



**BEST PRACTICE AND ADVICE FOR THOSE
WORKING WITH CHILDREN AND VULNERABLE
ADULTS AT ST MARY'S, WESTHAM**



April 2018

Full policy available on the church website

<http://stmaryswestham.org.uk/>

➤ INTRODUCTION

St Mary's Church believe that we should provide our children with the highest standard of care and that the experience of growing up within the church family community should be enriching.

To ensure that our children are looked after as well as possible and that you are not put in a vulnerable position, the PCC has drawn up procedures and recommended good practice to be followed based on; Churches' Child Protection Advisory Service (CCPAS), Church of England, House of Bishops' Policy on Child Protection, the Diocesan guidelines and advice from the Charity Commission. This leaflet gives key information. The full policy and appendices can be found on the church website (<http://stmaryswestham.org.uk>)

➤ SAFEGUARDING AT ST MARY'S

SAFEGUARDING COORDINATOR at ST MARY'S:

Sue Davies

01323 767193

davies_ronald1@sky.com

VICAR AT ST MARY'S

Revd. Chris Clark

01323 762294

chrisc@austinclark.co.uk

- If the child needs immediate medical treatment take them to hospital or call an ambulance, inform doctor of concerns and ensure they are aware that this is a possible safeguarding issue.
 - Contact the Safeguarding Coordinator :
Sue Davies Tel: 01323 767193
Email: davies_ronald1@sky.com or Chris Clark If you are unable to contact any of the above ring Local Social Services on 01323-747373 or out of hours 01273 335905 or the Police on 101 asking for the local safeguarding team.
- As soon as possible write down objectively what the child has said. Sign and date and give to the safeguarding team.

Disclosure of abuse from adults

Adults may speak of concerns about a child or the behaviour of an adult. These should be listened to carefully and responded to. The conversation should be recorded.

The key points of any concern are recorded in St Mary's Safeguarding book by the Safeguarding Coordinator. This maintains a chronological history of concerns and illustrates clearly any patterns of behaviour or incidents.

If there are any queries or concerns, please contact Safeguarding Coordinator St Mary's, Westham: Sue Davies

Tel: 01323 767193

Email: davies_ronald1@sky.com

Use of own home

Occasionally church workers may use their own home for a Bible Study or social activity. Any activity that includes under 18-year olds when parents are not present are subject to child protection procedures:

- Two adult workers must be present before the first child arrives
- Bedrooms should not be used under any circumstances
- Rooms should be clean and hygienic and free from physical hazards

Photographs

Taking and publishing photographs of children is usually enjoyed by children and parents alike and can bring good publicity. However good practice needs to be followed:

- Written consent needs to be obtained from parents regarding the taking and using of photographs.

➤ **DEALING WITH DISCLOSURES**

What to do if a child discloses a safeguarding issue or makes an allegation.

- Listen and keep on listening.
- Don't question.
- Avoid passing judgement on what you are told.
- Never promise confidentiality.
- Explain what you intend to do and don't delay in taking action.
- Do not speak to the person against whom allegations have been made or attempt to investigate the situation yourself.

➤ **GENERAL PRINCIPLES**

All clergy, paid employees and volunteers should:

- Treat all children and young people with the respect and dignity befitting their age.
- Watch their language, tone of voice and body language.
- Never use physical punishment, this must never be used even if they have the parent's explicit permission for this.
- Ensure that another adult is informed if a worker needs to take a child to the toilet. Toilet breaks should be organised for young children.
- First aid should be administered with others around
- If known in advance, a parent's permission must be sought if a child or young person is to be seen on his or her own. Another adult must be nearby and the child or young person must know this.
- Ensure that each group includes a female helper or has a female helper within calling distance.
- Ensure that children and young people know that they can speak to an independent person in the parish, or contact "Childline", if they need to talk to someone.
- Have the "Childline" telephone number prominently displayed: 08001111.

Clergy, paid employees and volunteers should not:

- Invade a child's privacy whilst washing or toileting.
- Play rough physical or sexually provocative games.
- Be sexually suggestive about a child or to a young person, even in fun.
- Touch inappropriately or obtrusively.
- Scapegoat, ridicule or reject a child or young person.

- Show favouritism to any one child or young person or group.
- Allow a child or young people to involve the worker in excessive attention seeking that is overtly physical or sexual in nature.
- Give lifts to children or young people on their own. If this is unavoidable ask the child or young person to sit in the back of the vehicle.
- Share sleeping accommodation with young people.
- Invite a young person to the worker's home alone.
- Permit abusive peer activities, e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown adults access to children. Visitors should always be accompanied by a known person.

Be prepared for your colleagues to remind you if you forget any of the requirements for good practice and be prepared to help a colleague by advising them in return.

➤ **ACTIVITIES, EVENTS and CLUBS**

Staffing Levels

0-2 years -1leader/helper for every 3 children 1:3

2-3 years -1leader/helper for every 4 children 1:4

3-8 years -1leader/helper for every 8 children 1:8

Over 8 years - 1 leader/helper for the first 8 children and then 1 extra leader/helper for every extra 12 children

If a group contains children with special or specific needs more staffing may be required.

Identification

Those who work with children should wear badges displaying their name and role

General Principles

One person should be designated as the leader for the activity and take overall responsibility for planning, supervision and conduct. This responsibility should include

- completing a risk assessment for the session/activity.
- ensuring parents sign a registration form setting out general arrangements for the group and for the safe collection or return home of children at the end of the activity (renewed annually and when required). Additional parental consent will be required for activities/outings/holidays not specified in the registration form.
- ensuring a register is kept of meetings children and adults
- completing an incident form within 24 hours of an accident or incident and handing it to a church warden ensuring access to a phone to call for help if necessary

First Aid

- Premises used for an activity or event must have a first aid kit
- All workers to be encouraged to have basic first aid knowledge