

## **St WILFRID'S PARISH HAYWARDS HEATH**

### **SAFEGUARDING POLICY**

#### **Keeping Children and vulnerable Adults Safe**

The House of Bishops Policy document on Safeguarding requires all clergy and lay people to maintain the highest professional standards in their work and relationships with children, young people and vulnerable adults. Their safeguarding and welfare is paramount. All children, young people and vulnerable adults, without exception, have the right to protection from abuse. Children, young people and vulnerable adults need to be safe from harm and adults who work with them need to be protected from false allegations or temptation.

#### **Policy Aims**

- To be committed to the safeguarding, care and nurture of all our church family.
- To allow Church members to make informed and confident responses to specific Safeguarding issues.
- To promote good practice.

#### **A Safe environment**

Make sure that any church activity involving children or young people is carefully organised and risk assessed, that the premises are safe in all aspects and that there is sufficient help for the numbers of children. Records for child centred activities should be given to the Parish Safeguarding Officer.

0-2 years 1 person for every 3 children

2-3 years 1 person for every 4 children

3-8 years 1 person for every 8 children

Over 8 years 1 person for the first 8 children and then 1 extra person for every extra 12 children.

A child is a person under 18 years of age.

A young person is a person aged 16 years or 17 years.

Accidents

First aid kits are located in the church and hall.

Accident and incident books are also located in the church and hall.

Accidents or incidents must be reported to the Safeguarding Officer or the Letting Hall Officer within 24 hours.

A registration form must be filled in for all children and young people attending church activities and a register of attendance must be kept. Parental/Carer consent forms are required for all off site activities.

Parental/ Carer photograph permission forms must be completed prior to any photographs of children, young people and vulnerable adults being placed in the church, on parish social media sites or newspapers. Records should be kept by the appropriate group.

Diocesan recruitment procedures must be followed for all paid workers and volunteers.

The parish policy uses application forms , reference checks and DBS checks ( if required ) prior to post appointments and volunteer work. Induction packs including all parish policies will be given to all new staff and volunteers' .Staff and volunteers will be asked to sign their consent to uphold the parish safeguarding policy. An induction meeting for staff and volunteers will take place.

No one with a conviction or caution for sexual offences against children is allowed to work with children or be part of a mixed –age activity. Those living with disqualified persons must speak to the Parish Safeguarding Officer prior to their application.

A Parish Safeguarding Policies folder is kept in the kitchen of the Church Hall, the Parish Office and with the Parish Safeguarding Officer. A Hirer Safeguarding policy will be issued to each hirer with their application form.

This parish operates an e-safety policy.

This parish operates a policy to express concerns and whistle-blowing.

The safeguarding policy is available on the parish website.

Confidential information can be shared with the Safeguarding Officer.

The use of any imaging devices is prohibited (e.g. cameras, mobile phones etc.)

Parents / Carers should be advised that taking photographs of their children and young people e.g. Nativity, Concerts and any other events can only be used for personal use and not posted on social media sites as they may contain images of other children, young people and vulnerable adults for which parental/carer consent would be required.

Video as a training aid. Parents/ Carers must be made aware that this is part of the programme and give written consent.

Accepting young people as “ friends “ on social networking sites is to be actively discouraged.

Everyone should behave appropriately on the internet including their postings on social media.

All children and young people MUST be visible to their Parents/Carers when taking part in activities in the Church and Hall.

Children/ Young People who are in the choir MUST have their Parents / Carers with them when they change into their choir robes. The children / young people MUST then wait for the start of the service in the church.

Ensure that all children, young people and vulnerable adults are kept safe in the Church and Hall by providing adequate lockable entry and exit provision.

Children and young people walking from the Sunday school venue to the Church must be accompanied by the number of adults appropriate to the age range.

Workers and volunteers are advised not to give lifts to children and young people.

### **Code of Behaviour**

#### **All clergy, paid employees and volunteers should:**

- Treat all children, young people and vulnerable adults with respect in a manner which is fair and without prejudice at all times.
- Use correct language; be aware of voice tone and body language.
- Control and discipline children without physical punishment. This MUST never be used.
- Ensure there are 2 adults should a child need to go to the toilet .Toilet breaks for small children should be organised on a regular basis.
- Ensure that each mixed group has equal gender balance in helpers.
- Ensure that children and young people know that they can speak to an independent person in the parish, or contact "Childline" ( [www.childline.org.uk](http://www.childline.org.uk) ) , if they need to speak to someone out of the area. They offer advice and support on a range of issues e.g. peer pressure, bullying, mental health and staying safe on line. It provides access to telephone advice, message boards and on line chat. Childline have their own app designed for children called "FOR ME" available from the iTunes store ( a version for android phones will be available soon ) The app contains all the functionality of the website, easily available on a child's phone. The Childline number should be displayed on the church notice board and in the Hall. 08001111.
- Kidscape ( [www.kidscape.org.uk](http://www.kidscape.org.uk) ) is a charity which offers advice to parents , carers, children and young people, and aims to help protect children from bullying. For children and young people there is support and advice on bullying and cyber bullying, for parents and carers there is a range of advice covering bullying, self harm and internet safety.

#### **Clergy, paid employees and volunteers should not :**

- Invade a child's or vulnerable adults privacy whilst washing or toileting
- Play rough physical or sexually provocative games.
- Be sexually suggestive about a child, young person or vulnerable adult, even in fun.
- Touch inappropriately or obtrusively.
- Show favouritism to any one person in a group.
- Allow a child or young person to involve the worker or volunteer in excessive attention seeking that is overtly physical or sexual in nature.
- Give lifts to children or young people on their own.
- Share sleeping accommodation.
- Invite a young person to your home alone
- Permit abusive peer activities ( e.g. bullying, ridiculing ).

- Allow unknown adults access to children, young people or vulnerable adults.

**Children, young people and vulnerable adults can be harmed by :**

Physical abuse, neglect, emotional abuse and sexual abuse.

Harm can come from within their own families, trusted adults, those involved with them on organised activities or sometimes, although rarely, by a stranger.

**Hearing a child and vulnerable adult abuse disclosure**

Workers and volunteers may get to know the children and vulnerable adults in their groups very well. They may feel enough trust to be able to talk about things that are happening to them. This is both a privilege and a responsibility. The child or vulnerable adult may want the abuse to stop but will still love the abuser. The child or vulnerable adult may think it is possible to stop the abuse without anything else happening. If a child or vulnerable adult asks to talk in confidence ALWAYS tell them that it will be necessary to get other people to help if they are being harmed. Do not prevent them from speaking.

- If a child or vulnerable adult makes a disclosure do not express shock / distress but maintain eye contact.
- Allow them to talk, but do not press for information.
- Reassure them they were right to tell and that they are not to blame for anything that has happened.
- Let them know that you will have to tell other people.
- Explain simply what your next actions will be.
- Reassure them of your support.
- Confidentiality is paramount at all times.

**As soon as possible write down as carefully as possible what the child or vulnerable adult has said, how they said it and how they appeared emotionally. Write down what you said, sign and date it.**

**Do not talk to the alleged abuser. Give the information immediately to the Parish Safeguarding Officer details below or to the Parish Wardens should the Safeguarding Officer not be available.**

**Workers and volunteers MUST understand that it is their duty to report suspicion or concerns as well as certainty.**

**If child abuse is suspected or a child discloses abuse, Social Services must be informed.**

**Allegations against paid workers or volunteers may fall into three types of investigation:**

**Criminal**

**Child Protection**

**Disciplinary or Misconduct**

**(Legal and Diocesan policies MUST be followed.)**

**Complete confidentiality in all matters must be observed.**

Parish safeguarding policy documents are audited and revised annually .

Diocesan Advisor for Safeguarding  
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Parish Safeguarding Officer  
Mrs Gloria Kendall  
Tel : 01444 483287  
Email: [wjkendall\\_2000@hotmail.com](mailto:wjkendall_2000@hotmail.com)

The Incumbent  
Revd. Ray Smith  
Tel : 01444 413300  
Email: [rs@stwilfridshaywardsheath.org.uk](mailto:rs@stwilfridshaywardsheath.org.uk)

Social Services  
During normal office hours Tel : 01403 229900  
Emergency out of hours Tel : 03302226664

Local Police Child Protection Team  
Tel : 0845 607 999

NSPCC helpline  
Tel : 0808 800 5000

Childline  
Tel : 0800 1111

Signed:  
RECTOR:

Date:

Review date: May 2018