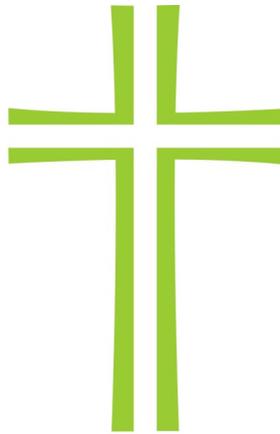


St. Matthew's Harwell  
with All Saints' Chilton



HARWELL  
CHILTON  
CHURCHES

GOOD PRACTICE GUIDE FOR CHURCH  
WORKERS WITH  
CHILDREN AND YOUNG PEOPLE

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# St. Matthew's Harwell with All Saints' Chilton

## Safeguarding Policy

1. We are committed to:
  - The care, nurture of, and respectful pastoral ministry with, all children and all adults.
  - The safeguarding and protection of all children, young people and adults when they are vulnerable.
  - The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
2. We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of Disclosure and Barring Service criminal records checks.
3. We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation and we will have a clear reporting procedure in place.
4. We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.
5. We will seek to challenge any abuse of power, especially by anyone in a position of trust.
6. We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.
7. In all these principles we will follow statute, guidance and recognised good practice.
8. We will advise the Diocese which Registered Body we use to process applications for Disclosure and Barring Service criminal records checks.
9. We will advise the Diocesan Safeguarding Adviser if we receive a Disclosure which is 'blemished' or 'positive'.
10. We will review this policy annually, check that our policies are up to date, and supply a copy of the updated policy statement to the Diocesan Safeguarding Adviser.

## Recruitment

All leaders and helpers should follow Diocesan-approved recruitment procedures, which include:

- Submitting an application form if new to the parish
- Completing a Confidential Declaration Form.
- Having a valid Enhanced Disclosure from the Disclosure and Barring Service, with barring information if eligible.
- Accepting that the role is a position of trust.

One of the aims of the policy is for church groups to provide a warm, nurturing environment for children and young people whilst avoiding any inappropriate behaviour.

## Positions of Trust

The Diocese makes the following expectations for those in a position of trust

- all church workers must conduct themselves at all times in accordance with the reasonable expectations of someone who represents the Church; this includes both while on duty and also when off duty;
- they must possess a personal copy of this Good Practice Guide for their work and comply with it;
- they will be seen as role models by the children or vulnerable adults with whom they are in contact at all times, including when they are off duty;
- they must not in their private life engage in activities which could bring the church or their role in it into disrepute;
- they must take care to observe appropriate boundaries between their work and their personal life. For example, they must ensure that all communications they may have with or about children or vulnerable adults are appropriate in their tone;
- they must seek advice immediately if they come across a child or vulnerable adult who may have been harmed (including self-harm) or a colleague whose conduct appears inappropriate;
- they must not expose themselves or others to material which is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, politically inflammatory, defamatory, or in violation of any British, European or international law.

It is contrary to the policy of the Church of England for those in a position of trust, including priests and youth workers among others, to have sexual or inappropriate personal relationships with those for whom they are responsible. A breach of this is likely to be considered as a disciplinary offence. It will be referred as appropriate to the local authority designated officer (LADO) and in some cases it may also constitute a criminal offence. Anyone found guilty of a criminal or disciplinary offence of this kind is likely to be dismissed and referred to the Independent Safeguarding Authority for possible barring.

## Code of Conduct

You should:

- Treat all children and young people with respect and dignity.
- Watch your own language, tone of voice and body language.
- Ensure all communications with and about children are appropriate in their tone.
- Do not use physical punishment to discipline children – this is illegal.
- Always aim to work within sight of another adult.
- Ensure another adult is informed if a child needs to be taken to the toilet.
- If known in advance, seek a parent's permission if a child or young person is to be seen on their own. Another adult must be nearby and the child or young person must know this.
- Ensure that each group includes a female helper if possible.
- Ensure that children and young people know who they can talk to if they need to speak to someone.
- Respond warmly to a child who needs comforting but make sure there are other adults around.
- Administer any necessary First Aid with others around.
- Respond to accidents and make a note in the Accident Book.
- Record any concerning incidents and give the information to the Children and Families Worker. Sign and date the record, and also print your name in capital letters.

You should not:

- Invade a child's privacy whilst washing or toileting.
- Play rough physical or sexually provocative games.
- Be sexually suggestive about or to a child or young person even in fun.
- Touch a child inappropriately or obtrusively.
- Scapegoat, ridicule or reject a child, young person or group.
- Show favouritism to any one child, young person or group.
- Allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature.
- Give lifts to children or young people on their own or on your own.
- Share sleeping accommodation with young people.
- Invite a young person to your home alone.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Allow unknown adults access to children. Visitors should always be accompanied by a known person.
- Allow strangers to give children lifts.
- Behave in work or in your private life in a way which would bring your role or the church into disrepute.

## Transporting Children By Private Car

- Transport and travel arrangements are the responsibility of parents if they make informal arrangements among themselves. They are the responsibility of the church if church workers organize or provide them.
- Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to giving lifts to and from a church activity.
- All those who drive children on church-organised activities should normally be over 25 and should have held a full driving licence for over two years.
- 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. Insurance company should be informed that lifts may be given. Driving minibuses requires separate arrangements.
- All cars that carry children should be considered to be clean and in a roadworthy condition.
- All children must wear suitable seat belts and use appropriate booster seats. 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. There must be a seat belt for every passenger.
- 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.
- Any driver who has an endorsement of 6 points or more on their licence should inform the Parish Safeguarding Officer.
- 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.
- There should preferably be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car.

## Registers and Consents

- A Registration Form should be completed for every child or young person who attends groups.
- A Register should be kept of all children and young people’s groups that meet regularly. For one-off events a list of the children should be kept.
- All Registers and lists should be retained.
- Written parental consent should be obtained for all activities that involve leaving the church premises.

## Recommended Staffing Levels

The minimum recommended staffing levels for children's groups are given below. More help may be required if children are being taken out or undertaking physical activities.

0-2 years	1 person for every 3 children	1:3
2-3 years	1 person for every 4 children	1:4
4-8 years	1 person for every 8 children	1:8
Over 8 years	1 person for the first 8 children, then 1 more for every extra 12 children	1:12

Each group should have at least 2 adults and it is recommended that there should be at least one male and one female.

If groups are in the same room or adjoining rooms with doors open then one person per group is allowed.

Young people aged 16 and 17 may help with groups but should be supervised by an adult helper who will be responsible for ensuring good practice and that child protection procedures are followed.

Additional adults may help on one or two occasions but must be responsible to an appointed worker. Thereafter they should become part of the team and be properly appointed through the normal recruitment process.

## Special Needs

Welcome children and young people with special needs to the group. Try to make the premises, toilets and access suitable for people with disabilities. Ask the parent about how best to meet the child's special needs, and do not see this as the responsibility only of the child's parent. If premises are being designed or refurbished, take the opportunity to anticipate the possible special needs of future children and adults; advice is available.

## Health and Safety

Insurance, First Aid Kit and fire precautions should be checked at least once a year and reported. Written risk assessments should be made before taking children on activities outside the premises.

These are the recommended standards for premises:

- Meeting places should be warm, well lit and well ventilated. They should be kept clean and free of clutter. Electric sockets should be covered.
- Toilets and hand basins should be easily available. Hygienic drying facilities should be provided.
- Ensure you have 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 a Food Handling and Hygiene Certificate acquired. Children's packed lunches should be kept refrigerated. Drinks should always be available.
- Groups must have access to a phone in order to call for help if necessary.
- Adults should be aware of the fire procedures. Fire extinguishers should be regularly checked and smoke detectors fitted throughout the premises. A fire drill should be carried out regularly.
- No smoking should be permitted in the areas where there are children.
- Alcohol or intoxicating 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.
- Unaccompanied children and young people should not walk to or from your premises along dark or badly lit paths.
- A First Aid kit and Accident Book should be available on the premises. All accidents must be recorded in the accident book.

## Types of Abuse

There are officially four types of abuse.

- Physical abuse shapes and influences the child's behaviour, and their emotional and educational development. It may vary in degree of injury, directly or indirectly from physical injuries, brain damage, disability or death. Possible signs of abuse: Hitting, shaking, scalding, throwing, poisoning, drowning, fabricating or inducing illness by an adult, unexplained or hidden injuries, bruising in unusual places (around mouth), fingertips, grip marks, injury at odds with history or child's development.
- Emotional Abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's mental health, behaviour/self esteem. It may involve conveying to children that they are worthless/unloved/inadequate. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, exploitation or corruption. May occur with other types of abuse or alone. Possible signs of abuse: reverting to younger behaviour, nervousness, change in behaviour, sudden under achievement, attention seeking, running away, stealing, lying, not wanting to go home, self harming.

- Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. It may involve physical contact, including penetrative or non-penetrative acts. It may involve children in looking at/being involved with pornographic material or children behaving in sexually inappropriate ways. Possible signs of abuse: pre-occupation with sexual matters through pictures/words/ play, disturbed sleep, nightmares, bedwetting, regression, secretive relationships with adults, unexpected pregnancy, self harming, socially withdrawn, overly compliant
- Neglect is the persistent failure to meet a child's basic and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve failing to provide adequate food, shelter or clothing, protecting from physical danger, failure to access medical treatment and also not meeting their emotional needs. A distinction needs to be made when this occurs due to financial poverty vs emotional neglect. Severe neglect can result in death. Possible signs of abuse: Ill cared for and unhappy, withdrawn/ aggressive, lingering injuries or health problems, poor concentration, low self esteem, poor personal hygiene/clothing.

## Hearing a Child Abuse Disclosure

If a child asks to talk in confidence do not promise confidentiality – you have a duty to refer a child or young person (under 16) who is at risk. Explain that you may have to get other people to help if they are being harmed.

- Ensure you have as much privacy as possible but try to have another adult present when the child is speaking to you.
- Stay calm.
- Listen to the child attentively.
- Maintain eye contact.
- Allow the child to talk but do not press for information except to clarify what has happened.
- Do not use leading questions (questions which imply a certain answer).
- Tell the child that they are not to blame for anything that has happened.
- Reassure the child that they were right to tell.
- Let the child know that other people will have to be told so that the abuse can stop.
- Try to explain what will happen next in a way the child can understand.
- Reassure the child that he or she will continue to receive support during the difficult time to come.
- Make a written record, quoting the child's actual words. Sign and date this.

- Discuss with your Safeguarding Officer but do not delay if they are unavailable.
- Make a referral to the local authority children's social care service for your area. See next page.
- If unsure whether to refer, consult the children's social care service.
- Inform the Diocesan Safeguarding Adviser of your referral.

## What To Do If You Suspect A Child Has Been Abused and You Need To Take Urgent Action

- Make a telephone referral to the Local Authority Children's Social Care service (formerly Social Services).
- Describe the event or disclosure and give information about the child & family e.g. the child's name, date of birth, address, telephone number and GP (if known)
- Follow up your telephone call with a completed referral form, letter or email.
- Remember that the child and family should, wherever possible, be informed about and consent to the referral unless this will put the child's welfare at risk. However, if you have serious concerns, the absence of consent should not prevent a referral. The Duty Social Worker will give you advice over this if necessary.
- Be prepared to have further discussions with the social work team or the police investigation team.
- For out of hours referrals, call the Emergency Social Work Team.
- Notify the Children and Families Worker and Safeguarding Officer, and the Diocesan Safeguarding Adviser, John Nixon.
- Notify your incumbent if you have not already done so. If your incumbent is implicated, inform the area bishop.

## Less Urgent Situations

If the child is not in immediate danger, if you are not sure if child abuse is involved, or if you have concerns about a child and you need someone to talk things over with, then contact either:

- the Children and Families Worker, or
- your local Children's Social Care or
- John Nixon, the Diocesan Safeguarding Adviser

In all cases, make notes, as accurately as you can, of the details of the allegation, all that happens, and anything that was said, which struck you as particularly significant. Ensure you note from the church’s registration records the child’s name, age, address, telephone number and GP (if known). Remember that, under the Data Protection Act, you will need to make any notes available to the child & family if they request them.

- The notes must be kept in a safe, secure place indefinitely.
- Notify the Children and Families Worker if you have not already done so.
- Seek support for yourself from an appropriate person within the church.

### IMPORTANT TELEPHONE NUMBERS:

<b>STATUTORY AGENCIES:</b>	
Thames Valley Police (all non-emergency Enquiries)	Tel: 101
Multi-Agency Safeguarding Hub or MASH <a href="http://www.oxfordshire.gov.uk/cms/content/report-child-abuse">www.oxfordshire.gov.uk/cms/content/report-child-abuse</a>	Tel: 0345 050766 Tel: 0800 833408 (out of hours emergency)
<b>DIOCESAN CONTACTS:</b>	
John Nixson, Diocesan Safeguarding Adviser	Tel: 01865 208290
Yvonne Morris, Diocesan Children’s Adviser	Tel: 01865 208255
Ian Macdonald, Diocesan Youth Adviser	Tel: 01865 208253
<b>PARISH CONTACTS:</b>	
Revd Dr Jonathan Mobey, Rector	Tel: 01235 799376
Peter Shields, Children and Families Worker	Tel: 07867 416835
Heather House, Safeguarding Officer	Tel: 01235 219743
Judy Gold, Deputy Safeguarding Officer	Tel: 01235 833372
<b>CHARITIES:</b>	
ChildLine <a href="http://www.childline.org.uk">www.childline.org.uk</a>	Tel: 0800 1111
NSPCC Helpline <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>	Tel: 0808 800 5000
Kidscape <a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>	Tel: 020 7730 3300

Further information is available on the Diocese of Oxford website <http://www.oxford.anglican.org/mission-ministry/safeguarding/>  
This booklet is based on the October 2015 version of the Diocese of Oxford Good Practice Guide for Church Workers with Children and Young People.

Updated August 2017