

CHRIST CHURCH CHORLEYWOOD

SAFEGUARDING

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

Thank you so much for being one of our valued volunteers or considering volunteering within Christ Church. 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 Children and Vulnerable Adults from harm.

A child is defined as “an individual aged 0 – 17 years” 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 STAFF AND VOLUNTEERS

All staff 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, which is deemed illegal.
- Ensure that another adult is informed if a worker needs to take a child to the toilet.
- Toilet breaks should be organized for young children.
- Always seek a parent's permission if a child or young person needs to be seen on his or her own so that they can be present; a young person may express a wish for their parent not to be present and then another adult should be present. In each case the child or young person should be informed of what is happening. With regard to vulnerable adults, two people should be present if they need to be seen on their own and the person themselves should be kept fully informed and given the opportunity to have a family member or friend present as well.
- Ensure that there is a good gender balance in each group or activity.
- Ensure that children and young people know that they can speak to an independent person in the church (the Parish Safeguarding Officer) or contact Childline if they need to talk to someone. Display the Childline name and contact details (0800 1111 or childline.org.uk) in a prominent place where children can see them.

All staff and volunteers should not:

- Invade a child's privacy whilst washing or toileting unless they are of an age or have a disability where help is needed and this has been recorded as a required when attending groups or activities.
- 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 favoritism to any one child, young person, vulnerable adult or group.
- Allow a child, young person or vulnerable adult to involve a staff member or volunteer 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 child, young person or vulnerable adult on their own to their home.
- 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 checked and 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 at least one other adult present.
- 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/guardians/next-of-kin. All such incidents **must** be recorded, and the information given to the Parish Safeguarding Officer.
- All physical contact should be an appropriate response to the needs of the child, young person or vulnerable adult and not the needs of the adult assisting them. 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 in groups or activities

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, which have occurred elsewhere, or because they have specific educational and/or social needs. Such behaviour(s) may be a "cry for help".

Young Adults assisting in a group or activity 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.
- Seek guidance from their line manager or the person leading the group or activity, whichever is most appropriate at the time. Agree what measures should be taken to prevent a recurrence. The advice of the Parish Safeguarding Officer must be sought if there is uncertainty about the most appropriate action to be taken.
- Record the incident as a Matter of Concern in case accusations are made in future. Sign and date the

- record and give it to the Parish Safeguarding Officer.
- Forms on which to record Safeguarding Issues or Matters of Concern together with envelopes into which the forms can be placed for confidentiality and for the attention of the Parish Safeguarding Officer are in the Safeguarding pigeonhole opposite the Church Office.

What you should do if you suspect a child, young person or a 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. Be very careful to distinguish facts from allegations and opinions. Inform the Parish Safeguarding Officer without delay. If she is unavailable inform David Hall, Vicar and if both are absent, inform one of the Churchwardens.
2. It may be that 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 and young people can ring if someone has harmed them, or they think someone might be going to harm them and they are unable to seek help from their parents/guardians is:

Childline - 0800 1111 (childline.org.uk)

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

1. Listen and **do not** ask direct questions or press for details, as statements may need to be taken by specially trained Police Officers if there is the likelihood of a case being brought to a criminal or civil court.
2. Do not stop them while they are freely recalling significant events.
3. Reassure them as they may have been threatened, told to keep what is happening secret, or told that no one will believe them. Also reassure 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 receive help.
5. Record the facts and contact the Parish Safeguarding Officer **immediately** (in her absence David Hall, Vicar, and in the absence of both, one of the Churchwardens).
6. Do not delay or decide to give the benefit of the doubt to parents or others.
7. Detailed enquiries must be left to professional investigators – usually the Police.

Types of Abuse

Physical	Any form of physical harm - the first evidence may not be an obvious serious injury.
Emotional	Persistent emotional ill-treatment impacting adversely on their emotional development.
Sexual	Where adults (and sometimes other children) use children/young people/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 denial of their right to faith.
Financial	The extortion of money and/or manipulation of a vulnerable person's financial and legal matters.
Coercion	Attempts to compel a person to act in an involuntary manner or violate their free will, including "Gaslighting" and manipulation of the 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 have concerns discuss these without delay with the Parish Safeguarding Officer. Confidentiality is of utmost importance. If the Parish Safeguarding Officer is not available discuss your concerns with your line manager or the leader of the group/activity, as most appropriate.

Physical	Unexplained or hidden injuries, lack of medical attention sought for the injuries of a child/young person/vulnerable adult or a child/young person/vulnerable adult repeatedly having medical attention for apparently minor injuries.
Emotional	Reverting to younger behaviour, 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 and other minor ailments often with no apparent cause.
Neglect	Looking ill-cared for (including the state of their clothing) 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.
Coercion	Sudden changes in general and social behaviour, suddenly stopping coming to the group/activity, response to contact from family or friends is sporadic or ceases completely, secretiveness.

If an allegation is made against you:

Without delay inform the Parish Safeguarding Officer **and** the Vicar, or in the absence of both inform the Churchwardens. In **every case** the Diocese Safeguarding Advisor **must** also be informed without delay, and this will be undertaken by the Parish Safeguarding Officer or in her absence the Vicar.

Contact Numbers:

Parish Safeguarding Officer, and Volunteer with the Hertfordshire Sunflower Organisation (all forms of abuse) :
Sylvia Mann – 07921 661605

Vicar: David Hall - 07584 627949 or 01923 282149 (Church Office)

Church Wardens: Mark Sullivan – 07449 202707 & Onyx Adesakin – 07891 494648

Children's Services:

Hertfordshire - 0300 123 4043 (24/7)

Bedfordshire - 0300 300 8585 (24/7)

Buckinghamshire – 01296 383962 (9.00 am to 5.00 pm) 0800 999 7677 (out of office hours)

Police:

Non-emergency -101

Emergency - 999

Diocesan Safeguarding Adviser:

Jeremy (Jez) Hirst

01727 818107 / 07867 350886

safeguarding@stalbans.anglican.org

Childline - 0800 1111 (childline.org.uk)

Family Lives (previously Parentline) - 020 7553 3080 (familylives.org.uk)

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 the Parish Safeguarding Officer over good practice for safeguarding.
- Always inform **without delay** the Parish Safeguarding Officer of any specific safeguarding issues or Matters of Concern, so that they can report to or seek guidance from the Diocesan Safeguarding Adviser.
- Through the Parish Safeguarding Officer inform the PCC.

Special Needs

Welcome children, young people and vulnerable adults with special needs to the group. Try to make the premises, toilets and access suitable for people with disabilities. Ask the parent/guardian/ next-of-kin how best to meet the special needs of the individual concerned, and do not see this as the responsibility only of the the person who speaks for them. If premises are being designed or refurbished, take the opportunity to anticipate the possible special needs of future children, young people and vulnerable adults. Advice is available from professionals and specialist organizations and charities.

Disability legislation requires organizations to take reasonable steps to meet the needs of disabled people and this includes children, young people and vulnerable adults.

Consent

Consent needs to be from a parent or person with parental or other 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/young person is unable to take part in and needs in respect of toileting or personal care
- 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 the person leading the group or activity as they will be responsible for ensuring that good practice and safeguarding procedures are followed and that 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 the leader of the group or activity. Thereafter they should become part of the team and be properly appointed through the normal recruitment process.

Safe environment

Display both the Childline number in a prominent place where children and young people can see it and the Family Lives number for parents/guardians/next-of-kin.

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.
- First Aid kit and accident book must 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 clearly displayed. All accidents must be recorded in the accident book.

SAFE USE OF IMAGES – Data Protection

The Data Protection Act (GDPR) 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 or young person.

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 and young people 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 authorized to do so. When you are finished with images, destroy or permanently 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, e-mail addresses or other contact details
- Do not publish individual close-up portraits
- When publishing the work of children or young people 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/next-of-kin 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 licence/insurance e.g. PCV or LGV11 adults should ensure that they have an appropriate license 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.