



# **St. James' Southbroom, Devizes**

**SAFEGUARDING**

**GUIDELINES**

**Date: 11<sup>th</sup> November 2019**

## **GUIDELINE 1**

**Adopt a policy on safeguarding the welfare of children and young people and adults who may be at risk.**

This policy will be reviewed on an annual basis and the review date will be recorded in Appendix 1 - Policy Statement Review.

## **GUIDELINE 2**

In general ask yourself what you are doing, why you are doing it and who benefits. Think about what is safe for you and your volunteers as well as any children, young people and vulnerable adults in your parish, congregation or group.

One-to-one situations: ideally, one-to-one situations should be avoided. If someone is distressed and it is desirable to take them to one side to give them privacy, tell one of the other leaders what you are doing and why. When making home visits, we recommend this is done in pairs - it makes the occasion more social for the person concerned. If you have concerns, you have someone to share them with or in the event of any subsequent complaint about the visit (and these things do happen), you have the support of your colleague.

You should not:

- initiate physical contact. Any necessary contact should be initiated by the individual;
- invade the individual's privacy while washing or toileting;
- play rough physical or sexually provocative games;
- use any form of physical punishment;
- be sexually suggestive about or to an individual even in fun;
- touch an individual inappropriately or obtrusively;
- scapegoat, ridicule or reject an individual or group;
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- show favouritism to any individual or group;
- allow an individual to involve you in excessive attention seeking that is overtly physical or sexual in nature;
- give lifts to an individual on their own or on your own without parental consent for young children who should always be seated in the back of the car;
- drink alcohol when responsible for children, young people or adults who may be at risk of abuse or neglect;
- share sleeping accommodation inappropriately;
- invite a child, young person or vulnerable adult to your home alone;
- arrange social occasions with children, young people or adults who may be at risk of abuse or neglect (other than family members) outside organised group occasions;

- allow unknown adults access to children, young people or adults who may be at risk of abuse or neglect. Visitors should always be accompanied by a known person;
- allow strangers to give lifts to children, young people or adults who may be at risk of abuse or neglect.

If in doubt please ask your incumbent or team leader.

## **TOUCH**

Touching/hugging: with adults, young people or children you should always ask whether they wish to be touched or hugged. Some may, but many do not (at least not on first acquaintance). Shaking hands is courteous and often appreciated by older people. If you do touch or hug, hands should always be outside the person's clothing and never on any part of the body which might be considered inappropriate (knees, bottom, breasts). It is important that people with learning disabilities learn what form of body contact is appropriate in different social situations; this helps to keep them safe and helps them to become aware when people are behaving inappropriately and possibly exploiting them.

## **MONEY/GIFTS**

If you are given money or gifts for any reason, ensure the donation is acknowledged (by receipt and/or thank you letter) as soon as possible. This both preserves the audit trail for the donation and protects you against any complaint that money has been taken without the knowledge or consent of the vulnerable adult, young person or child.

## **RECRUITMENT**

Ensure all workers and volunteers are recruited according to the Safer Recruitment Practice Guidance. If necessary, advice to be sought from the Diocesan Safeguarding Adviser (DSA).

## **DATA PROTECTION**

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly; it is not a barrier to sharing information.

## **GENERAL SAFETY CHECK LIST.**

### **CHECK THAT:**

- Premises, including the lighting, and equipment used with children and young people, or adults who may be at risk are safe, well maintained and suitable for the purpose.
- Undertake a risk assessment for each activity and in greater detail for an unusual activity or when away from the usual location.
- An up to date First Aid kit is available and a nominated person should be responsible for maintaining the kit and all adults should know where to find it and its position clearly labelled.

- Encourage staff and volunteer workers to have some First Aid knowledge and provide access to First Aid training.
- All workers know what to do in an emergency.
- No medication is given to a child under 18 years without the written consent of a guardian / parent.
- All accidents/incidents are recorded in the accident book.
- Procedures are in place for dealing with sick or injured children, and adults who may be at risk of abuse, and for accompanying young children to the toilet. Remember that ratios still need to be correct if an adult goes out of the room.
- A parental consent form and a health form have been completed for each child/ young person. Consent forms, completed by a parent/guardian, should always be used for anyone under 18 when undertaking activities outside the normal meeting place.
- A register should be kept, and regularly updated, of all children or young people attending the group with details of home addresses, telephone number and a parent/Carer or guardian's name. In the event of a fire the leader should take the register to check that everyone is out of the building.
- It is clear who is responsible for children after the activity is over, and who they are going home with.
- The rooms are secure from unwelcome people.
- Young people cannot go outside without leaders' agreement.
- Ensure that a telephone is available for all emergencies.
- Ensure that car insurances are appropriate for transporting members.
- Adult/ Children ratios are right for the group and occasion - see Salisbury Safeguarding Framework guidelines.

## **TRANSPORTING CHILDREN ON BEHALF OF THE CHURCH**

A consent form should always be completed

### **GUIDELINE 3**

Provide training to all people who work with children and young people and adults who may be at risk of abuse to ensure that everybody knows what to do if issues are raised.

### **GUIDELINE 4**

In all cases, we must follow an agreed procedure of consultation and referral. It is not the task of an individual or the church to investigate. Advice should be sought from the DSA.

### **PROCEDURES IF ABUSE IS DISCLOSED OR DISCOVERED.**

If a child discloses abuse by someone outside the church the person to whom it is disclosed should make handwritten notes as soon as possible after the disclosure, and report it to the

Diocesan Safeguarding Advisor, Diocesan Office, Crane Street, Salisbury. SP1 2QB.  
Telephone Number 01722 411922/07500 664800

### **COMMUNICATIONS WITH THE MEDIA**

In the event of an incident communications both within and outside the Diocese of Salisbury will be handled by the Diocesan Communications Co-ordinator who will consult with the Bishop, the parish and the Diocesan Safeguarding Adviser. Particular care should be taken regarding any public statement or public prayer.

### **GUIDELINE 5**

#### **SEX OFFENDERS WITHIN THE CONGREGATION**

If a person convicted of sexual abuse against a child is discovered within the congregation or a known offender joins one of the churches we will extend love and friendship and seek advice from the Diocese of Salisbury Safeguarding Advisor.

### **GUIDELINE 6**

#### **INSURANCE**

All groups should ensure there is adequate insurance for the work they are doing, including public liability insurance. The terms of the church insurance policy provide cover for the church building and the church activities.