

A Brief Guide to Safeguarding Children & Young People for Leaders & Helpers



Getting Started

- ✓ have you been safely recruited? – role outline, references, Confidential Self-Declaration Form, DBS check, volunteer agreement etc
- ✓ have you got your 'A Small Guide to Safeguarding' and 'A Brief Guide to Abuse' and seen your parish safeguarding policy?
- ✓ do you know who your Parish Safeguarding Co-ordinator is?
- ✓ have you completed safeguarding training? – basic awareness, foundations, domestic abuse
- ✓ has the PCC agreed to your activity?
- ✓ Have you had sight of the risk and health & safety assessments for your activity?
- ✓ Have you been given a 'Code of Conduct' and/or guidelines for your role?
- ✓ do you have access to First Aid help?
- ✓ do you know your venue's Fire Evacuation Plan?
- ✓ do you have access to a telephone - or other means of summoning help?
- ✓ if your role involves driving/offering food – have you seen your church's guidelines for these?

Working Safely

DO

- ✓ Treat EVERYONE with respect and dignity
- ✓ Create space for children and young people to talk – informally and formally – and make sure they know who they can talk to
- ✓ Challenge any abusive, bullying, sexual, racist or discriminatory behaviour
- ✓ Be prepared to refer to someone with greater expertise /experience and seek support when you need to

DO NOT

- Invade a child or young person's personal space or privacy – unless they are unsafe
- Use any form of physical punishment
- Be sexually suggestive about or to a child or young person – even in fun
- Show favouritism, scapegoat or ridicule
- Outside of your group / activity:
 - Offer or give lifts to a child or young person
 - arrange to meet a child or young person
 - invite a child or young person to your home
 - send private messages to a child or young person or befriend them on social media
- Allow unknown adults access to children or young people in your group – including lifts home
- Smoke/drink alcohol/take illegal substances around children or young people in your care – or allow other adults or young people to do so

The best interests of the child must be at the heart of everything you do

During Activities ...

- Always aim to work with or within sight of another adult
- There should be a minimum of two adults (three adults where two of the adults are in a relationship) in every group – but you may need more depending on the age of the children or young people or the nature of the activity or numbers taking part
- Aim to have male and female leaders when you can
- Clearly identify leaders and helpers – e.g. introductions, name badges, lanyards, t-shirts
- If your role requires you to do one-to-one youth work, you MUST receive supervision from another church leader

Activity Log

- Keep a record of who is present each time the activity takes place
- Keep a journal of anything out of the ordinary that happens – accident, incident, if a leader needs to deviate from these guidelines in the best interests of the child or young person etc e.g. medical need, a child is not collected
- Store the log in accordance with your Church's Data Protection Policy

Get Consent

- Ask parents to give consent to the activity with details of at least two emergency contact numbers, medical, allergy and any specific needs for their child – update yearly
- Obtain specific parental consent for:
 - Using social media
 - Taking photos or videos
 - Activities that involve physical contact
 - Activities away from your church premises
 - Church organised transport to an activity

**If things don't go to plan it's a great learning opportunity
– always talk things through with your co-leaders, children or young people**

Touch

Some physical contact with children, particularly younger children, *can* be appropriate but remember:

- Keep it public and age appropriate
- Touch should be initiated and determined by or be in response to the child's needs – NEVER the adult's
- Touch should NEVER be sexually stimulating to adult, child or young person
- Leaders should monitor and review each other in relation to physical contact – and be able to challenge when necessary

Use The Church of England's Safer Environment & Activities Guidance and Code of Safer Working Practice at <https://www.churchofengland.org/safeguarding/policy-and-practice-guidance> and JOIN resources at <https://www.churchofengland.org/JOINrecruit> as reference guides to safer practice

Respond Well

DO

- ✓ Keep calm, listen carefully to what the child or young person is saying and give them time to talk
- ✓ Accept without judgement and take seriously what is being said
- ✓ Tell them the abuse was not their fault
- ✓ Let them know who you must tell to get help

DO NOT

- Show shock or disbelief
- Push the child or young person into giving details of the abuse – your role is to listen to what they want to tell you, NOT to investigate
- Ask direct or leading questions – this could be harmful to the investigation
- Jump to conclusions or use words the child or young person has not already used
- Discuss what they have told you with others who should not be involved - friend/colleague/partner – only talk to others on a ‘need to know to keep a child safe’ basis
- Make a comment about or alert the alleged abuser – or anyone else who may tell them

Record

- **ALWAYS** make a record of what the child or young person has told you and pass it to your Parish Safeguarding Co-ordinator
- Keep the record factual – who, why, what, where, when, how – sign and date it
- If you can, agree with the child or young person that what you’ve written is accurate

Report

NEVER promise to keep a secret – but always maintain confidentiality

ALWAYS report any concerns, disclosures and allegations however ‘small’ they may seem

TELL your Parish Safeguarding Co-ordinator ...



... or Vicar, or when the concern is about them/you can’t get in touch with them/you don’t want to tell anyone at your church, tell the Diocesan Safeguarding Officer.

If you need immediate advice and can’t wait to get in touch with any of the above call the duty social care team or police on 101

If a situation is not safe and someone is in danger or needs immediate help call the police on 999

**Ensure you know how to contact your Parish Safeguarding Co-ordinator, Vicar
Police and Local Authority Social Services**

Other Useful Contacts:

Diocesan Safeguarding Officer:	07324 993844	Elder Abuse:	https://wearehourglass.org/action-elder-abuse-now-hourglass
Domestic Abuse:	0808 2000 247	NSPCC:	https://www.nspcc.org.uk/
Samaritans:	116 123	ChildLine:	0808 11 11