

Chalke Valley Team Safeguarding Guidelines 2016

1. Introduction

This document provides guidelines to all paid and volunteer workers concerning the health and safety of children, young people, vulnerable adults and staff, whilst engaged in church activities. It also contains useful templates that can be adapted for use by its leaders.

The guidelines will be reviewed annually and changes will be submitted for approval by the Team Council.

For further information or advice please contact:

The Team Administrator

The Team Office

The Hub

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2. Good Practice

Children, young people and adults attending activities at, or organised by, representatives of the churches of the Chalke Valley are the responsibility of staff and volunteers of the church. The church recognises the model for good practice contained within the Children Act, and is committed to it in every aspect of its work.

Good practice in **planning a project/session/event for work involving these groups** means:

- Undertaking, at the outset of project planning, a risk assessment and monitoring risk throughout the project
- identifying at the outset, the people with designated protection responsibility
- engaging in effective recruitment, including appropriate vetting of staff and volunteers
- knowing who to contact in case you have to report a concern to them

Good practice in a **physical environment** where there is contact with these groups means:

- always ensuring that adults present meet their responsibility for ensuring safety of those in the setting

Good practice in **physical contact** means:

- maintaining a safe and appropriate distance from participants
- only touching participants when it is absolutely necessary in relation to the particular activity
- seeking agreement of participants prior to physical contact
- making sure disabled participants are informed of, and comfortable with, any necessary physical contact

Good practice in **interpersonal dealings** means:

- treating all children/young people/vulnerable adults equally and with respect and dignity
- always putting the welfare of each participant first
- building balanced relationships based on mutual trust which empowers them to share in the decision making process
- giving enthusiastic and constructive feedback rather than negative criticism
- making the session fun, enjoyable and promoting equality
- being an excellent role model for dealings with other people
- recognising that anyone with disabilities may be even more vulnerable to abuse than other people in these groups

Good practice in **managing sensitive information** means:

- having a policy and set of procedures (to include parental consent forms where appropriate) for taking, using and storing photographs or images of children, young people or vulnerable adults
- careful monitoring and use of web-based materials and activities
- agreed procedures for reporting any suspicions or allegations of abuse
- ensuring confidentiality in order to protect the rights of employees and volunteers including safe handling, storage and disposal of information provided on leaders, guests or facilitators (or others involved in event/sessions/projects) as part of the recruitment process (Data Protection Act 1998).

Good practice in **professional development** means:

- keeping up-to-date with health and safety practice
- being informed about legislation and policies for protection of children, young people and vulnerable adults

- undertaking relevant development and training

3. Personnel

Disclosure and Barring Service (DBS) checks

It is a mandatory requirement that all new paid and voluntary staff will complete a confidential personal declaration and, at the discretion of a Safeguarding Representative, a DBS status check will be carried out.

Applicants will be required to complete a confidential Self Declaration form and provide the names of two referees who can vouch for their character and suitability for the post.

Ratios of staff (paid and volunteer) to children and young people

Unless official guidelines state otherwise, it is mandatory that these ratios will apply:

0-2 years	1:3
2-3 years	1:4
3-8 years	1:8
9 and over	1:8 (first 8 children)
Followed by	1:12

The staff-to-child ratios for 0-3 year olds are only a guideline and it is acknowledged that another person will be present when working with this age group. For example, routine tasks such as taking a child to the toilet or fetching a parent will require more than one staff member present.

'Minors' helping an adult with a crèche will not be left alone with any child at any time.

Good practice requires that a minimum of 2 adults should be present at any time, and that young adults should have access to both male and female workers. If anybody is unsure they should contact one of the Safeguarding Representatives.

4. Safety

At all times safety must be of prime concern. While it is the responsibility of the leaders to ensure a safe environment, all volunteers will need to be aware of possible dangers, and know what action to take should difficulties arise.

It is good practice to check the suitability of a room or venue prior to its use. Before using a venue a Risk Assessment sheet should be completed.

5. Risk Assessment/Risk Management

The principle of risk assessment is to consider the:

- practical detail of a project/session/event
- things that could go wrong
- likelihood of these things going wrong
- impact of these things going wrong

Once this is done:

- you can identify measures to reduce the risk
- you can decide what to do if things do go wrong
- you can allocate roles to monitor and manage the protection of everyone

6. Emergency medical treatment for children and young people when in the care of the church

Appropriate parental consent should be obtained prior to events for the administering of emergency medical treatment. (See examples of Treasure Hunters consent forms attached.)

7. Consent

Written parental consent must be received before any child or young person is permitted to take part in any activity where parents are not present.

- A written parental consent form must be completed for each young person attending.
- All times of collection and return must be clearly stated.
- When informing parents of activities, leaders must ensure that all the necessary information is provided, in writing in advance of the proposed activity and that a suitable named person is given as an emergency contact.

8. Off-site activities

Where an off-site activity is planned, the following procedures must be adhered to.

- A PCC will be asked to minute its support for defined off-site activities
- A site-visit should be undertaken before a group is taken to any new location.

9. Collection after an event

Under no circumstances will a child or young person be allowed to wait alone for a parent to collect them. The leader of the activity or a responsible adult must always remain with the child or young person in a public place, preferably with access to a phone until he or she has been collected, or following verbal parental permission, the worker may give the child or young person a lift home. The child should be seated in the rear seat, not alongside the driver or any other adult.

10. Special needs

Where participants have special needs, the church will seek to meet those needs appropriately. Parents will be asked to make leaders aware of any special needs their child may have. Strict confidentiality will be maintained at all times.

11. Registration

The church may keep up-to-date records of children and young people who participate in its clubs and groups. The only people who will have written copies or electronic records of those details will be the leader or delegated officer of a given church group (for example, Treasure Hunters' leader.)

12. Insurance

All PCCs have insurance policies that cover the church's work amongst children, young people and vulnerable adults.

13. Definitions of abuse include:

Physical abuse. Where a person's body is hurt or injured.

Emotional abuse. Where a person does not receive love or affection, or is threatened, or is being given responsibilities beyond their years.

Sexual abuse. Where adults (and sometimes older children) use others to satisfy their sexual desires.

Neglect. Where there is failure to care for and protect children/young people/vulnerable adults from danger, seriously affecting their health and development.

Spiritual abuse. This can include the misuse of authority of leadership, oppressive or intrusive healing and deliverance ministries, or the denial of the right to faith or the opportunity to grow in the knowledge and love of God

Perpetrators are generally people well known to a child/young person/vulnerable adult. While warning signs such as bruises or inappropriate behaviour may indicate abuse, it is important not to jump to conclusions.

14. Hearing and reporting, an abuse disclosure

Should abuse be discovered or disclosed to a worker, the following guidelines should be followed:

- Accept what the child/young person/vulnerable adult says, and make clear to them that you are taking them seriously.
- Keep calm, reassure them that they are right to have told you.
- Do not push them to disclose more detail.
- Tell them they are not to blame for anything that has happened.
- Offer to help, but make it clear that you will need to tell someone else so that the abuse will stop. Do not promise confidentiality.
- Reassure the person that they will continue to have full support during the difficult time to come.
- Let them know what you are going to do next, and that you will let them know what happens.
- Immediately inform the leader of your particular group.
- The group leader must then inform a Safeguarding Representative.
- Make notes of what occurred as soon as possible, recording exactly what was said, including times and dates. Keep these hand written notes even if you subsequently transcribe them.

The advice of the Churches Child Protection Advisory Service (CCPAS) is that parents should not be informed. Any information shared with third parties should be strictly on a need-to-know basis only and is absolutely confidential.

Once the Safeguarding representative and Team Rector is aware of the discovery, and if the person is in immediate danger, the Police Protection Unit (01722 411444) or Social Services Children and Families Office (01722 327551) will be advised by the Team Rector or Safeguarding Representative.

The Diocesan Child Protection Adviser (01722 411922) will also be informed as soon as possible. The Team Rector or Safeguarding Representative will then agree with the Diocesan Adviser any further action required. It is possible that the PCC's insurers may need to be informed.

The person directly involved with the disclosure should:

- Be prepared to have further discussions with Social Services and the Police.
- Be prepared to attend a child protection conference.
- Continue to offer support to the individual and seek support for themselves.
- Be prepared to give evidence in court if required to do so.

15. Complaints procedure

Should a complaint of any nature be made against any of the church's workers, the group leader and a Safeguarding Representative must be informed. He or she will inform the Team Rector.

If the allegation concerns a member of the clergy, the Bishop must be informed.

Any complaint should be investigated properly which may mean following an internal, procedural process or the use of an external organisation.

The Team Rector may deem it appropriate to appoint a person to provide support for the accused person. The Diocesan Child Protection Adviser would be able to provide advice.

16. Residential courses

Any event off-site should follow the procedures previously stated. All costs should be taken into account and a risk assessment made as to safety and quality of activities on offer and of the equipment to be used.

Organising leaders will ensure that their PCC and Team Council are informed and an appropriate minute recorded and, that the provision of staff numbers is adequate and are suitably qualified.

Parents must be clearly informed of activities to be undertaken and the parental consent and medical forms completed.

17. Important telephone numbers

Safeguarding Representatives:

Team Rector, Revd Catherine Blundell	01722 780134
Team Vicar, Revd Canon Jenny Taylor	01722 503081
Team Vicar, Revd Dr Anna-Claar Thomasson-Rosingh	01722 238267
Angela Bridges	01747 828383
Rupert van der Horst	01722 718759

Team Office	01722 780112
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Other telephone numbers

Police Child Protection Unit	0845 08700 ext 723565
Social Services Children and Family office	01722 327551
The Diocesan Child Protection Adviser	01722 411922
Church's Child Protection Advisory Service	0845 1204554
Childline	0800 1111
Kidscape	0845 1205204
ParentLine Plus	0808 800 2222

18. Activity Safety Checklist			
This or a similar should be completed before you begin your Activity.			
Add any other items which you feel would affect the safety of the activity.			
1	Has a risk assessment been completed for this activity? If not the activity must be halted until one is completed	Yes/No	Action
2	Is there a phone for emergency situations?	Yes/No	
3	Do you have emergency contact numbers including local casualty addresses and numbers, and caretaker's contact details?	Yes/No	
4	Do you have a First aid Kit?	Yes/No	
5	Do the participants know where the First Aid Kits are located and have the First Aiders been indentified in the group?	Yes/No	
6	Are the emergency exits clear and been identified by participants?	Yes/No	
7	Do you know where the fire extinguishers are?	Yes/No	
8	Is all the equipment safe to use and the operators aware of how to use safely?	Yes/No	
9	Are all workers aware of Health and Safety matters?	Yes/No	
10	Are all workers aware of the Team's Safeguarding policy and Safeguarding Guidelines?	Yes/No	
11	Has a survey of the premises been carried out and all hazards identified?	Yes/No	
12	Is anyone working alone? If so, they must halt the activity.	Yes/No	
13	Have you followed the Team's requirementf for staff/child ratios? If not you must halt the activity.	Yes/No	
14	Is it safe for the event to take place? If not, the event must be cancelled.	Yes/No	
15			
16			

19. Roles where it is anticipated that a DBS status check will/will not be required.

Ordained clergy	Enhanced Plus, but certified through the Diocesan Office
Safeguarding Representative	Enhanced
Churchwarden	Enhanced
Organist	No unless they teach children, then Enhanced
Choir master	No unless choir includes children, then Enhanced
Church cleaner	No
Flower arranger	No
Bell ringers	No
R3vive children's worker	Enhanced
Messy Church Leader	Enhanced
Treasure Hunter leader	Enhanced
Open the Book volunteer	Enhanced
Youth club leader	Enhanced
Bible study leader	Enhanced
Creche supervisor	Enhanced Plus
Any role which includes supervision of young people under the age of 18	Enhanced
PCC Secretary	No
PCC Treasurer	No
PCC member	No
Team Council member	No
Gardener	No
Sidesman	No
Welcomer	No
Lay Pastoral Assistant	Enhanced Plus
Lay Worship Leaders	Enhanced
Sacristan	No
Other pastoral visitors where the role includes:	
direct feeding of vulnerable adults, or	Enhanced
their physical care, or	Enhanced
assistance with financial matters	Enhanced
Those working with children in the presence of their parents or carers	No
Team Administrator	No
Casual Visitor	No
Chalice Bearer	No
Coffee/tea servers	No
Drivers of adults at risk	Enhanced
Drivers of children	Enhanced
Prayer Group Leader	No, unless regularly praying unsupervised with children, then Enhanced

Private arrangements made between families or friends do not apply, even where people know each other through their church links. Only activities formally provided by the church are covered.

No DBS status check can be taken for anyone under the age of 18.

The determination of whether a status check will be required is not always straightforward. This list is for guidance only and a Safeguarding Representative should always be consulted.

20. Team Volunteer Contract for work with children, young people and vulnerable adults

Volunteer's name.....

We welcome you as.....

You are joining a team which, together with the whole church, commits itself to the care and nurture of children, young people and vulnerable adults. On behalf of the members of the church, we undertake to support you and your work by prayer, by our interest, and by providing resources and training.

The person who will give you primary support is.....

He/she is there to discuss any matters of concern you may have.

The responsibilities of your job are.....

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Working with children, young people and vulnerable adults is a great responsibility, but it also brings great rewards. We hope you will enjoy your work.

Signed.....Team Rector

Signed.....Primary Supporter

Signed.....Volunteer

Date.....

One copy of this form should be retained by the worker, one by the person providing primary support, and one by the Team Administrator. If the job changes, a new form must be completed.

21. Applicant permission to obtain a DBS certificate

Signature of this form confirms that I have completed an application form to obtain a DBS certificate and I give my permission for a representative of the Chalke Valley Team to conduct a status check with the Disclosure and Barring Service.

Name.....

Signed.....

Date.....