

The Minster Church of St Andrew – Plymouth

Safeguarding Policy

May 2018

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1. Introduction

The following document is the Safeguarding Policy for St. Andrew's Church, Plymouth. It has been written on behalf of the Parochial Church Council and outlines the requirements for all activities and events involving children on St. Andrew's Church premises or organised by St. Andrew's Church staff and volunteers.

It is intended that all those responsible for leading or coordinating such events will be familiar with and comply with the contents of this policy.

The full text of this document should also be available from the Church website.

For further resources are available in the church office and from the diocesan website (<http://exeter.anglican.org/resources/safeguarding/resources>)

2. Statement about Safeguarding Children and Young People

The Rector and PCC of St Andrew's Church believe that it is always unacceptable for a child or young person to experience abuse of any kind and recognise their responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

We recognise that:

- the welfare of the child/young person is paramount;
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse;
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

The purpose of our Safeguarding Policy is:

- To provide protection for all children and young people attending St Andrew's Church's clubs and groups.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all paid staff and volunteers working on behalf of St Andrew's Church.

We will seek to safeguard children and young people by:

- valuing them, listening to and respecting them;
- adopting safeguarding guidelines through procedures and a code of conduct for staff and volunteers;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- sharing information about safeguarding and good practice with children, parents, staff and volunteers;
- sharing information about concerns with agencies who need to know, involving parents and children appropriately;
- providing effective management for staff and volunteers through supervision, support and training;
- taking care of and limiting access to children's personal information records.

We are also committed to reviewing our Safeguarding Policy and good practice annually.

3. Parish Safeguarding Team

The PCC will ensure that there is a Parish Safeguarding Team in place at all times.

The Safeguarding Team will:

- Be familiar with the diocesan policy and other guidance about Safeguarding;
- Be responsible for disseminating and implementing the PCC's Safeguarding Policy and any procedures relating to the safeguarding of children and vulnerable adults;
- Be responsible for ensuring the policy is reviewed annually to take account of any changes in legislation and good practice recommendations;
- Manage the process of safer recruitment of staff and volunteers, including determining whether a DBS check is needed and applying for it;
- Be trained to know when to seek advice on Safeguarding issues and when it is necessary to inform statutory bodies about situations arising in the church.

The members of the Parish Safeguarding team are:

- The Parish Safeguarding Representatives
 - Deb Fewster – 07748 217101
 - Martin Huggins – 07722 828962
- The Incumbent of the Parish
 - Joe Dent – 07402 469720
- The Children's and Youth Workers
 - Matt Thompson – 07791 679286
 - Josh Yates – 07590 678590
- Any other member chosen by the PCC.

The Diocesan Safeguarding Advisor is Charlie Pitman – 01392 345909

Parish Safeguarding Representative

The PCC will appoint a Parish Safeguarding Representative, who is a member of the PCC. The Parish Safeguarding Representative will work as part of the safeguarding team and will ensure that policies are regularly reviewed and are being implemented throughout the church.

The PCC may choose to appoint an additional Parish Safeguarding Representative to ensure comprehensive Safeguarding takes place within the Church.

4. Publicly available information about Safeguarding

We will make public, by means of a noticeboard in the South Porch and in the Abbey Hall the following information:

1. Statement on Safeguarding. (Section 2)
2. A simple chart indicating what action should be taken if it is suspected that a child is at risk. (Appendix 3)
3. The ChildLine contact number (in accordance with Diocese of Exeter guidelines)
4. A reference to how to obtain or view this full policy document via the church office or the website and details of further resources available from the diocese.

5. Volunteers and Employees working with Children and Young People

The Parish Safeguarding Team must be satisfied that reasonable actions have been taken to prevent any risk that could be posed to children by any person working with or attending a church group where children are not under the supervision of their parents or carers.

In addition to the above requirement, the Safeguarding Team must also be satisfied that appropriate checks have been taken to minimize any risk posed to children by anyone who needs access to the church premises when these activities are taking place, that the group or activity is supervised appropriately and is not open to the general public.

The Parish Team (and church office) will keep a list of approved people who are considered to be suitable to work with children and young people. These people will be provided with appropriate identification, for example a lanyard or T-Shirt. It is the responsibility of individual ministry leaders to ensure that all staff and volunteers aged 18 and over are on the list and are wearing their identification.

The Parish Safeguarding Representative will only place someone on the approved list if they have a clean DBS certificate which is under five years old. This disclosure must be made in the name of the Diocese of Exeter and the Archdeacon's office will notify the Parish with the results of the check. In the event that a disclosure reveals previous convictions this person will be subject to a risk assessment by the Diocesan Safeguarding Advisor, whose recommendation will be followed when deciding whether to add a name to the approved list. A DBS which has been issued on behalf of another organisation is only portable to the Diocese of Exeter if very stringent conditions are met. The Safeguarding Team will be trained to know what these are and when a new disclosure is required.

Volunteers and staff members who meet the following criteria must have an enhanced DBS check with a Barred List Check undertaken.

- The applicant is aged 16 or over.
- The applicant will not be under constant supervision from the leader of the group. (In practice it will be assumed that any leader or helper over the age of 18 could, at some point, be unsupervised, so this criteria will be met for all staff and volunteers over 18 working with young people.)
- The applicant will be doing the activity:
 - At least once a week;
 - OR for 4 days in a 30 day period;
 - OR overnight (between 2am and 6am)

Volunteers who do not meet the national criteria for an ECR Check cannot be placed on the approved list.

The list of approved people should also include a record of any relevant safeguarding training they have undertaken including the date and who has provided the training.

Helpers under the age of 18 must always be supervised by an approved adult.

On occasions, people who are not on the approved list may be invited to attend particular sessions of the young people's and children's work. For example, visitors may be invited to speak or to offer particular skills, or occasional extra helpers might be required for supervision of activities or a new helper's approval might be in progress. In this case the leader of the session is responsible for the visitor will ensure that they wear appropriate identification, manage and minimize any risks and that they have a basic understanding of working safely with children and young people.

6. Training of Staff and Volunteers

All those working with children or young people in the church should have undertaken safeguarding training. The church will seek to provide opportunities for the training to take place, either locally, or by connecting staff and volunteers to training provided by the Diocese. The Parish Safeguarding Representative will keep all staff and volunteers up to date with current best practice and legislation.

Leaders and helpers should be familiar with their responsibilities as adults working with children and should also be aware how to recognise signs of abuse and how to report suspected abuse.

All leaders and helpers should also be aware of their responsibility to pass on information where the information relates to a crime or other serious misconduct and disclosure is in the public interest. This is the case even if confidentiality has been assured or assumed.

Any leader or helper unsure of how to recognise or report signs of abuse should inform a member of the Safeguarding Team or their group leader, in order to access a training course on safeguarding. All leaders of groups are required to undertake training for C2 - Leadership, helpers are required to complete C1 - Foundation. Details of who has completed training will be kept with the approved list of volunteers.

7. Personal work and one-to-one situations

Personal work is an essential part of working with young people. Due to the nature of meeting a child alone the following guidelines must be adhered to:

- The adult must have discussed the meeting with members of staff who agree this the purpose of meeting is for the child's spiritual benefit.
- Meetings must take place in public spaces or buildings where other adults are present.
- The child's parents or carers should normally be aware of the arrangement, unless this is deemed to be unnecessary by other staff.

The following are more desirable alternatives to one-to-one meetings.

- Meeting with more than one child or young person.
- Having another adult present.

Before arranging to meet a child on their own, a member of Church staff should be informed (in the case of a member of staff meeting with a child, another member of the staff team should be informed). Arranging to meet a child on their own, without informing a member of church staff is a serious breach of this Safeguarding policy. Church staff in this situation may find themselves facing disciplinary proceedings as a result.

It will occasionally be necessary for an adult to be alone with a child in a car – for example if they are giving them a lift home. If this is the case best practice is to inform the parent of the child that you are taking them home, and to ensure that the child sits in the back of the car.

8. Confidentiality

All personal information which leaders are told by young people should be treated respectfully. Leaders are expected to model high standards of discretion and personal information about young people should not be shared without good reason.

Within this expectation, however, **no leader or young helper should ever promise or allow a young person to assume that information will be kept completely confidential.**

Reasons why staff, volunteers or young leaders might be required to share personal information include, but are not limited to:

- A criminal offence has been, or will be, committed;
- Someone is in danger of being hurt;
- An allegation has been made against a member of staff or volunteer involved with youth work at the church.
- When the leadership team have reason to suspect that confidentiality is being used to deliberately deceive or mislead others.

Adequate training will be given to staff and volunteers to ensure that they know when information must be shared by law. Any issue about which you are unsure can be discussed with the Safeguarding Team or Childline. Childline is a completely confidential service, the number is 0800 1111. Further contact numbers can be found in appendix 2.

9. Registers, Consent Forms and Personal Information

Registers

All clubs and groups should keep a register of who has attended each session and retain this information. An accurate list of who is in the building will be required in the event of a fire or other evacuation of the building.

Consent and Personal Information Forms

All children attending regular church clubs, events or activities where they are not supervised by their parents or carers (and parents or carers do not remain on-site) should complete a personal information and parental consent form as soon as they start to attend.

This form should include:

- Name
- Address
- Contact `phone numbers or e-mail address
- Date of Birth
- Relevant medical information
- Emergency contact information
- Who is allowed to collect them

On the form parents or carers should be asked to consent to:

- Their children being given first aid
- Their children receiving emergency dental, medical or surgical treatment
- Photographs being taken of their children
- This information being stored on an electronic retrieval system (computer).
- Their children being permitted to receive communication from the church by text, phone and/or email about events involving the group.

In addition to the above form, off-site trips which are not part of the normal prearranged programme and special events require a separate consent form, which does not need to contain the same information as the generic form. See appendix 2

Care will be taken to protect children's personal information so that it is only available on a "need to know" basis.

When a child attends for the first time a contact number and any emergency medical information should be gathered. Upon their second attendance they are required to complete a registration form.

10. Incident Reporting

The Safeguarding Team will provide a method of recording "incidents". This will be achieved by using loose leaf "Incident Report" sheets.

The incident report forms should be used to record the following:

- If first-aid has been administered
- If a child has become ill or been injured
- If a child has been disciplined or sent home
- If a child's behaviour has given cause for concern
- Any other incident which is out of the ordinary

The process for handling incident reports is:

- Blank forms are stored in the Abbey Hall Kitchen.
- Each incident report should be completed, dated and signed by the leader who dealt with the incident.
- Completed forms should be submitted to the church office for secure storage and the Parish Safeguarding Representative should be made aware of the incident. This should be done immediately for serious incidents or at an appropriate point for minor incidents. Where appropriate the parents or carers of the child will also be informed.

Note: The justification for using loose leaf pages and not a Log Book is to improve confidentiality in that the only people who are aware of issues are the Parish Safeguarding Representative and other with whom they share the information.

11. Photographs

The following section relates to all still photographs and video taken during church services, activities and events where children are present. The only exceptions to this are events which are open to the public and where children are accompanied by their parents or carers.

No child should have their photograph taken at a church event unless their parents or carers have given permission for this to happen, and precautions should be taken to ensure that any photograph which is taken is not misused and cannot not lead to children being harmed or exploited.

Parental Consent.

Parental consent for taking photographs is acquired at the beginning of each year on the general consent form. If consent is withheld this decision must be upheld.

Parents or carers are entitled to see any photograph or video which includes their child, although they will not necessarily be given a copy.

Official Photographers

Anyone taking photographs of children during church events must be on the approved persons list (regular leaders in children's group are by default on the list). During large events such as Holiday Club, it is a good idea to designate official photographers and provide them with a suitable badge. This will enable them to be identified as authorised people by parents or carers, leaders and helpers. Any photographs taken should be given to a relevant member of staff to store centrally, the copies on the device should then be deleted.

Publishing and Distributing Photographs

Photographs of children taken during church activities should only be used for publicity purposes. It is only possible to distribute copies of photographs outside this context if specific permission for this distribution has been given by the parents or carers of every child in the picture. This permission cannot be granted by a generic consent form. Copies of photographs should only be distributed as prints, not in a digital format.

When putting photographs of children on the internet or social media sites, only low resolution images should be used. Individual children should not be identified. Group pictures are preferable.

Taking photographs for personal use

Photographs that individuals would like to use to remember events and to pray for groups should be sent by a member of staff from the album taken by the official photographers. They should not be taken by the individual.

This policy does not extend to limiting what children can do with photographs and video they have taken during sessions. It is, however, the responsibility of the session leader to ensure that cameras and mobiles are used appropriately.

12. Good Practice for Using Internet, Social Networking Sites and Mobile Phones

Social Networking

Great care should be taken when communicating with young people via social networking sites such as Facebook.

All volunteers should be aware that children under 13 are not allowed to have an account on Facebook, as such do not engage with a person under 13 using Facebook.

All those involved in the youth and children's work at St. Andrew's should observe the following guidelines when using such sites:

- Adults should not send 'friend' requests to anyone under 18. If a request is sent to them, accepting it is allowed.
- All those involved with youth and children's work are role-models to the young people. Any information or photographs which is posted on a leader's wall should be protected using privacy settings, or should be suitable for viewing by members of the youth group and their parents. This includes information posted by other people on your wall.
- All communication with under 18's should be publicly visible. In the case of Facebook, this means posting message on the young person's Wall, or including another adult in the conversation if using private messaging.
- Boundaries to communication should be similar to those observed in spoken and physical contact. E.g. messaging should not be late at night, and the same respect should be shown in virtual communication as in other forms of contact. Contact should not be made on a purely social level, but always within the capacity of a leader within a youth group. For example to inform them of events coming up or to ensure that a young person is ok if they have not been heard from for a while.
- The use of photographs on social networking sites is governed by the same rules covering photography in section 11 of this policy.
- Comments and disclosures made online should be treated in the same way as if they had been made in person or in writing.

Email, mobile phone and text messaging

All those involved in the youth and children's work at St. Andrew's should observe the following guidelines when using these communication methods:

- Parental agreement shall be obtained before using email, mobile phone or text services to communicate with a child or young person. This can be obtained through the generic consent form.
- All messages should potentially be viewable by the worker's supervisor and this policy shall be explained to children and young people. Although unlikely to happen, this can help deter bullying, insulting or abusive emails.

When children are present on church property, leaders and helpers should not use their mobile phones.

The rationale for this is to set an example for the young people so that the use of mobile phones, particularly those with cameras is not considered commonplace. By doing so we reduce the likelihood of someone secretly taking photographs and it becomes clear that it is inconsiderate to other people for individuals to use their phones. Use of phones during sessions will be discouraged by leaders.

13. Travel

On the permission form parents consent to allow their children to be transported in cars driven by group leaders and volunteers (this also includes minibuses where appropriate) to and from activities.

Requirements

Drivers who transport children must have a valid license to drive the type of vehicle, and vehicles must have a current MOT and be covered by insurance appropriate for the type of journey being undertaken. It is the driver's responsibility to ensure these requirements are satisfied.

In accordance with the law, all drivers and passengers must use seat belts where fitted, and car seats must be provided by the parents for children who require them in accordance with current guidelines.

Guidelines

Whenever transport of young people occurs, ensure that another leader knows that the transport is occurring and for what purpose.

It is good practice for two leaders/volunteers to be in a vehicle as it may be difficult for the driver to monitor behaviour while driving. This is a requirement when using a minibus but is only a recommendation when using cars.

No driver will be obliged to travel alone with young people if they believe the risks to be inappropriate. However, if the driver is prepared to do so then they may act as sole leader in a car (but not a minibus).

The situation of one child travelling with one leader should be avoided where possible but where this situation does occur, for example, when dropping off a number of children at their homes, then it is often more appropriate to have the children travelling in the back seat of the car rather than the front.

Cars should not be used as one-to-one counselling spaces

14. Intimate Care and Toileting

Children over 5 should be expected to go to the toilet alone unless any special assistance or care is needed in which case this should be discussed with their parent/carer beforehand.

Under 5's should always be accompanied by an adult leader on the approved list, who will wait outside the toilet but will not help with any intimate care, including changing nappies. Intimate care remains the responsibility of the parents or carers at all times.

Leaders under the age of 18 should not take children to the toilet or be involved in any intimate care.

15. Allegations Made Against Church Staff or Volunteers

Any allegation of improper behaviour towards a child by a church staff member or volunteer should be passed immediately to the Parish Safeguarding Representative. In the event that the Parish Safeguarding Representative is the cause for concern, the allegation should be made to another member of the Safeguarding team. This process will be undertaken in full consultation with the Diocesan Safeguarding Advisor who will advise how best to proceed.

Where allegations are made verbally, the person receiving the report should make detailed notes of the meeting to pass to the Parish Safeguarding Representative. Where possible, these should be seen by the person making the complaint to check that the complaint has been correctly understood.

16. Outside Booking of Church Premises

When any part of the church complex has been booked by and is in use by an outside organisation, the safeguarding policies and procedures for that organisation apply to the areas they have booked, even where these differ from the PCC's policy.

This policy does not apply to parties or events taking place in the church hall which have been privately booked and paid for.

17. Appendix 1 – Volunteer Safeguarding pack and process

St Andrew's on safeguarding children and young people:

We here, at the Minster Church of St. Andrew's, value the children and young people that are placed in our care each week, and therefore are committed to making every effort to love and serve them accordingly. As it is a priority for us to ensure their safety and well-being, the staff and volunteers at St. Andrew's are committed to safeguarding all children and young people within are care. We completely agree with and implement the good practice and safeguarding set-forth by the Exeter Diocese in their latest safeguarding policy, May 2014 (re-adopted August 2017).

The process of becoming a volunteer:

As we are committed to the safety of our children and young people here at St Andrew's, there is a process that must be followed before anyone is allowed to start as a volunteer.

- 1 - Read our summary of best practice.
- 2 - Sign and return the declaration form.
- 3 - Nominate two referees.
- 4 - Complete a DBS form and provide the overall leader with the certificate so they can make a copy.

When all of these things have been completed and if there are no concerns from the Staff team you will be able to join the team.

Summary of best practice

You should:

- Treat all children and young people with respect and dignity;
- Ensure that your own language, tone of voice and body language is respectful;
- Always aim to work within sight of another adult;
- Ensure another adult is informed if a child needs to be taken to the toilet; Toilet breaks should be organised for young children;
- Ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern;
- Respond warmly to a child who needs comforting, but make sure there are other adults around.
- Administer any necessary First Aid with others around;
- Record any concerning incidents and give the information to your group Leader. Sign and date the record;
- Always share concerns about a child or the behaviour of another worker with your group leader and/or the safeguarding coordinator.

You should not:

- Initiate physical contact. Any necessary contact (e.g. for comfort, see above) should be initiated by the child;
- Invade a child's privacy while washing or toileting;
- Play rough physical or sexually provocative games;
- Use any form of physical punishment;
- Be sexually suggestive about or to a child even in fun;
- Touch a child inappropriately or obtrusively;
- Scapegoat, ridicule or reject a child, group or adult;
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- Show favouritism to any one child 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, unless parental consent is given.
- Smoke tobacco in the presence of children;
- Be under the influence of alcohol when responsible for young people;
- Share sleeping accommodation with children;
- Invite a child to your home alone;
- Arrange social occasions with children (other than family members) outside organised group occasions;
- Allow unknown adults access to children. Visitors should always be accompanied by a known person;
- Allow strangers to give children lifts.

Physical Contact:

- Church-sponsored groups and activities should provide a warm, nurturing environment for children and young people, while avoiding any inappropriate behaviour or the risk of allegations being made. Child abuse is harm of a very serious nature so avoid any type of physical contact in the course of children and youth work that could be misconstrued as abuse. All volunteers must work with or within sight of another adult wherever possible.
-
- Very occasionally it may be necessary to restrain a child or young person who is harming her/himself or others. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded and the information given to the church safeguarding coordinator.
-
- All physical contact should be an appropriate response to the child's needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

What to do if you suspect a child or young person is at risk or has been abused.

- Keep a detailed record of any concerning incidents.
- Speak to the group leader and church safeguarding officer as soon as possible.
- Agree the next course of action with your group leader and, if necessary, who will make the referral.
- Make an immediate telephone referral to the Local Authority Children's Social Care. Make it clear from the first point of contact that you are making a child protection referral.
- Describe the event or disclosure and give information about the child and family, for example the child's name, date of birth, address, telephone number and GP if known.
- Follow up your telephone call with a completed referral form (sometimes available on the Local Authority web site) or letter. If there is no acknowledgement within 48 hours, chase it.
- Remember that the child & family should, wherever possible, be informed about and consent to the referral unless this would put the welfare of the child or another person at further risk. 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.
- Say if you do not want your details disclosed to the family.
- For out of hours referrals, call the Emergency Social Work Team or where urgent, the police.

If a child or young person confides in you:

- Never promise confidentiality.
- Don't ask leading questions.
- Don't take notes during the conversation just listen, write it down immediately afterwards.
- Remember, they are not to blame.
- Be aware that they might have been threatened not to tell.
- Never push for information.
- Don't act shocked, remain calm, don't judge.

References

Name

Name

Address
.....
.....

Address
.....
.....

Postcode

Postcode

Email

Email

Phone No.

Phone No.

Relationship

Relationship

Declaration

I have understood the nature of the work I am to do with children/young people.

I have read and agree with the guidelines produced by the Church for safeguarding children and young people.

I am committed to and understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact.

I know what action to take if abuse is discovered or disclosed.

To the best of my knowledge there is no reason that I should not be allowed to work with children and young people.

Signed.....

Date.....

Role of a Leader in Sunday School

The vision for our children's work at St Andrews is:

To see children's lives transformed through Jesus to the glory of God.

As a leader you will be a vital part of the children's team, who with God's help seek to proclaim Jesus Christ in a simple and engaging way, praying that the children will come to know Him and have their lives transformed by Him, so that our Father in heaven is glorified.

What is expected of you as a Leader:

- To be at Sunday School every week (unless previously arranged with the Children's Worker) having read the Bible passage for that day.
- To arrive 1 hour before the group starts.
 - To pray together.
 - To go through the session.
 - To help set up.
 - To practice games, drama, craft, etc.
- To be committed to praying for the children each week.
- To have loads of fun as you love, care for and teach the children under your care.
- To come to a termly team meeting.
- To be regularly attending another service at St Andrew's.

Signed.....

Date.....

18. Appendix 2 – Important contact numbers

Important telephone numbers.

Police (all non-emergency enquiries)	101
Plymouth Gateway Service	01752 668000
Local Emergency Social Work Team	01752 346984
NHS 111 service - Non Urgent Health Care	111
Local General Hospital	01752 202082
CHILDLINE	0800 1111
PARENTLINE PLUS	0808 800 222

Diocesan and St Andrews Contacts.

Role	Name	Number
Rector	Joe Dent	07402 469720
Parish Safeguarding Representative	Debbie Fewster	07748 217101
Parish Safeguarding Representative	Martin Huggins	07722 828962
Group Leader – Children’s Work	Matt Thompson	07791 679286
Group Leader – Youth Work	Josh Yates	07590 678590
Diocesan Safeguarding Adviser	Charlie Pitman	01392 345909
Diocesan Assistant Safeguarding Adviser and DBS coordinator	Phillip Parker	01392 294969

19. Appendix 3 – What to do flowchart

What to do if you are concerned about a child, young person or adult involved in St Andrew's Church activities.

