

Safeguarding

Local procedures & Guidance All Saints, Ealing

Promoting a Safer Church Action Plan

AIMS:

To safeguard members of the church community of all ages, including children, young people and adults who are in vulnerable groups. Throughout this policy we refer to all categories as '**vulnerable people**'.

To prevent abuse and report any discovered or suspected. (See flowchart on page 8 of the Policy for Safeguarding in the Diocese of London, Feb, 2015 or appendix to this document item 5)

To protect those who work with vulnerable people and to support them in carrying out that work safely.

To promote the growth of all within the love and nurture of the church community.

To ensure that our work with vulnerable people is planned so that situations where abuse may occur are minimised.

To ensure that our workers/volunteer workers are trained to identify potential abuse and know what to do if they are concerned about the safety of vulnerable people with whom they are working (Online training to be completed in a timely fashion).

To ensure that all our workers/volunteer workers know what their roles and responsibilities are, and that there is a system in place to give them opportunities to regularly review a role and share any concerns they have about their role.

All Saints Church Safeguarding Officer (SGO) will keep a list of our

workers/volunteer workers with a record of their latest DBS check date. The SGO will inform people who need a new check (every 3 years).

All Saints Church requires all our workers/volunteer workers with vulnerable people to complete an application form including self-declaration and references before they start roles and similar to trustees (PCC members) undergo a Disclosure and Barring Service (a DBS check) in line with LONDON Diocesan guidance. See <https://safeguarding.london.anglican.org/dbs-safer-recruitment/>

HOW WILL WE DO THIS?

Every worker will provide the contacts of **two referees** as part of the recruitment process from people who can describe their work with vulnerable people and the quality of their interactions with these people.

Disclosure and Barring Service checks

DBS checks will be kept up-to-date by the SGO. Records will be re-checked every 3 years. If a check is returned with details of convictions which would not automatically bar the person from working with vulnerable people, a decision will be taken by the incumbent in consultation with the Diocesan Child Protection Adviser and a confidential note be made of the decision about their suitability for the role. If appropriate, a risk assessment will be put in place.

Training

It is important that all workers/volunteer workers and trustees have training to enable them to recognise the possible signs of abuse and neglect and to know what to do.

Online safeguarding training can be accessed via the SG Training Portal here: <https://safeguardingtraining.cofeportal.org/login/index.php>

This will provide basic knowledge. Face to face training on diocesan courses

is also encouraged.

We will make sure that workers/volunteer workers and trustees know what they should do if they have any concerns about the vulnerable people with whom they work by referring them to the **Policy for Safeguarding in the Diocese of London** <https://safeguarding.london.anglican.org/>

Clarifying roles and responsibilities

Every worker will be provided with a written description of their role (**A Voluntary Working Agreement or Job Description**), which will describe the tasks they are expected to undertake.

Planning

We will make sure we plan our activities. Risk assessments will be undertaken for activities to make sure that risks are minimised. The activities which we undertake will promote our shared Christian values.

ROLES AND RESPONSIBILITIES

The Parochial Church Council (PCC), with the Parish Priest, share the responsibility for the duty of care to vulnerable people in the church setting.

The members of the PCC must:

- be aware that they have a responsibility to ensure that people who pose a threat to vulnerable people are effectively managed and monitored in the church context;
- read the relevant Diocesan Policy and produce a Parish Policy consistent with this. The policy must be reviewed annually to ensure that it is still appropriate to the work currently undertaken;
- appoint a Safeguarding Officer and Children's Champion and support them in the implementation of this role;
- ensure that people who are authorised to work with vulnerable people within the parish or who hold a position of responsibility are properly appointed, trained and supported.

Safeguarding Officer

The Parish Safeguarding Officer is appointed by the PCC annually.

They must ensure that:

- the Parish Policy is implemented, reviewed and monitored by the PCC;
- all new workers/volunteer workers go through the appropriate recruitment and induction process in conjunction with the PCC and Parish Priest, and that both existing and new workers/volunteer workers in the various groups within the parish receive a role working agreement and a copy of the parish policy document;
- that there is information available in the church and in the hall so that people know how to report any safeguarding concerns;
- workers and volunteer workers and trustees receives reminders for the E training and are made aware of appropriate support & training relative to their role.

The Safeguarding Officer must maintain a secure list of workers/volunteer workers and trustees together with records of their DBS check where appropriate, and their training record.

On leaving the post, the Officer must pass on all records, documents and resources (Parish DBS Log) in good order to their successor or parish priest

workers/volunteer workers/ trustees

workers/volunteer workers and trustees have a responsibility to:

- treat all vulnerable people with respect;
- set a good example by their own behaviour;
- involve vulnerable people in decisions that affect them;
- encourage positive and safe behaviour;
- listen effectively & notice change in behaviour of those they work with;
- understand the church safeguarding policy and undertake regular training;
- ask permission before doing anything of a physical nature eg first aid;
- maintain appropriate conversation/ interaction, no discriminatory language.

ABUSE OF TRUST

Under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, even if the relationship is consensual. This means that any sexual activity between a worker and a person over whom they have a charge of trust may be a criminal offence, even if that young person is over the age of consent.

SAFEGUARDING VULNERABLE PEOPLE

Abuse is devastating for vulnerable people, and can also result in distress and anxiety for workers/volunteer workers who become involved.

The PCC and church workers/volunteer workers will support all those involved by:

- taking all suspicions and disclosures seriously;
- nominating a SGOfficer and Children's Champion who will be central points of contact. Where the SGOfficer is the subject of an allegation, another person will be nominated to avoid any conflict of interest;
- supporting any worker who experiences distress or anxiety as a result of being involved in an abuse issue;
- maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies & storing records securely;
- offering details of help lines, counselling/avenues of external support;
- co-operating fully with relevant diocesan and statutory agencies. The parish safeguarding process is laid out in the diagram at the end of this doc).

Workers/volunteer workers/ Trustees

WHO ARE THE SUBJECT OF AN ALLEGATION

When an allegation is made against a church worker, process must be followed. workers/volunteer workers who are the subject of an allegation have the right to have their case dealt with fairly, quickly, consistently and with appropriate discretion, and to be kept informed of its progress.

Suspension is not mandatory, nor is it automatic but, in some cases, workers/volunteer workers may be suspended where this is deemed the best way to ensure vulnerable people are protected.

WHAT IS SAFER RECRUITMENT?

All Saints Parish Church endeavours to ensure that we do our utmost to recruit 'safe' volunteer workers and trustees

This means that the PCC will ensure that:

- there is a safeguarding policy and that workers/volunteer workers are clear about the church's commitment to safeguarding;
- there is an up-to-date description for any role within the church and potential workers/volunteer workers have all the necessary information about the role and the process of recruitment, the safeguarding policy and DBS application forms;
- each application received is scrutinised in a systematic way in order to agree whether the applicant appears to be suitable;
- all appropriate checks are undertaken including references and DBS checks where appropriate;
- a face-to-face interview is conducted for all potential workers/volunteer workers;
- specific questions designed to gain required information about each potential worker's suitability have been asked, including those needed to address any gaps in information supplied in the application form;
- there is a confident selection of a potential worker based on their demonstration of suitability for the role;
- potential workers/volunteer workers are informed that their position (including volunteer positions) is conditional on receiving satisfactory checks (DBS).

OFF-SITE ACTIVITIES

Where activities are provided & managed by church, our own safeguarding policy applies. When vulnerable people attend off-site activities which we have organised, the leader of the event alongside the SGO will check effective safeguarding arrangements are in place.

If other organisations hire our site the hall manager on behalf of Trustees will check a hirer has safer recruitment procedures in place and has signed the Hall Agreement Contract ensuring due attention has been given to the area of the contract that binds them to Safeguarding.

<https://safeguarding.london.anglican.org/wp-content/uploads/2022/08/Diocese-of-London-Safeguarding-policy.pdf>

Point 18 of a hire contract is binding and the contract provides our Policy and a link to this document online at A Church Near You.

PHOTOGRAPHY AND IMAGES

Most people who take or view photographs or videos of other people do so for entirely innocent, understandable and acceptable reasons. A small minority of people abuse vulnerable people through taking or using images, so we must ensure that we have some safeguards in place.

To protect vulnerable people we will:

- seek their consent and/or the consent of their parents or carers (where appropriate) for photographs to be taken or published (for example, on our website or in the parish magazine);
- use only a vulnerable person's first name with an image;
- ensure vulnerable people are appropriately dressed;
- encourage vulnerable people to tell us if they are worried about any photographs that are taken of them.

E-SAFETY

Most of our church family will use mobile phones and computers at some time. They are a source of fun, entertainment, communication & education. However, we know that some men, women and young people

will use these technologies to harm others (sending hurtful or abusive texts and emails, enticing vulnerable people to engage in sexually harmful conversations. Cyber-bullying, via texts and emails, will be treated as seriously as any other type of bullying. Chatrooms and social networking sites are the more obvious sources of inappropriate and harmful behaviour and vulnerable people will be encouraged to discuss any concerns they have about contacts which arise from these sources.

RECOGNISING ABUSE

To ensure that members of our congregation and others with whom we work and who may be young or vulnerable are protected from harm, workers/volunteer workers need to understand what types of behaviour constitute abuse and neglect. Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving them home alone, or leaving knives or matches within reach of an unattended toddler.

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect. **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness (this used to be called Munchausen's Syndrome by Proxy, but is now more usually referred to as Fabricated or Induced Illness).

Emotional abuse is persistent emotional maltreatment, such as to cause severe and persistent adverse effects on a person's emotional development. It may involve conveying that someone is worthless or unloved, inadequate or valued only for meeting the needs of another person. It may feature age – or developmentally inappropriate expectations being imposed.

These may include interactions that are beyond a person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing participation in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing someone frequently to feel frightened or in danger, or personal exploitation or corruption. Some level of emotional abuse is involved in all types of maltreatment, although it may occur alone.

Sexual abuse involves forcing or enticing a vulnerable person to take part in sexual activity, whether or not the person is aware of what is happening. The activity may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as looking at or producing pornographic material or watching sexual activities, or encouraging vulnerable people to behave in sexually inappropriate ways.

Neglect is the persistent failure to meet the basic physical and/or psychological needs of vulnerable people, and which is likely to result in the serious impairment of their health, well-being or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment; failing to protect from physical and emotional harm or danger; failure to ensure adequate supervision, including the use of inadequate care-takers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, basic emotional needs. (Definitions based on Working Together to Safeguard Children (HM Government, March 2013))

Bullying

While bullying is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying is thought to result in up to 12 child suicides

each year. All incidences of bullying should be reported using the safeguarding process at the end of this document.

INDICATORS OF ABUSE – WHAT YOU MIGHT SEE

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained through inadequate supervision. The identification of physical signs is complicated, as vulnerable people may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they ‘tell’. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. Remember, it is a worker’s responsibility only to report their concerns. It is not their responsibility to investigate or decide whether someone has been abused. A person may:

- have bruises, bleeding, burns, fractures or other injuries;
- show signs of pain or discomfort;
- keep arms and legs covered, even in warm weather;
- be concerned about changing for physical activities;
- look unkempt and uncared for;
- change their eating habits;
- have difficulty in making or sustaining friendships;
- appear fearful;
- be reckless with regard to their own or other’s safety;
- self-harm;
- show signs of not wanting to go home or accompany a particular person;
- display a change in behaviour – from quiet to aggressive, or happy-go-lucky to withdrawn;
- challenge authority;
- be constantly tired or preoccupied;
- be wary of physical contact;
- be involved in, or particularly knowledgeable about drugs or alcohol;
- display sexual knowledge/behaviour beyond that expected for their age.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help. It is very important that workers/volunteer workers should report their concerns – there is no need for ‘absolute proof’ that someone is at risk.

IMPACT OF ABUSE

The impact of abuse should not be underestimated. Many vulnerable people recover well and go on to lead healthy, happy and productive lives, although most survivors of abuse agree that the emotional scars remain, however well buried. For some vulnerable people, full recovery is beyond their reach, and the rest of their childhood and/or their adulthood may be characterised by a range of physical, social and emotional difficulties. It is thus imperative that workers/volunteer workers are vigilant and discuss any concerns with the appropriate person, using the parish safeguarding process in the London Diocesan Guidelines.

IF YOU SUSPECT A VULNERABLE PERSON IS AT RISK OF HARM

There will be occasions when you suspect that someone may be at risk, but you have no ‘real’ evidence. The person’s behaviour may have changed, their writing or drawing could be bizarre or show distress, or you may have noticed physical but inconclusive signs. In these circumstances, you should try to give the person the opportunity to talk, but without leading the conversation in any particular direction. The signs you have noticed may be due to a variety of factors, for example, a parent or carer has moved out, a pet has died, a relative is very ill. It is fine to ask the person if they are OK or if you can help in any way, but without being more specific.

If, following your conversation, you remain concerned, you should discuss your concerns with the appropriate person, using the parish safeguarding process in the London Diocesan Guidance.

WHAT TO DO IF SOMEONE TELLS YOU THEY ARE BEING ABUSED

It takes a lot of courage for someone to disclose that they are being abused. They may feel ashamed, particularly if the abuse is sexual, their abuser may have threatened what will happen if they tell, they may have lost all trust in adults or people in authority, or they may believe, or have been told, that the abuse is their own fault. If a person talks to you about any risks to their safety or well-being you will need to let them know that you must pass the information on – you are not allowed to keep secrets. The point at which you say this is a matter for careful judgement. If you jump in immediately, the person may think that you do not want to listen; if you leave it till the very end of the conversation, the person may feel that you have misled them into revealing more than they would have done otherwise.

During your conversation with the person:

- Allow them to speak freely;
- Remain calm and do not over-react
- Give reassuring nods and do not be afraid of silences
- Under no circumstances ask investigative questions – such as how many times this has happened, whether it happens to others in the family too, or what does someone else in the family think about all this;
- Tell the person to help them you must pass information on.
- Do not automatically offer any physical touch as comfort.
- Avoid admonishing the person for not disclosing earlier e.g. saying ‘I do wish you had told me about this when it started’ - the person may interpret it that they have done something wrong;
- Tell the person what will happen next: You will discuss this with either the Safeguarding Officer or the Parish Priest and they will decide what needs to be done, after asking advice from the Diocesan Protection Officer.

They will make a plan, which may involve other people such as social services or the police, or they may talk to the person and/or their parent or carer, as well as the person who is the subject of the allegation, depending on the seriousness of the matter.

There will be a written note made about what has happened, in case there is any need to refer to it in the future. All of this will be confidential, and no-one will be told about what the person has said who does not need to in order to ensure their safety.

- Discuss what the person has said with either the Parish Priest or the Safeguarding Officer.
- Make a factual record of your conversation as soon as possible and hand it to the Safeguarding Officer.
- Seek support if you feel distressed. (See flowchart page 8 London Diocese Safeguarding Policy)

CONFIDENTIALITY AND SHARING INFORMATION

All workers/volunteer workers will need to understand that protection issues warrant a high level of confidentiality, not only out of respect for the people involved but also to ensure that information released into the public domain does not compromise evidence. workers/volunteer workers should only discuss concerns with the Safeguarding Officer or the Parish Priest (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

Protection

Information will be stored and handled in line with the Data Protection Act 1998 principles. Information is:

- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- kept no longer than necessary
- processed in accordance with the data subject's rights
- secure.

REPORTING DIRECTLY TO PROTECTION AGENCIES

Workers/volunteer workers should follow reporting procedures here:

<https://safeguarding.london.anglican.org/>

If you are concerned that a child or adult has been harmed or may be at risk of harm, contact the Safeguarding Helpline (9am to 5pm) on 020 7932 1224.

Out of hours advice can be sought from the Thirtyone:eight helpline on 0303 003 1111, selecting option 2. Thirtyone:eight is an independent charity which works in close partnership with the Diocesan Safeguarding Team (DST). The DST receives notification of any advice given by Thirtyone:eight.

Share information directly with Ealing's social care services if:

- the situation is an emergency
- you are convinced a direct report is the only way to ensure the person's safety.

The SGO & Parish Priest are also to be notified

See the All Saints Website here:

<https://www.allsaintsealing.org.uk/safeguarding>

Before an appointment to the offices/roles below can be confirmed applicants will be required to provide a satisfactory disclosure from the Disclosure and Barring Service.

ROLE CATEGORIES

Crèche helpers

Lay Reader

Honorary Curate

Parish Priest
Pastoral Worker
Safeguarding Officer
Children's Champion
Junior Church leaders and helpers
Wardens
Choirmaster/ Director of Music/worship leader
Youth Leader

Where there are other roles in the church, the church must seek the advice and guidance of the London Diocesan Safeguarding Officer for the level of checks and the method for Safer Recruiting.

This agreement assures you of the continuing prayerful support of the PCC for its workers/volunteer workers and the work which is undertaken on our behalf.

GLOSSARY

Vulnerable people includes children, young people and adults who are in vulnerable groups, because of their age or because of an additional physical or mental need. An adult is vulnerable if they are over 18 and being given personal care (feeding, bathing, toileting, clothing), being driven to/from medical appointments or having their personal finances managed.

Safeguarding and promoting of the welfare of vulnerable people refers to the process of protecting them from abuse or neglect, preventing the impairment of health or development, and ensuring that they live in circumstances consistent with the provision of safe and effective care.

Child Protection refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of significant harm.

Child means any person under the age of 18 years.

Parent refers to birth parents and other adults that are in a parenting role, for example step-parents, foster carers and adoptive parents.

Worker refers to anyone working for or on behalf of the church in either a paid or voluntary capacity, including clergy.

Person refers to a person of any age, including an infant or a child.

PLEASE SEE

POLICY IN PRACTICE APPENDIX DOCUMENTS PERTAINING TO PARTICULAR MINISTRIES

 JUNIOR CHURCH

 YOUTH GROUP

 TODDLER GROUP

Appendix item One

POLICY IN PRACTICE DOCUMENT Families Worship in the Hall from 10am

Practical “Hands-On” Safeguarding Rules

What are Safeguarding Policies for?

To keep the children in your care safe & secure

To keep leaders accountable, & safe, whilst caring for the children

To keep leaders aware of the signs of possible abuse happening to a child elsewhere, & to know what to do.

Mission Statement

All Saints families Worship will welcome all children with their parents. We seek to impart something of the glory, wonder and mystery of Father, Son & Holy Spirit, through teaching of Bible passages, through spiritual worship activities of singing & prayer, and through games and craft.

A. Pastoral Care & the Discharging of duties to the highest Christian standard: what does this mean in practice?

1. Lead a prayerful, Christian life: never use illicit drugs or alcohol while in charge of junior church
2. All leaders to receive training in children's work whenever it is available.
3. Prepare your sessions in advance, prayerfully & thoroughly so that you can be calm & controlled on the day.
4. Leaders must give the children their full attention: arrive in the hall in plenty of time before the start time of 10am, so that you have plenty of time to set up & prepare yourself before the children arrive.
5. Treat all children, young people & adults with respect & dignity: Always keep your own language, attitude & body language respectful.
6. Treat everyone the same: Avoid showing favouritism to one child, adult or group, and do not encourage any possible infatuation with you.
7. Actively communicate and involve children with the planning.
8. Encourage and do not belittle, ridicule, scapegoat or reject a child, or allow others to do so.
9. Do not allow yourself to be distracted from the children for the duration of the whole session.
10. Always assess your teaching content & "message" for its appropriateness: use your partner leader on the day (another adult with a DBS to whom you are accountable) as a sounding-board: be prepared to give, & be open to receive, constructive criticism.
11. Always check back with the children what you have taught them, ensuring that they have understood correctly and are not concerned in any way.
12. Encourage both children & parents/guardians to ask you if they are unsure about anything. Ensure there is always a responsible adult in loco parentis or that a parent or guardian attends with their child. With one Licensed minister running a Families Worship Service, no child can be admitted to worship without a parent or guardian accompanying them if that child is under the age of 18.

B. Be Aware of Safeguarding Risks:
Keep the children & yourself safe.

Safer Recruiting Processes for Leaders:

1. Potential new junior church leaders/Families Worship Leaders can only be invited onto the team after 6 months minimum in the church.
2. All leaders & helpers must have been through the London Diocese Safer Recruiting Process.
3. All leaders to do the Diocesan on-line safeguarding training course, and to send copies of their certificate to the safeguarding officer
4. New leaders cannot start until they have completed this process.
5. Develop a culture where workers/volunteer workers & children feel comfortable to point out inappropriate attitudes & behaviour in each other.

Practical Rules:

6. Avoid being alone with a child: always 2 leaders with each group where parents/ guardians are not in attendance.
7. No leader to take a small group into a separate space, without other DBS compliant adults present.
8. No other adults, other than leaders & parents/guardians, allowed in the hall while junior church/Families Worship in session, unless specifically invited as a “guest” with the permission of the Vicar.
9. Preserve a child’s privacy in the toilet: should a child require assistance, the parent/guardian is to help their child.
10. Be aware of the parents: it seems unkind to regard parents as “strangers”, but that is what they represent to other children for the children in your care: Be especially aware of new parents Be vigilant: children & other adults (not their own parents) should not visit the toilet at the same time.
11. Never release a child in your care to another adult other than the parent known to you, even if the child appears to know them
12. Be vigilant during sessions that no child leaves the hall without your

knowledge: an extra fastening is to be used on outer doors. An escaping young child could end up in the road.

13.A register must be taken at every session and Registration forms to be completed for every child/family using Junior Church/ attending Families Worship

15.A list to be compiled & displayed of particular concerns: eg children with allergies.

16.Maintain close supervision of young children during the response activity: adult scissors should not be handled by young children, care taken with glue, small craft items, etc

17.If an activity is likely to be particularly messy, provide overalls

18.An accident/incident book to be set up & completed, however trivial the occurrence.

19.Do not take photographs, videos or recordings without permission, & only use for official church-approved purposes: if in doubt please consult clergy, wardens or Safeguarding Officer before using.

20.Never touch a child without their consent, even for first-aid.

21.But act promptly & calmly in emergency. Know where first-aid is.

22.Never use rough play, sexually provocative games, or words, or any that could be construed as such.

23.Never use physical punishment. Finally.... Ensure that parents & children know who to talk to if they have any concerns about the running of Junior Church/Families Worship: for queries about a particular session, best to speak to: the leaders on the day, the SGO and Parish Priest

For more general comments about structure or running of Junior Church/ Families Worship speak to the Children's Champion & Clergy. For queries about health & safety: Church wardens. For concerns relating to a child

exhibiting signs of abuse, or behaviour of a particular leader: Safeguarding Officer/Clergy

If a child may be suffering abuse elsewhere: Know what to do if a child or adult wants to confide something to you:

You must listen calmly, without expressing any shock or giving comment. You must not promise to keep their secret: if you suspect that the child is suffering abuse, you must explain to them that you will have to tell someone so that it can stop.

Do not ask questions, just let the child speak as they wish: you are not investigating, just listening.

Record the conversation as soon afterwards as possible: use the child's own words, not your own interpretation. If possible, use the Diocesan concern form, copies of which will be in the JC cupboard. Date the conversation, and keep it securely.

In the first instance, you must take your concern to the Safeguarding Officer and/or the clergy, who will respond according to the Diocesan rules. You must exercise discretion: no-one else should be informed.

Similarly, if you become concerned about a particular child, you must speak to the Safeguarding Officer, as soon as possible.

In an emergency, where a child is clearly at immediate risk of being harmed, the police should be called.

Please see the chart (Item 5) for more details about this.

Terminology:

Youth Ministry Volunteers = those responsible for the Youth Program and its implementation

Attendees = those attending the Youth Group








Appendix item Two

POLICY IN PRACTICE DOCUMENT

Mid week Toddler Groups

This group is for 0 – 4 year olds, for children who are not yet in school. Children who might not be at school because they are on an INSET day could attend with a younger brother or sister under the direction of their carer/parent.

To maximise safety and well-being

-  The Church will see that the baby-change area is clean
-  Hot drinks will be put on a high counter/table and kept off the floor
-  No broken toys will be accepted as gifts to the group
-  Some areas will be out of bounds to children
-  Children are the responsibility of their parent or carer at all times
-  Pushchairs and prams must be parked at the rear of the space
-  Parents are responsible for communicating children's dietary requirements and no food or drink will be offered to children without requesting the permission of the adult/carer in charge

Communication

A database will be established of attendees (parents and carers) and communications can be sent of Toddler Church activities and where we deem it appropriate, the wider events and services of the church (available to everyone as information through our facebook page and website).

Mission and vision

We will treat each child as a unique individual: whilst 'ages and stages of development' can provide some general help, they do not describe a real child – just trends. We will take the time, and make the effort, to 'tune in' to the life of each child.

We will not demand too much from a child: We need adults in ministry with children who can be relaxed, committed to finding out what the starting point for each child is. **We will not expect too little from the child.**

We will see each child as 'family-related.' When we approach a child in ministry, we also approach the web of relationships around the child, called 'family'. To be in children's ministry is to be in family ministry: the two are locked together.

We will encourage and help each child to explore the Bible Perhaps the main way to do this is to model for children how much this book means to us.

We will nurture our own walk with Christ. The sensitivity that comes from a close walk with Christ will enhance and enable ministry.

We will pursue excellence in or ministry with children. There is a big difference between perfection and excellence. We will face moments of deep satisfaction; we will also have moments of frustration and disappointment. The test of the **direction** of our ministry comes at such times. If we are pursuing perfection, we will keep failing. If we pursue excellence, we can absorb failure, allow God to train us in it, then continue the pursuit. Pursue excellence!

Appendix item Four Ratios

Understanding ratios of care:

Age of Children	Number of adults	Number of Children
0 – 2	1	3
2 – 3	1	4
3 – 8	1	8
8+	1	for the first 8 children
	1	for every further 12

2 adult rule in every context so the chart above in words:

Babies (Under the age of two) – 2 adults for 3 babies and an extra adult for every extra baby up to three babies, more than three extra babies and recruit a further adult.

So two babies to look after independently of parents = two adults.

3 babies = three adults. 6 babies = 4 adults.

Toddlers (Two to three year olds) – 2 adults for 4 children and an extra adult for every child up to an extra four children on top of that. After four extra children recruit another.

So four toddlers = 2 adults. 8 toddlers = 3 adults. 12 toddlers = 4 adults.

Nursery school age up to first year of Juniors (3 – 8 year olds)

So 2 adults for 8 children and an extra adult for children extra to that up to eight more at which point recruit a further adult. 8 children = 2 adults. 9 children = 3 adults. 16 children = 4 adults. Diocesan advice should be sought on groups where children are in the company of their adult carers/ parents. These ratios apply foremost to situation of locus parentis. Youth are not accompanied by parents in a church youth group, these ratios must be adhered to:

Over the age of 8 = 2 adults for 8 young people. 9 young people requires 3 adults. 16 young people 4 adults. 24 young people requires 5 adults and so on. All Saints Youth group takes children from last year of Junior school until age 14 to be led by adult workers/volunteer workers who are trained and gifted volunteers. Thereafter, young people aged 14+ require recognised Youth workers/volunteer workers with accredited training and qualifications to run a youth group.

Diocese of London Flowchart: Safeguarding concerns



Bishops and Archdeacons play a vital part in ensuring safeguarding throughout the Diocese. Any concerns can be discussed with them but Advice should always be sought from the Diocesan Safeguarding Team via the contact numbers to the right. All concerns reported to the DST are shared with the relevant Bishop and Archdeacon and any concerns that Bishops and Archdeacons are made aware of are reported immediately to the DST.

If a serious concern about a child / young person arises out of office hours and you are unable to speak to Bill Jacob or Sheryl Kent, please contact the CCPAS helpline on 0845 1204550