

ST MARY'S LOUGHTON

Safeguarding Policy 2018

**Children, Young Person and Vulnerable Adults
Safeguarding Documents**

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St Mary's Church Loughton Children, Young Person and Vulnerable Adults Safeguarding Documents

A. Safeguarding Policy

1. Policy statement

In all aspects of St Mary's governance and activity, we commit to and will champion the protection of all children, young people and any adult who has additional needs for care and support (2014 Care Act). We fully accept, endorse and undertake to implement the principles described in relevant legislation and diocesan guidance. We commit to fostering and encouraging best practice within our activities by setting high standards for working with children and young people and undertake to work with statutory and other agencies to ensure their safety and well-being.

We are committed to immediate action whenever concerns are raised about the welfare of those under the age of 18 and any adult needing additional care and support, or about the behaviour of adults in contact with them, whether staff, volunteers, members of the church or wider community.

2. Interpretation and application

This policy is informed by relevant statutory legislation and is directed by and operates within the governance of the Church of England (specifically the document 'Protecting All God's Children – 4th Edition, 2010), Promoting a safer church safeguarding policy statement (2017) and Parish Safeguarding Handbook (2018), this policy also adheres to the General Data Protection Regulation 2018 (GDPR). In addition, St Mary's accepts the duty of care placed upon it by offering services for people under the age of 18 and adults in need of additional care and support in the community.

Definition of child:

The law defines children as those under the age of 18 and this policy relates in the main, to them. However, as per guidance such as 'Working Together to Safeguard Children' (2013) St Mary's acknowledges that where individuals have specific / severe additional needs including certain learning and physical disabilities, then this definition extends to the age of 25 years.

Definition of Adult under 2014 Care Act:

The principles of this policy can, indeed, be applied to any adult needing extra care and support, regardless of age. As stated in the 2014 Care Act this can apply to any adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) **and**
- Is experiencing or is at risk of abuse or neglect **and**

-As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

The principles of the Children Acts 1989 and 2004 have been incorporated into the policy and procedures.

3. Responsibilities

- a. The church has a Parish Safeguarding Representative (PSR) appointed by St Mary's PCC with responsibility for ensuring that those undertaking Safeguarding activities are compliant with the procedures. The PSR reports to the Vicar and all cases of concern are shared between the PSR and the Vicar.
- b. The Director of Children & Youth practically administers the procedures.
- c. It is acknowledged that everyone within the church family has a role to play in safeguarding children.

4. Recruitment, training and support

For the purposes of this document, the word 'worker' is used to describe employees and volunteers with significant or unsupervised contact with children. St Mary's undertakes to ensure that all those who work with children and young people are appropriately recruited, appointed, trained and supported. All workers and other volunteers must be provided with and have read this policy and must sign to say that they have read it and will comply with it. This is, in part, to help create a culture of informed vigilance amongst all workers. Recruitment will be undertaken with the knowledge and agreement of the HR subcommittee, which will oversee all recruitment processes for employed roles. Recruitment for voluntary roles will be overseen by the Director of children & youth.

- a. Recruitment
 - i. The Parish Safeguarding Handbook must be adhered to when planning recruitment processes.
 - ii. Any activity to recruit new staff or volunteers must be based on the Safer Recruitment Practice Guidance: to deter unsuitable individuals gaining access to work with children or young people; to prevent opportunities for abuse in the workplace and to assess risk and create clear expectations; to detect inappropriate behaviour or abuse at the earliest opportunity.
 - iii. On the appointment of a new worker:
 - An appropriate DBS check must be completed
 - References from at least two people who have knowledge of the person's experience must be taken up

- An interview must be completed
- iv. No-one can begin work until a DBS check has been completed and a certificate returned, through the Diocese of Chelmsford, along with references to St Mary's satisfaction. At the discretion of the Director of children & youth and the PSR, a DBS certificate from another recognised organisation may be accepted as a temporary measure whilst awaiting the Diocese DBS to be returned, provided it is no more than three months old. Where this happens, the worker cannot be left alone with any child or young person, and must be supervised at all times.
- v. A probationary period where the individual is regularly observed by an experienced worker/volunteer must be completed.
- vi. Where a worker is appointed who will not have unsupervised access, a shortened version of the above procedure will apply, the nature of which will be decided in discussion with the PSR.

b. Training

- i. All workers will be trained in the recognition and prevention of abuse.
- ii. This training must take place before the worker begins having any involvement with children & young people in a position of influence.
- iii. This training must be the Diocesan online safeguarding training
- iv. Safeguarding training will be refreshed annually.

c. Support

- i. All workers will report causes for concern to the PSR or Deputy straight away.
- ii. All workers will be actively encouraged on a regular basis to refresh their understanding of abuse and to remain vigilant.

5. Commitment to Safeguarding

- a. The safeguarding procedure will be followed whenever one or more warning signs of potential maltreatment or abuse are identified by a worker or other concerned individual, or when a disclosure about abuse is made. A disclosure is any occasion where an individual communicates that abuse has occurred or is occurring.
- b. Appropriate training will be completed by all volunteers and workers on safeguarding issues, including what constitutes a disclosure.
- c. Appropriate health and safety policies and procedures will be drafted and adhered to for the protection of those under the age of 18.

- d. Appropriate insurance cover will be taken out for all activities for those under the age of 18.
- e. Whenever working in partnership with other organisations or statutory agencies, St Mary's will ensure that the other bodies have Safeguarding policies and procedures at least as robust as its own.
- f. The contact information for ChildLine and the NSPCC will be prominently displayed.
- g. The name and contact details for the Director of Children & Youth, the PSR, the deputy PSR, the Diocesan Child Protection Advisor and the Diocesan Children's and Youth Officers will be prominently displayed within St Mary's buildings.
- h. All records of workers and those under 18 will be kept in locked and secure places. All electronic records must be equally secure and backed up as per St Mary's Data Protection policy under GDPR.
- i. This policy will be reviewed annually and updated whenever relevant legislation is enacted or key guidance is issued by the Government or the Church of England.

6. All members of St Mary's Church

- a. It is important to recognise that concerns about a child's safety or welfare can come from any source. Regardless of the origin of the concern, it must not be ignored and must be acted upon.
- b. Any member of the St Mary's community (including programmes such as Alpha, Cafe Hope and Job Club) may become concerned about a child. The procedures detailed below must be followed in all instances. Where an individual is unsure as to what to do if they are concerned, they must contact the PSR immediately for advice.
- c. The Diocese provides guidelines for churches on how to work with those who may present a risk to children, or who are offenders. Where an individual is concerned about another within the church community from this point of view, they must contact the Vicar immediately. In any such instance, the Vicar and the PSR will follow Diocesan guidelines.
- d. Concerns about adults (those over 18 years old) with needs for additional care and support, should be shared with the Vicar or the PSR in the first instance.

B. Definitions and indicators of abuse

1. Physical

- a. Definition: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- b. Visual indicators may include:
 - i. Bruising in unusual places (particularly on the face and back)
 - ii. Finger mark bruising / grasp marks on the limbs or chest
 - iii. Bites
 - iv. Burn and scald marks (particularly those that could be caused by a cigarette)
 - v. Fractures to arms, legs or ribs
 - vi. Large numbers of scars
 - vii. Wearing of inappropriate clothes to cover injuries
- c. Behavioural / verbal indicators may include:
 - i. Being fearful of others, particularly adults
 - ii. Flinching or frozen watchfulness
 - iii. Aggression or withdrawal
 - iv. Reluctance to explain injuries

2. Emotional

- a. Definition: The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- b. Visual indicators may include:
 - i. Anxious gestures, such as rocking, hair twisting or self harm
 - ii. Frozen watchfulness
- c. Behavioural / verbal indicators may include:
 - i. Excessively clingy or attention seeking
 - ii. Very low self esteem or excessive self-criticism
 - iii. Withdrawn, vacant episodes
 - iv. Lack of appropriate boundaries, particularly being too eager to please
 - v. Eating disorders
 - vi. Depression
 - vii. Inability to articulate emotional state to adults

3. Sexual

- a. Definition: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- b. Visual indicators may include:
 - i. Genital soreness, injuries or discomfort
 - ii. Sexually transmitted diseases, particularly urinary infections
 - iii. Self mutilation; suicide attempts (particularly older children and young people)
- c. Behavioural / indicators may include:
 - i. Excessive preoccupation with sex
 - ii. Inappropriately sexualised play, words, drawings or clothing
 - iii. Sexually provocative or seductive overtures towards adults
 - iv. Eating or other obsessive disorders
 - v. Use of inappropriately sexualised vocabulary

4. Neglect

- a. Definition: The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent

or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- b. Visual indicators may include:
 - i. Constant hunger, stealing/gorging food
 - ii. Ill-health caused by poor nutrition (including obesity)
 - iii. Persistent wearing of inappropriate clothing for the weather
 - iv. Persistent personal hygiene issues

- c. Behavioural / indicators may include:
 - i. Unwillingness to associate with other children/young people
 - ii. Lack of basic social skills, severe introversion
 - iii. Stealing
 - iv. Inappropriately 'grown up'/parenting behaviours with younger siblings
 - v. Remarks on being left alone by parents/carers for long periods of time
 - vi. Inability to articulate emotional state to adults.

5. Discriminatory Abuse

- a. Definition: Discriminatory abuse is unwanted conduct based on a person's social identity (i.e. age, sex, race, disability, culture, religion, sexual orientation, nationality or any other personal characteristic of the individual), which affects the dignity of the victim. It may be persistent conduct or an isolated incident. The key issue is that the actions or comments are perceived as demeaning and unacceptable by the recipient.

- b. Visual indicators may include:
 - i. Lack of choice;
 - ii. Lack of privacy and dignity;
 - iii. Lack of personal belongings;
 - iv. Use of punishments – for example withholding food and drink;
 - v. Lack of disabled access;
 - vi. Being refused access to services or being excluded inappropriately.

- c. Behavioural / indicators may include:
 - i. tendency for withdrawal and isolation;
 - ii. expression of anger/frustration/ fear/anxiety;

6. Financial or Legal Abuse

- a. Definition: The wilful extortion or manipulation of the vulnerable person's legal or civil rights must be construed as abuse. Such activity may include misappropriation of monies or goods, the misuse of finances, property or possessions, or withholding money, the exploitation of a person's resources or embezzlement. Such abuse may involve the use of a position of authority or friendship to persuade a person to make gifts, to leave legacies or change a will.
- b. Visual indicators may include:
 - i. signatures on cheques or other important documents that do not resemble the adult's signature or which are signed when the adult cannot write;
 - ii. any sudden changes in bank accounts including unexplained withdrawals of large sums of money;
 - iii. the inclusion of additional names on an adult's bank account;
 - iv. abrupt changes to or creation of wills;
 - v. the sudden appearance of previously uninvolved relatives claiming their rights to a vulnerable person's affairs or possessions;
 - vi. the unexplained sudden transfer of assets to a family member or someone outside the family;
 - vii. lack of amenities, such as TV, personal grooming items, appropriate clothing, that the vulnerable person should be able to afford;
 - viii. the unexplained disappearance of funds or valuable possessions such as art, silverware or jewellery;
 - ix. deliberate isolation of a vulnerable person from friends and family resulting in the caregiver alone having total control.

7. Institutional Abuse

- a. Definition: Institutional Abuse can be defined as abuse or mistreatment by a regime as well as by individuals within any building where care is provided
- b. Visual indicators may include:
 - i. lack of flexibility/choice/options;
 - iii. lack of opportunity for drinks or snacks; lack of choice or consultation over meals;
 - iv. lack of dignity;
 - v. pressure sores; skin tears; dehydration;
 - vi. person is unkempt and smells;
 - vii. inappropriate use of communal items e.g. clothing or toiletries;
 - viii. inappropriate restraint;
 - ix. lack of satisfactory procedures for financial management;
 - x. staff member has a history of moving job; high staff turnover;
 - xi. lack of privacy, including intercepting mail, restricting visits, control of phone;

- xii. derogatory remarks overheard;
- xiii. public discussion of personal matters;
- xiv. inadequate or delayed response to medical requests or requests for assistance or support;
- xv. missing documentation;
- xvi. entering rooms without knocking/seeking permission;
- xvii. Staff have an overly controlling relationship with service users and service users' activities;
- xviii. Staff not available;
- xix. Service users are abusive to staff and other service users.

All cases

NB: In all cases of abuse, any significant change in a child or young person's 'normal' behaviour patterns can be seen as a potential indicator.

7. Procedures - responding to abuse

1. In the case of a disclosure by a person under the age of 18 or adult with needs for additional care and support:
 - a. Always act.
 - b. At the time of the disclosure, the person hearing the disclosure must:
 - i. Listen carefully and never use leading questions
 - ii. The report should include notes of the conversation with the child, in the words of the child, not adult language
 - iii. Take the person seriously
 - iv. Not keep the information to themselves
 - v. Report the disclosure straight away to:
 - either the Director of children & youth where the person hearing the disclosure is a worker within a St Mary's children's/youth activity
 - The PSR where the person hearing the concern is a member of the wider St Mary's Church community with no children's/youth work involvement
 - vi. Make a report of the concern and the conversation, signing and dating the report.
 - vii. Not promise confidentiality.
 - viii. Do not share this information with another person outside the PSR or the diocese safeguarding officer, or if the disclosure concerns the PSR the Vicar.
 - c. If the disclosure concerns the Director of children & youth, the report should be made straight to the vicar or the Deputy Parish Safeguarding Representative.

2. In cases of observations of possible indicators demonstrated by a person under the age of 18:
 - a. Always act.
 - b. Report the signs to the Director of children & youth (see 1. above).
 - c. Assist the Director of children & youth in carefully recording the signs.
 - d. Not directly approach the child/young person to 'find out what happened'.
 - e. If the observations concern the interaction between the Director of children & youth and the child/young person, the report should be made to the Vicar or the Deputy Safeguarding Representative.

3. In cases of a disclosure by a person over the age of 18 (an adult) needing additional care and support:
 - a. Follow the procedure given for a person under the age of 18.
 - b. Additionally, the PSR should offer the adult support in making a referral to social services themselves. Where this is not possible, the PSR must make the referral.
 - c. If there is any concern that a child or young person may be at risk, through the information given as part of the disclosure, the PSR must be informed immediately.

4. In cases of a disclosure of historical abuse:
 - a. Follow the procedure given for a person under the age of 18.
 - b. Additionally, either the Director of children & youth should offer the adult support in reporting the matter to the relevant agency where this is the wish of the adult.
 - c. If there is any possibility that the subject of the allegation is working with children or young people, the worker is obligated to report the concern to the PSR who must refer the disclosure to the relevant agency immediately.
 - d. If there is any concern that a child or young person may be at risk, through the information given as part of the disclosure, the PSR must be informed immediately.

5. In cases of an allegation of abuse about a worker or other adult at St Mary's Church:
 - a. It is important to recognise that there can be a number of reasons why allegations can be made against workers/adults:
 - i. Abuse has actually taken place
 - ii. An event occurs that reminds a person of something that happened in the past and in their mind the two events are conflated
 - iii. Children or young people can misinterpret language and actions
 - iv. Children and young people are often aware how powerful an allegation can be and can use it as a weapon against an adult with whom they are angry
 - v. As a way of seeking attention
 - b. Notwithstanding the degree of innocence on the part of the adult in the cases of ii. to v., St Mary's will treat all allegations as if i. were true.
 - c. If any disciplinary action or dismissal takes place as a result of safeguarding related issues, St Mary's will inform the Disclosure and Barring Service.
 - d. Where an allegation is made against the Vicar, the PSR should be informed in the first instance. Where an allegation is made against the PSR, the Vicar should be informed in the first instance. Where an allegation is made against both the Vicar and the PSR, or where there are concerns about the ability of either of those individuals to retain independence in managing an allegation against the other, then the Diocesan Child Protection Advisor (DCPA) should be contacted.

6. In all cases:
 - a. At the time of the disclosure / observation and subsequently:
 - i. Immediate medical help should be offered where necessary and hospital staff should be informed of safeguarding concerns.
 - ii. Where a person under the age of 18 is unwilling to return home, emergency social services should be contacted immediately either directly or through the police.
 - iii. No worker must speak directly or indirectly to the person against whom allegations have been made / inferred.
 - iv. No one other than the PSR or a Pastor delegated by the PSR must attempt to investigate the situation themselves.
 - v. A report must be made to the PSR as soon as possible.
 - vi. A decision must be taken between the Director of Children & Youth and the Vicar on further action to be taken, which may include:
 - In the case of the observation of warning signs, further observation and sharing of information with other bodies, particularly schools, may be required before a referral is made

- Referral to either children's social services or the police (contact details are at the back of the document)
 - Informing other organisations involved (eg a school where allegations are made against a teacher)
 - Informing the Diocesan Child Protection Advisor (DCPA) (especially where allegations are made against a member of the clergy, but advisable when any disclosure is made)
 - Suspension of any worker who has had an allegation made against them until such a time as a full investigation has been completed (either internally or externally) and the outcome of that investigation is known
 - Involvement of the Vicar where an allegation or concern about inappropriate behaviour is related to a member of the church community
- 8.** Workers should continue to support the person who has made an allegation or who has displayed possible indicators, keeping the PSR informed.
- 9.** Records of all actions must be kept in accordance with St Mary's Data Protection policy.
- 10.** The PSR will keep the Vicar informed in all instances unless any allegation is made against the Vicar himself.

11. Good Practice

1. Ratios

- a. No worker must ever be left alone with a person under the age of 18 in an enclosed space (eg where they cannot be seen by others).
- i. In a counselling / mentoring situation where a child or young person is having a 'one-to-one' with an adult, the adult must:
- Wherever possible, carry out the session in public (eg a quiet area of a larger space)
 - Inform a senior worker that the session is happening prior to it occurring
 - If it is necessary to have the session away from others, the door to the room must be left open at all times and the worker must not make any physical contact with the child/young person
- b. The following ratios of workers to children/young people are to be applied in all settings. 'Young leaders' who are between 14 and 16 years old or above DO NOT count as volunteers in these calculations. Those who are 17 years old and above do count as long as they are not relied on to lead a group, and the leadership team is not solely comprised of 17 year-olds. The ratios used are provided by the Diocese of Chelmsford.

Age	Number of adults to Children	Minimum ratio in group	Additional Ratio in group
0-2 years	1 adult to 3 children - Minimum of 2 adults	2:3	1:3
2-3 years	1 adult to 4 children - Minimum of 2 adults	2:4	1:4
4-8 years	1 adult to 6 children - Minimum of 2 adults	2:6	1:6
9-12 years	1 adult to 8 children - Minimum of 2 adults then one additional person for every extra 10 children	2:8	1:10
13-18 years	1 adult to 10 children - Minimum of 2 adults then one additional person for every extra 10 children	2:10	1:10

Ratios revised November 2018

- i. These are the absolute minimum and actual worker to child ratios will be at the discretion of the Director of children & youth as long as they are greater than the ratios given above.

- ii. All groups should have a minimum of two adults and maintain a gender balance if possible, ensuring that if one adult has to leave the group there is another who remains to take responsibility. It is reasonable to allow a period of approximately 10 minutes where a worker may find themselves alone with a group of children (such as an emergency). It is important that help is sought if the situation is likely to continue for longer than this.
- iii. Staff ratios for all groups should always be based on a risk assessment. For example, staffing numbers would need to be increased for outdoor activities and more so if that activity is considered higher risk, potentially dangerous or when children with disabilities or special needs are involved. The Director of children & youth will advise on case by case basis.

2. Access

- a. Adults who are not workers, including parents of children/young people who are members of the group, may not enter a space occupied by children/young people who are in the care of St Mary's except for the purposes of collecting/dropping off. The exception to this is where a prospective worker is being introduced to the group and is supervised at all times.
- b. All parents/carers must specify to the lead worker or Pastor which adult is authorised to collect their child. In the case of over 11s, a mandate must be signed by parents/carers in order to allow for their child to leave unaccompanied.
 - i. In the case of groups for which children/young people are not pre-registered, they should only be allowed to leave the group with the adult who dropped them off unless other arrangements have been agreed.
 - ii. The Director of children & youth reserves the right to use a system of 'collection cards' for groups attended by those under 11, so that the adult dropping off the child receives a named card that allows them or another adult holding the card to collect the child named on it.
- c. If children/young people need to leave the main room in which a group is taking place (eg to use the toilet), they must be accompanied by an adult unless the entire area of the building is secure from unauthorised persons.
- d. Workers should be aware of unknown adults who persistently wait outside venues with no apparent purpose and should report them to the Director of children & youth or the PSR after observing them more than twice. It is the PSR's responsibility to make a statement to the police.
- e. If the adult who is meant to be collecting a child does not arrive more than half an hour after the advertised end time of an activity and they cannot be

contacted, the lead worker should first contact the Director of children & youth. Under their direction the worker should then contact the police's non-emergency number and request support from the nearest police station.

3. Off-site activities / transport

- a. Contact details and health consent forms must be taken for every child when undertaking any off-site activity and also in line with GDPR.
- b. All drivers should travel with at least one worker in adherence with ratios above. Volunteer drivers must be subject to the same recruitment procedures as any other volunteer. Drivers employed by private hire companies must hold a relevant DBS check.
- c. St Mary's is only responsible for transport that has been co-ordinated by their workers and accepts no liability for ad-hoc arrangements between parents/carers. Parents/carers are to be advised to arrange lifts with other adults they know well and trust.
- d. All vehicles hired or used for transporting children and young people must have comprehensive insurance, be roadworthy and fitted with seatbelts where they are required by law so to be.
- e. Roll call will be taken at the start of a journey and again before commencing the return journey. If travelling in more than one vehicle, children/young people will be encouraged to travel in the same vehicle there and back.
- f. Workers accompanying trips will carry the contact numbers for St Mary's and emergency services as well as medical records and parental permission forms for all children and youth under the age of 18 in the event of an alert being necessary.
- g. If a child/young person goes missing while on a trip:
 - i. Workers should instigate an immediate search and the Director of children & youth should be contacted.
 - ii. If the child/young person cannot be found within half an hour, appropriate security staff and the police should be notified
 - iii. Once this has happened, parents/carers will be notified immediately
 - iv. All remaining children/young people are to be returned to St Mary's buildings as soon as possible, with the lead worker present remaining to co-ordinate contact between the police and the parents/carers of the child/young person.
- h. On a residential visit:
 - i. Single sex access to sleeping accommodation is mandatory at all times of the day and night.

- ii. Workers must not share rooms/tents with children/young people.
- iii. Workers must be aware that children/young people can be abused by other children/young people, and that this can happen when together in an overnight context. It is part of our duty of care to ensure to the best of our abilities that this does not happen.
- iv. All other aspects of this policy and these procedures should be enacted as rigorously as in normal activities.

4. Record keeping

- a. The following records relating to children/young people must be kept safely and securely on paper and/or electronically:
 - i. Name, address, emergency contact details
 - ii. Additional needs
 - iii. Relevant medical information (eg allergies)
 - iv. Attendance registers for all groups
 - v. Consent forms for all appropriate activities. NB an annual 'Complete Consent' form is now used for those in school year seven and above.
- b. The following records relating to paid workers or volunteers with unsupervised access to children and young people must be kept safely and securely on paper and/or electronically:
 - i. Application forms
 - ii. References
 - iii. DBS information
- c. All records regarding safeguarding concerns are to be kept by the PSR and/or the Vicar only.
- d. All record keeping must be in accordance with St Mary's Data Protection policy.

5.. Physical contact

- a. It is our opinion that it is unrealistic and unhelpful to state that there should be no physical contact between children/young people and workers as contact is an essential element of proper human development.
- b. Workers should be aware that any contact between themselves and a child/young person puts them at risk of prosecution.
- c. No worker should feel that they have to have physical contact with a child/young person, and indeed, some contact initiated by a child/young person towards a worker might be unwelcome/unwanted. In such circumstances, the Director of children & youth should be informed.

- d. Physical contact should not be initiated or solicited by the worker, it should be as brief as possible and should meet the needs of the child/young person rather than the adult:
 - i. Contact should be kept to the 'safe zones': hands, forearms, shoulders and upper back.
 - ii. Workers should avoid playing 'rough' games (eg playfighting or wrestling) with children/young people as inappropriate touching could easily result.
 - iii. In the case of children under the age of four, workers are advised that extreme care should be exercised when picking up a child and that contact should still be kept to the 'safe zones' wherever possible.
 - iv. In the case of children who are not yet toilet trained, workers may only change nappies, etc, with the written consent of the child's parent/carer.
 - xx. In the care of younger children who need to be accompanied to the toilet, workers may not enter the cubicle with them unless written consent is given by the child's parent/carer.

- e. Where it is necessary to break up a fight, workers must:
 - i. Not put themselves in danger
 - ii. Ensure the safety of all other children/young people in the area first
 - iii. Attempt to stop the fight verbally
 - iv. Make sure other workers are aware of the situation
 - v. Only attempt to separate two combatants if absolutely necessary and only use physical restraint or force where they believe someone's life is in danger
 - vi. Make a full report to the Director of children & youth and to any law enforcement officials as necessary
 - vii. Consider additionally informing the police where it is suspected that one or more combatants may have been carrying an offensive weapon
 - viii. Complete a Record of Safeguarding Concern with the PSR.

6. Communications

- a. No images or recordings of persons under the age of 18 are to be published without the consent of a parent/carer.
- b. Where images/recordings are published, they should not specifically identify the children/young people they depict.
- c. Where is a variety of electronic communication methods that blur the boundaries between workers and children/young people. The following guidelines lay out proper usage of those available at the time of this document's last revision:

- i. General principles: workers should only contact children/young people with a specific purpose in mind or with a specific mandate from the Director of children & youth. It is inappropriate for workers to treat children/young people as friends to engage with on a purely social basis.
- ii. If workers wish to arrange to meet with a young person/s for mentoring purposes they must not coordinate this through contacting the young person directly but by contacting the parent or carer of the young person.
- iii. Social networking websites (eg Instagram, Snapchat, Facebook, Bebo, Twitter): Communications should, wherever possible, be carried out in the public areas of the site. Where this is not appropriate, authorisation should be sought from the Director of children & youth prior to the communication and the entire content of the communication must be copied and forwarded to the Director of children & youth to keep on record. Where possible, workers should give children/young people the minimum access possible to their personal pages and areas, including denying access to view photographs, view their conversations with other adults, etc. In accordance with Department for Education guidelines, workers should not 'friend' young people on social networking sites, except via accounts that are accessible by the Director of children & youth.
- iv. Email: All communications, including group messages, must be copied to the Director of children & youth to keep on record. Workers are encouraged not to communicate through individual messages through this medium without the express permission of the Director of children & youth.
- vi. Live chat (eg Facebook Chat, Whatsapp, BBM, MSN Messenger – now part of Skype): Workers must not engage with children/young people through this medium unless it has been authorised by the Director of children & youth and only if using a chat client where the entire conversation can be copied and forwarded to the Director of children & youth to keep on record. As such, Facebook Chat is not an acceptable means of communication.
- vi. Phone numbers: Workers must not give out their personal phone numbers (either landline or mobile) to children/young people without the express permission of the Director of children & youth.
- vii. Text messaging: All text messages to/from children/young people must be copied to email, forwarded or written up and sent to the Director of children & youth to be kept on record, or in an online text storage service used to produce activity reports (such as the 'BlueRoom' facility on the o2 network).
- viii. Picture messaging: workers should not send picture messages to children/young people. If they receive such a message, they should record the fact, describe the image and then delete it, asking the child/young person not to contact them in this way again.
- viii. Telephone conversations: These should be kept brief and where possible happen in an environment where both the worker and the child/young person can be overheard by adults. A report must be written and passed to the Director of children & youth after any contact by this method.

12. Contact details

Vicar

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07821 011435
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Parish Safeguarding Representative (PSR)

Joanne Pover
07946664986
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Deputy Parish Safeguarding Representative

Amanda Hart
07780992325
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Director of children & youth

Vacancy

Assistant Safeguarding Manager

Danielle Law
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dlaw@chelmsford.anglican.org

Essex Social Services 08456 037634 / out of hours 0845 6061212

Essex Police 999 (emergency assistance) / 101 (to make a report)

Reviewed annually by the PCPR

Approved annually by the PCC:

Approved July 2018 – next approval July 2019

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Final (2/7/2018)

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