

All Saints' Church, Marple

Team Member Extract

of the

Safeguarding Policy and Procedures

August 2016

FOREWORD

This policy extract, complete with its relevant sections of procedure and guidance is intended to ensure that all team members understand the importance of safeguarding the children, young people and vulnerable adults with whom we work.

We all have a responsibility to ensure we act in a way appropriate to the role we are undertaking and are fully aware of the Church's policy and procedures. The full Safeguarding Policy and Procedure's document is available via the Church office or via the All Saints' Kid's Church website at www.allkidsmarple.co.uk

This extract is written to help all team members have a clear understanding of the main points of the policy that will direct their behaviour when dealing with the children, young people and vulnerable adults with whom we work.

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2. KEY PRINCIPLES AND VALUES: OUR COMMITMENT

The parish of All Saints' Church, Marple recognises its role in supporting children and adults at risk to achieve their full potential and protected from exploitation, abuse and maltreatment. All adults within the Church have a responsibility to act and intervene to achieve the above. To this end we are committed to the following:

- We will act in an open and transparent way in working in partnership with the statutory agencies to safeguard those at risk and bring to justice anyone who has harmed a child or adult.
- Any person who brings an issue to the attention of the Church will be treated with respect and their issue taken seriously. All concerns will be dealt with in a timely manner in accordance with procedures.
- Appropriate pastoral care will be made available to children and their families and to other relevant people where there have been concerns or allegations expressed.
- The PCC will promote the wellbeing of adults within the Church, recognising that adults have the right to be protected from harm and exploitation, but also recognising that adults have the right to independence that involves a degree of risk.

3. THE LEGISLATIVE FRAMEWORK

Children's Social Care Services, the Police and other statutory agencies who work with children have duties and responsibilities to safeguard and promote the welfare of children. These are set out in legislation and government guidance. The Safeguarding Policy and Procedures document draws together the current legislation and guidance that is relevant for safeguarding to ensure that services are delivered to children and families.

4. DEFINITIONS OF ABUSE

The following is a guide regarding definitions of abuse but this is not an exclusive list, for a more complete list see the Safeguarding Policy and Procedures document:

1. Physical Abuse

Physical abuse causes harm to a child's person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

2. Neglect

Neglect is the persistent or severe failure to meet a child or young person's basic physical and/or psychological needs. It will result in serious impairment of the child's health or development.

3. Sexual Abuse

Sexual abuse involves a child or young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual and the apparent consent of the child is irrelevant.

4. Emotional Abuse

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child's or young person's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.

5. DEALING WITH DISCLOSURES

Concerns and allegations about a child who is suffering, or likely to suffer some form of significant harm can come to the notice of an adult within the church at any time and in different ways. It may be an observation of a change in a child or a pattern of concerns over time. It may be that a child tells an adult something about themselves or often one child tells an adult about another child.

The adult receiving the information needs to observe some basic rules when responding to the information they have been given:

- Listen to the information and acknowledge what you hear without passing judgement or minimising the information
- Do not put words into the person or child's mouth or make judgemental statements about any person
- Take into account the person or child's age and level of understanding, their culture and use of language
- Do not interrogate the child. You only need to obtain sufficient information to confirm their information meets the requirement for referring. The fewer times a child has to repeat their story the better.
- Remain calm and reassuring. Never show you are shocked by what they are telling you. They may stop sharing their story, believing you might not be able to cope with the information.
- Never promise you will not tell anybody. Explain that the information will be treated with great care and, where necessary, to safeguard the child, the information may be shared appropriately between specific adults trained to deal with safeguarding children matters.
Make careful notes as soon as you can and include dates, times of the incident, and when the recording was made, who was present, and then sign the notes. Make sure you keep these securely.
- Provide the child or adult with some means to contact you and be clear about how and when you will contact them to feedback what will happen next.
- Do not contact the adult about whom the allegation or concerns are being raised to tell them about the information. You could be putting the child or another child in danger.
- Be clear about what you will do next and when. A child will need reassurance.

GUIDANCE FOR RECORDING

When you are faced with making a referral, the following guidance is offered to help you:

- Whenever possible and practical, take notes during any conversation
- Ask permission to do this and explain the importance of recording information
- Explain that the person giving you the information can have access to the records you have made in respect of their own information
- Where it is not appropriate to take notes at the time, make a written note as soon as possible afterwards and always before the end of the day
- Record the time, date, location, format of information (eg letter, telephone call, direct contact) and the persons present when the information was given
- The record must always be signed and dated by the person making the record
- Include as much information as possible but be clear about which information is fact, hearsay, opinion and do not make assumptions or speculate
- Include the context and background leading to the disclosure
- Maintain a log of actions on the referral form and record times, dates and names of people contacted and spoken to as well as their contact details
- Pass all original records, including rough notes, by noon the next day, to the incumbent, Rev Daniel Currie, or if he is the subject of the accusation or suspicion speak directly to the Diocesan Vulnerability and Safeguarding Officer (contact details can be found below)

6. TRANSPORTING CHILDREN AND YOUNG PEOPLE

If at all possible car lifts should not be given to children and young people on their own other than for short journeys. If they are alone and if possible ask them to sit in the rear seat. Where possible two adults should be in the vehicle. All lifts should be pre-arranged with the parent/carer of the young person fully informed and accepting of the trip. If the lift is due to an emergency and where the situation could not have been foreseen try to contact the parent by phone before starting the journey. The driver is responsible for ensuring their insurance covers the trip for the vehicle and all passengers. Legal requirements must be followed including the use of appropriate seat belts and child safety seats.

7. PHYSICAL CONTACT GUIDANCE

Appropriate affection between adults and between adults and children is important for development, as well as being a positive part of ministry. Touching is an essential part of life and necessary for:

- Basic care
- Showing love and reassurance
- Praise and communication

It should be safe, appropriate and according to need. It should be remembered that touch can be perceived as warmth and friendliness or as a sign of dominance. Touch should always be related to the recipient in terms of

- Their needs at the time
- Limited duration
- Appropriateness of age, development, gender, disability and culture.
- All people have the right to decide how much or how little physical contact they have with others.

GOOD PRACTICE GUIDANCE

It may be appropriate to hold and comfort a distressed child but be aware of how this may be interpreted by the child and others:

- Everything should be in public. A hug or touch in a group or openly visible to others is quite different from that done behind closed doors or in an unobservable place. However, a hug in an open place can also be unwelcome to the recipient. Caution should always be exercised, as people who have experienced abuse in the past may find any physical contact difficult and intrusive.
- Providing care for those with additional needs or disabilities may require levels of physical contact. In some circumstances, consultation with the individual, their parents, carers etc is essential to fully understand the requirements and abilities of the person being cared for.
- In a group, team members, as part of good practice, should monitor one another in relation to physical contact. They should be able to help each other by pointing out anything that could be misunderstood or uncomfortable for a child, young person or adult at risk
- If an adult engages in inappropriate touch with a child, young person or adult at risk, this must be challenged. If there are any concerns about an adult's contact this must be reported to the Parish Safeguarding Co-ordinator or Diocesan Safeguarding Office for advice.

8. GUIDANCE ON MANAGING CHALLENGING BEHAVIOUR

An important part of the way we care for others is shown in the way we cope with disruptive or difficult behaviour. Children, young people and adults at risk need to feel safe and be prevented from harming themselves or others, or getting into situations where this may happen. The first step to creating a safe environment where people feel safe

and therefore cared for is to establish clear expectations and boundaries for all concerned. Where possible, i.e. where age and ability permit, leaders and participants will together agree what expectations they can reasonably have of each other and what will happen if these expectations are not kept.

GOOD PRACTICE:

- Leaders set and maintain safe, consistent and understandable boundaries
- Explain expectations re behaviour.
- Positive behaviour will be rewarded

SANCTIONS:

Sanctions must always be used as the final resort after instruction and problem solving. Under no circumstances is physical chastisement acceptable.

- Sanctions to be utilised by leaders should be explored and agreed prior to the activity taking place
- Any sanction must be proportionate to the misbehaviour and only about the issues in hand. Do not bring up previous incidents to confuse the issue
- Any sanction should be for a short period of time
- No sanction is an end in itself and should assist the individual in understanding how they should be behaving.

It is the behaviour and not the person that is not welcome.

9. SUPERVISION AND RATIOS

It is important that whatever activity or event is taking place has an appropriate level of adult supervision. There may be additional factors to take into consideration that may affect or determine staffing ratios, for example

- Age of group members
- Gender of those participating
- Children or adults with special needs
- First aid cover
- Nature of the activity
- Accommodation arrangements

There **MUST** always be a minimum of two adults linked to every group activity or event.

The guidelines for minimum supervision are given below:

- One adult leader for every 3 children aged 0 – 2 years
- One adult leader for every 4 children aged 2 – 3 years
- One adult leader for every 6 children aged 4 – 8 years
- One adult leader for every 8 children aged 9 - 12 years
- One adult leader for every 10 children aged 13 – 18 years

During any activities, if you are splitting into sub groups it is good practice to ensure you have close proximity between groups, so as to permit adult leaders being able to support each other while safeguarding the interests of all.

Young people under 18 are welcome and encouraged to assist with outings or activities. However their involvement should be monitored so they do not have the responsibility of a group leader or are used to meet the supervision criteria above.

10. TRIPS OUT/RESIDENTIAL ACTIVITIES

PURPOSE

This section is intended to provide guidance and advice for the benefit of Church groups in the planning of outings, day outings and residential events. Examples might include:

- Trips to the cinema, bowling or theatre
- Day trip to the seaside/zoo
- Youth residential and holidays
- Children's camps

The Church has its own Health and Safety policy that has been approved by the PCC and insurance company. Refer to section 14 of this document for information relating to transporting children and young people.

PREPARING FOR OUTINGS/RESIDENTIAL OUTINGS

Organisation of events can be shared amongst a group of people, however one person should have overall responsibility for the planning, supervision and conduct of the event. The group leader is responsible for ensuring that all reasonable preparation has been made for the event and must:

- a. Ensure that appropriate approval is obtained and a Consent Form is completed
- b. Ensure that all leaders for the event have been appointed in accordance with the parish Safer Recruitment Procedures and that DBS disclosures are valid
- c. Ensure that there is an appropriate balance of leaders to group members
- d. Check with the venue to ensure that their policies and procedures can be adhered to (e.g. capacity at the venue is compatible with those participating)
- e. Ensure that suitable insurance cover for the outing and activities are in place prior to leaving
- f. Check that the event and transport arrangements are covered by insurance. Insurance should include public liability, personal accident, injury
- g. For visits involving an overnight stay, ensure that the residential venue has a current building and fire certificate
- h. Ensure that the building can meet the needs of all participating
- i. Ensure that a risk assessment for the visit is completed and brought to the attention of all leaders who should be made aware of their areas of responsibility
- j. Appoint a co-leader of the opposite sex for co-educational outings
- k. Ensure that at least one leader is first aid trained
- l. Ensure that all contact details for those participating are available in case of emergency
- m. Ensure a system of liaison between the leader and parents/carers
- n. Ensure that parents/carers are aware of the arrangements for transporting children to and from the event
- o. Brief the children at the start of the event as to expectations of behaviour and how to pass on any concerns they might have
- p. The leader must ensure that all risk assessment and consent forms travel with the group
- q. Have an evaluation meeting after the event and make recommendations for learning and development where required

Having a suitable ratio of adult leaders is essential in ensuring that appropriate and safe levels of supervision are maintained. Factors to take into consideration in the assessment will include:

- Gender, age and ability of group
- Additional support or medical needs
- Nature of activities

- Duration and nature of the experience
- Type of accommodation
- Competence of staff
- Requirements of the organisation to be visited
- Competence and behaviour of participants

The following guidelines apply to residential outings at night time, once the participants have gone to bed:

- a. Accommodation must be gender specific
- b. The adults supervising must reflect the gender of the group
- c. Principles of good practice apply to evening and night time supervision. For this reason any monitoring arrangement must always involve two adults and no adult should be alone with a child or adult at risk
- d. It is unacceptable that one adult shares a bedroom with a child or adult at risk. Children may be allocated rooms together. It is advisable to group children together in similar ages, unless there is a sibling group.
- e. The consumption of alcohol by leaders must be discussed prior to the event and a written agreement in place with regard to decisions made and which has been approved by the PCC where appropriate.
- f. No leader should smoke in the presence of a child or adult at risk.

11. COMMUNICATION AND TECHNOLOGY

It is a sad reality that children and young people are at risk of abuse and exploitation through advances in technology. The Church is committed to protecting and safeguarding all children and young people within its care to ensure as much as possible that they stay safe.

Section 11 of the Children Act 2004 and Standard 5 of the National Service Framework place an obligation on us all to safeguard and promote the welfare of children and young people. The Data Protection Act 1998 also emphasises the need to ensure that appropriate consent is given for the use of images of clearly identifiable people, children and adults alike. This section of the policy relates specifically to the use of the above in terms of the safeguarding issues they present.

The internet, mobile phones, social networking and other interactive services have transformed the way in which we live. New technologies offer tremendous opportunities to reach, communicate, evangelise, and engage with those involved in the Church including clergy, parishioners and those in our communities who may have an interest in the Church. The Diocese of Chester is keen to promote the safe and responsible use of communication and interactive communication technologies within all church activities. These guidelines seek to ensure the message of safe and responsible use of communication and interactive communication technologies is understood and guidelines are followed within its parishes and organisations.

PHOTOGRAPHY

As an aspect both of celebration of faith, of personal achievement and evangelisation it has long been common practice to take and display photographs of children on noticeboards, websites and in parish and diocesan newspapers and bulletins. We know that the overwhelming majority of images taken are entirely appropriate and are taken in good faith. There are also opportunities however to distort the original intention behind taking such photographs. It is important for this reason to consider potential risks such as:

- The inappropriate use, adaptation or copying of images for use on child abuse website on the internet
- The identification of children when a photograph is accompanied by significant personal detail that will assist a third party to identify a child. This can lead, and has led to children being 'groomed.'

In addition, under the Data Protection Act 1998 photographs constitute 'personal data' and where it is possible to infer a person's religious beliefs from that photograph, constitute 'sensitive personal data.' In view of this the following guidelines are recommended:

DO:

- Ensure you have parental consent to use photographic images of a child or young person if it is to be used in the public domain e.g. parish noticeboard, websites, newsletters or papers
- Where possible focus on the activity rather than the individual
- Ensure that all featured in photographs are appropriately dressed
- Be general in labelling photographs e.g. 'New Wine 2015' rather than naming or tagging each child. A list of names could be provided separately.
- When commissioning photographers ensure they are clear about what is expected by establishing who will hold the recorded images, what they will be used for and where they will be displayed.

DON'T:

- Publish or display photographs with the full name of the person or person's featured unless you have written consent to do so and have informed parents as to how the image will be used.
- Use an image for something other than which you have obtained permission for e.g. publish in a parish newsletter when initially intended for the Church noticeboard.

SOCIAL NETWORKING SITES

Alongside the very beneficial aspects of modern communication technologies we have to recognise that there are also increased risks to children and young people. We must all take reasonable steps to appropriately manage these risks. If a group, parish or other body decides that the most effective way of communicating to children is via a social networking site then it is advisable to set up an account in the name of that group. It should also be made explicit as to how that site should be used and for what purpose.

The following is best practice in relation to social networking:

DO:

- Ensure that the privacy settings are located so that pages are only used for their intended purpose and not for meeting, sharing personal details or having private conversations.
- Nominate a named individual to monitor the networking page regularly and report on any content that causes concern and remove access for anyone behaving inappropriately.
- Make sure that this person is known to all parties using the social network and how they may be contacted in order to pass on any concern.
- Obtain parental consent before access is provided to any child. This can be done simply as part of the annual general consent form for the group.
- Keep a record of any inappropriate, threatening or offensive material and report to the Diocesan Vulnerability and Safeguarding Officer

DON'T:

- Accept as a friend any child on social networking sites set up within the Church
- Share your own personal contact details on social networking sites with any child
- Make contact with children known through a Church networking site outside the context of Church ministry or other social networking sites.
- Use internet or web based communication to send personal messages not related to Church ministry to a child.
- Engage in any personal communications e.g. banter or comments.

ELECTRONIC METHODS OF COMMUNICATION WITH CHILDREN

It is strongly recommended that texting should not be considered as a method of communication between adults involved in Church ministry and children.

If texts and emails are to be used in specific circumstances then:

DO:

- Get signed consent from parents to allow use of these methods of communication
- Explain to parents the purpose and method of this, who may communicate with their son or daughter and what communication is restricted to.
- Only use group texts or emails and always copy parents in.
- Ensure that all such communications are strictly about specific aspects of Church related activity such as change of date, time or venue.

DON'T:

- Use texts or emails for personal conversation, sending pictures or jokes or other items of a personal nature
- Respond to emails from young people other than those directly related to Church activity. Advise the Parish Safeguarding Co-ordinator or Diocesan Vulnerability and Safeguarding Officer if you receive any inappropriate texts or emails.

ACCESS TO COMPUTERS – CHILDREN AND YOUNG PEOPLE

Where children have access to computers as part of Church activities, the leader has a duty to ensure that:

- a. Measures are in place to ensure that the likelihood of children and young people accessing inappropriate materials is reduced e.g. – parental controls and software to filter out internet material
- b. Children are aware that their personal details e.g. last name, address, school, passwords, email addresses and telephone numbers are private and should not be disclosed unless approval is given by the leader
- c. Children and young people should never send photographs and should be wary of chatrooms
- d. Children and young people are aware that they should inform a leader about any emails or anything online that makes them feel uncomfortable or bothers them
- e. Children and young people are aware that they should advise a leader and their parent/carer of a request to meet up with someone they have met online and not to make plans to do so without alerting an adult and never go alone to such planned meetings
- f. Children are advised of a code of conduct for using chatrooms.

12. CONTACT LIST

Parish Child Protection Coordinator

Name.....Philip Alston

Telephone Number...0161 406 6110

Diocesan Child Protection Adviser

Name..... Pauline Butterfield

Telephone Number: 01928718834 x221

Mobile: 07703 800 031

Local Children's Safeguarding Unit

Name Stockport Safeguarding Children Board

Telephone Number 0161 217 6028

13. REFERRAL PROCEDURE



