

# **CHURCH OF ST JOHN THE EVANGELIST**

*Working Together for Jesus Christ in Kingston Park*

## **SAFEGUARDING GUIDELINES FOR THOSE WORKING WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

These guidelines are to be followed in conjunction with the Diocesan Safeguarding Guidelines which can be found at

<http://www.newcastle.anglican.org/safeguarding/introduction.aspx>.

### **A. SAFEGUARDING CHILDREN/YOUNG PEOPLE AND WORKERS**

- Welcome each child and treat each child with dignity and respect.
- All workers should encourage an atmosphere of mutual support which allows for discussion of what may be considered inappropriate attitudes or behaviour. In particular workers should feel able to talk to another if they see them acting in a way which may be misconstrued or places them in a vulnerable position.
- Be sure each child has a completed health and consent form where appropriate.
- Always keep a register of who is present at any event or regular activity, including contact details and emergency contact numbers.
- Do not use computers, mobile phones and other electronic means to communicate with children and young people unless the approval of parents/guardians and leaders has been obtained.
- Do not take images (photographs and/or videos) of children and young people unless the approval of parents and leaders has been obtained. A parental/guardian consent form must be completed. This form is available from the church office.
- Plan work to minimise situations where the possibility of abuse of young people or children may occur. For example, follow the health and safety guidance below. At least two unrelated adults approved by the ECC to work with children and young people must be present. Wherever possible ensure the activity can be overseen by others, e.g. through a glass partition or by leaving a door open.
- Use the space and equipment appropriately. Has a risk assessment been undertaken? See paragraph 3.18 of the St John's Health and Safety Policy, a copy of which is pinned to the notice board in the Meeting Room.
- For activities outdoors or away from church premises a risk assessment form must be completed. This form is available from the church office.
- Casual visitors, i.e. those who have not been authorised by the ECC, should not have access to children without the presence of an adult who is deemed to be responsible for the group.
- It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are very young or are children with special needs. These tasks must only be carried out by approved adults with the full understanding and consent of parents. In an emergency situation which requires this type of help, parents must be fully informed. In such situations it is important that the workers are sensitive to the child and undertake personal care tasks with the utmost discretion.
- Children must only be lifted by approved workers in the manner and circumstances set out in paragraph 3.12.6 of the St John's Health and Safety Policy.
- A child must never be hit or shaken. Each group should develop a code of agreed behaviour.
- All workers should be encouraged to receive training on recognising abuse and responding to allegations of abuse. Be alert to the possibility that a child may wish to share a confidence and be prepared to act appropriately. [These guidelines should be enlarged following the first training sessions. In the meantime, the following is a minimum.]

**1. If you suspect abuse is occurring:**

- If the threat or danger is current and immediate, you must inform the Police or Children's or Adults' Services.
- If the threat is not immediate you should inform the Incumbent (unless the incumbent is implicated). However, everyone has the right to make direct contact with the Police or Children's or Adults' Services.
- In either case inform the Diocesan Safeguarding Officer.

**2. Do**

- Stay calm.
- Listen and hear.
- Give time to the person to say what they want.
- Re-assure that they have done the right thing in telling.
- Record in writing what was said as soon as possible.
- Report to the Incumbent (unless they are the alleged abuser) and Diocesan Safeguarding Officer.
- Record your report.

**3. Don't:**

- Do not panic.
- Do not promise to keep secrets.
- Do not enquire into details of the abuse.
- Do not ask probing, leading or suggestive questions.
- Do not investigate any allegations.
- Do not talk to the parents/guardians or other relatives.
- Do not rely on others to take action.
- Do not make a child repeat the story unnecessarily.
- Do not contact the person the child alleges has abused them.
- If you receive third party information, do not contact the person alleged to have been abused.

**B. HEALTH AND SAFETY**

- Children must meet in a safe location, which means that all precautions must be taken to minimise risk.
- Always follow the St John's Health and Safety Policy, a copy of which is pinned to the notice board in the Meeting Room.
- Carry out a visual risk assessment before the start of each meeting or activity.
- Care must be taken where there are heating appliances, low level sockets, windows and doors.
- Ensure the meeting place is warm, well lit and well ventilated, and kept clean and free of clutter
- Toilets and hand basins must be easily available with hygienic drying facilities
- There must be enough space and equipment available for the intended activity
- There should be no stacked furniture in a room where young children meet (up to 12 years). However, if this is unavoidable, chairs should be stacked safely and with their backs to the wall. Table stacks should be stable.
- There should always be a first aid kit available, with the qualified person designated by the ECC to maintain it and familiarise workers with its use.
- Disposable gloves for dealing with cuts, broken skin, etc. must be provided.
- All workers must know the location of the nearest telephone. Ideally at least one worker should have a charged mobile phone with them.
- Accidents must be recorded in the Accident Book and parents/guardians notified immediately.

- No medicines can be given to children without the prior permission of parents/guardians.
- Where children need medication regularly a health care plan must be established as soon as possible.
- All workers must be familiar with the fire drill procedures drawn up by the fire warden, including the maintaining of a register at all events. In the case of open events this should include the name and address of all those attending.
- Young children should not leave the premises unsupervised.
- The staffing ratios required for the supervision of children are as follows:

Age Group	Staff	Children
0-2 years	1 for every	3
2-3years	1 for every	4
3-5 years	1 for every	6
5-8 years	1 for every	8
Over 8 years	1 for first then 1 for each additional	8 12

- However, there must always be a minimum of 2 unrelated adults with any group of children or young people. Wherever possible it would be desirable to have leaders of both genders.

#### C. SAFEGUARDING VULNERABLE ADULTS

- The standard definition of a “vulnerable adult” in the UK is a person “Who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of or unable to protect him or herself against significant harm or exploitation”. This definition of an Adult covers all people over 18 years of age.
- This definition can include those who are temporarily vulnerable due to illness or injury.
- The illness or disability may not always be visible or readily apparent.
- St John’s currently has no meetings or activities that are specifically for adults covered by this definition (vulnerable adults) but we must expect and be prepared for vulnerable adults to attend any of our services and activities.
- Leaders and organisers of meetings and activities must be aware of their responsibility to safeguard vulnerable adults.
- Most of the guidance given above regarding the safeguarding of children and young people would also apply to the safeguarding of vulnerable adults and particularly that relating to abuse and health and safety.

#### D TRAINING

- All new workers should be provided with induction training, including these guidelines.
- All workers will undertake appropriate training which the ECC will ensure is provided.
- Workers will meet every six months to review the work and to review these guidelines.