

## **Chudleigh Parish Church**

### **Safeguarding Guidelines Relating to Children, Young People and Adults at Risk**

Chudleigh PCC is committed to the safeguarding and protection of all. The safety and wellbeing of children and of adults experiencing, or at risk of, abuse or neglect are paramount. We are committed to the implementation of the *Diocesan Safeguarding Policy and Guidance for Parishes, May 2014* in conjunction with Practice Guidance: Safer Recruitment, Church of England June 2016, and older House of Bishops Policies.

We aim to work within government guidance contained within:

- *Safe from Harm: a code of practice for safeguarding the welfare of children in voluntary organizations*
- *Working Together 2013.*

This Parish Safeguarding Policy has been approved by the Parochial Church Council and is reviewed on an annual basis. The guidelines relate to all paid employees and volunteers.

We welcome staff and volunteers who are recruited in accordance with the Church of England publication, 'Practice Guidelines: Safer Recruitment', June 2016. This means we will ensure that those who are employed or who volunteer to work with children, young people and adults at risk are suitable for the role, that they know what the role entails and that they are supported in carrying it out.

Those involved in regular work with 'vulnerable groups' as defined by Disclosure and Baring Service (DBS)/House of Bishops' Policy will be asked to make an application for a DBS disclosure.

#### **For the purpose of these guidelines:**

- A child is defined as anyone under the age of 18
- An adult at risk is defined as a person who is "aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation" (1)
- Parish Safeguarding Co-ordinator is a member of the Parochial Church Council and is eligible for a DBS Disclosure
- Parish Safeguarding Representatives:
  - Safeguarding (Child Protection) Representative
  - Safeguarding (Adult at Risk) Representative
- Activity Leader – the designated Leader for that activity
- Team Member – other members of the team (both paid employees and volunteers)

#### **General Good Practice for paid workers and volunteers**

- Each event held must have a designated Activity Leader who is approved by the Parish Safeguarding Co-ordinator.
- Be conversant with, and follow, all existing controls on relevant Risk Assessments relating to an activity.
- Check the venue for any possible hazards before the activity commences, and report any problems to the Activity Leader.

- Ensure you are conversant with the designated fire-procedure for the area of the building you are using.
- The ratio of staff or volunteers in any activity involving children should be compliant with Ofsted advice. All designated Activity Leaders should have a DBS check.
- Promote the safety and wellbeing of all, with especial vigilance in relation to the protection of children and adults at risk from harm, abuse or exploitation.
- Aim never to be alone with a child out of the view of others.
- Respect the privacy and confidentiality of all but share any information with regard to the protection of the vulnerable with the person to whom you are accountable e.g. Activity Leader, Parish Safeguarding Representative, Vicar.
- Attend ongoing safeguarding training and be up to date with current practice and policies.
- Be prepared to consider that a person of any age or gender may pose a risk of harm to children or adults at risk.
- All relevant documentation will be stored according to Data Protection Principles i.e. all Volunteer Registration Forms, Volunteer Agreements, Participant Registration Forms; Consent Forms etc. will be securely stored at a place authorized by the PCC. They will be accessed only by authorized individuals and kept for only as long as the purpose for which they are collated.

### **Events for Pre-school children (including crèches)**

- The Activity leader is assigned before the event commences and the programme should be planned before the children arrive
- Parents and carers are given a welcome letter explaining the crèche activities, procedures and expectations
- Guardians' input should be encouraged and respected and all guardians must complete a registration form
- A register will be kept by the Crèche Leader and stored securely.
- When accidents or incidents occur, it is the Activity Leaders' responsibility to inform the guardian and fill out the accident/Incident book on the site
- The guardian must be the one who returns to collect the child
- The staffing guidelines are:
  - 0-2yrs: one leader to three children
  - 2-3 yrs: One leader to four children
  - 3-5 yrs: One leader to six children
 There must always be a minimum of 3 leaders
- Care should be taken with the number of children in the space available. The maximum number of children is at the discretion of the Activity leader, in consultation with the Parish Safeguarding (CP) Representative.
- There should be a warm and sensitive responsiveness between adult and child; a child's dignity, privacy and individuality should be respected and catered for.
- DBS checked staff and volunteers should aim not to be alone with a child. Those who are DBS checked should be mindful that they are in a supervisory role with regard to helpers who may not have a DBS check. Children should never be left alone with a person under the age of 18 years or who with a person who has not been DBS checked.
- Children should be accompanied to the toilet by a DBS checked member of staff or volunteer. Should the child require help, the staff member or volunteer may go into the cubicle to help, with the door ajar. If the child is thought to be able to manage, then the child may go into the cubicle without supervision but the door must not be locked. Guardians are asked to change the nappies of their own child.

- Parents and carers should be contacted if their child shows signs of becoming distressed, unwell or not responding to the expectations as explained in the welcome letter. These decisions are taken by the Activity leader.

### **Activities involving older children, young people and adults at risk**

- Membership and Parental Consent Forms should be completed for all participants.
- A register of attendance should be kept at each event.
- All mixed age activities should be supervised by at least two Activity Leaders and, wherever possible, this should include at least one male and one female
- All single-sex activities must be supervised by at least two Activity Leaders, preferably of mixed gender. At least one Leader should be of the same gender as the group.
- As above, all staff and volunteers should aim not to be alone with a child. Those who are under 18 years old or those without DBS check must never be left alone with a child or young person or be responsible for the supervision of children.
- Parents and carers should be contacted if their child shows signs of becoming distressed, unwell or not responding to reasonable behavioural expectations. These decisions are taken by the Activity leader.
- The Church Facebook page **can** be used for communication via a social networking site. Adults in positions of leadership and team members should not have 'friends' that are under 18 years and who are members of the youth group. If 'friends' become members of the youth group, they should be removed from this list.
- All correspondence should be as public as possible. Leaders and helpers in church based activities must not 'private message' children, young people or adults at risk under any circumstances. If any communication happens that is 'private' the team member must notify another team member or a Parish Safeguarding Representative.
- Staff and volunteers should aim to avoid any one-to-one situation with a child or adult at risk. If such a situation should arise the staff or volunteer should make every effort to find an open and accessible place to be with the person.
- If a one-to-one situation is deemed to be appropriate this must be a decision made jointly between the Team Member, Activity Leader and Parish Safeguarding Advisor. Parents, Guardians or Carers should be advised and the activity should take place in a public place.
- In situations in which an adult at risk is considered to have the capacity to give informed consent to being alone with a member of staff or volunteer then that person should be DBS checked and the person to whom they are accountable should be given prior information about the planned event.
- When transport is needed for an activity the details will be organised by the Activity Leader. Anyone 'transporting' a child or adult at risk in relation to an activity organized by the Church should be DBS checked.
- Whilst transporting young people Youth team members must not be alone with a child or young person, regardless of gender. Wherever possible the child or young person should sit in the back seat unless specific permission has been sought beforehand from the parent or guardian.
- Confidentiality should not be promised to any child or young person. If you are made aware of any pastoral issues regarding a child or adult at risk in a church activity inform the Activity Leader as soon as possible.

### **Overnight activities and residential activities**

- One of the Parish Safeguarding Representatives and the Parish Safeguarding Co-ordinator will be informed.
- A written risk assessment will be carried out

- Adults will sleep in separate but adjacent quarters to children or adults at risk.
- There will be safe access to adult leaders and toilet facilities at night
- For mixed-sex groups, there should be both male and female leaders present

These guidelines aim to protect children and adults at risk. It is difficult to plan for every situation. If a staff member or volunteer finds themselves outside of guidelines at any point this should be reported as soon as possible to the relevant Safeguarding Representative – even if this is after the event.

Approved at the PCC Meeting 20<sup>th</sup> March 2017\_

### **What to do in the event of disclosure of abuse from a child:**

- If a child asks to speak with you confidentially you should respond positively but let them know that you may have to share information if you think they may be at risk or someone else may be at risk
- Always have Childline telephone number on display where children's activities take place. Childline workers are sanctioned to maintain confidentiality in relation to a child. They are skilled at helping them to take the next step.
- Listen, allow the child to speak without interruption.
- Don't ask questions or probe but you may clarify points.
- Let the child know what you are going to do.
- Observe and record injury but don't examine the child.
- As soon as possible record the event using the child's words. Sign and date the document. Don't investigate.
- Share information as soon as possible – with your designated person  
e.g. an ideal process might be team member informs Safeguarding Representative who informs the incumbent. The Incumbent has a duty to inform the Diocesan Safeguarding Advisor.
- If there is significant concern all citizens have a duty to inform the police and/or children's services without delay. Discussion with Children's Services can give guidance on whether or not the parent/guardians or carers should be advised of the disclosure.

**Contact details attached: Telephone numbers of Reps, Incumbent, Diocesan Safeguarding Advisor, Police and Children's Services.**

### **What to do in the event of a disclosure of abuse from an adult at risk:**

- Respond appropriately by following the principles set out for children.
- On hearing the disclosure, the person has a responsibility to take action in order to protect others. The church has a responsibility to report the abuse to the relevant authority.
- Share information as soon as possible – with your designated person  
e.g. an ideal process might be team member informs Safeguarding Representative who informs the incumbent. The Incumbent has a duty to inform the Diocesan Safeguarding Advisor.

I have read and understood the above document. I am committed to complying with these guidelines and ensuring other members of the team do so.

Signed \_\_\_\_\_ Date \_\_\_\_\_

PSR signed \_\_\_\_\_ Date \_\_\_\_\_

### **Contact details:**

**Parish Safeguarding Representative** – Carole Grose - 01626 854457

**Incumbent** - Paul Wimsett - 01626 853241

**Diocesan Safeguarding Advisor** – Charles Pitman - 01392 345909 [dsa@exeter.anglican.org](mailto:dsa@exeter.anglican.org)

**Exeter & N Devon MASH Multi-Agency Safeguarding Hub** – 0345 155 1071, [mashsecure@devon.gcsx.gov.uk](mailto:mashsecure@devon.gcsx.gov.uk)

**Churches Child Protection Advisory Service** - 24/7 helpline - 0845 120 4550

**Childline** 0800 1111