Respond Well

DO

* Keep calm, listen carefully to what the child or young person is saying and give them time to talk
* Accept without judgement and take seriously what is being said
* Tell them the abuse was not their fault
* Let them know who you must tell to help stop the abuse

DO NOT

* Show shock or disbelief
* Push the child or young person into giving details of the abuse – your role is to listen to what they want to tell you, NOT to investigate
* Ask direct or leading questions – this could be harmful to the investigation
* Jump to conclusions or use words the child or young person has not already used
* Discuss what they have told you with others who are not involved (friend/colleague/partner) – only talk to others on a ‘need to know’ basis
* Make a comment about or alert the alleged abuser – or anyone else who may tell them

Record

* *ALWAYS* make a record of what the child or young person has told you and pass it to your Parish Safeguarding Co-ordinator
* Keep the record factual – who, why, what, where, when, how – sign and date it
* If you can, agree with the child or young person that what you’ve written is accurate

Report

NEVER promise to keep a secret

**ALWAYS** report any concerns about a child - or someone who works or volunteers for the church - however small they may seem, all disclosures and all allegations

**TELL** Parish Safeguarding Co-ordinator or Vicar…



… or, when the concern is about them/you can’t get in touch with them/you don’t want to tell anyone at your church, tell the Bishop’s Safeguarding Adviser

If you need immediate advice and can’t wait to get in touch with any of the above call the duty social care team or NSPCC helpline

If a situation is not safe and someone is in danger or needs immediate help call the police

Contact Numbers:

Parish Safeguarding Co-ordinator:

Vicar:

Bishop’s Safeguarding Adviser: 07324 993844

Children’s Social Services:

Out of Hours Social Services:

31:8 (formerly CCPAS): 0303 003 11 11

NSPCC: 0808 800 5000

Police: 101 or 999

ChildLine: 0808 11 11

Domestic Violence: 0808 2000 247



A Guide to Safeguarding Children & Young People for Leaders & Helpers





Getting Started

* have you completed your Confidential Self-Declaration Form and DBS check and provided references?
* have you got your ‘A Small Guide to Safeguarding’ and ‘A Brief Guide to Abuse’ and seen your parish safeguarding policy?
* do you know who your Parish Safeguarding

Co-ordinator is?

* has the PCC agreed to your activity and done risk and health & safety assessments?
* do you have access to First Aid help?
* do you know your venue’s Fire Evacuation Drill?
* do you have access to a telephone - or other means of summoning help?
* if your role involves driving – have you signed a volunteer driver agreement?

Working Safely

DO

* Treat EVERYONE with respect and dignity
* Create space for children and young people to talk – informally and formally – and make sure they know who they can talk to
* Challenge any abusive, bullying, sexual, racist or discriminatory behaviour
* Be prepared to refer to someone with greater expertise /experience and seek support when you need to

DO NOT

* Invade a child or young person’s personal space or privacy – unless they are unsafe
* Use any form of physical punishment
* Be sexually suggestive about or to a child or young person – even in fun
* Show favouritism, scapegoat or ridicule
* Outside of your group / activity:
* Offer or give lifts to a child or young person
* arrange to meet a child or young person
* invite a child or young person to your home
* send private messages to a child or young person or befriend them on social media
* Allow unknown adults access to children or young people in your group – including lifts home
* Smoke/drink alcohol/take illegal substances around children or young people in your care – or allow other adults or young people to do so

The best interests of the child must be at the heart of everything you do

During Activities …

* Always aim to work with or within sight of another adult
* There should be a minimum of two adults (three adults where two of the adults are in a relationship) in every group – but you may need more depending on the age of the children or young people or activity
* Aim to have male and female leaders when you can
* If your role requires you to do one-to-one youth work you MUST receive supervision from another church leader

Activity Log

* Keep a journal of who is present each time the activity takes place
* Keep a journal of anything out of the ordinary that happens – accident, incident, if a leader needs to deviate from these guidelines in the best interests of the child or young person etc e.g. medical need, a child is not collected
* Store the log in accordance with your Church’s Privacy Notice

Get Consent

* Ask parents to give consent to the activity with details of how to contact them, medical, allergy and any specific needs for their child
* Obtain specific parental consent for:
* Using social media
* Taking photos or videos
* Activities that involve physical contact
* Activities away from your church
* Church organised transport to an activity

If things don’t go to plan it’s a great learning opportunity – always talk things through with your co-leaders, children or young people

Touch

Some physical contact with children, particularly younger children, can be appropriate but remember:

* Keep it public and age appropriate
* Touch should be initiated and determined by or be in response to the child’s needs – NEVER the adult’s
* Touch should NEVER be sexually stimulating to adult, child or young person
* Leaders should monitor and review each other in relation to physical contact – and be able to challenge when necessary

For more information on working safely see The Church of England’s Safer Environment & Activities Guidance at *www.churchofengland.org/safeguarding/*