

# CHRIST CHURCH CHORLEYWOOD SAFEGUARDING



Safeguarding Vulnerable adults and Children – A whole church responsibility  
(Code of practice for safer working)

Thank you so much for being on one of our teams. Whether it is working with under 18's or Vulnerable Adults we are always enormously grateful for those who volunteer their time and gifts to bless others within our church family.

The following is a set of guidelines and practices for us all to follow as we all seek to protect our Vulnerable Adults and Children from harm.

A child is defined as "an individual aged 0 – 17" and a vulnerable adult is defined as "a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired."

## BEST PRACTICE GUIDELINES FOR VOLUNTEERS AND STAFF

### Clergy, paid employees and volunteers should:

- Treat all children, young people and vulnerable adults with the respect and dignity befitting their age.
- Watch their own language, tone of voice and body language.
- Learn to control and discipline children, young people and vulnerable adults without physical punishment. This is illegal for children's workers.
- 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.
- If known in advance, seek a parent's permission if a child, young person or vulnerable adult is to be seen on his or her own; another adult must be nearby and the child, young person or vulnerable adult must know this.
- Ensure that each group includes a female helper.
- Ensure that children and young people know that they can speak to an independent person (the Safeguarding Representative or Children's Advocate) in the parish, or contact Childline if they need to talk to someone. Display that name and contact details and the Childline telephone number (0800 1111) in a prominent place where children can see them.

### Clergy, paid employees and volunteers should not:

- Invade a child's privacy whilst washing or toileting.
- Play rough physical or sexually provocative games.
- Be sexually suggestive about or to a child, young person or vulnerable adult, even in fun.
- Touch a child, young person or vulnerable adult inappropriately or obtrusively.
- Scapegoat, ridicule or reject a child, young person or vulnerable adult.
- Show favouritism to any one child, young person, vulnerable adult or group.
- Allow a child, young person or vulnerable adult to involve the worker in excessive attention seeking that is overtly physical or sexual in nature.
- Give lifts to children, young people or vulnerable adults on their own. If this is unavoidable ask the child, young person or vulnerable adult to sit in the back of the vehicle.
- Share sleeping accommodation with children, young people or vulnerable adults.
- Invite a young person or vulnerable adult to the worker's home alone.



- Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown adults access to children, young people or vulnerable adults. Visitors should always be accompanied by a known person.
- Allow strangers to give children, young people and vulnerable adults lifts.

Some Extra notes on physical touch

- Children, young people and vulnerable adults may sometimes need comforting; make sure they are responded to warmly but with other adults around.
- First Aid should be administered with others around.
- Very occasionally it may be necessary to restrain a child, young person or vulnerable adult who is harming themselves or others. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded and the information give to the Parish Safeguarding Representative.
- All physical contact should be an appropriate response to the needs of the child, young person or vulnerable adult's needs and not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

### **Inappropriate behaviour by children, young people or vulnerable adults towards adults**

Children, young people and vulnerable adults can sometimes make suggestive approaches to an adult. They may have a crush or may act inappropriately following previous abusive experiences.

Such behaviour may be a "cry for help". Young Adults may be more susceptible to this approach, so it is important that they know how they might respond to such advancements.

If an adult feels uncomfortable about a person's behaviour he or she must:

- Make it clear to the child, young person or vulnerable adult, with sensitivity, that their language or behaviour is inappropriate.
- Tell another adult – a clergy colleague, the parish priest or the Parish Safeguarding Representative. Agree with the colleague what measures should be taken to prevent a recurrence.
- Record the incident in case accusations are made in the future. Sign and date the record and hand it to the Parish Safeguarding Representative.

### **What you should do if you suspect a child or vulnerable adult is being abused whilst involved in a church activity:**

1. Record the facts as known to you including when and where conversations took place as well as what was said and being careful to distinguish facts from allegations and opinions.  
Speak to Sylvia Mann, Parish Safeguarding Officer. If he is unavailable speak to David Hall, Vicar. If neither one is available, speak to either Geoff Roberts or Onyx Adesakin, Church Wardens.
2. It may be in certain exceptional circumstances that the police need to be contacted immediately.
3. Always consider whether immediate medical attention is required.

N.B. The number children can ring if someone has harmed them or they think someone might be going to harm them is:

Childline on 0800 1111

Family Lives - previously Parentline on 0808 800 2222

## If a child or vulnerable adult tells you something which suggests they have been abused:

1. **Listen** rather than asking direct questions or pressing for details.
2. **Do not stop them** while they are freely recalling significant events.
3. **Reassure them** (who may have been threatened, told to keep what is happening secret, or told that no one will believe them) that they have done the right thing in telling someone, and that they are not to blame.
4. **Let them know that there are other people who need to be told** so that they can help them.
5. **Record the facts and tell someone.**
6. **Do not delay or decide to give the benefit of the doubt** to parents or others.
7. **Detailed enquiries must be left to the investigating agencies.**

## Types of Abuse

Physical	Any form of physical harm and the first evidence may not be an obvious serious injury.
Emotional	Persistent emotional ill-treatment having an adverse effect on their emotional development.
Sexual	Where adults (and sometimes other children) use children/vulnerable adults to satisfy sexual desire. An awareness of the potential sexual abuse via the Internet is essential.
Neglect	The persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development.
Spiritual	Any attempt to force religious values or ideas on a person or the denial of the right to faith.
Financial	The extortion or manipulation of a vulnerable person's legal or civil rights.

## Signs of abuse

The following may indicate abuse, but do not jump to conclusions. There could be other explanations. If you are concerned discuss your thoughts with your child protection representative. Confidentiality is of utmost importance. Do NOT discuss this with anybody else.

Physical	Unexplained or hidden injuries, lack of medical attention sought for a child/vulnerable adult's injuries or a child/vulnerable adult repeatedly seeking medical attention for apparently minor injuries.
Emotional	Reverting to younger behavior, nervousness, sudden under achievement, attention seeking, running away, stealing, lying.
Sexual	Preoccupation with sexual matters evident in words, play, drawings: being sexually provocative with adults; disturbed sleep, nightmares, bedwetting; secretive relationships with adults or children; tummy pains with no apparent cause.
Neglect	Looking ill-cared for and unhappy, being withdrawn or aggressive, having lingering injuries or health problems.
Financial	Sudden changes in bank accounts, additional names on bank accounts, abrupt changes of wills, lack of amenities, disappearance of valuables.



**If an allegation is made against you:**

Inform the Parish Safeguarding Officer or the Vicar and in every case the Diocese Safeguarding Advisor MUST be informed as soon as possible.

**Contact Numbers:**

Parish Safeguarding Officer: Sylvia Mann – 07921 661605

Vicar: David Hall - 01923 282149; 07584 627949

Church Wardens: Geoff Roberts – 07836 282836 & Onyx Adesakin – 07891 494648

Children's Services:

Hertfordshire - 0300 123 4043

Central Bedfordshire - 0300 300 8142

Bedford Council - 01234 267422

Luton Borough - 01582 547653

Police:

Non-emergency -101

Emergency - 999

Diocesan Safeguarding Adviser:

Jeremy Hirst

01727 818107 / 07867 350886

[safeguarding@stalbans.anglican.org](mailto:safeguarding@stalbans.anglican.org)



## FURTHER INFORMATION FOR GROUP ORGANISERS & MINISTRY LEADERS

In addition to the above the group leader should:

- Ensure any health and safety requirements are adhered to.
- Undertake risk assessments with appropriate action taken and record kept.
- Keep register and consent forms up to date.
- Have an awareness, at all times, of what is taking place and who is present.
- Create space for children to talk – either formally or informally.
- Liaise with safeguarding co-ordinator over good practice for safeguarding.
- Always inform the safeguarding co-ordinator of any specific safeguarding.
- Concerns that arise. The safeguarding co-ordinator will liaise with the Diocesan safeguarding adviser.
- Liaise with the PCC.

### Special needs

Welcome children and young people with special needs to the group. Try to make the premises, toilets and access suitable for people with disabilities. Ask the parent about how best to meet the child's special needs, and do not see this as the responsibility only of the child's parent. If premises are being designed or refurbished, take the opportunity to anticipate the possible special needs of future children and adults. Advice is available. Disability legislation requires organizations to take reasonable steps to meet the needs of disabled people and this includes children.

### Consent

Consent needs to be from a parent or person with parental responsibility. It can be from the child or young person if he or she has sufficient age and understanding in relation to the specific issue. So, for example, while parental consent is always required for a group residential holiday, a teenager would usually be able to consent to the photos from the holiday being displayed in church. You should record who has given consent for any specific activity.

### Registration

A registration form should be completed for every child or young person who attends groups or activities. The form should be updated annually and include the following:

- Name and address
- Date of birth
- Emergency contact details
- Medical information
- Any special needs including activities that the child is unable to take part in
- Consent for emergency medical treatment
- Consent for photographs and videos if relevant.
- Separate consent should be obtained for one-off events and activities, for example swimming, and also for outings, weekends away, etc.
- All personal details and consent forms must be stored securely
- Any group that includes children who are under six years old and that meets regularly for more than two hours in any one day or for more than fourteen days a year must register their group. Please contact your local branch of OFSTED for advice.

## Recommended staffing levels

The recommended minimum staffing levels for children's groups are given below. More help may be required if children are being taken out, are undertaking physical activities or if circumstances require it.

0–2 yrs	1 person for every 3 children	1 : 3
2–3 yrs	1 person for every 4 children	1 : 4
3–8 yrs	1 person for every 8 children	1 : 8
Over 8 yrs	1 person for the first 8 children then 1 extra person for every extra 12 children	

- Each group should have at least two adults and it is recommended that there should be at least one male and one female.
- If small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult per group, dependent on the nature of the activity.
- Young people who are being encouraged to develop their leadership skills through helping should always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding.
- Adults who assist on one or two occasions must be responsible to an appointed worker. Thereafter they should become part of the team and be properly appointed through the normal recruitment process.

## Safe environment

Display both the Childline telephone number in a prominent place where children and young people can see it and the Parentline Plus number for parents.

Undertake a risk assessment for each activity and in greater detail for an unusual activity or when away from the usual location.

Insurance, First Aid kit and fire precautions should be checked and a Health and Safety Check should be completed regularly.

## Venue

- Meeting places should be warm, well-lit and well ventilated. They should be kept clean and free of clutter.
- Electric sockets should be covered.
- Toilets and handbasins should be easily available with hygienic drying facilities.
- Appropriate space and equipment should be available for any intended activity.
- If food is regularly prepared for children on the premises, the facilities will need to be checked by the Environmental Health Officer and a Food Handling and Hygiene Certificate acquired.
- Children's packed lunches should be kept refrigerated. Drinks should always be available.
- Groups must have access to a phone in order to call for help if necessary.
- Adults should be aware of the fire procedures. Fire extinguishers should be regularly checked and smoke detectors fitted throughout the premises.
- A fire drill should be carried out regularly.
- Unaccompanied children and young people should be encouraged not to walk to or from your premises along dark or badly lit paths.



- A First Aid kit and accident book should be available on the premises.
- The contents of the First Aid kit should be stored in a waterproof container and be clearly marked. Each group should designate one worker to check the contents at prescribed intervals.
- All staff and volunteer workers should be encouraged to have some First Aid knowledge and the parish should encourage access to First Aid training. A list of first aiders in the parish should be compiled and kept available. All accidents must be recorded in the accident book.

## SAFE USE OF IMAGES

### Data Protection

The Data Protection Act places certain duties on us to ensure that we have relevant consent to take and publish images and that we keep all data secure.

Always ensure that you have checked whether there are reasons that a particular person cannot be photographed or identified, especially if it is a child.

You must obtain the permission of all the people who will appear in a photograph, video or webcam image before you record the footage. That means children as well as adults.

If you are taking images at an event attended by large crowds, such as a sports event, this may be regarded as a public area so you do not need to get the permission of everyone in a crowd shot. However, there is no clear guidance on this so if in doubt, avoid using such images and use a library image instead.

It is a requirement of the Data Protection Act that you safeguard your images (both digital and hard copies) by storing them securely and only allow use by those authorised to do so. When you are finished with images, destroy or delete them.

If you hold copies of images on file, you can't release these without up-to-date consent forms. **Take care with images that you have archived.** An image taken at a specific time and in specific circumstances cannot necessarily be used again at a later date or in a different context. Doing so can result in legal action.

When publishing images of children and young people, follow these guidelines:

- If you publish their picture, do not publish a name
- If you publish their name, do not publish a picture
- Do not publish full names, addresses or e-mail addresses
- Do not publish individual close-up portraits
- When publishing children's work simply label it as by '*John*'
- Give adult leaders and parents the opportunity to request that their contact information is not included in any published material

If parents are permitted to take images during or after an event or service, make it clear from the start that they must be for private use only and ask for them not to put the images on the internet (particularly if a parent posts a picture on the web that shows children other than just their own child). If the picture is being used for public use then consent must be obtained.

You might want to provide written guidance to parents beforehand and/or make an announcement at the start of the event/service.

## Consent

When taking images, ensure you have written permission to **take** and **publish** the images before you start. This permission should cover:

- How the image will be used

*(i.e. for a one-off article or as a general resource that could appear in a number of contexts)*

- How it will NOT be used

*(i.e. alongside articles or text that are of potentially sensitive or offensive subjects)*

- Where it will be used / who will it be available to

*(i.e. in internal/public-facing printed newsletters, on the web, in a DVD, in local and/or national media, in exhibitions etc.)*

- How long it will be used for

*(i.e. once only, for 2 years, 3 years, indefinitely etc. Be mindful that people's circumstances change and it can become inappropriate to continue to use a photo)*

For children under 18 years old, the form should be completed by a parent or guardian.

Consent forms should also be obtained for adults, particularly if they are considered 'vulnerable', for example those with learning disabilities.

The parent/guardian or social worker may give written consent in these circumstances.

Be aware that some people may require help to understand and complete a consent form, need the information translated into a different language or have it supplied in a different format.

Completed consent paperwork should be kept on file for the duration of the time the image is being used. Once this time is up, the image should be destroyed.

Do not use an image unless you know that you have permission to do so. If you are unsure, use an alternative.

## Copyright

Copyright law applies to almost everything, and can be complex and ambiguous.

A few basic points are listed below:

- Copyright automatically belongs to the person who created the work. In the UK it does not need to be registered. Take care with any images you release to the media. It is your responsibility to check with the owner of the copyright that it is OK to use them.
- If you are using someone else's image you must get their written permission, and always credit the artist.
- Images are protected for the lifetime of the creator and for 70 years after his/her death.
- Downloading images from the internet and using them on your church website without the copyright owner's consent may breach copyright laws, and could be considered a criminal offence, leading to heavy fines. Be aware that picture agencies and photographers are increasingly using software to track their images.
- If you put something on the web, you must obtain electronic global broadcasting rights from the owner of the copyright.

## Context

Be careful about the context in which you use an image, especially if it is of children.

- If you're using it for publicity specifically related to an event, there should be little problem as long as the relevant consents have been obtained.
- For information that covers sensitive areas always use a library picture. Using pictures of real children alongside these subjects could result in legal action by parents / carers.
- Do not use a photo in a context that is different to that stated on the consent form.
- Ensure that images cannot be construed as being provocative.
- When taking/using images, be representative of diversity by reflecting gender, race and disability.



## **New media**

'New media' describes anything that relies on digital technology or computerised methods of communication, for example the internet, email, electronic kiosks, multimedia CD-ROMs, mobile phones, podcasts, webcams etc.

New media is becoming more widely used; along with this increased use comes an increased responsibility to consider how we use images safely within the new technology.

The information shared by new media is more accessible than in non-digital formats; it is easy for people to amend, manipulate or copy images, which makes them more open to abuse. As such we must be more vigilant than ever about obtaining the relevant consent to publish images, how we publish them and monitoring their use.

If you plan to use an image in any form of new media, you should obtain electronic global broadcasting rights from the owner of the copyright and ensure that the consent form states that the image will be used in digital formats, including the web.

If you are a web-publisher, do not use an image that has been uploaded onto the system by someone else without checking with the original publisher/owner that the relevant permissions have been obtained.

Do not pixelate (blur) an image in order to obscure the face of the person in it, use an alternative picture.

## **Disability Discrimination Act (DDA)**

When using images in new media, you must comply with the DDA. The DDA applies to everyone who provides a service to the public. Service providers must ensure that they do not discriminate against disabled persons when using new media images. In order to comply with the DDA, you will need to ensure that all images have meta-tags and that you do not overlay a photo with text.

## **Releasing images to the media**

The legislation governing whether or not the media can publish an image is complicated and ambiguous. If you are in any doubt about having an image published, do not release it to the media.

If you do release an image to the media, be aware that you are responsible for checking that all the relevant written consents have been obtained for the people in it and the owner of the copyright agrees to the image being published. If the media publishes an image you have supplied and the consents have not been obtained, responsibility falls to you.

The laws surrounding this issue are becoming stricter, especially for pictures of children. Be extremely cautious not to release any pictures of children who are in care, under wardship or involved in family law cases. The legal implications are serious.

## **TRANSPORT**

It is important to draw a boundary between organised, formal activity of a group where the Church is taking responsibility for the transport of the group, as opposed to the arrangements made between parents/carers to share in the transport of children, young people and vulnerable adults as part of everyday life.

It may be that this informal arrangement can be used to advantage when organising events and activities, without the church taking on that responsibility e.g. by asking that children, young people and vulnerable adults be transported to a venue for the activity.

When the Church takes responsibility, children, young people and vulnerable adults should not be transported without the prior consent of the parents/carers. This also applies to giving lifts to and from a church activity by one of the leaders (not as part of an arrangement noted above).



Churches should have agreed guidelines for transporting children, young people and vulnerable adults, and ideally a procedure for recording details as outlined below.

This means that adults should:

- ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/or ability to drive;
- be aware that the safety and welfare of the child, young person or vulnerable adult is their responsibility until they are safely passed over to a parent/carer;
- record details of the journey in accordance with agreed procedures;
- ensure that their behaviour is appropriate at all times;
- ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified if questioned;
- never offer lifts to a child, young person or vulnerable adult outside their normal group duties, unless this has been agreed with the parents/carers.

### The vehicle

- All cars that carry children, young people and vulnerable adults should be comprehensively insured. The insured person should make sure that their insurance covers the giving of lifts during church activities. Insurance companies rarely charge extra for this, but have been known to not cover an accident as they had not been informed of this activity.
- All cars that carry children, young people or vulnerable adults should be clean and in a roadworthy condition.
- It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the worker to ensure that this requirement is met. Adults should also be aware of current legislation and adhere to the use of car seats for younger children. There must be a seat belt for every passenger, and it must be used.
- At no time should the number of children, young people or vulnerable adults in a car exceed the usual passenger number.
- If a child, young person or vulnerable adult is known to have a disability or additional need, consideration should be given whether to have a non-driving adult in the car. This adult should sit in the back, behind the driver, with the child, young person or vulnerable adult in the seat beside him or her.

### Emergencies

There may be occasions where the child, young person or vulnerable adult requires transport in an emergency situation or where not to give a lift may place them at risk. Such circumstances must always be recorded and reported to parents/carers.

It is reasonable for the parish to stipulate that:

- anyone driving children and young people in this context have held a full driving licence for over two years.
- any driver who has a conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway should not transport children, young people or vulnerable adults.
- Drivers who are not children's/youth workers can be recruited for the task through the normal recruitment process, including obtaining a DBS disclosure.



## Transporting children, young people and vulnerable adults by mini-bus

Where adults transport children, young people or vulnerable adults in a vehicle which requires a specialist license/insurance e.g. PCV or LGV11 adults should ensure that they have an appropriate licence and insurance to drive such a vehicle.

- A mini-bus with seat belts must be used.
- Everyone must have a proper seat.
- An escort must always be taken.

