

St WILFRID'S PARISH HAYWARDS HEATH

Safeguarding POLICY – HALL HIRERS

Keeping Children, young people and vulnerable adults safe

The House of Bishops Policy document on Safeguarding and Practice Guidance (2018)

<https://www.churchofengland.org/safeguarding/policy-and-practice-guidance>

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 and takes precedence over all other considerations. 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 need to be protected from false allegations or temptation. We believe that at all times and in all situations children, young people and vulnerable adults have a right to feel safe and protected from any situation or practice that might lead to their being physically or psychologically damaged. This policy is our commitment to provide systems for recognising and reporting any such risk and outlines our duty of care to safeguard all.

Policy Aims

To promote good practice.

To allow all hirers to make informed and confident responses to specific safeguarding issues.

The policy applies to all hirers and members of the public using the Hall premises.

All hirers who wish to use the Hall for activities which include children, young people and vulnerable adults, other than for hire for private parties arranged for invited friends and family only, will be asked to produce a copy of their Safeguarding Policy and a current DBS certificate. Copies of Hall and Church safeguarding policies including requirements for good practice are kept in a folder in the kitchen and with the Safeguarding Officer. All safeguarding policies are available to view online on the parish website. A paper copy is available by contacting the Safeguarding Officer. A Hirer Safeguarding policy will be issued to each hirer with their application form.

A Safe environment

Make sure that any activity involving children, young people or vulnerable adults is carefully organised and risk assessed, that the premises are safe in all aspects and that there is sufficient help for the numbers participating in the session.

0-2 years 1 adult for every 3 children 1: 3

2-3 years 1 adult for every 4 children 1 : 4

4-8 years 1 adult for every 8 children 1 : 8

13-18 years 1 adult for every 10 children 1:10

A child is a person under 18 years of age.

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

First aid kits are located in the kitchen.

A registration form must be filled in for all children, young people and vulnerable adults attending activities and a register of attendance must be kept. The register must include name, address, date of birth and next of kin, and any noted allergies.

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.

Evidence suggests that some people have used some activities as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions. All clubs should be aware, vigilant and report any concerns to the club leader.

Parents/ Guardians/ Carers should be aware that photographs taken on these premises are for their sole use and should not be posted on social media websites as they contain pictures of others for which consent would be required.

It is ill advised to accept young people as “ friends “ on social networking sites.

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

Code of Behaviour

All HALL HIRERS should:

- Treat all children, young people and vulnerable adults with respect in a manner which is fair and without prejudice at all times.
- Always work in an open environment avoiding private or unobserved situations and encourage open communication.
- Involve parents/ guardians/carers whenever possible.
- Keep a written record of any injury that occurs, along with any treatment given. This should be recorded in the First Aid Book located in the kitchen at the Centenary Hall and in the entrance hall at the Presentation Hall
- Keep a written record of any incident that occurs. This should be recorded in the First Aid book.
- Secure parental/ guardian/consent in writing, in case the need arises to administer emergency first aid.
- Use correct language; be aware of voice tone and body language.
- Control and discipline 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, young people and vulnerable adults know that they can speak to an independent person in the parish i.e. the Parish Safeguarding Officer or children and young people may wish to contact "Childline", if they need to speak to someone out of the area. The Childline number is displayed on the church notice board and in the Hall - 08001111. (www.childline.org.uk)
- Childline offers 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

online chat. Their app designed for children is called FOR ME available from the Itunes store. A version for android phones will soon be available.

- Kidscape (www.kidscape.org.uk) is a charity which offers advice to parents, carers, children and young people. It gives advice on bullying, cyber bullying, self harm and internet safety.

HALL HIRERS should not :

- Invade a child ,young person or vulnerable adult's privacy whilst washing or toileting
- Play rough physical or sexually provocative games.
- Be sexually suggestive , even in fun.
- Touch inappropriately or obtrusively.
- Show favouritism to any one in a group.
- Allow a child, young person or vulnerable adult 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

Managing Incidents

If any of the following occur report immediately to another colleague and record the incident. You should ensure the parent / guardian/ carer is informed.

If you accidentally hurt a child, young person or vulnerable adult

He/ she seems distressed in any manner

He/ she appears to be sexually aroused by your actions and misunderstands or misinterprets something you have done.

Medical Emergency

Call an ambulance if emergency medical treatment is required and inform the Duty Social Worker at Social Services immediately if there is suspicion that the injury is non- accidental.

Do not use your own car.

Parents / Guardians/Carers must be contacted immediately if possible. A written consent form for emergency medical treatment should have been completed when the child, young person or vulnerable adult enrolled in the activity. Parents / Guardians/Carers should be informed of the specific symptoms or injuries which require to be seen by a doctor, *but not that abuse is suspected*. The Parish Safeguarding Officer must be informed of the incident as soon as possible.

Concerns about Suspected Abuse.

Any suspicion that a child, young person or vulnerable adult has been abused by a member of staff should be reported to the Parish Safeguarding Officer, who will take such steps as considered necessary to ensure the safety of the person in question and any others who may be at risk.

The Parish Safeguarding Officer will refer the allegation to the Social Services Dept, which may involve the police, or go directly to the police.

The parents, guardians or carers of the child, young person or vulnerable adult will be contacted by Social Services, Police or the Parish Safeguarding Officer.

Hearing an abuse disclosure

STAFF MUST NOT TRY TO INVESTIGATE THE MATTER THEMSELVES.

This is a specialist task and is the responsibility of Social Services who work in conjunction with the Police Safeguarding Team. Inappropriate questioning, i.e. asking leading questions, can lead to vital evidence being inadmissible in court. It is also essential that where clothing may be used as evidence, it is not tampered with, and that any evidence, such as a child's drawing, is not discarded. You must report concerns immediately to the Duty Social Worker who will decide what actions to take. In cases where the parents/ guardians/carers are the alleged abusers, you must not inform them before reporting to the Social Worker.

Inform the Parish Safeguarding Officer as soon as possible.

Workers and volunteers may get to know 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. They may want the abuse to stop but will still love the abuser. They may think it is possible to stop the abuse without anything else happening. If they ask 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 disclosure is made do not express shock / distress but maintain eye contact.
- Allow the person 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 has been 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.

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

Bullying

If bullying is suspected:

Talk with the bully/bullies explain the situation , try to get the bullies to understand the consequences of their behaviour. Seek an apology to the victim.

Inform the bully/bullies parents/carers.

Provide support for the victim and their parent/ carer.

Impose sanctions as necessary.

Encourage behaviour changes by bully/bullies.

Report progress to all concerned.

Keep a written record.

Complete confidentiality in all matters must be observed.

All Safeguarding policies are revised annually. All policies are on the parish website.

Reviewed July 2023

Next review: July 2024