

INTRODUCTION

Working Together to Safeguard Children (March 2015) states that effective safeguarding should be based on two principles:

- safeguarding is everyone's responsibility: any person who works with children, either as a member of the clergy, a paid worker or a volunteer might notice something which gives rise to concern or might receive a disclosure from/about a child and therefore everyone needs to know how to behave in this instance.

And

- a child-centred approach: for safeguarding to be effective it should be based on a clear understanding of the needs and views of children.

DEFINITION

Abuse is defined as any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event. And it can increasingly happen online.

Abuse could fall under one of these headings:

- Physical abuse (including female genital mutilation)
- Sexual abuse
- Emotional abuse
- Neglect
- Online abuse and grooming
- Child exploitation and trafficking

HEARING A CHILD ABUSE DISCLOSURE

Church workers may get to know the children and young people in their groups very well. A child or young person may feel enough trust to be able to talk about unhappy things that are happening at home, at school or at church. This is both a privilege and a responsibility. Remember that the child may want the abuse to stop but still love the abuser. The child may think that it is possible to stop the abuse without anything else happening.

1. Receive
 - Listen to what is being said without displaying shock or disbelief and maintain eye contact as much as possible.
 - Take what is said seriously
 - Note down what has been said if possible.
2. Reassure
 - Reassure the child that they have done the right thing in talking to you
 - Be honest and do not make promises you cannot keep eg "It will be alright now"
 - Do not promise confidentiality; you have a duty to refer
 - Reassure and alleviate guilt, if the child refers to it eg "you're not to blame"
 - Reassure the child that information will only be shared with those who need to know
3. React
 - React to the child only as far as is necessary, but do not interrogate for full details
 - DO NOT ask leading questions; "Did he/she....?" Such questions can invalidate evidence.
 - Do ask open questions; "Anything else you want to say?"
 - DO NOT criticise the perpetrator; the child may still love him/her

- DO NOT ask the child to repeat it all for another adult.
 - Explain what you have to do next and who you have to talk to
4. Record
 - Make some brief notes at the time on any paper which comes to hand and write them up as soon as possible, but DO NOT delay the disclosure if you do not have a pen and paper.
 - Do not destroy your original notes
 - Record the date, time, place, any non-verbal behaviour and the words used by the child. Ensure that as far as possible you have recorded the actual words used by the child.
 - Record statements and observable things rather than your interpretations or assumptions
 5. Remember
 - Contact one of the Safeguarding Representatives.
 - This is confidential information and must not be discussed or shared with anyone else.
 6. Relax
 - It is important to get support for yourself. Speak to one of the clergy, the pastoral minister or the Diocese who have specialists in these matters and who have personal experience in handling similar situations.

If child abuse is suspected or a child discloses abuse, the local Social Services Department must be informed. They will agree with the incumbent or Safeguarding Representative when the parents and alleged abuser will be informed of the allegation. Advice can be obtained from the Diocesan Child Protection Adviser.

The Rector	Steve Daughtery	01273 472018
The Lead Safeguarding Representative	Kirsty Stannard	07795 078506
Deputy Safeguarding Representatives (Children)	Katie Ely Amanda Burgess Jenny Pigott	01323 870555
Deputy Safeguarding Representative (Adults)	Jenni Taylor	01273 473098
Lead Recruiter	Carol Taplin	01273 483307
Bishop's Advisor for Safeguarding Children and Adults	Colin Perkins	Colin.Perkins@diochi.org.uk

Best Practice

The House of Bishops policy document on Child Safeguarding requires all clergy and lay people to maintain the highest professional standards in their work and relationships with children and young people. Children need to be safe from harm and adults need to be protected from false allegations or temptation.

1) SAFE ENVIRONMENT

1.1 Make sure that any church activity that involves children or young people is carefully **organised**. All such activities should be assessed for risk.

This assessment:

- may be informal and involve a discussion amongst the leaders of the activity, about what precautions should be undertaken before the activity is commenced; or
- may take the form of a formal risk assessment involving our standard paperwork.

For off-site activities a standard risk assessment form should be completed by the person in charge of the activity. Consent forms are required, signed by a parent or guardian before children are allowed off site. Details of the activity should be lodged with the TRINITY emergency contact identified on the Consent form.

1.2 Disclosure and Barring Service checks for church workers.

All leaders and helpers who assist in activities with children at TRINITY Church must have a DBS check if their role involves 'Regulated Activity' that occurs 'regularly or intensively'

Regulated Activity relating to children

The new definition of regulated activity relating to children comprises only:

- (i) Unsupervised activities; teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children.
- (ii) Work for a limited range of establishments ('specified places'), with opportunity for contact; for example, schools, children's homes, childcare premises. (Not work by *supervised* volunteers.)
- (iii) Relevant personal care, for example washing or dressing and taking a child to the toilet; or health care by or supervised by a professional.
- (iv) Registered childminding; and foster-carers.
- (v) Those supervising workers engaged in Regulated Activity e.g. managers, clergy or trustees

Work under (i) and (ii) is regulated activity only if done regularly or intensively and (iii) even if only done once./

Regularly and intensively is defined as occurring on four or more days in a single month or overnight

It is Diocesan policy that DBS checks are not currently portable. Even if an applicant has a current DBS check from another organisation they must still obtain a fresh DBS check through the Churches' Child Protection Advisory Service (CCPAS) to which TRINITY now belongs. CCPAS operates a disclosure service to issue DBS checks via an online application service. The person at TRINITY responsible for working with CCPAS and administering the DBS system is known as the 'Lead Recruiter'. This role is separate from that of the Church Child Safeguarding Representatives whose remit is to advise and consult on specific safeguarding concerns that may arise at TRINITY.

Someone applying for a position with responsibility for children/young people within TRINITY, whether paid or voluntary will be expected to have a Job/Task Description for the role.

Each new prospective leader/helper should have a copy of this description and should sign it. The Ministry Head should also sign it with one other person who together ensure that:

- the role has been properly described and appropriate training provided;
- the applicant has understood our Child Safeguarding Policies and Procedures;
- their suitability for the role has been considered;
- they need to be recommended by one of the two signatories who has known them for at least 6 months OR two independent references should have been taken up;
- paid positions, ministry heads and internships should also have undertaken a formal interview process.
- Complete a self-declaration form (as per the CCPAS model in the 'Safe and Secure' manual)

- Once these steps have been satisfactorily completed an application is made for a DBS check
- All church appointments now qualify for 'Enhanced' rather than 'Standard' level of disclosure

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.

1.3 Make sure that any church activity has **sufficient help**, but our minimum standards are

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

1.4 Make sure that any church activity has **appropriate contact and health details** of children attending.

- The church's standard registration form must be filled in for all children and young people attending church activities where the parents are absent (we take this to mean more than two minutes away on foot, thereby including all three church sites).
- A register of attendance should be kept.

1.5 Make sure that the **premises** are warm, well lit and well ventilated.

- They should be kept reasonably clean and free of clutter. Electric sockets should be covered.
- Toilets and hand basins should be easily available. Hygienic drying facilities should be provided.
- There should be enough space available for the intended activity.
- If food is regularly prepared for children on the premises, the facilities will need to be checked by the Environmental Health Officer and the preparation and service of food supervised by someone with a "Level 2 Food Preparation in Catering Certificate". Drinks should always be available.

2) SAFE BEHAVIOUR

2.1 All clergy, paid employees and volunteers should:

- Treat all children and young people with the respect and dignity befitting their age.
- Watch their language, tone of voice and body language.
- Learn to control and discipline children without physical punishment; this must never be used even if they have the parent's explicit permission for this.
- Ensure that another adult is informed if a worker needs to take a child to the toilet. Toilet breaks should be organised for young children.
- If known in advance, a parent's permission must be sought if a child or young person is to be seen on his or her own. Another adult must be nearby and the child or young person must know this.
- Ensure that each mixed-gender group includes a female helper.
- Ensure that children and young people know that they can speak to an independent person in the parish, or contact Childline., if they need to talk to someone. The Childline telephone number - 0800 1111 – will be prominently displayed in the church porch and the Church Hall.

2.2 Clergy, paid employees and volunteers should not:

- Invade a child's privacy whilst washing or toileting.
- Play sexually provocative games.
- Be sexually suggestive about a child or to a young person, even in fun.
- Touch inappropriately or obtrusively.
- Scapegoat, ridicule or reject a child or young person.
- Show favouritism to any one child or young person or group.
- Allow a child or young people to involve the worker in excessive attention-seeking that is overtly physical or sexual in nature.
- Give lifts to children or young people on their own. If this is unavoidable ask the child or young person to sit in the back of the vehicle.
- Share sleeping accommodation with young people.

- Invite a young person to the worker's home alone.
- Permit abusive peer activities, e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown adults access to children. Visitors should always be accompanied by a known person.

2.3 Clergy, paid employees and volunteers should:

- Be prepared for your colleagues to remind you if you forget any of the requirements for good practice and be prepared to help a colleague by advising them in return.

3) SAFE ACTIVITIES

3.1 Health and safety advice

- Groups must have access to a phone in order to call for help if necessary.
- Adults should be aware of the fire procedures and points of assembly. Fire extinguishers should be regularly checked and smoke detectors fitted throughout the premises. Appropriate fire training should be carried out regularly.
- For physical games, there should always be a risk assessment for mixed gender groups and an uninvolved supervisory adult.
- No smoking should be permitted in the areas where there are children.
- Alcohol and illegal drugs must not be used by those who have children and young people in their care or at a time when their use could affect their care.
- A First Aid kit and accident book should be available on the premise. Children's workers should be encouraged to attend First Aid training. A list of first aiders in TRINITY the parish should be compiled and kept available. All accidents must be recorded in the accident book.

3.2 Guidelines for transporting children by private car

- Children & young people should not be taken out with transport without the prior consent of the parents.
- All those who drive children on church-organised activities should be over 25 and should have no more than 6 points on their licence OR should have held a full driving licence for over two years and have a clean licence.
- Any driver who has an endorsement of 6 points or more on their licence should inform the Parish Child Protection Representative.
- All cars that carry children should be comprehensively insured. The insured person should make sure that their insurance covers the giving of lifts during church activities.
- All cars that carry children should be in a road worthy condition.
- All children must wear suitable seat belts. If there are no seat belts children should not be carried.
- At no time should the number of children in a car exceed the usual passenger number.
- If a child is known to have a disability or special need, consideration should be given whether to have a non-driving adult in the car. This adult should sit in the back, behind the driver, with the child in the seat beside him or her.
- If a driver has to transport one child on his or her own, the child must sit in the back of the car.
- Any driver who has an "unspent" conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway should not transport children.
- To ensure that these guidelines are adhered to it would be appropriate to obtain a signed undertaking, covering the above issues, from those people who are prepared to transport children in their cars.

3.3 Guidelines for transporting children by mini-bus

- A mini-bus with seat belts must be used.
- All children must have a proper seat.
- An escort must always be taken.

3.4 i. Guidelines for taking young people away (following DfE guidance)

- No child under the age of 8 can be taken away on residential activities without being accompanied by its parent or guardian.

Information for parents. It is important that parents should have full information before giving consent. This should include

- Aims and objectives of the event or activity.
- Date of the event and its duration.
- Details of venue including arrangements for accommodation and supervision.
- Travel arrangements.
- Name of group leader and contact numbers.
- Information about financial, medical and insurance arrangements.
- Each child or young person under the age of 18 (unless they are over 16 and living away from home or married) must have the written consent of his or her parent or guardian; this gives authority to the person named as responsible for the activity to take the young person away and to act “as a careful parent would”. It does not transfer “parental responsibility”.

3.4 ii. Insurance

Make sure that parish insurance is adequate for the activities planned.

3.4 iii. Accommodation

- Boys and girls must have separate sleeping and washing facilities which are private to them. Mixed groups must have adults of both sexes involved. Adults should have separate accommodation but in close proximity to the young people.
- Any other arrangements e.g. “sleep-overs”, “lock-ins”, “all-night” events should be carefully explained to parents beforehand and their consent sought for the arrangements.

3.5 Guidelines for holiday clubs and missions

These are situations when there are likely to be extra helpers for part or all of the activity.

- Plan the activity carefully. If in the course of one year several events for under 8 year olds extend over more than 6 days there is a requirement for the activity to be registered with the local Social Services Department.
- Ensure that all the usual health and safety recommendations are in place. Make sure there are enough helpers for all the activities.
- If there are many new or one-off helpers divide them into teams ensuring that there is a known, properly appointed leader responsible for each team. Try to make sure that every helper has completed a Confidential Declaration form and received the safeguarding briefing.
- If using volunteers from other churches make sure they have complied with that church’s child safeguarding procedures.
- Ask the children’s parents to fill in a consent form to cover all the activities.

3.6 Guidelines for “off-site” activities

All activities must be covered by the parish insurance; this will probably mean that the activity must be agreed by the Church Council. Potentially hazardous activities must be assessed for risk before being agreed by the Church Council

- The leader should take the consent forms with them on the outing.
- A First Aid kit should be carried.
- When there is an outing a named person must be responsible, back in the home area, in the event of an unforeseen delay or emergency.
- This person’s name and contact details should be given to the child’s parents and they should be available during the time that the group is away.
- This person should have the itinerary and be aware of the plans—estimated time of arrival at the destination, estimated time of return back to the church etc.
- The named person should have the names and addresses of everyone both adults and children, who are on the trip. In the event of an incident or accident the named person will be responsible for speedily contacting the parents.

3.7 Guidelines for church musicians, including bell-ringers

Arrangements for those under 18 involved in church music or bell-ringing must comply with the Child Safeguarding Policy and any special implementation requirements of the parish.

3.8 Guidelines for working with children or young people with additional needs or behavioural concerns

- Staff leadership should know about and make appropriate concessions for children who are in their care and vulnerable. However, it may not always be appropriate to share this information with volunteer leaders for reasons of confidentiality. Therefore, volunteer leaders' behaviour should be especially monitored for best practice.
- Behavioural expectations will be made clear to young people and a contract accepting these boundaries should be signed.
- In a situation where these behavioural expectations are not being met (eg. children leaving the group without informing the leaders), parents must be informed and a note made of any remedial action or outstanding risk.