

- Reassure the child that they were right to tell you.
- Do not promise complete confidentiality. Explain to the child or young person “I will only tell people whose job it is to keep children safe”.
- Make careful notes (circumstances, what the child said, what you said etc.) as soon as possible, preferably within an hour. Include dates and times of incident/recording and keep the notes safely
- Inform either the vicar or the Child Protection Co-ordinator
- Check that an appropriate referral has been made
- Make a record of what actions you have taken and keep in a secure place, signed and dated. Pass the record to our CPC.

You must not:

- Speak directly to the person against whom allegations have been made.
- Attempt to investigate the situation yourself.
- If the child or young person needs immediate medical treatment, take them to hospital or telephone for an ambulance, inform doctors of concerns and ensure that they are aware that this is a possible child protection issue.

Disclosures 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.

If there are any queries or concerns please see Alison Beaumont (Parish Child Protection Co-ordinator).

Email: office@htheastbourne.org.uk
Tel: 01323 736 627

For more detailed information please see the diocesan policy document in the church office or at <http://safeguarding.chichester.anglican.org/policy/>

BEST PRACTICE and ADVICE for those working with children at Holy Trinity



Excerpts from the safeguarding guidelines of the Diocese of Chichester: “The Care and Protection of Children”.



3rd January 2013

Introduction

At Holy Trinity we care deeply for the children and young people placed in our care. Jesus himself ensured that his disciples understood their responsibilities towards children affirming that “*the kingdom of heaven belongs to such as these.*”

Good practice in working with children and young people is largely common sense but there are sometimes issues or procedures of which we are unaware. Part of our service of the church in this vital area of ministry is demonstrated by a willingness to read this document carefully. Please refer to the Diocesan document available on our website for further information.

General principles

The PCC is committed to the Diocese of Chichester Parish Child Protection Policy Statement – a copy of which is on display in the church office and the main church notice board.

Child Protection Co-ordinator (CPC): Alison Beaumont

Vulnerable Adult Co-ordinator (VAC): Liz Harman

Vicar: Rev Philip Coekin

All clergy, paid employees and volunteers should always:

- Abide by the child protection policy.
- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Provide a good example, and a ‘positive role model’ to children.

Clergy, paid employees and volunteers should not:

- Behave in a manner that could lead a reasonable person to question their conduct, intentions or suitability to care for other people’s children

Photographs

Taking and publishing photographs of children is usually enjoyed by children and parents alike and can bring good publicity. But there is good practice to which we adhere:

- Obtain consent from parents and children before taking images.
 - Consent need not be in writing if it is not proposed to publish the pictures in any way.
 - if they are going to be made public in any way written consent is required, usually obtained by adding suitable wording to the event registration form.

Dealing with disclosures

Disclosures from a child or young person

As a church worker a child may trust you enough to be able to tell you about unhappy things that are happening – at home, at school, at church. This is both a privilege and a responsibility.

If you do find yourself in such a situation:

- If a child asks to talk in confidence ALWAYS tell them this will depend on the circumstances.
- If it is possible, try to have another adult present whilst the child speaks, but do not prevent the child from speaking.

When you are listening to a child:

- Listen positively to what the child says and take it seriously.
- Accept what is being said (this is not the same as deciding whether the allegation is true or not – others will address this later).
- Ask only what is necessary to ensure a clear understanding of what has been said.
- Be aware of the danger of interpreting what the child says and putting your ideas into their mind.

Registration with Ofsted

- Any group that includes children who are under 8 years old and that meets regularly for more than two hours in any one day (e.g. a youth group), and for more than fourteen days a year must register their group with OFSTED.
- For other groups that include children who are under 8 years old and meet for more than two hours in any one day but for less than fourteen days a year (e.g. a holiday club) there is a requirement to request an exemption from Ofsted at least 14 days before the group or activity is due to start.

Seeing young people on their own as a mentor

Sometimes it is important to give young people time 'one-to-one'.

- This should only be on an occasional basis and must be with the prior consent of parents and the person to whom the worker is accountable.
- In an emergency, if possible, make sure another adult is aware and the young person knows where another adult is.

Use of own home

Many church workers use their own homes during their ministry, perhaps for counselling or a Bible study group. Any activity which includes under 18 year olds when their parents are not present are subject to the child protection procedures:

- Rooms used for church activities should be checked for physical hazards.
- Rooms should be clean and hygienic.
- Bedrooms should not be used in any circumstances.
- Two adult workers should be present from before the first child arrives until after the last one leaves.

Best practice

Personal contact and supervision

- 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
- Make arrangements to contact, communicate, or meet children outside of approved church activities, unless this has the prior approval of the Child Protection Co-ordinator as well as their parent

Staffing levels

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

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

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

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

If possible, ensure that each group has a gender balance of helpers.

Toilet trips

- 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. Respect the child's privacy.
- Always encourage children, where possible, to undertake self-care tasks independently.

Physical contact

Child abuse is harm of a very serious nature so that it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse.

One of the aims of the Diocesan policy is for church groups to provide a warm, nurturing environment for children and young people whilst avoiding any inappropriate behaviour.

- Young children may sometimes need comforting, make sure they are responded to warmly, in an appropriate way for the age of the child but with other adults around.
- All church workers must work with or within sight or hearing of another adult.
- Church workers should be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described.
- Learn to control and discipline children without physical punishment.
- Avoid physically rough games, tickling or fun fights.
- Avoid unnecessary informal touching.
- First aid should be administered with others around.
- Very occasionally it may be necessary to restrain a child or young person who is harming him/herself or others.
- Use the least possible force in the minimum amount of time and inform the parents as soon as possible.
- All such incidents should be recorded and the information given to the CPC.

Identification

Volunteers and employees should wear green lanyards displaying their name and their role. These can be obtained from the church office.

Transporting children

- Avoid giving lifts to children or young people on their own.
- If, for an emergency, a worker must give a lift to one child on their own they must sit in the back. Please record every unexpected lift.
- Parental permission must be sought.
- Cars must be comprehensively insured, clean and road worthy.
- Seat belts must be worn.

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

General Principles

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

- a **risk assessment** must be completed using the ESC Proforma available from the office or online at:
http://www.holytrinityeastbourne.org.uk/UserFiles/File/Forms/ESC_Event_Risk_Assessment.pdf
- recruitment must be in line with church policy.
- parents must sign a **registration form** setting out the arrangements for the activity and for the safe collection or return home of the children at the end of the activity.
- Additional **parental consent** will be required for any outings or holidays not specified in the registration form.
- A **register** should be kept of meetings, the children/young people and adults present and a brief record of the activities undertaken.
- An **incident report** form should be completed within 24 hours of an accident or incident.
- Groups must have **access to a phone** in order to call for help if necessary.

First Aid

- Premises used for the activity or event must have a first aid kit.
- Each group should designate one worker to check the contacts regularly.
- All workers should be encouraged to have some first aid knowledge.
- A first aid book should be kept, all treatment should be written up in the book and a note made that the parents have been informed.