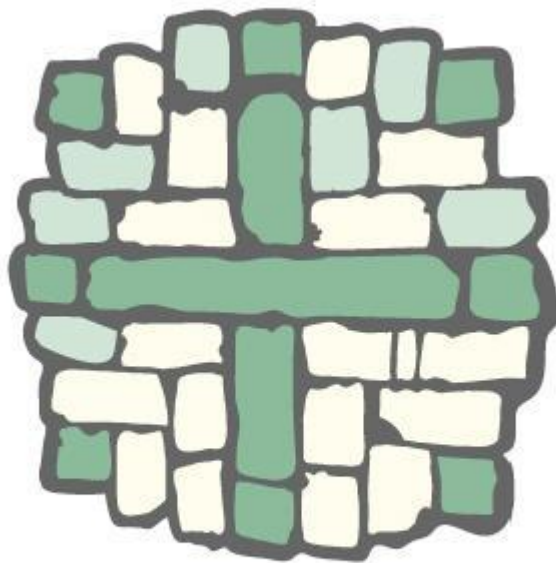


Latimer Minster

Safeguarding and Child Protection Handbook

and Good Practice Guidelines



latimerminster

Edited January 2012, Updated January 2022
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The Designated Lead Trustee (DL) is George May
And you can raise issues with the Rector, Frog Orr-Ewing
Contact details: rector@latimerminster.org

Introduction

Welcome to the Latimer Minster Safeguarding, Child Protection and Good Practice Guidelines.

We believe that God loves and cares for each child and young person and look to Jesus' model of interaction with children to provide wisdom on this issue. Luke Chapter 18: 16 and 17,

But Jesus called the children to him and said, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it."

It is clear that we must care deeply for children, protect innocence, impart knowledge and address their discipleship. As those charged with a duty of care for God's children we must take seriously the issue of child protection and best practice.

Over the last few years, issues of child abuse have been prominent in the press and sadly the church has frequently been involved in these instances. Those responsible for working with children and young people must maintain vigilance particularly when considering how to interact with them and who else has access to them in order to keep children safe.

Section 1

Principles

- We are committed to the safeguarding, care and nurture of the children, young people and vulnerable adults within our church community.
- We will work with the DBS and use other tools to check the backgrounds of any individual (lay, ordained, paid or volunteer) who wishes to work with any children, young people and vulnerable adults within our church community.
- We will respond without delay to every complaint made, that a child or young person for whom we are responsible may have been harmed.
- We will fully cooperate with statutory agencies during any investigation into allegations concerning a member of the church community.
- We will seek to offer pastoral care to any child, young person or adult who has suffered abuse.
- We believe that the welfare and interests of children are paramount in all circumstances.
- Whilst not a school, we are mindful of the guidance set out in the document "Keeping Children Safe in Education" September 2016 (KCSIE) updated 2018 including the Prevent duty and other statutory or non- statutory guidance. We are updated by CCPAS/thirtyone:eight on all issues relating to churches and work with children and vulnerable adults, including training and new legislation. This forms the basis of much of our policy and practice.

Section 2

Policy Guide

A child is anyone aged under 18. For the purposes of this document, the term 'child' will be given to those aged 0-11 years old and 'young person' or 'youth' aged 11-17.

Latimer Minster is a church. Main buildings often used are: Applebarn (Bull Lane, Gerrards Cross), and Stampwell Farm (Oxford Road, Beaconsfield, HP9 2XD)

Anyone who is working with children, young people and vulnerable adults has read and familiarized themselves with this policy and we have kept a signed register of volunteers indicating that this is the case.

Information for parents:

1. This policy is freely available for parents and carers to read (email the church office for an electronic copy) and they are encouraged to do so.
2. Parents and carers have information freely available regarding any activity that children or young people are involved in, and should know who to contact for more information or to raise concerns.

Monitoring and Review:

The church team review this document annually .

Context

The Child Protection policy comes into effect (and must be adhered to) when individuals operate as part of the church body. Examples include: games, teaching, mentoring and facilities provided (crèche, play equipment, games consoles etc). The Child Protection policy will also be used when planning whole church activities and events.

Aims of Children's work at Latimer Minster

- To help children and young people to grow up knowing Jesus and to reach personal faith in Him.
- To provide a knowledge of the Bible and its application to everyday life.
- To provide opportunities for worship and interaction with God appropriate to the children's or young person's age.
- To provide a loving and safe community for the child or young person
- To show an interest in each child's whole development (spiritual, emotional, intellectual and physical).

Recruitment Procedures

Successful recruitment of any member of the church staff team (paid or unpaid) working with children or vulnerable adults require a clear background check. Volunteers in a leadership role who work with children or youth must be DBS checked before commencing in their role.

Any person working with children, young people and vulnerable adults must be given information about their roles and responsibilities and have the opportunity to discuss these prior to commencing their role.

If a volunteer/staff member fails to adhere to this policy, or there are circumstances of concern, the Designated Lead will ask for the person to be removed from children's/youth activities until the issue is resolved.

Support for Workers

If a worker needs any support, prayer, help or advice they should be able to approach their immediate group leader, the relevant member of the church team, the Designated Lead or the Rector (Frog Orr-Ewing).

Outside agencies:

If the situation demands a level of support or expertise that we are unable to provide within the church, help will be sought from those with appropriate expertise, for example the Oxford Diocese or thirtyone:eight (Churches Child Protection Advice Service and their 24 hour helpline – 0845 1204549).

Planning meetings:

As part of good practice with running the church as an organisation, regular meetings with other workers should contain time to raise any issues that may cover child protection.

CP Training:

The church will provide every worker with Child Protection training. Volunteers receive annual refresher training and updates as necessary.

The Rector has responsibility for recruitment procedures at Latimer Minster. Contact the office for details

Overseas Religious Workers – working with children

A DBS check looks at a person's criminal record for the length of time they have been in the UK. Information on overseas criminal records is not held in this system which limits how useful a DBS check is when considering overseas workers. The Minster follows Government guidance on employing anyone from overseas.

A DBS check will be undertaken once the applicant has an address in the UK and all guidance and advice from the Churches Child Protection Advisory Service will be adhered to.

Section 3

Good Practice Guidelines

High standards of conduct are expected from our workers (staff & volunteers). They are in a position of trust whilst looking after any child or young person. They must keep their responsibilities to the children and church uppermost in their minds at all times.

Treat all children/young people with dignity and respect. This includes consistency in attitude, good listening, behaviour, expectations, discipline, challenging 'what they did' and not 'who they are', not being offensive (e.g. racism, or sexism), not being frightening or demeaning,

Be available but don't intrude on personal space and privacy. Fully engage in supervision of the children and young persons in your charge, also supervising the other workers for accountability.

Develop awareness of individual needs, likes and dislikes. As a worker, develop empathy and pastoral sensitivity towards people of the age group you are working with. Endeavour to develop appropriate, strong, friendship based relationships with the children and or young people. Never accept gifts apart from

small tokens, and any gifts given by you come through you from the church, rather than personally from you as a worker, and are discussed beforehand with an appropriate team member.

Be careful to use godly language and behaviour. Remain accountable with any meetings with young persons, keep relationships as friendships and mentoring, If you have concerns, about a person's conduct, speak to the team leader, so that appropriate follow up action can be taken.. Never use physical punishment.

Work as a team. Having good communication with the rest of the team you are with, understanding the authority that team members have, and the authority that they are under, both from God and the respective team leader. Have a consistency in values, practice and challenging unacceptable behaviour across the team.

Enjoy the ministry. Within the constraints of the policy really enjoy working with children and young people in the freedom of Christ.

Physical Contact with Children and Young People

This must always be age-appropriate. We do not operate an absolute 'NO-TOUCH' policy at Latimer Minster as we believe that appropriate touch is important in children's development. Physical contact should be open and initiated by the child's age and needs.

Touch and Children:

Appropriate:

- helpful touch e.g. holding a small child's hand while crossing the road
- comforting touch e.g. picking up a crying baby/ toddler in crèche
- administering basic help/first aid i.e. if they have fallen over and hurt themselves
- restrictive touch (as above)
- protective touch stopping a young child from having an accident ie. removing them from a dangerous situation when verbal warning will not work

Inappropriate:

- Touching children too frequently
- Sexual touch
- Strong touch i.e. touch which is too strong for a child and hurts them physically (so restrictive touch must be done with appropriate force)
- Any use of physical punishment /discipline

In some circumstances that pose more risk of mis-interpretation i.e. a mission-based event, it may be necessary to have a no-touch policy. This will be communicated to all involved by the event organiser, and/ or the church team.

Touch and Young People:

Physical touch with young people is strongly discouraged.

Children with Additional Needs

Parents/Carers of children/youth with additional needs are required to discuss with the leader of children's ministry/youth ministry how best they can be integrated into the existing groups, with possible need for additional help.

Parents of children/youth with a physical disability will also need to discuss with the children's ministry leader/youth leader how best they can be included in the group activity with possible additional help from a volunteer.

Adults

Physically vulnerable adults (e.g. disabled adults) have priority parking next to the office – clearly marked.

The toilet facilities include a cubicle, which can accommodate a wheelchair – clearly signed.

Due to the nature of the site with uneven footpaths and unlit areas we recommend that those in a wheelchair or with a physical disability are accompanied by a chaperone. Anyone not wishing to do so would do this at their own risk.

Smoking, Alcohol, Drugs and Illegal Substances

Alcohol use:

- Workers must not encourage or appear approving of use of alcohol.
- Workers must not participate in children's / youth activities under the influence of alcohol.
- No alcohol can be consumed by anyone under 18 at church events in church venues.

Pubs/Bars:

- Workers may not take under 18's to pubs. Workers must be sensitive as to whether it is appropriate to take anyone 18 or over to a pub.

Drug use:

- No illegal substances can be consumed by young people on a church site.
- Workers must not use non-prescribed drugs or illegal substances.

Smoking:

- A no smoking policy exists in all the church buildings.
- Young persons actively involved in underage smoking will be encouraged to stop.

Group Organisation for children and young people

Administration

Initial registration details should be taken for all children and young people attending the Minster or a related activity. This should include emergency contact details, the designated adult who will be dropping them off or collecting them, and any medical conditions or allergies.

For trips

Worker identification:

Staff, and volunteer leaders should be readily identifiable i.e. with badges clearly displayed. Only workers & parents/guardians should be present at activities.

Ratios:

No child under 16 – individuals or groups – should be left unattended at any time.

* No adult should ever be left ALONE in charge of children. For the protection of the children, young people and adults there should always be at least 2 leaders present.

Where an activity is using several rooms within a building, a small group with a single leader should be within SIGHT and HEARING of other adults e.g. in an adjoining room with an open door between.

The Children's Act 1989 requires the following ratios as best practice:

For indoor activities:

The MINIMUM ratios required by the 1989 Children's Act are:

0-2 years: 1 volunteer to 3 children

2-3 years: 1 volunteer to 4 children

3-7 years: 1 volunteer to 8 children

over 8 years: 2 for the first 20 children followed by 1:12.

For outdoor activities:

The ratios for outdoor activities should be increased as follows:

0-2 years: 1 volunteer to 3 children

2-3 years: 1 volunteer to 4 children

3-7 years: 1 volunteer to 6 children

8-13 years: 2 volunteers for the first 15, followed by 1:8

13 and over: 2 adults for first 20, followed by 1:10

Depending on the needs of the group, the ratios may need to be increased – sometimes to as high as 1:2.

Attention should also be paid to gender e.g. at least one male leader in a boys group. The IDEAL minimum number of adults for group activities is THREE, at least ONE of whom should be female.

Leaders may need to cancel groups if they are unable to provide safe adult supervision levels.

Mentoring:

- If it is appropriate to meet up with a young person (not children) on a one-to-one basis the ideal situation is to take them to a public place e.g. a café or MacDonald's.
- If a more private environment is needed e.g. to be able to pray with someone, there must be 2 workers able to see each other, one of whom does not need to be directly involved, but aware of what is occurring.
- If the issue is confidential and a young person would prefer the privacy of a closed door, there must be 2 workers in the room.
- It may be useful for workers with young people to briefly log the time, date, persons present in such circumstances.
- Children and young people can be encouraged to receive prayer as part of the public prayer ministry times at the end of church services.

Premises:

Access to the premises should be safe and well lit. Indoor areas should be warm, adequately lit and ventilated.

- There should be adequate unencumbered space for the number of children in the group. Outdoor play space is recommended when longer activities are run.

On-site overnight activities:

For events such as sleepovers and all night prayer vigils:

- Designated Lead should be informed for specific advice
- The clergy should be fully informed.
- Explicit written consent must be obtained with full information to parents and or carers of the arrangements for the event with the overall leader in charge and their mobile number for the event,
- Arrangements that must be in place are: high ratios of leaders (of the same sexes), the separate sexes sleeping/changing arrangements for participants, privacy for leaders to change separate from children/young people.

Off-Site Activities

If children and young people are to be taken off the church premises¹, written permission must be obtained from a parent or carer with parental responsibility.

The parent must be informed of the following:

- Destination of the trip
- Time and place of meeting and returning
- Method of transportation
- Things needed – including food, drink and money
- Cost of trip
- Key leader and the leaders contact details (including mobile number)

The following information must be obtained from the parent/guardian:

- Contact numbers for parent/guardian/next of kin
- Specific information which may be required e.g. allergies, health problems
- Name and address of doctor
- Parental consent for the child/young person to attend the activity – a signature must be given

These details must also be obtained for young people over 18 and leaders (excluding consent).

The **overall leader** for the trip must be responsible for:

- details of everyone attending the trip
- fully charged mobile phone
- small first aid kit
- Part of the CP policy – Reporting and Dealing with Concerns
- Useful Numbers sheet

There should always be a **designated person** – at base – not on the trip who has a list of everyone on the trip with the contact details of the next of kin. This person must be readily available by phone for the

¹ at present the church premises refers to Latimer Minster, Stampwell Farm, Oxford Road, Beaconsfield HP9 2XD and The Rectory (Applebarn, Bull, Lane, Gerrards Cross).

duration of the trip. This person can then disseminate information in situations where a problem has occurred e.g. an emergency or a mini-bus running late.

Residential trips

The same guidelines as onsite overnight activities apply regarding sleeping, privacy, and ratios. The key leader must ensure that the ratios of leaders are high enough to ensure safe supervision and to take experienced workers.

Workers need to be fully aware that they are in a supervisory role for the whole duration of the trip

Trips must be “dry” that is, there is to be no consumption of alcohol for both leaders & participants.

Transportation

Insurance

- Persons driving their own vehicles must ensure that their insurance covers them to drive minors.

Seatbelts

- Seatbelts must be worn when driving.
- Appropriate child car seats must be used in line with current legislation.
- Children up to the age of 12 or 137cms in height must use booster seats.

Ratios

- If possible 2 leaders should travel in a vehicle with the young people, however there may be instances where this is not possible and only 1 leader can be in the car. If this is the case there should be a minimum of 2 other children or young people in the vehicle.

Record of passengers

- If there is more than one car being used, a record of who is travelling in each car should be carried by the leader and also kept with the designated person not on the trip.

Stops and swaps

- If stops are to be made while travelling, e.g. at a motorway service station, the leaders and drivers for each vehicle are responsible for ensuring that all the young people are back at the correct vehicle before departing. If any swaps are to be made, the drivers of both vehicles must be aware of the swap and be able to account for the children/young people involved in the swap.

Use of Visual Media

Illustrative clips:

- All film or TV clips used in groups should be watched before showing to check suitability.

Computer games:

- All computer games should be checked for suitability before use – particularly in reference to sex and violence. The age classification must be appropriate to the age of the young person playing.

Film classification:

- Workers may not show young people films which are classified older than the youngest person in the group.

Latimer Minster Website:

- Photographs used will be of groups of children & young people without names or identifiable details, unless a parent or guardian has signed a declaration form allowing their child to be identifiable.
- Interactive elements of the website will be monitored by us to ensure that identifiable material is not linked to the website
- Interactive downloads: care should be taken by speakers to guard the identity of children & young people ie. by not using their names or identifiable details.

Photography:

- We will actively discourage the posting of images/videos from church events on social media, unless written permission has been given by parents/guardians informing them of the exact nature & reason for the photography/media i.e. a video to show parents at the Sunday School information evening or website.

Use of text-messaging with children/young people:

- Text-messages to young people's phones should generally be of an information nature ie: details of an activity .
- Any incoming texts/conversations causing any concern or open to misinterpretation should be saved/logged, and passed on/discussed with supervisor/and Designated Lead.
- Care should be taken not to use language that can be mis-interpreted as intimate ie. lol (lots of laughs or lots of love)
- Youth workers are encouraged to use duty/designated work phones, not personal phones for youth work calls to allow calls & texts to be accounted for & for the worker's own safety & privacy.
- A call curfew should occur between 10pm & 7am for incoming calls & messages, with the exception of emergencies, and events where the youth are still actively involved with the church after that time i.e. trips away, all night prayer vigils

Health and Safety

Supervision

- Children and young people will be supervised whilst they are participating in a specific group/activity but not beyond that time, for example if a BBQ takes place following a Sunday service.
- During church services, and outside group times children and young people are the responsibility of the parents or adults accompanying them and need to be adequately supervised. If parents are unable to supervise they should designate another adult to do so. Particular care should be exercised in the driveway/ car-parking area.
- Drop-off & collection. Children participating in children's work activities (i.e. those not yet at secondary school) must be dropped off at the activity and collected by an adult in a fit state. Workers are to make the judgement about whether it is safe to release the child into the adults care. The adult dropping-off/collecting may be someone designated by the parents (ie. on club registration forms).

Toileting

- The ideal is 1 toilet and 1 hand basin per 10 children, with provision of soap and paper towels. This can be less for young people.
- All toilet trips for school age children require them to take a buddy with them of the same sex, after making it clear to their leader where they are going. Children must not leave their group alone to use the toilet.

Creche

Babies

- Workers will not be allowed to change nappies. Parents should be encouraged to change their child's nappy prior to the group however should a baby's nappy need changing during the group the parent will be fetched.
- Suitable hygienic facilities with hand washing should be available.

Pre-school children

- Parents accompanying young children who require assistance to use the toilet, especially children who are toilet-training, are strongly encouraged to take their children to the toilet prior to the activity.
- If the parent would prefer to be fetched they need to make this clear.
- If a child of this age needs accompanying to the toilet a female leader may do so, and should inform another worker where they are and what they are doing.
- The leader should prompt the child to carry out personal care themselves & if they are unable to manage ask if they would like help and give the minimal help required.
- If a pre-school child is independent in this area, this should be encouraged with appropriate checking that the child has returned to the group after a short interval, but a child must be accompanied by a buddy of the same sex.

School-age children

- Do not need assistance but must be accompanied by a buddy of the same sex.

Sickness

- Children or leaders with infectious illnesses should not attend the group to safe guard the health of the other children in the group.

Hygiene

- High standards of cleanliness should be maintained with attention given to the age group of the children using the facilities e.g. clean toys and floors for babies or crawling/toddling children.
- Due to livestock on site (contained) we recommend that hands are washed more frequently than usual and always after being outside in the play area.
- We recommend that pregnant women do not handle the livestock, as sheep may carry toxoplasmosis.

Outdoor play

The fenced play area at the Farm may be used before or after a service or event whilst parents/carers are present and responsible for their children/children in their care

- In the areas outside the play area children must be accompanied at all times as there are cars, farm vehicles, livestock, and dilapidated buildings.
- The rule of thumb is that children and leaders should remain together when outside and be within sight of the main tent.
- Hiding games are not permitted, due to potential hazards on site.
- The farm covers many acres and may have members of the public walking across it. Children must always be kept in sight of either parents or group leaders (whilst in the care of the group).
- Use of the zip-wire must be with adult supervision only, and only if it is deemed suitable for the individual child
- Any ladders on-site must not be climbed by children.
- The area is to be kept well-maintained, and regularly checked for potential hazards so signage is up-to-date for potential hazards.
- Leaders of specific activities i.e. Sunday morning crèche, parent & toddler group, should check the area prior to use & may prohibit use if they feel it is unsafe either due to physical hazards or insufficient workers to supervise the children safely.

- Children using the area are recommended to wear sunhats & sun cream during the summer months, which their parent/carer must apply.
- A 'MISSING CHILD' ALERT WILL BE PUT INTO ACTION IF REQUIRED BY THE DESIGNATED LEAD. IF AFTER 30 MINUTES THAT CHILD IS NOT FOUND THE POLICE WILL BE CALLED TO THE SITE ON 999.

Food

Drinking water should be available at all times.

Refrigeration should be used for all pre-prepared food. Food preparation on the site is not recommended other than for individual and personal use.

Emergency Situations

Access to phones

Groups must always have quick access to a phone. A mobile may be used- ensure that mobiles are fully charged. The fixed line phone is located in the office with the number 0300 3038888

The Emergency Action Plan may be found clearly posted on the wall of the main toilet block, as well as in the Health and Safety file in the office.

Fire
Leaders must be aware of the safety/fire procedure (see green folder in main office and in the Little Barn). Fire drills should be carried out regularly. Fire extinguishers should be available and checked regularly.

Accidents

Accident Forms

These should always be recorded with a note of the activity/group where it occurred, action taken and signed by the leader involved. Accident forms should be filed in the Health and Safety file in the office. Parents/carers should be fully informed of the accident and action taken.

Calling emergency services

Appropriate further action should be taken promptly if the accident is serious enough e.g. calling the emergency services, and every effort should be made to contact the parent/guardian.

First Aid kits

First Aid kits are available:

- In the office on the white bookcase
- In the tent
- In the Little Barn
- In the workshop
- In the main toilets

Administration of Medication

- No medication should be given without WRITTEN parental consent and clear written instruction as to last dose, dosage, frequency etc.

Additional Needs

All groups should be able and willing to accommodate children with additional needs. Liaison with parents and carers about any specific needs and strategies for handling difficult behaviour is paramount.

Relationships

God loves his children and young people, and we also endeavour to do so, in a genuine, and appropriate manner, being mindful that the word 'Love' can often be misconstrued, between children, young people, and workers.

We uphold the tradition of no sex before marriage. Any romantic relationship before marriage must practice abstinence from sex until those involved are married. This is expected as from all workers, and we encourage the young people to do the same (but it is their choice within the lawful boundaries).

It is encouraged that workers tell the children that they are loved, in the correct context. The children and young people must understand the boundaries and of the love that God, the church, and the individual workers have for them.

Workers may not be involved romantically with a young person. If a young person becomes a worker at the age of 18, they may not enter a new romantic relationship with a young person until they have also become 18. A young person may not become a worker at the age of 18, if they are already involved in a relationship with a young person (e.g. a 17 year old).

Section 4

Reporting and Dealing with Concerns

As a charity we endeavour to enable workers and volunteers to work in an environment of informed vigilance and one that takes children/young people seriously.

We also have a culture of openness where any volunteer, staff member, parent, parishioner, child or young person can raise any concern or worries. These may be about:

- 1 . the welfare of a child or young person.
- 2 . workers' behaviour or actions
- 3 . any adults' behaviour or actions
- 4 . our practices or procedures

We are committed to working with the statutory agencies as needed and base much of our policy on the recommendations of thirtyone:eight.

Dealing with concerns about a child or young person.

Some indicators of abuse (these are not mutually exclusive & the list is not exhaustive):

Visual

- thin, pale, tired, unwashed
- shoes too small, inadequate clothing – lack of warm clothing
- repeated bruising or pressure bruising from fingertips
- burn marks
- red marks round the neck
- black eyes
- harsh beating marks across the back, buttocks or legs
- broken skin in unusual places
- bruising, soreness or redness around the genital area

Behavioural

- normally adjusted child becoming withdrawn, depressed, naughty or disruptive
- continually hyperactive or disruptive child
- lying, stealing, destructive behaviour – such a child is often unpopular
- which may obscure the child' s need for help
- child acting out sexual behaviour
- child who draws sexually explicit pictures
- child who appears ' frozen' and fearful

Verbal

- Child giving inappropriate explanations for bruises or burns
- Child confiding a story of physical or sexual abuse – perhaps about a parent or carer. Must be taken seriously but does not necessarily mean that story should be believed – telling of story is an indicator of problems, not that all the details are true.

You may also pick up indicators from

- 1 . other adults who work with the family:
 - someone frequently taking a child to their own home for ' treats'
 - someone in the company of a child without sufficient reason

and/or

2 . the adult causing concern

- a parent prone to losing their temper violently
- aggressive outbursts associated with stress
- drug or alcohol abuser
- others in the family showing signs of physical abuse

Action if indicators causing concern are present:

1. Record the information

- Make a handwritten record of the conversation as soon as possible afterwards, using the child's language where you can. Sketch any marks or injuries you are shown but do not take photos
- Record the information clearly and factually on a concerns form in black ink.
- Do this as soon as possible following the observation
- This would usually be done with the group leader for that activity (unless implicated).
- Report your concerns to the Designated Lead who will consider how to proceed in line with statutory guidance

If the concern involves an initial conversation where a child or young person make a disclosure:

DO

- listen sympathetically
- take them seriously
- remain calm
- say you'll work in their best interest
- alleviate any feelings of guilt

DON' T

- promise absolute confidentiality*
- act shocked
- ask leading questions e.g. 'Did they hit you lots of times?'
- investigate further

* explain that you will need to seek advice about the situation from the CP team or clergy but that you will not discuss it with friends, family, other group members etc.

In most situations the action below will be carried out with a team member responsible for the activity (i.e. the children's worker, youth worker) or Designated Lead , or clergy. The Designated Lead. should be contacted, if on site and are available on mobile telephones for advice but, if the situation needs immediate action the worker must act in order to safeguard the child, but must inform the DL asap.

2. Assess the situation

- Are parents or carers potentially involved?
- If any adult implicated is the group leader, another volunteer, staff or clergy, inform the DL immediately (who holds copies of guidance in how to proceed in these cases of the potential abuse of a position of trust. The Diocesan Advisor will be immediately informed & liaise with social services over investigation.

- What is the level of concern: emergency, urgent, less urgent/ongoing

Emergency Situations

Contacting the police:

If a child/group of children are in immediate danger, phone 999.

Urgent Situations

If you are concerned about the IMMEDIATE welfare of a child (and possibly siblings or other children in the group):

DO NOT inform any alleged offender i.e. parent, carer, worker.

Immediately contact the thirtyone:eight 0845 1204549

Thames Valley Police on 999 (CAIU) 08458505505

The Local Safeguarding Board is www.bucks-lscb.org.uk

Ask for the name of the person you are put through to.

Discuss the situation – no information should be filtered or withheld.

Wait for advice from DL and act according to this advice.

Record all written information – in a confidential file.

Less urgent situations:

- Contact DL for advice and support.
- The DL can contact & discuss with the Area Advisor/Diocesan Advisor
- Contact with Social Services may need to be initiated usually by the DL
- (occasionally employed worker ie. youth worker, if DL. unavailable or it is more appropriate)
- Take no other action other than that given by DL, advisors or social
- services
- All action and advice is to be recorded.

Information is highly confidential and is shared on a strictly need-to-know basis

In all situations of concern the DL will ensure the clergy are notified of the concerns or allegation (unless they are implicated) and encourage liaison within the team

Pastoral care of the victim, alleged abuser, their families and the person discovering the abuse should be discussed with the Area Advisor, agreed with DL and appropriate action taken.

Concerns about Families Already In Contact With Social Services.

Families may be in contact with social services for a number of reasons:

- in order to receive support after a professional or self-referral
- the child/children may have already been assessed as in need (this can include children with disabilities),
- receiving a specialist service
- the child/children may be on the child protection register

With emergency or urgent out of hours concerns these should be dealt with as in the previous section.

In other circumstances the concerns should be notified to the allocated Social worker or their Team Manager by telephone and /or in writing. Follow-up telephone conversations in writing as soon as possible (this may be done in conjunction with/by the DL as appropriate)

It is often good practice for concerns to be discussed with the family prior to discussion; however, workers must not delay passing on important information and need to assess the possible risks of delaying & any problems and risks associated with discussing the concerns openly.

The DL should be informed about any discussions (dependent on the urgency) before or after they have occurred. In more complex cases a plan of how to pass on the information, continue liaison & arising pastoral issues may need to be formulated

Dealing with concerns about volunteers or paid staff's behaviour and actions.

Such concerns may relate to, for example, reliability re. supervision of children, or dependability re. commitment , or minor lapses re. following good practice.

In the first instance these should be raised with the staff member responsible for that area, the DL or clergy.

Discussion about the appropriate action, and decision about this, whether this is training/discussion with the adult/ worker, further monitoring, removal from duties or other action etc. should be confidentially fed back to the person raising the concern.

All concerns and decisions should be documented.

Dealing with concerns about procedures and practice

In the first instance these should be raised with the staff member responsible for that area e.g. Youth worker, DL or clergy.

Discussion about the appropriate action, and decisions about further monitoring of the problem, changes in procedures and practice that result should be confidentially fed back to the person raising the concern.

Thank you

Thank you for taking the time to read this document. It is paramount that we provide positive discipleship to the young people, building character and confidence in Christ.

If you have any questions please do not hesitate to contact the Designated Lead trustee

trustees@theminster.org, George May

Or Rector, Frog Orr-Ewing

Rector@latimerminster.org

If you are a children's or youth worker, you are required to read and abide by this policy before you begin any youth or children's work.

Date of next review: Jan 2023