

## GLOSSARY

Abuse	May take many forms, including physical abuse, emotional abuse, sexual abuse or neglect or a combination of these, see “Adult Abuse” and “Child Abuse and Neglect” below for further details and section 3 of this document.
Adult	An adult is a person aged 18 or over
Adult Abuse	Abuse and neglect can take many forms, and includes physical abuse, sexual abuse, psychological abuse, exploitation, financial or material abuse, neglect and acts of omission, discriminatory abuse and institutional abuse, or a combination of these. <sup>1</sup> See section 3 for a detailed description of types of abuse
Adult Protection	A term used to describe all work involved to protect vulnerable adults from neglect and/or potential harm or abuse. Many local authorities have replaced this term with the term Safeguarding Adults.
Authorised Listener	Is a competent and trained person appointed by the diocese to listen to those who have or want to disclose abuse, in particular for those who disclose abuse from within the church community. They are there to support the individual who discloses abuse and help them to make decisions in relation to next steps.
Ecclesiastical Law	The law established to regulate the functions of the Church and the conduct of its members. The sources of ecclesiastical legislation and quasi-legislation that pass through the Synodical process are: Measures, Canons of the Church of England, Instruments (such as Rules and Regulations), Codes of Practice and Acts of Synod
Children	The term "child" is used to include all children and young people who have not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, in hospital, in prison or in a Young Offender's institution, does not change his or her status or entitlement to services or protection under the Children Act 1989.  In direct work it will usually be more appropriate to use the term 'young people' for those over the age of eleven.
Child Abuse and Neglect	Any form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.  Abuse may take the form of physical abuse, emotional abuse, sexual abuse or neglect, or a combination of these. See section 3 for a detailed description of types of abuse

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<sup>1</sup> Care and Support Statutory Guidance issued under the Care Act 2014, Department of Health June 2014. Explanations of types of abuse can also be found here.

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Child in Need	<p>Under Section 17 (10) of the Children Act 1989, a child is a Child in Need if:</p> <ul style="list-style-type: none"> <li>• He/she is unlikely to achieve or maintain, or have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him/her of services by a local authority;</li> <li>• His/her health or development is likely to be significantly impaired, or further impaired, without the provision for him/her of such services; or</li> <li>• He/she is disabled.</li> </ul>
Child Protection	This is a part of safeguarding and refers to the activities undertaken to protect specific children who have suffered, or are likely to suffer 'Significant Harm'.
Church Officer	Anyone appointed/elected by or on behalf of the Church to a office,post or role, whether they are ordained or lay, paid or unpaid
Church Bodies	Include parishes, dioceses, cathedrals, religious communities, theological training/education institutions, National Church Institutions (NCIs) and other associated bodies.
Churchwarden	An elected lay representative in a parish, formally responsible for movable church property and for keeping order in church. Their admission to office and duties are governed by the Churchwardens Measure 2001 and the Church of England Canons.
Community Rehabilitation Company (CRC)	Community Rehabilitation Companies (CRCs) are responsible for the management of low to medium risk offenders.
Clergy	The general term used for all individuals ordained for religious duties
The Clergy Discipline Measure	The Clergy Discipline Measure 2003 (as amended), provides a structure for dealing efficiently and fairly with formal complaints of misconduct against members of the clergy, other than in relation to matters involving doctrine, ritual or ceremonial. All admitted to holy orders in the Church of England are covered by the Measure, whether or not in active ministry. Where the formal complaint concerns a Priest or Deacon, the disciplinary structure is centred on the Bishop; where the complaint concerns a Bishop, the structure is centred on the Archbishop of the relevant province.
Domestic Abuse	The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological; physical; sexual; financial; emotional <sup>2</sup> .

<sup>2</sup> Guidance Domestic Violence and Abuse, Home Office, March 2015.

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	<p><b>Controlling behaviour:</b> a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.</p> <p><b>Coercive behaviour:</b> an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.</p>
<p>Diocesan Communicators (DCs)</p>	<p>A DC leads on all communication aspects within the diocese and advises the senior staff team. Some dioceses have a separate role of Bishops press officer. Please note the role does vary across dioceses.</p> <p>In addition communication leads in each diocese have a range of titles of e.g. communications director/manager/officer</p>
<p>Diocesan Registrar</p>	<p>The Diocesan Registrar is the legal officer of the Diocese. The Registrar and his/her colleagues at the Diocesan Registry are responsible for a number of tasks, including giving general legal advice to bishops, clergy, parish officers, boards and councils</p>
<p>Diocesan Safeguarding Adviser (DSA)</p>	<p>A DSA is a paid worker who is professionally qualified and experienced in safeguarding practice. They advise and support the diocese on all safeguarding matters in line with the law and guidance both statutory and that issued by the House of Bishops. Their appointment, function and support is governed by the Diocesan Safeguarding Advisors Regulations 2016. Please see Section 2 for a full description of the role.</p> <p>In this policy the term may also apply to a Provincial Safeguarding Adviser (PSA) and members of the National Safeguarding Team (NST)</p> <p>In addition other Church bodies may have safeguarding officers, safeguarding leads or a designated safeguarding person. These roles may either be specialist paid roles, part of a wider paid role or unpaid, as required.</p>
<p>Diocesan Safeguarding Advisory Panel (DSAP)</p>	<p>The DSAP offers external expertise and advice to the Diocesan Bishop and their senior leadership team on the development and effectiveness of safeguarding arrangements to ensure these arrangements are consistent with statutory requirements and House of Bishops safeguarding policies and practice guidance. The panel is chaired by an independent lay person.</p>
<p>Disclosure and Barring Service (DBS)</p>	<p>Combines what were formerly the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA). The DBS has the power to bar an individual from engaging in work/activities classified as “regulated activity” (paid or voluntary) with children or vulnerable adults (pursuant to the Safeguarding Vulnerable Groups Act 2006) where the individual’s past behaviour has been assessed as indicating a risk of harm. The bar remains in force indefinitely unless the barred individual requests a review by the DBS and shows good cause why the bar should be lifted after the minimum</p>

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	specified period.
DBS Barred Lists	<p>The <b>DBS Barred Lists</b> contain information on whether the applicant is <b>barred</b> from working with either of children or vulnerable adults. An individual may only be checked against one or both <b>barred lists</b> if their job role is classified as a 'regulated activity' with children and/or adults under the Safeguarding Vulnerable Groups Act 2006, (see below).</p> <p>It's against the law for employers to employ someone or allow them to volunteer for this kind of work if they know they're on one of the barred lists.</p>
Early Help	<p>Ofsted define "Early Help" as: "<i>Those children and young people at risk of harm (but who have not yet reached the "significant harm" threshold and for whom a preventative service would reduce the likelihood of that risk or harm escalating) identified by local authorities youth offending teams, probation trusts, police, adult social care, schools, primary, mental and acute health services, children's centres and all Local safeguarding Children Board partners including the voluntary sector where services are provided or commissioned</i>".</p>
Eligibility	<p>The term used to describe whether an individual is eligible for a criminal records check as administered by the Disclosure and Barring Service.</p>
Independent Risk assessment	<p>This type of assessment is used for anyone who is ordained, licensed, authorised, commissioned or holding permission to officiate whether paid or unpaid. An independent assessment will always be carried out by a person/organisation which is independent from the Church. Independence<sup>[1]</sup> for the purposes of this type of risk assessment means someone who has no professional association with any diocese in the Church. Should an assessor hold a position of office within their local Church community, which could be construed as a conflict of interest, the NST will make a judgement on their ability to remain independent prior to approving them for the nationally maintained list of assessors.</p>
Lay Ministry	<p>Is a term used for members of faiths and Christian denominations who are not full-time paid clergy, or not ordained clergy, but who perform the same or similar function. In the context of the Church of England it could include, for instance, licensed readers or lay workers</p>
Lay worker	<p>A lay person authorised by the bishop to carry out certain duties, as set out in Canon E7 of the Church of England Canons, including leading public worship and exercising pastoral care.</p>
Local Authority Designated Officer (LADO)	<p>Local authorities should have designated a particular officer, or team of officers (either as part of multi-agency arrangements or otherwise), to be involved in the management and oversight of allegations against people that work with children and vulnerable adults.</p>

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	Local authorities should put in place arrangements to provide advice and guidance on how to deal with allegations against people who work with children and vulnerable adults to employers and voluntary organisations.
Management of Sex Offenders Violent Offenders (MOSOVO) (formally known as PPU):	Police officer staff in the MOSOVO unit are responsible for supervising offenders in the community who are subject to the Sex Offenders Register; their involvement formally ends when the offender is no longer on the SOR (see SOR below).
Multi Agency Public Protection Arrangements (MAPPA)	The name given to arrangements in England and Wales for the "responsible authorities" tasked with the management of registered sex offenders, violent and other types of sexual offenders, and offenders who pose a serious risk of harm to the public. The "responsible authorities" of the MAPPA include the National Offender Management Service (NOMS), HM Prison Service and England and Wales Police Forces.
National Church Institutions (NCIs)	The collective name for the following: The Archbishops' Council; the Archbishop of Canterbury (in his corporate capacity); the Archbishop of York (in his corporate capacity); The Church Commissioners for England; The Church of England Central Services; The Church of England Pensions Board;; the National Society (Church of England) for Promoting Religious Education; Trustees of the Lambeth Palace Library.
National Offender Management Service (NOMS)	Formally known as the National Probation Service (now including the prison service).
Parish Safeguarding Officer (PSO)	A PSO works closely with the Incumbent to advise within the Parish on all safeguarding matters relating to children, young people and adults.  These roles are often but not always voluntary.  In rural parishes or in a group arrangement, a PSO may work across Parishes.
National Probation Service (NPS)	The National Probation Service is a statutory criminal justice service that supervises high-risk offenders released into the community.
Reader	A Reader is a lay person authorised by the Bishop to lead certain services of worship or lead certain parts of a service or carry out certain duties as specified in Canon E4 of the Church of England Canons.
Regulated activity	is work which involves close and unsupervised contact with vulnerable groups, (i.e. children or vulnerable adults), and which cannot be undertaken by a person who is on the Disclosure and Barring Service's Barred List

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Respondent	The person about whom a safeguarding concern or allegation has been made. Sometimes called the ‘subject of concerns or allegations’ or ‘alleged perpetrator’. This should not be confused with the term ‘respondent’ that it used under the CDM to describe the person who is the subject of a complaint.
Risk assessment	There are two main forms of risk assessment. Those that assess the risk an individual may pose to others and those that assess the risk that may be encountered in an activity. They all aim to make Christian communities safer for all who participate in them. Risk assessments in relation to clergy are undertaken in accordance with Safeguarding (Clergy) Risk Assessment Regulations 2016.
Safeguarding Agreement	A written agreement used to establish clear boundaries for those who may pose a risk to others and want to attend church services and activities, both to protect the vulnerable and to lessen the chance of the subject being wrongly accused of abuse.
Safeguarding and promoting the welfare of children	<p>This means:</p> <ul style="list-style-type: none"> <li>• Protecting children from maltreatment;</li> <li>• Preventing impairment of children's health and development;</li> <li>• Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;</li> <li>• Taking action to enable all children to have the best life chances.</li> </ul>
Safeguarding Adults	<p>This means:</p> <ul style="list-style-type: none"> <li>• Protecting an adult’s right to live in safety, free from abuse and neglect.</li> <li>• People and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances</li> </ul>
Sexual Harm Prevention Orders	Sexual Harm Prevention Orders (SHPOs) replaced the Sexual Offences Prevention Order (SOPO). They are a measure available to the court to use to protect the general public or specific members of the public against serious sexual harm. A SHPO may prohibit a defendant from doing anything set out in the order, but these requirements will only be made due to necessity and for public protection.
Significant Harm	<p>The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children.</p> <p>Under Section 31(9) Children Act 1989, as amended by the Adoption and Children Act 2002:</p>

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	<ul style="list-style-type: none"> <li>• Harm means ill-treatment or impairment of health or development including for example impairment suffered from seeing or hearing the ill-treatment of another;</li> <li>• Development means physical, intellectual, emotional, social or behavioural development;</li> <li>• Health means physical or mental health;</li> <li>• Ill-treatment includes sexual abuse and forms of ill-treatment which are not physical.</li> </ul> <p>Where the question of whether harm suffered by a child is significant turns on the child's health and development, the health or development shall be compared with that which could reasonably be expected of a similar child e.g. of similar age, gender, culture etcetera (S 31 (9) (10) of the Children Act 1989 as amended by the Adoption and Children Act 2002).</p>
Social Care	The provision of social work, personal care, protection or social support services to children or adults in need or at risk, or adults with needs arising from illness, disability, old age or poverty.
Supervision Officer (SO)	NOMS officer responsible for supervision and rehabilitation of offenders in the community who are released on licence, and/or are subject to statutory orders according to the sentence of the Court (see CRO and post-release licence below). Their involvement formally ends when the order expires.
Victims/Survivors	<p>The term victim is used to describe those that have been subject to abuse. All abuse is traumatic and effects of abuse continues long after the event.</p> <p>The language employed to describe those who have suffered abuse is always a sensitive matter. Few would want to be defined by their experience or experiences of abuse. However, they have been victims and that fact must not be lost in concern about correct language. At the same time, many may have moved on as far as they are able and would prefer to be described as survivors of abuse or even thrivers beyond abuse. They do not want an episode or series of episodes to be regarded as the defining moment of their lives and of who they are, however much it has dramatically and tragically influenced and shaped their lives.</p>
Vulnerable Adult	<p>For the purpose of Church policy and guidance the definition of “vulnerable adult” is contained in the Safeguarding and Clergy Discipline Measure 2016 That defines a “vulnerable adult” as a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired’.</p> <p>Please note that the Care and Support Statutory Guidance issued under the Care Act 2014 (14.2) by the Department of Health uses the term ‘adults experiencing, or at risk of abuse or neglect’ in order to assess eligibility to statutory social care services.</p>

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	However, the term 'vulnerable adult' is used in the Safeguarding Vulnerable Groups Act 2006 and other legislation in relation to eligibility for criminal record checks and as a result appears in DBS guidance. .
Youth Offending Team (YOT)	Officers are responsible for supervising offenders under 18.