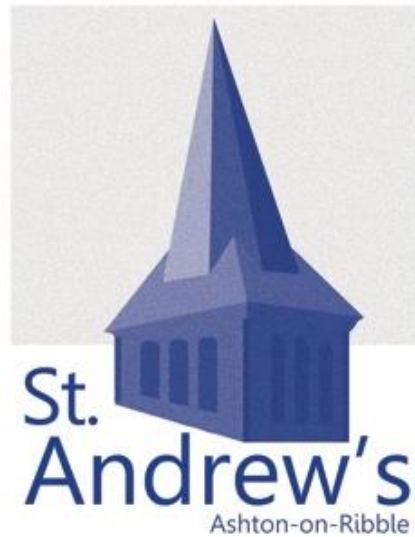
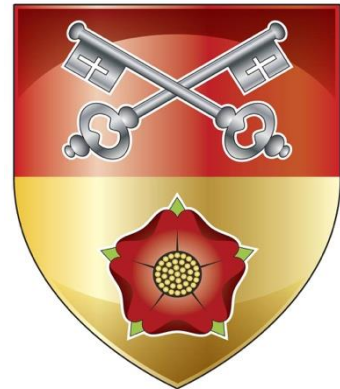


**A policy for
Safeguarding Children and Young People**



THE
DIOCESE
OF
BLACKBURN



**St. Andrew's Church,
Ashton-on-Ribble**



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St. Andrew's Church, Ashton-on-Ribble, Preston

Safeguarding children is the responsibility of us all

St. Andrew's Church recognises its responsibility to safeguard and promote the welfare of children within the legal framework of the Children Act 1989. Anyone under the age of 18 is considered to be a child/young person.

It is sometimes difficult to acknowledge that abuse can happen within a church, however any group or organisation working with children needs to be alert to the possibility of abuse occurring. It is the responsibility of us all to put the welfare of children and young people first and to recognise and respond to behaviours that can put children at risk.

We are aware that many children and young people are the victims of different kinds of abuse and that they can be subjected to social factors that have an adverse impact upon their lives, such as domestic abuse or substance misuse.

We aim to create a safe and respectful environment within which children and young people can thrive and churches can operate with the help and security of clear guidance.

These guidelines are for the use of all clergy, volunteers, paid staff and visitors. The guidelines can be shared with the parents and carers of the children and young people who attend our groups and events.

We are committed to:

- ✓ The care, nurture of, and respectful pastoral ministry with, all children and young people
- ✓ The safeguarding and protection of all children and young people where they are vulnerable
- ✓ The establishment of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse

(Protecting All God's Children 2010)

The Responsibilities of the Church

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| <ul style="list-style-type: none">○ We will adopt and implement a Safeguarding Children Policy, accepting as a minimum the House of Bishop's policy on Safeguarding Children. This will be supported by the additional diocesan procedures and recommended good practice, while being responsive to local parish requirements. |
| <ul style="list-style-type: none">○ We will appoint one coordinator to work with the incumbent and the PCC, whose role will be to implement safeguarding policies and procedures. The coordinator will ensure that any concerns about a child/young person or the behaviour of an adult are referred to the diocesan safeguarding adviser. The coordinator will either be an appointed member of the PCC or have the right to attend meetings, and will report at least annually on the implementation of the safeguarding policy in the parish. This position will not be held by the incumbent or their spouse. |
| <ul style="list-style-type: none">○ We will display in our church premises where children's/young people's activities take place, the contact details of the coordinator, along with the telephone numbers for Childline and Parentline Plus. |
| <ul style="list-style-type: none">○ We will ensure that all those authorised to work with children and young people are suitably recruited in accordance with safer recruitment practice, and are appropriately trained and supported in their role. |
| <ul style="list-style-type: none">○ We will ensure that there is appropriate insurance cover for all activities involving children and young people undertaken in the name of the church. |
| <ul style="list-style-type: none">○ We will review the implementation of the Safeguarding Children and Young People policy, procedures and good practice annually. |

Good Practice Guidelines for Safeguarding Children and Young People

| On site |
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| Where reasonable everyone is responsible for children while on these premises and must make sure that health and safety guidelines are adhered to. |
| Everyone working with children should be encouraged to attend basic safeguarding training. |
| Wherever possible, steps should be taken that a worker is not left alone with a child. |
| Under no circumstances should visitors be allowed to wander around the premises unaccompanied when children and young people are present. |
| Appropriate adult to child ratios should be observed at all times. The following ratios of adults to children should be adhered to for all church groups. 0 to 2 years - 1 adult to 3 children. 2 to 3 years - 1 adult to 4 children. 3 to 8 years - 1 adult to 8 children. 8 years + - 1 adult to 10 children. |
| People working with children should be alert to strangers frequently waiting outside a venue with no apparent purpose. |
| Children should not be collected by people other than their parents unless notification has been received. |
| If a child is not collected after a session it is reasonable to wait approximately half an hour for a parent or carer to arrive. If the parent or carer cannot be contacted, Social Care or the Police should be contacted and asked to assist. |
| Careful consideration will need to be given to ensure the safety of children as they leave the premises. |

| Visits and trips |
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| Appropriate Health and safety guidelines must be adhered to for all visits and trips. |
| All activities must be risk assessed and properly insured. |
| All vehicles hired for outings must be insured, roadworthy and fitted with seatbelts. Appropriate child locks and seating must be used. |
| All drivers should travel with at least one escort where there is only one child in the car. Drivers and escorts should have up to date DBS checks and have been subject to appropriate recruitment procedures. All drivers and escorts should agree to abide by these guidelines. |
| A roll call will be taken at the start of the journey and again before commencing the return journey. If travelling in more than one vehicle, children will be encouraged to travel in the same vehicle there and back. |
| The leaders of trips will carry the contact numbers for the home organisation and emergency services in the event of an alert being necessary. |
| If a child goes missing on a trip, staff should instigate an immediate search. If the child cannot be found after an initial search, then the appropriate security staff and police should be notified at once. If, having notified the security staff and police, the child cannot be found, the parents/carers will be notified immediately. |
| If a child is missing, the care of the remaining children is paramount. It is imperative that they return to the home site as quickly as possible, while a senior leader remains at the visit to coordinate contact between security staff and the child's parents/carers. |
| Use of premises by other organisations |
| In the event that a room or rooms on the premises are used by other organisations, the letting agreement should ensure that the hiring organisation works to approved safeguarding procedures and/or that they read and agree to abide by these guidelines. |

Creating a safer church



Protecting children and young people checklist for Parishes

PARISH: St. Andrew's Church, Ashton-on-Ribble, Preston

| ITEM |
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| We have a Church Safeguarding Policy that is annually reviewed. |
| We have a Church Safeguarding Officer. |
| Information about our Parish Safeguarding Officer, including contact numbers, and the Childline number, is displayed in our church buildings. |
| At the last Annual Parochial Church Meeting there was a Safeguarding Report. |
| All activities for children and young people are authorised by the PCC. |
| Where necessary, new leaders and volunteers have completed the appropriate application forms, declarations and disclosures. Appropriate references have been obtained. |
| All confidential documents are stored appropriately. |
| All new workers and volunteers are aware of how to adhere to all church policies |
| All our workers and volunteers have undertaken safeguarding training in the last two years. |
| All leaders and volunteers are aware of their responsibilities to keep children and young people safe. |
| We have an up to date record of all those who have completed DBS checks for church work. |
| All activities involving children and young people have the correct ratio of leaders to children. |
| Children and young people with special needs are welcome and we are appropriately prepared to meet their needs. |
| We welcome children and young people from different ethnic and social backgrounds. |
| There is an acceptable First Aid Kit available at each activity. |

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| We seek to provide a qualified First Aider at, or easily accessible for each activity. |
| We know and meet the training needs of our leaders and volunteers. |
| All our work with children and young people is appropriately insured. |
| We have an up to date Risk Assessment for all our buildings and activities. |
| We have a file of accident reports. |
| We have adequate Fire Equipment and Evacuation Procedures are in place. |
| We have a clear procedure regarding contacting young people via mobile/online devices and social media, which staff and volunteers are aware of and adhere to. |

Recognising signs of abuse

It can often be difficult to recognise abuse. The signs listed in these guidelines are only indicators and many can have reasonable explanations. Children may behave strangely or seem unhappy for many reasons as they move through the stages of childhood, or their families experience changes. It is nevertheless important to be familiar with things that can indicate that abuse is taking place and know when there is a need to seek further consultation.

Someone can abuse a child by actively inflicting harm or by failing to act to prevent harm. Abuse can take place within a family, in an institutional or community setting, by telephone or on the Internet. Abuse can be carried out by someone known to a child or by a complete stranger.

If you are worried about a child it is important that you keep a written record of any physical or behavioral signs and symptoms which suggest they may be a victim of abuse. In doing this you can monitor whether or not a pattern emerges and provide evidence to assist any investigation if required.

Examples and definitions of the different type of abuse are enclosed in Appendix 1.

What to do with your concerns

In the event that a child makes an allegation or disclosure of abuse by an adult or another child or young person, it is important that you:

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| Listen to them and/or closely observe their presentation and behaviour. |
| Let them know that you take what they are saying seriously. |
| Do not attempt to question or interview them yourself. |
| Let them know that you will need to tell someone else in order to help them. Do not promise to keep what they tell you secret. |
| Inform your designated Safeguarding Officer and/or the Diocesan Safeguarding Adviser as soon as possible. |
| Make a written record of the incident or events. (See Appendix 2) |

Sometimes you may just feel concerned about a child but do not know whether to share your concerns or not. In this situation you should always raise your concerns with your designated Safeguarding Officer or the Diocesan Safeguarding Officer, who will advise on what to do next.

Who to contact

The responsibility for investigating allegations of abuse, whether they result from a disclosure from a child or the concerns of an adult, lies with social workers and the police. It is normally the responsibility of your designated safeguarding officer to make a referral to these agencies, but if you judge the situation to be an emergency and/or you require advice in the absence of the designated officer, you must report your concerns directly, using the contacts listed at the back of these guidelines.

Social Services will advise you when or whether to inform the child's parents or carers about any concerns. If they decide to pursue a safeguarding investigation, you should:

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| Work closely and collaboratively with all professionals involved in the investigation, in order to keep the child safe. |
| Attend a safeguarding conference if you are invited. You will be asked to provide information about your involvement with the child, which is why it is important to keep records of your concerns. |
| Attend any subsequent safeguarding review conferences. |

Safeguarding Procedures

All safeguarding concerns should be acted upon immediately. If you are concerned that a child might be at risk or is actually suffering abuse, you should tell the designated safeguarding officer within your church. You may also wish to speak to the Diocesan Safeguarding Adviser.

Your designated officer is: **Katy Johnson**

Telephone number: **07734 887203**

The Diocesan Safeguarding Adviser is:

Sharon Hassall 01254 503415 or 07711 485170

In an emergency situation, contact Social Services or the Police directly.

Please insert the relevant telephone numbers for your church on the list below:

Children's Social Care: **(8am-8pm): 0300 1236720**
Out of hours number: 0300 1236722

Police: **01772 203203**

Please note these contact numbers may be subject to change by the Local Authorities at any time and should be checked and updated regularly by your Parish Safeguarding Representative.

Allegations made against members of staff or volunteers

Organisations that work, or come into contact with children and young people, need to be aware of the possibility that allegations of abuse will be made against members of their staff or volunteers. Allegations can be made by children, young people or parents and they can also be made by other concerned adults. Allegations can be made for a variety of reasons. Some of the most common are:

- Abuse has actually taken place.
- Children can misinterpret your language or your actions because they are reminded of something else.

All allegations should be brought to the notice of **Katy Johnson** immediately. In cases where the allegation is made against this person, the complainant should approach the Minister or Churchwardens, or take the following action him or herself:

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| Make sure that the child in question is safe and away from the person alleged to have abused a child. |
| Contact Children's Social Care in the team relevant to where the child lives. |
| Contact the parents or carers of the child if advised to do so by the social worker/officer in charge of allegations. |
| Irrespective of any investigation by Children's Social Care or the Police, you should follow the appropriate disciplinary procedure. Consideration must be given as to whether the member of staff or volunteer should be suspended from duty while the investigation is carried out. |
| Consider whether the person has access to children anywhere else and whether those organisations or groups need to be informed. |
| Act upon the decisions made in any strategy meeting. |

All incidents should be investigated within the organisation after any external investigation has finished, reviewing practice and putting in place any additional measures based on lessons learned.

Support

It is important that you also develop support systems for the person who faces an allegation. If your place of worship has a management committee, it could be that a member is nominated to fulfill this role. As well as providing support through listening and through prayer, this person could advise on appropriate outside help, such as counseling or legal services.

Safe Recruitment

The application of rigorous procedures for the recruitment of any staff or volunteers who come into contact with children and young people, both directly and indirectly, can reduce the likelihood of allegations of abuse being made that are founded. As an absolute minimum, the following standards should be followed:

All prospective staff and volunteers (paid and unpaid) should undergo an application process which might include details of their previous employment and references.

All prospective staff and volunteers (paid and unpaid) should have a new Disclosure and Barring Service (DBS) Disclosure before they start employment with you; anyone who refuses to adhere to this should not be employed.

All prospective staff and volunteers (paid and unpaid) may be interviewed to establish previous experience of working in an environment where there is contact with children, and perceptions of acceptable behavior.

If references have been requested then these should be received before the candidate begins working. Referees should be reminded that references should not misrepresent the candidate or omit to say things that might be relevant to their employment.

All appointments to work with children should be subject to an agreed probationary period.

New members of staff should be clear about their responsibilities and wherever possible, work to an agreed job description.

These guidelines should be available to everyone as part of an induction process.

Implementation Checklist

These safeguarding procedures will only be effective if all staff and volunteers in your place of worship own and understand them. This checklist is designed to help you to go through that process:

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| Identify designated Safeguarding Officer (SO). | <input type="checkbox"/> |
| Add CPO's name and contact details to the policy. | <input type="checkbox"/> |
| Ensure the SO attends training on safeguarding and safeguarding, and updates that training regularly. | <input type="checkbox"/> |
| Ensure all staff and volunteers have a copy of safeguarding procedures. | <input type="checkbox"/> |
| Ensure all existing staff and volunteers who have contact with children have DBS Disclosures before they start work. | <input type="checkbox"/> |
| Ensure that the premises conform to health and safety guidelines. | <input type="checkbox"/> |
| Ensure that the premises and activities are risk assessed and adequately insured. | <input type="checkbox"/> |
| Ensure that any letting arrangements are bound by contracts that include an agreement to adhere to the host organisation's safeguarding procedures. | <input type="checkbox"/> |
| Ensure that the parish safeguarding policy is endorsed by the PCC and is reviewed annually. | <input type="checkbox"/> |

For.....[Signed on behalf of the PCC]Date