

Based on Diocese of Leicester model Child Safeguarding Policy, February 2018



**The Parochial Church Council (PCC) of
All Saints with Holy Trinity, Loughborough**

**POLICY AND PROCEDURES FOR
THE SAFEGUARDING OF CHILDREN
AND YOUNG PEOPLE**

March 2019

The Parish of All Saints with Holy Trinity, Loughborough

Child Safeguarding Policy Statement

The policy was adopted at the Parochial Church Council (PCC) meeting held on 02nd March 2019

Note: the PCC's commitment to safeguarding adults who may be vulnerable or at risk is enshrined in its Safeguarding Adults Policy, which forms a separate document and is overseen by our Safeguarding Adults Coordinator, Claire Gregson.

The Parochial Church Council (PCC) of All Saints with Holy Trinity, Loughborough adopts the safeguarding policy statement for children and young people and adults *Promoting a Safer Church* and commits to the implementation of this policy. This being the case, the PCC will, in relation to its safeguarding responsibilities to children and young people up to the age of 18 years:

- Appoint a Child Safeguarding Coordinator to work with the incumbent and the PCC to implement policy and procedures. The coordinator will ensure that any concerns about a child or the behaviour of an adult are appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Adviser. The Coordinator, if not a member of the PCC, will have the right to attend its meetings and will report to it at least annually on the implementation of this policy using the Diocese of Leicester annual report template.
- Ensure that people are nominated to act as somebody to whom children and/or their families may talk to about any problems, if they so wish. These people will be known as the Designated Persons for Child Protection. There will be a Designated Person for Child Protection for each of the groups we have working with children and young people. Each Designated Person will be somebody who is accessible to the children. If the focus of the child's or family's problem is a Designated Person her/himself, or if the relevant Designated Person is not available, then the child or family may discuss the matter with the Rector.
- Display in church premises, where children can see them and on the church notice board, the contact details of the Coordinator and Designated People, along with the Childline and Parentline telephone numbers and website addresses. A copy of this statement of policy will also be displayed in church.
- Ensure that all those authorised to work with children or who are in a position of authority (these are normally all roles for which a job/role description is required) are appropriately recruited according to safer recruitment practice in line with Church of England national policy, and are trained, resourced and supported. This will include providing them with a copy of this policy and of the Diocese of Leicester's Child Protection Handbook.
- Ensure that only authorised people work with children and that all work with children is carried out within appropriate accountability structures.
- Ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of the parish.
- Review the implementation of the child protection policy, procedures and practices at least annually.
- Work to create a culture of informed vigilance which takes children seriously.
- Strive to develop and maintain an inclusive community that welcomes, integrates and protects children and families from all cultural and socio-economic backgrounds and levels of ability and disability

- Ensure that those who may pose a threat to children and young people are effectively managed and monitored.
- Ensure that a health and safety policy and the appropriate procedures and risk assessments are in place and that these are reviewed periodically.
- Act without delay on allegations or suspicions of abuse using the procedure laid down by the Diocese of Leicester.
- Respond without delay to any complaints received regarding children's work or the safeguarding of children.
- Ensure that all new PCC members have access to this policy and the Diocese of Leicester Safeguarding Handbook so that they are aware of their responsibilities.
- Cooperate fully with investigations by statutory agencies and not conduct its own investigations except with the prior approval of statutory agencies.
- Seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.
- Care for and supervise any member of the church community known to have offended against a child, while maintaining appropriate confidentiality.
- Ensure that those hiring PCC premises for activities involving children or young people agree to commit to good safeguarding practice

Our activities for children are our Sunday morning children's activities, our mid-week Diddy Disciples Group and our Children's Choir. From time to time we have other, short-term groups and activities (eg Preparation for communion group; Starting Rite group) for which staff and volunteers are safely recruited as necessary.

Our Designated People for Child Protection, whom children, youth workers and volunteers may talk to if they wish about any concerns, are:

Bridget Thornhill	(Sunday children's groups and for special activities)
Emma Smith	(Diddy Disciples)
Emma Trounson	(Children's Choir)

Our Designated People may be contacted at the groups and services where they regularly attend or by emailing childsafeguarding@allsaintsloughborough.org.uk . Emma Trounson may be contacted via music@allsaintsloughborough.org.uk .

For any other groups, or if unable to contact the appropriate Designated Person, please contact Anne Meredith (our Child Safeguarding Coordinator) or Revd Wendy Dalrymple (our Rector). These people can also be contacted if the concern is about a Designated Person.

They may be contacted at normal Sunday services or via childsafeguarding@allsaintsloughborough.org.uk .

Revd Wendy may be contacted on 01509 268362 or rector@allsaintsloughborough.org.uk

The Diocesan Safeguarding Adviser, Rachael Spiers, is available on 0116 2615341 or 07930819279. She can be contacted whenever necessary and should certainly be contacted if the concern is about the Child Safeguarding Coordinator or the Rector.

This policy statement will be renewed annually and progress in carrying it out will be monitored by the Child Safeguarding Coordinator.

This statement was agreed by the Parochial Church Council of All Saints with Holy Trinity, Loughborough and signed by the Rector and a Churchwarden on 02-Mar-2019.

Signed by the Incumbent:

..... Name: Revd Wendy Dalrymple Date.....

Signed by a Churchwarden:

..... Name: Christopher Knight Date.....

Procedures for implementing the Child Safeguarding Policy Statement

A copy of these procedures will be given to all clergy, staff (whether employed directly by the PCC or another body), volunteers and lay workers who have the responsibility for children or young people. They should sign a declaration afterwards saying that they have read and understood them.

1. Key Contacts

Our Child Safeguarding Coordinator is:

Anne Meredith childsafeguarding@allsaintsloughborough.org.uk

Our Designated People for Child Protection, whom children or adults can talk to about worries and concerns about possible child abuse are:

Bridget Thornhill (Sunday Children's groups and for special activities)

Emma Smith (Diddy Disciples)

Emma Trounson (Children's Choir)

For any other groups, or if unable to make contact with the relevant Designated Person please contact Anne Meredith (Child Safeguarding Coordinator), or Revd Wendy Dalrymple (Rector)). If the concern is specifically **about** a Designated Person, contact Anne or Revd Wendy directly or by using Revd Wendy's phone or email address rather than childsafeguarding@allsaintsloughborough.org.uk

Those with specific safeguarding responsibilities are usually in church on:

Bridget 10.30am Sunday service

Emma Smith 10.30am Sunday service or at Diddy Disciple meetings

Emma Trounson Children's Choir practices on Wednesdays from 4.45- 6.15pm.

Anne 10.30am or 6.00pm Sunday services

Revd. Wendy is normally available at Sunday morning or mid-week services Tuesday-Friday

They can also be contacted on the following phone numbers and email addresses:

Bridget Thornhill, Emma Smith and Anne Meredith

Email: childsafeguarding@allsaintsloughborough.org.uk

Emma Trounson

Email: music@allsaintsloughborough.org.uk

Revd Wendy Dalrymple

Tel: 01509 268362

Email: rector@allsaintsloughborough.org.uk

Our Diocesan Safeguarding Adviser is **Rachael Spiers**. She is based at St Martin's House and can be contacted on 0116 2615341.

2. Contact details for the main leader of each children's/youth group

See above for names of children's groups and the details of their main leaders.

3. Recommended minimum staffing levels

These are set out in *Promoting a safer church*, and will be maintained.

They are as follows:

Age	Number of Leaders
0 to 2 years	1 leader to every 3 children
2 to 3 years	1 leader to every 4 children
3 to 8 years	1 leader to every 8 children
8 + years	1 leader for the first 8 children followed by 1 to 12

Notwithstanding these minimum levels, each group is to have at least 2 adult workers present and a gender balance should be maintained wherever possible, particularly in mixed gender groups. More help may be required if children are being taken off site, are undertaking physical activities or if necessitated by other circumstances. This will be assessed by the leaders of these activities.

Adults who assist very occasionally or as a one-off must be responsible to an appointed leader. The same applies to young people under the age of 18. Adults who assist more regularly will be appointed formally using the safer recruitment procedures.

4. Safe recruiting practices

When appointing/recruiting leaders and helpers for work with children and young people, the PCC will follow the guidelines set out in the Safer Recruitment Practice Guidance (July 2016 or subsequent update). This means:

1. Providing a job/role description.
2. Ensuring the potential volunteer provides a completed application form.
3. Ensuring the potential volunteer completes a confidential declaration form
4. Conducting an interview.
5. Taking up references from two referees one of whom should be current employer, previous church, or organisation at which the potential volunteer currently volunteers or has recently been a volunteer. At least one referee should be from outside the church.
6. Obtaining a DBS (criminal record) disclosure, unless the nature of the role is such that there is no entitlement to a DBS check.
7. Offering the post subject to a probationary period.
8. Confirming the appointment in writing.
9. Ensuring the volunteer is aware of PCC policies and procedures and has been given a copy of the Pocket Guide to Safeguarding Children and the Child Safeguarding Policy.

The forms provided in the Practice Guidance will be used for applications, confidential declarations and references.

5. Code of Behaviour

The PCC commits to the following Code of Behaviour which those who work with children and young people are expected to follow.

You should:

- Treat all children with respect and dignity.
- Provide a Christian example you wish others to follow
- Provide an example of good conduct you wish others to follow
- Ensure that there are at least two adults present during activities with children and young people, or at least that you are within sight or hearing of others.
- Respect personal privacy.
- Ensure that another adult is informed if you, as a worker/helper, need to take a child to the toilet.
- Be aware that physical contact with a child or young person may be misinterpreted.
- Challenge unacceptable behaviour in a responsible way.
- Report all allegations/suspicions of abuse.
- Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people.
- Operate within the Church's principles and guidance.
- Only use social media and email in accordance with paragraph 14 below.

You should not:

- Ever hit a child or young person.
- Play rough, physical or sexually provocative games.
- Touch inappropriately.
- Show favouritism to any one child, young person or group.
- Give lifts to children on their own or on your own. If it is unavoidable, ask the child to sit in the back of the vehicle and inform another adult where possible.
- Invite a child or young person to the youth leader/worker's home alone unless responding to an emergency situation, in which case the relevant people should be contacted.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown adults to have access to children. A known person should always accompany visitors.

6. Procedure for responding to allegations or disclosures of abuse

This is to be used in situations where:

- there is an allegation or disclosure of abuse by a child or young person regarding themselves or another child
- a child or adult is expressing concern about a situation of possible abuse towards themselves or another child/adult (including disclosing or alleging child abuse – historic or current)

The following guidelines should be used

- Listen. Keep listening.
- Do not question or investigate – this is the job of the authorities. In particular do not speak to the subject of the allegation.
- Do not promise confidentiality; tell them that the information they disclose needs to be shared.

- Assure them they are not to blame.
- Tell them what you are going to do. Reassure them that the matter will be reported to the investigating authorities. If the person needs reassurance that the alleged perpetrator will be punished, do not make any promises. There can be no guarantee as to what happens as that will be dependent upon the outcome of the investigation.
- As soon as possible after the conversation, make careful notes of what was said, record dates, times, events and when you were told.
- If there is immediate danger to a child or young person, contact the Social Services or the Police.
- Report the incident to your priest or Child Safeguarding Coordinator immediately.
- Do not contact the priest or Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser directly if necessary.
- Do not discuss the incident with anybody else.
- The priest or Child Safeguarding Coordinator must then report the allegation or disclosure to the Diocesan Safeguarding Adviser by the end of the next working day. The Adviser will tell them anything they need to do.
- In the absence of the Diocesan Safeguarding Adviser, the appropriate Archdeacon should be contacted.

Do not contact anybody who is implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure.

Do not talk to the media under any circumstances. The Diocesan Communications Director will handle any media statements.

If a child or young person uses email or other electronic means to allege or disclose abuse, the same procedure should be followed, with the person receiving the disclosure making careful and confidential use of email or other electronic means to continue to 'listen' and then passing on the disclosure via the appropriate channels. The following wording (or a variation of it) may be used to respond:

Thank you for telling me about this. You have been put in a very hard position and none of it is your fault. We need to tell someone about it, so I'm going to talk to someone who can help. Someone will be in touch as soon as possible. In the meantime, if you need to talk, get in touch with (name and phone number of designated person) or Childline on 08001111.

The procedure is the same for abuse which happened in the past, possibly many years ago.

Please note that if you have safeguarding concerns about a child or young person that fall short of clear allegations or disclosures of abuse (for example, they may concern bullying, challenging behaviour or other signs that a child or family is in need of support or help), do not ignore these. Discuss them with the relevant designated person, child protection coordinator or member of the clergy as soon as reasonably possible.

7. Procedure for when there are concerns that someone may be perpetrating abuse or may present a risk to children or young people

If you are concerned, or it comes to your notice that someone may be perpetrating abuse or may present a risk to children or young people:

- Make notes of your concerns and discuss them with your priest or Child Safeguarding Coordinator.
- The priest or Child Safeguarding Coordinator must then report the concerns to the Diocesan Safeguarding Adviser by the end of the next working day.
- Do not contact the priest or Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser directly if necessary.
- Dates and times should be recorded of any observations which have been made and of the referral to the Adviser.
- The Adviser will act in line with practice guidance and will decide whether to report the concerns to Social Services and/or the Police; or continue to observe closely – the process will be repeated in the event of any more concerns.
- There should be close communication between the priest/coordinator, the Adviser and the appropriate Archdeacon until the situation is resolved.
- In the absence of the Adviser, the appropriate Archdeacon should be contacted.

8. Procedure for when people with convictions for offences against children or people under investigation are attending church

Where the church becomes aware that someone attending or wishing to attend the church has been convicted of offences against children (or they have received a formal police caution) an agreement will need to be drawn up to minimise any risk to the safety of children within the church. If a person who attends the church is subject to investigation for alleged child abuse, thought will need to be given to drawing up a temporary agreement until the outcome of the investigation is known.

- The priest or, in the absence of the priest, the Child Safeguarding Coordinator, must inform the Diocesan Safeguarding Adviser of the situation.
- The Adviser will decide whether an agreement needs to be in place and will provide a template for the agreement.
- If the person is a convicted offender, there will need to be liaison with the person's Supervising officer (police or probation) who should be consulted about the agreement and, ideally, be a signatory to it.
- The offender or person under investigation will be asked to sign the agreement, which will then be reviewed annually or more frequently if necessary.

9. Procedure for allegations or concerns about senior clergy

- If an allegation involves an archdeacon or dean, it should be reported to the Bishop of Leicester.
- If an allegation involves a bishop, it should be reported to the Archbishop of Canterbury.

10. Registration

A registration form will be completed for every child or young person who attends groups or activities. This does not include activities such as church services, which would take place regardless of whether or not children are present. Neither does it include activities which are family focused but which children attend with their parents.

The form will 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 or young person is unable to take part in.
- Consent for emergency medical treatment.
- Consent for photographs and videos if relevant.

All personal details and registration forms will be stored securely, not used for any other purpose, and shredded or disposed of securely when out of date or no longer in use. Separate procedures apply to youth drop-in centres. In the event that a drop-in centre is being planned, the Youth Ministry Officer will be contacted for guidance.

11. Activities away from the church premises

Adequate arrangements will be made for children's and young people's activities which take place away from church premises as follows:

- No child can be taken off-site for activities without the consent of their parent/guardian/carer.
- Details of the event must be given in advance and consent forms received in advance of the event taking place.
- Details of the arrangements will be given to the Child Safeguarding Coordinator.
- A risk assessment will be undertaken using the standard form, and confirmation obtained that the event is covered by PCC insurance. The process for obtaining PCC agreement to the risk assessment is:
 1. Person in charge of group develops draft risk assessment.
 2. Person in charge consults with other leaders/helpers involved to finalise proposed risk assessment.
 3. Person in charge consults with child safeguarding coordinator (or, in their absence, the incumbent) on proposed assessment, at which point further amendments may be made.
- A leader will be designated to take responsibility for First Aid.

12. Support, supervision and training

All those involved in working with children and young people will ensure that there is always more than one responsible adult available so that there is mutual supervision. Should one of the adults become ill or get called away, the other adult will call for additional help. In emergency situations where an individual cannot avoid working alone with children because an unforeseen situation has arisen, the individual will inform another leader (or the Child Safeguarding Coordinator or priest) of

the situation, if at all possible at the time it arises, and a note will be kept by the Child Safeguarding Coordinator.

Those who work with children and young people will be given the opportunity to review their work with the leader of their group/ Child Safeguarding Coordinator/priest/other nominated person. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.

From time to time the church may hold training events on Child Safeguarding. There will also be other training events organised by the Diocese of Leicester which church staff, youth workers, volunteers and child safeguarding coordinators may attend.

Every person who works with children will be given a copy of the Pocket Guide to Safeguarding Children and this policy. They will also be given information about how to access on the internet the Diocese of Leicester Child Protection Handbook and other national Church of England documents including Promoting a Safer Church. Paper copies of these documents will be provided to those workers who request them.

13. Health & Safety and First Aid

Health and Safety will be managed as part of all activities. All buildings where activities with children and young people take place will be inspected by an appropriate person at least annually and the results will be noted and reported in writing to the PCC. Health and Safety issues observed by those working with children and young people should be reported to the Child Safeguarding Coordinator or the person with responsibility for Health and Safety within the church. At All Saints with Holy Trinity, the Health and Safety Officer is Norman Hankey.

A First Aid kit will be available on site and will be checked monthly and updated as necessary. An accident book is maintained for all places where activities with children and young people take place. An accident is defined as:

- An unintended injury or similar incident that might reasonably be expected to lead to distress experienced by a child or adult, incurred during the course of Church activity
- An occurrence that might well have led to injury ('near miss').

This does not include incidents, allegations or concerns that a child or adult might have been abused or be at risk of abuse—such incidents or concerns are dealt with under Section 6

If there is an emergency involving injury to a child or young person:

- Stay calm.
- Provide immediate first aid if needed
- Alert others to the need for help.
- Ensure that somebody is supervising the other children or young people.
- Call an ambulance if needed.
- Contact the parents/guardians of the child or young person.
- Provide an appropriate handover and information about the situation to the parents/guardians.
- Complete the accident book.
- Consider whether there are implications for the Health & Safety policy and/or practices and report these to the Child Safeguarding Coordinator.

14. Use of Social Media, email and texting

All those involved in working with children and young people will exercise care in the use of social media and respect the principles set out below. Communication by electronic means or by texting will not be used with children under the age of 11. All communication in these forms will be via their parents. The rest of the principles relate to communication with children and young people aged 11 and over. The key point is that communication should be in a context of transparency and accountability.

- Electronic communication and texting should only be used for reasons relating to work and not for general socialising purposes.
- Other leaders should be aware of the situations in which these means of communication are being used.
- Leaders, workers and volunteers should not invite children or young people from church activities to their personal social networking page but may respond to requests where appropriate, as long as the child or young person is 13 or over.
- Where possible, group pages should be used on social media for communicating.
- Care should be exercised in posting to Facebook, Twitter etc as comments made on the spur of the moment may not always come out as intended and can be passed on extremely quickly around a large audience.
- Communication by electronic means or texting with children or young people should never take place during school hours and should be kept within the hours of 9am – 9pm.
- Where possible, email and messaging should take place to and within groups rather than individuals.
- Leaders, workers and volunteers should give very careful consideration as to whether it is necessary to give personal mobile phone numbers to children and young people.
- Webcams will not be used where internet chat or Skype is used for one to one conversations.
- Records of communications will be kept just as they would be for written communication. If a worker's mobile phone does not allow text messages to be saved then a written record should be kept.
- The principles for the use of social media will be communicated to children and young people.

The church does not have a dedicated mobile phone number for children's / youth work.

15. Identity Checking for DBS (criminal record) checks

The role of identity checker is an important one because the identity checker verifies the identity of the person applying for the DBS check. The identity checker will always be a person who has undergone a DBS check. Identity checking will be carried out in accordance with DBS and Diocese of Leicester guidelines.

16. Implementation of the Policy

The Child Safeguarding Coordinator will be responsible for monitoring the policy to see that it is being put into practice. The Coordinator will be supported by the PCC, which has the ultimate responsibility for safeguarding.

17. Procedure for regular reporting to the PCC

The Child Safeguarding Coordinator will report annually to the PCC on child protection matters or after any incident with child protection implications (taking care to preserve confidentiality as necessary). The PCC will be kept informed on at least an annual basis of all regular and one-off children's activities as this is necessary for them to fulfil their duties as charity trustees and also for insurance purposes.

These procedures and guidelines were agreed by the Parochial Church Council of All Saints with Holy Trinity, Loughborough and were signed by the Rector and a Churchwarden on 02-Mar-2019.

Signed by the Incumbent:

..... Name: Revd Wendy Dalrymple Date.....

Signed by a Churchwarden:

..... Name: Christopher Knight Date.....

Next policy review due by: March 2020

Policy Copies are sent to:

- PCC members
- Child Safeguarding Coordinator – for parish records.
- Those who work with children and young people
- Diocesan Safeguarding Adviser