or young people involved.
- A proper risk assessment should be made for all activities that will include children, and young people. This assessment must cover all church premises where children and young people may enter during such activities. Leaders must have a copy of the assessment or at least be aware of its conclusions.
- A register of attendance for each group is essential, including the names of leaders and helpers.
- Fire exits and fire equipment are to be marked, and fire drills practiced.
- A first aid kit must be readily available and Councils should ensure that there are sufficient people available with the expertise to use it. Formal training is highly recommended.
- An accident/incident book should be readily available and inspected on a quarterly basis.
- For off-site activities, best practice is to involve leaders in the planning of the event at every stage.

The Parents' Role

It is essential that parents understand that they have a role to play in the protection of their children and young people whilst taking part in activities on church premises. The following is the minimum requirement:

- Parental consent is required for any child or young person attending a particular activity.
- A contact number for parents is required, which will be active at all times.
- The leader must be informed of any allergies or health issues that affect their child.
- A form must be produced that clearly describes the activity for which consent is being sought.

An example format of a Parental Consent Form that includes all the above requirements is at Appendix 3.

Reporting

Each Chaplaincy must appoint an independent person as Protection Officer (PO). Any suspicion, allegation or discovery of abuse will be made in the first instance to that person. The PO will listen carefully to the allegation and record what was said. The PO will decide who else needs to be informed immediately at local level, including involving the police if necessary and will report their findings to the Diocesan Group for the Protection of Vulnerable People (DGPVP). The DGPVP (or its chairman acting in concert with as many others as may be practicable to ensure the swiftest response) will appoint an inspecting officer (IO) who will carry out an investigation according to best practice, and will report back to the Group. The Group will determine what further action to take, consulting with senior clergy and civil authorities as appropriate. The bishop and/or archdeacon will take steps to ensure that pastoral care is offered to all concerned. Appendix 9 describes the process of dealing with an allegation.

On occasion, a Priest/Chaplain or other Church member or officer may be party to information about an incident which falls short of the definition of allegation. For example, an adult female may confide in the Chaplain that they 'felt uneasy' around a ministerial male colleague. If the Priest/Chaplain becomes aware through their own discreet enquiries, that this feeling is more general, but that no-one is prepared to be named in an allegation, the matter should be reported to the Archdeacon in the first instance. The normal outcome would be a conversation between the Archdeacon and the minister concerned with the status of a Review Meeting. If necessary, a strategy should be devised, and monitored, and describes any constraints upon the ministry of the person involved. Notes should be kept of the Meeting, and especially the strategy, and attached to the file of the Minister involved.

The following should be noted:

Hearsay and rumour are not always a question of 'no smoke without fire,' and reputational damage to individuals from 'whispering campaigns' that have other motives is well documented. Confidentiality is therefore extremely important, but should not interfere with rigorous examination.

If the rumours relate to children and young people, it is important that they are examined as if they were allegations.

Irrespective of other processes, the Archdeacon may conclude that if there is a possibility the Guidelines for the Conduct of Ministry have been transgressed, there may be a case to invoke the Disciplinary Procedure of the Diocese.

Training

Some training (for example in first aid or local procedures) will be best delivered at local level. Some training (for example for POs, where a cohort experience would be helpful) should be carried out at archdeaconry level or introduced as part of Synod programme.

Organisations using Church Premises

It is expected that normally organisations using church premises must either sign up to the church Safeguarding policy or have an equivalent policy of their own. The policy will need to be prominently displayed with clear instructions about reporting procedures.

Care of offenders

On occasion, the Priest/Chaplain may become aware that someone with a (spent) conviction of abuse against a child, young person or other vulnerable person, or someone against whom allegations have been made wishes to join the congregation. Certainly the Priest/Chaplain and the PO must be informed if information to this effect is received by others and they will check it. In these cases, best practice is for the Priest/Chaplain and the person involved to agree to a simple set of ground rules about their participation in church life, that will not place them or others at increased risk. The Priest/Chaplain and PO must decide who else needs to share the information, in the best interests of all concerned.

The Role and Responsibility of the Diocese

The Diocese commits itself to the Role of the Diocesan Group for the Protection of Vulnerable People. Each meeting of the Diocesan Standing Committee and Synod will receive a report from the Group.

The DGPVP brings together a wide range of expertise and experience, including people with experience of safeguarding in the fields of: healthcare, care for the elderly, schools, prisons, churches in other provinces, the armed services and the police force. Their role is to help implement and monitor the use of the policy and to arrange training as appropriate. Group members will be happy to advise Parishes/Chaplaincies on the production of individual policies. The Group is Cyprus-based for reasons of convenience and effectiveness (if the Group needs to be convened quickly for example). The Archdeacon in the Gulf will give advice about how the group can be used or augmented in the Gulf area. However, reporting procedures are common to both archdeaconries.

The Policy, as set out so far relates to the responsibility of individual parishes. However, there are structural responsibilities which relate to the Diocese.

The Diocese commits itself to rigorous systems of selection and appointment, in particular:

All those who apply for selection to a public representative ministry are required to undergo a referencing exercise. In addition to the procedures set out in Appendix 6, those who are asking for recognition of a previously held ministry, by, for example, being given Permission to Officiate, or being admitted as Readers should supply a reference from their former Bishop. Those from non-Anglican Churches wishing to pursue ministries within the Anglican Church should supply a reference from the most senior Minister of their former Church who has experience of their record in that Church. The Diocese reserves the right to make further enquiries, should it be prompted to do so. Notes will be kept of any meetings or telephone conversations, and retained with the file of the person involved.

All those exercising a Public Representative Ministry, whether ordained or lay, are required to have read, and agreed to, the Professional Ministerial Guidelines published by the Diocese from time to time.

Appendices:

The following appendices demonstrate good practice in a number of the areas addressed by this policy.

Appendix 1 – Pastoral Care and Prayer Ministry with Children and Young People

Usually this will happen in a corporate setting, perhaps within public worship. In other circumstances the following should be observed:

Basic Principles

- Always have the health and well being of the child or young person at the heart and exercise of your Ministry in a way that protects them.
- Never arrange to see a child or young person on your own. Always make sure there is another adult close by and in sight.
- Only those authorised by the church should carry out this Ministry (e.g. Priests and appointed youth leaders).

- Ensure that the child or young person feels welcomed, valued and accepted. People are vulnerable when they come to you. They may be anxious, worried or nervous about talking to someone, or telling something. Always respect the dignity of the child or young person and keep in mind their best interests and concerns.
- Secrecy: it is important to set the boundaries from the outset, by explaining to the child or young person that everything they talk about is confidential, unless they tell you something that puts them in danger.
- Respect the issues that the child or young person brings to you. For example, do not laugh or dismiss them, if they want to pray for something you may regard as trivial, such as a sick pet. If they do not have specific issues then you may wish to offer a general prayer of blessing or thanksgiving.
- Always talk to and explain to the child or young person about what is happening. For example, if you would like to pray with them, ensure that they agree to it and know how prayer will be exercised.
- Use appropriate ways of asking questions that enable the child or young person to talk. Always use open questions that enable them to say how they feel. Do not be afraid of silence.
- Know when to bring the session to an end.
- If you are exercising a Ministry of prayer or laying on of hands that involves more than one authorised minister, then try to avoid a feeling of overcrowding which may be intimidating and overbearing for the person concerned.
- Laying on of hands is part of the church's Ministry of Healing for God's grace to be received for the healing of body, mind and spirit. However, laying on of hands has also become a recognised way of making a physical gesture that is affirming and comforting, a service to the particular Ministry to be exercised in a way that reflects this.
- Adopt appropriate body language, touch and posture, especially if the child or young person is upset. Avoid anything that is or could be interpreted as inappropriate. For example, if you are praying for physical healing, it is appropriate to place your hands only on the head or shoulders of the individual and unwise to hold hands with the young person during time of prayer.
- The Sacramental Ministry of anointing should only to be carried out by an authorised person.
- When praying with children or young people choose your words carefully so that the prayer reflects the concerns that the child or young person has brought and offers them affirmation and comfort.
- Do not expect or anticipate something to happen, or let the individual think that they will have some kind of experience. Although God does give us these occasions it is not something anyone should come to expect. Prayer and any Ministry we exercise is part of an ongoing relationship with God that develops over time and God will do things in His own time and His own way. Some parts of the Church lay great emphasis on the Gifts of the Spirit and this needs to be expressed with sensitivity, care and gentleness.
- Some children or young people will come to you when they are upset or crying, others may get upset or emotional whilst they are talking with you, or whilst you are praying with them. If a person becomes distressed when you are praying with them, then stop praying and talk about what has upset them. The child or young person's emotions need to be respected and dealt with sensitively, acknowledging for example that it is alright to cry or express their anxiety or sadness. However, you should see that person through the crying and take time to reflect on the positive things in their life before moving on, to agree together on what will happen next. Ask them to repeat what you have agreed, so that you know they have understood.
- Sometimes people want to talk to you or make a confession about something that has happened to them. Some people will come to you with a feeling of guilt for something that has happened which was not their fault, so it is important to tell them explicitly that what they have experienced is not a sin on their part, and it was not their fault. If this occurs during sacramental confession you should use an appropriate prayer that asks God's help for them to be free of feelings of guilt, rather than the prayer of absolution, which may make them still think it is their fault.
- Always talk to and discuss with a child or young person or if appropriate the carer any action you may have to take. If you have reservations about this, ask yourself why this child or young person has decided to tell you something in the first place. It may be their way of asking for help in some way.

Follow Up

- It may be that you will need follow up sessions with the person concerned. Again these need to have boundaries – both in terms of time in and acknowledging what you can do. You may get to a stage when you need to commend the individual to someone else who can help them with a specific issue. Ask the child or young person if they would like you to talk to someone about the issue they have raised so that it can be followed up and they can continue to receive the support that they need.
- Do not make promises that you will not or cannot keep, for example do not tell children or young people you

will follow up something then fail to do so.

- If you are out of your depth with a particular issue they have shared then acknowledge this by telling the child or young person and getting their permission for you to talk to someone who can help you understand.
- Children or young people can easily become attached to or dependent on someone who is helping them so you must be disciplined about the time you spend with them and the access they have to you. Normally, you need to work within the boundaries that have been set.
- Sometimes it may be appropriate to ask the child or young person if they think their parents need to be involved or informed about a particular issue, or if the child or young person should be encouraged to talk to them. Remember the child or young person's family and home situation, as well as the age of the child or young person and the issue involved. You may want to ask the child or young person if you could talk to their parents.
- Do not confuse the difference between prayers for someone who has been affected by the supposed experience of the supernatural or the occult and the Ministry of Deliverance. Some children or young people may want to speak to you because they are bedevilled with aspects of the occult, which needs careful and sensitive handling.
- Preferably have another person (Priest or Lay) with you when you know in advance that you are going to be asked questions about or asked to pray about an issue of supposed supernatural experience or other aspect of the occult.
- It is essential that you do not offer help, advice or prayer until you have listened to what the child or young person has to say and then clearly help them differentiate (according to their age and ability) between what popular imagination may refer to as "exorcism" and what you can offer them at this time.

The foregoing raises issues about ministry of deliverance more generally. In due course guidelines will be issued for guidance in this very sensitive field.

Appendix 2 – Advice on Organising Off-site Activities for Children and Young People

Any residential event organised for children and young people will involve taking responsibility for their well being, being prepared for any eventuality, anticipating situations where there could be possible harm and taking steps to minimise risks. Before any residential event takes place the leader must carry out a risk assessment of the venue and activities. The following areas must be considered:

- Check that the venue has a **Child and Young Person’s** Protection Policy, including risk assessment policy for:
 - Identification of hazards
 - Who might be harmed and how this might happen
 - Fire procedures/exits
 - Assess the risks and take action to remove or avoid them
 - Record the details of the risk assessment and make it available to the other leaders and to the parent/carer/guardian of the child or young person.
- The activity/event organiser, including events organised by other churches, must have a Child and Young Person’s Protection Policy Statement in line with that of the Diocese. The Child & Young Person’s Protection Policy Statement must set out clearly the child protection procedure that will be followed at the event, and must also be written down and agreed. A Child and Young Person’s Protection Co-ordinator must be appointed for the event.
- The Policy Statement must contain details of the procedure to be followed for dealing with suspicion or allegations of abuse and must give a clear reporting line. This must include the names and contact details of the persons to be contacted within each of the participating organisations.
- All parents/carers/guardians must receive full information of the venue, travelling arrangements, activities, supervision etc and must give written permission for their child/children and young person to attend. A sample parental consent form can be found at Appendix 3.
- Where camps are organised with workers from different organisations or denominations, it is important that all use the same forms and procedures when recruiting leaders.
- All leaders must be given the opportunity to meet together before the activity/event to discuss the programme, activities, child and young person’s protection arrangements and health and safety provisions. The child and young persons protection policy for the duration of the activity/event must be clearly understood. A daily log of all activities must be kept by the group leaders and any significant incidents recorded.
- It is the responsibility of the leaders to know the whereabouts of every child and young person who is attending the activity/event at all times.
- General safety rules should be explained to all attending the activity/event before it commences.
- A Health Information and Consent Form must be completed for every child and young person who will be attending. No child or young person must be allowed to attend the activity/event without a completed form. The forms must be held by the group leader in case of emergency. All forms will be destroyed on return from activity/event. If swimming is to be undertaken, this must be included on the form. It is important to ascertain who can swim unaided.
- The activity/event organiser must ensure adequate first aid facilities including first aid boxes. All accidents and injuries must be recorded. Any medication brought by a child or young person is the responsibility of the first aider and suitable storage must be provided. Such medication must always be available to the child and young person (e.g. do not forget inhalers if a trip is planned away from the activity or event location).
- Arrangements for sleeping must be considered carefully. Adults should not share sleeping accommodation with children and young people. However, adults should be near at hand and accessible at night in case of an emergency. The children and young people should be made aware of where adults are sleeping. Adults should not enter sleeping accommodation of the children and young people alone.
- It is important that the activity/event organiser ensures that there is adequate insurance cover for all eventualities such as personal accident (e.g. death or disablement), lost or stolen property and personal liability. If the activity/event is being held at a centre it is important to establish that there is appropriate Public Liability Insurance at that centre.
- Group leaders must follow the advice given in respect of taking and using photographic or digital images of children and young people.

Appendix 3 – Example Parental Consent Form

PARENTAL CONSENT FORM - VISITS AND ACTIVITIES

CHURCH/GROUP:

PROPOSED VISIT OR ACTIVITY:

DATE OF VISIT/ACTIVITY:

DEPARTURE PLACE AND TIME:

RETURN PLACE AND TIME:

COST:..... (cheque made payable.....)

TRANSPORT ARRANGEMENTS:

ITEMS TO BE BROUGHT:

CONSENT FORM TO BE RETURNED BY (Date):.....

I GIVE PERMISSION FOR:.....

TO TAKE PART IN THE VISIT/ACTIVITY TO TAKE PLACE ON:.....

I GIVE MY CONSENT TO ANY MEDICAL TREATMENT THAT MAY BE NECESSARY IN THE EVENT OF AN EMERGENCY.

I ENCLOSE A CHEQUE/CASH FOR THE SUM OF:

SIGNATURE OF PARENT/GUARDIAN: DATE:
.....

EMERGENCY CONTACT TELEPHONE NUMBER:

PLEASE INDICATE ON THE RETURN SLIP IF YOU WISH YOUR CHILD TO BE WITHDRAWN FROM ANY OF THE ACTIVITIES.

ADVENTURE ACTIVITIES AND MEDICAL EMERGENCIES:

NAME, ADDRESS AND TELEPHONE NUMBER OF FAMILY DOCTOR:

.....
.....
.....

PLEASE GIVE INFORMATION BELOW OF ANY SPECIFIC ALLERGIES, MEDICAL OR DIETARY NEEDS:

.....
.....
.....

Appendix 4 – Images of Children and Young People

Consent is necessary before making and using images of children or young people. It is very important to take particular care when making images of children and young people, as there may be instances whereby there are very good reasons for the refusal of a parent or guardian for the taking or use of images (e.g. the child may be the subject of a legal dispute or in authority care where the whereabouts of a child or young person must not be widely known). It is also very important to take care in naming children and young people when publishing images, because doing so may make them a target for potential abusers and in the case of digital images these could be manipulated for child pornography. Young people should be warned of the dangers of taking photographs at church events and putting them in the public domain through social media.

Parental Consent

The consent of parents/guardians for children and young people is required before making images. Consent in writing should be obtained prior to publication in a newsletter, notice board or on the Internet. If an event such as a church service or nativity play is to be photographed, advance warning should be given to allow a parent or guardian to remove a child or young person from view of the camera. This also allows the parent or guardian to contact the leader afterwards to ensure that the image of their child or young person is not published in any form.

General Rules

The following general rules must be observed regarding images of children and young people.

- Whenever possible each child or young person should be part of a group.
- If names are to be published only the first name of a child or young person should be used.
- Should a child or young person be named in full an image of the individual should not be used.
- Avoid images of scantily clad children or young people. If this is unavoidable (e.g. if they are swimming), only group images should be used and full body or face shots must be avoided. Information should be given if the image is to be retained for future use.
- The image must be securely stored and disposed of/deleted when no longer required.

Appendix 5 - Outline Job Description Form

This form should be completed for all workers with children and young people. If the role changes substantially a new form should be completed. Copies should be retained by the worker, the Chaplain and the PO.

To be completed on behalf of the Church Council

Name of group (e.g. Sunday School):

Name of worker:

Age range of participants:

Person to whom responsible (e.g. Youth Group Leader):

Where/when they meet:

Work to be undertaken:

Signed (on behalf of the Church Council):

To be completed by the worker with children and young people

I have understood the nature of the work I am to do with children and young people. I have read and understood the Diocesan Policy Code of Good Practice for safeguarding children and young people. I understand that it is my duty to protect the children and young people with whom I come into contact. I know what action to take if abuse is discovered or disclosed.

Signed:Date:

All job descriptions will be consistent with the generic job descriptions for various kinds of ministry, published by the Diocese from time to time.

Appendix 6 – Form of Questions to be Included in any Appointment Process

Applicants from jurisdictions that provide them (e.g. the UK) should be required to produce their current Disclosure and Barring Service (DBS) certificate or equivalent. If a DBS certificate (or equivalent) is not available for any reason, applicants must obtain the endorsement of two people (who may not be family members) whom they have known personally for at least one year, in the format at Appendix 8. The following questions must invariably be addressed to applicants immediately following application:

Have you ever been convicted of, charged with or investigated for, or received any warning or caution for an offence covered by this policy.

YES/NO (N.B. The disclosure of an offence may not be a bar to your appointment)

Nature of offence:.....

Date of offence:

Please give the names and addresses of two referees from whom the chaplaincy may seek information regarding your suitability for appointment:

Name:

Address:

.....

Telephone Number:Email address:

Occupation:

Name:

Address:

.....

Telephone Number:Email address:

Occupation:

Appendix 7 - Guidance for the Conduct of Pastoral Ministry to Vulnerable Adults

Code of Conduct for all those exercising pastoral ministry:

1. Particular care must be exercised when ministering to persons with whom the church worker has a close personal relationship or family relationship.
2. Church workers should be aware of the dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.
3. Church workers should recognise their limits and not undertake any ministry which is beyond their competence or role e.g. therapeutic, counselling, counselling victims of abuse, domestic violence or their perpetrators or giving legal advice. Where the vulnerable adult identifies a need for such support then it should be referred to another person or agency with the appropriate expertise.
4. Church workers should avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
5. Church workers should never seek any personal advantage or gain by virtue of their ministry with vulnerable adults. Extreme care must be exercised about accepting personal gifts from those in receipt of pastoral ministry. Church workers must not encourage people to give, lend or bequeath money or gifts which will either directly or indirectly benefit them or their family. Church workers must not accept offers of gifts and should ensure that, where a gift has been offered, the Parish/ Chaplaincy Council are informed.
6. Church workers should treat those with whom they minister or visit with respect, encouraging self-determination, independence and choice.
7. Care should be taken when helping with physical needs, always respecting the dignity and choices of the person involved.
8. Pastoral relationships may develop into romantic attachments and such situations should be handled sensitively. Church workers should recognise such a development and make it clear to both the person concerned and a supervisor or colleague. Alternative arrangements will need to be made for the ongoing pastoral care of the individual.
9. Church workers must not undertake pastoral ministry when under the influence of alcohol or drugs.
10. If a church worker suspects a vulnerable adult of being abused or suspects another worker of using their position of trust inappropriately then there is a duty to report that suspicion to the Parish/Chaplaincy Protection Officer.
11. It is desirable that under normal circumstances pastoral visits to vulnerable adults should not be made by unaccompanied individuals.
12. Anyone involved in a Lay Pastoral Ministry must sign a form to the effect that they have read, and understood these Guidelines and abide by them.

Appendix 8 – Referee Pro forma

STRICTLY CONFIDENTIAL (when completed)
DIOCESE OF CYPRUS AND THE GULF
[Insert Chaplaincy title and address]

CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS POLICY

Personal Reference

In order to assist in the protection of children, young people and vulnerable adults, who may be associated in some capacity with chaplaincies throughout the Diocese of Cyprus and the Gulf, the diocese operates a policy of authorising specific individuals to work within areas of potential contact with such people. Part of the process for granting such authorisation is to obtain two personal references from close associates of those applying.

You have been nominated as a personal referee by _____ [insert name of person involved], who is applying to work in such a position of potential contact with children, young people and/or vulnerable adults, which is: _____ [insert position involved] within the chaplaincy named above.

In acting as a personal referee, you will be certifying that this person is a fit and proper person to work within a position that may have potential contact with children, young people and/or vulnerable adults. You will also be certifying that, to your knowledge, there is nothing from either a criminal or personal perspective in this person’s background that you are aware of that would bar him/her from contact with such people.

If you are aware of any such misgivings, or if you feel unable for any other reason to provide a personal reference, you should decline to do so and then return this form to the originator please.

Reference

I have known _____ [insert name of person involved] for _____ years [insert period of knowledge, which should be at least one year].

I certify that, to the best of my knowledge and belief, he/she is a fit and proper person to work with children, young people and/or vulnerable adults.

Signature: _____ Name: _____

Address: _____ Telephone Number: _____

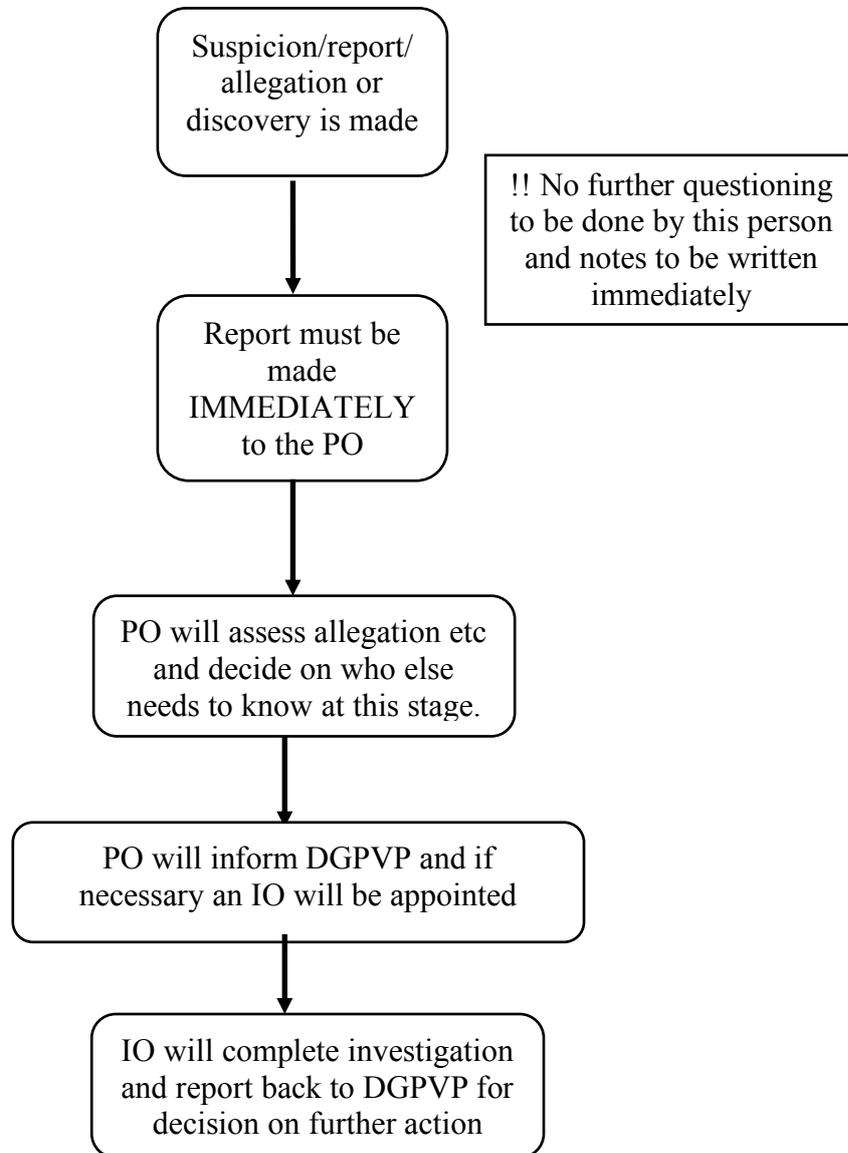
_____ Email: _____

_____ Date: _____

PLEASE RETURN THE COMPLETED FORM TO THE CHAPLAINCY PROTECTION OFFICER (PO), WHO IS:
_____ [Insert name of PO]

Appendix 9 – Incident Flow Chart

The process for any incident of abuse of children, young people or vulnerable adults will be as follows:



1. Confidentiality is paramount at all times through this process.
2. All PO's and IO's MUST be suitably trained.
3. At all stages it must be remembered that this COULD result in legal proceedings and rules of evidence are essential.
4. The welfare of the child, young person or vulnerable adult is the top priority.
5. All involved will be given necessary pastoral care.