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**Safeguarding Children, Young People and**

**Vulnerable Adults Policy**

**May 2020**

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**Section 1**

**Details of the place of worship / organisation**

Name of Place of Worship / Organisation: Christ Church Walkley, Sheffield

Address: (Headquarters): Memorial Hall, Forbes Road, Sheffield, S6 2NW

Tel No: 0114 383 0051

Email address: info@christchurchwalkley.co.uk

Our weekly Sunday Gatherings take place at the above address.

Pastor Name: Pete Jackson

Senior Leader Contact Telephone / Email:

0114 234 1357 / pete@christchurchwalkley.co.uk

Safeguarding Coordinator Name: Claire Jackson

Safeguarding Coordinator Contact Telephone / Email:

0114 234 1357 / cfjackson51@gmail.com

Membership of Denomination/Organisation: Anglican Mission in England

Denomination / Organisation Safeguarding Officer: Paul Houghton

Contact Details for Denomination / Organisation Safeguarding Officer:

safeguarding@anglicanmissioninengland.org

Charity Number: 1161307 Company Number: CE003922 (Charitable Incorporated Organisation)

Regulators details : None

Insurance Company: Public Liability Insurance with Ansvar Insurance, Ansvar House, St Leonards Road, Eastbourne, East Sussex, BN21 3UR. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christ Church Walkley (CCW) is a growing church in the Walkley area of Sheffield. Our **Mission** is ‘to be a church for the discipling of Walkley to the glory of God.’

Our **Values** further expand on what we think is entailed by pursuing this mission, and can be organised into four ‘clusters’ based around the idea of being ‘a church pointing in three directions’ as follows:

**UP** (we want to be Biblical, Prayerful and Celebratory)

**OUT** (we will seek to be For Walkley, In Walkley, and Of Walkley)

**IN** (we see disciple-making as a matter of Width, Breadth and Depth)

**CHURCH** (we will seek to be a Missional, Gracious and Global community of believers)

Our **Doctrinal DNA** comes from the heritage given to us by our two sending churches, Christ Church Central and Fulwood. CCW is therefore a Christian, Evangelical, Reformed and Anglican church. We appreciate and seek to remain faithful to the ancient creeds, to the 39 Articles of Religion, the doctrine of the Prayer Book and to the GAFCON Jerusalem Declaration.

Our approach to children and families flows from the commitments and beliefs set out in our Mission, Values and Doctrine. Children and families have an important place in the bible’s storyline, its teachings about the church’s life and mission. Christian parents are charged with the responsibility of caring for and nurturing their children in the faith (Deuteronomy 6v5-7), and yet their responsibilities are frequently placed within the context of the wider mission and ministry of the local church (Ephesians 6v1-4). The Walkley area is very popular for young families, which further underlines our desire that CCW be a friendly and supportive place for parents and their children. Consequently, our children’s ministry aims to support Christian parents in their nurture of their children *and* create opportunities for reaching out to other families in the area.

**Our commitment**

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

The Leadership undertakes to:

* endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
* provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
* ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
* support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
* The Leadership agrees not to allow the document to be copied by other organisations.

**Section 2**

**Recognising and responding appropriately to an allegation or suspicion of abuse**

**Understanding abuse and neglect**

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

*1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

### Definitions of abuse

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

### Physical Abuse

Physical abuse 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 feigns the symptoms of, or deliberately causes ill health to a child. This is commonly described as ‘Munchhausen Syndrome by proxy’

### Emotional Abuse

Emotional abuse is 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 children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children 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.

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### Neglect

Neglect is 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. It may involve a parent or carer failing to provide adequate food, clothing and shelter; failing to protect a child from physical and emotional harm or danger; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**Signs and symptoms of abuse**

**Physical Signs of Abuse**

* Any injuries not consistent with the explanation given for them.
* Injuries which occur to the body in places which are not normally exposed to falls etc.
* Injuries which have not received medical attention.
* Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
* Reluctance to change for, or participate in, games or swimming.
* Repeated urinary infections or unexplained tummy pains.
* Bruises, bites, burns, fractures etc. which do not have an accidental explanation. \*
* Cuts, scratches, substance abuse. \*

### Indicators of Possible Sexual Abuse

* Any allegations made by a child concerning sexual abuse.
* Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
* Sexual activity through words, play, or drawing.
* Child who is sexually provocative or seductive with adults.
* Inappropriate bed-sharing arrangements at home.
* Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt sexual connotations.
* Eating disorders – anorexia, bulimia.

### Emotional Signs of Abuse

* Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.
* Nervousness, frozen watchfulness.
* Obsessions or phobias.
* Sudden under-achievement or lack of concentration.
* Inappropriate relationships with peers and/or adults.
* Attention seeking behaviour.
* Persistent tiredness.
* Running away/stealing/lying.

### Race, Culture and Religion

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children have basic human rights. Differences in child rearing do not justify child abuse.

Children have basic human rights. Differences in child rearing do not justify child abuse.

**How to respond to a child wishing to disclose abuse**

**General Points**

* Above everything else, listen, listen, listen
* Show acceptance of what the child says (however unlikely the story may sound)
* Keep calm
* Look at the child directly
* Be honest
* Tell the child that you will need to let someone else know – don’t promise confidentiality
* Even when a child has broken a rule, they are not to blame for the abuse
* Be aware that the child may have been threatened or bribed not to tell
* Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen
* As soon as possible write down what has been said (see below)

### Helpful Responses

* You have done the right thing in telling
* I am glad you have told me
* It’s not your fault
* I will help you

### Don’t Say

* Why didn’t you tell anyone before?
* I can’t believe it
* Are you sure this is true?
* Why? How? When? Who? Where?
* Never make false promises
* Never make statements such as “I am shocked! Don’t tell anyone else.”

### Concluding

* Again reassure the child that they were right to tell you and show acceptance
* Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
* Contact the Child Protection Co-ordinator (Claire Jackson, Jim Begg or Pete Jackson) or contact Thirtyone:eight for advice (0845 120 4550) or go directly to Social Services (0114 273 4450, 9am-5pm) or the Police (Vulnerable Person’s Unit, 101)
* Consider you own feeling and seek pastoral support if needed

### Making Notes

* + Make notes as soon as possible, preferably within one hour of the child talking to you. Write down exactly what the child said and when she/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when you made the record. Keep all hand written notes, even if subsequently typed. Such records should be kept for an indefinite period in a secure place.

**Safeguarding awareness**

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone.  All our workers will receive induction training and undertake recognised safeguarding training on a regular basis through Christ Church Walkley and other training organisations.

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

**Supervision and Training**

* + All workers will work under supervision during their probationary period and will be supported in their team by the children’s ministry co-leaders.
	+ Regular reviews will take place with all staff to identify support and training needs.

All staff will be trained in the following:

* Definitions of abuse
* Recognising possible abuse
* How to respond to a child wanting to talk
* Further action to be taken

**Responding to Allegations of Abuse**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will follow procedures as below:

* The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Claire Jackson (hereafter the "Safeguarding Co-ordinator") tel no: 0114 234 1357 who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
* In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Jim Begg (hereafter the "Deputy ") tel no: 07840 435028. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (Thirtyone:eight) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
* Where the concern is about a child the Safeguarding Co-ordinator should contact Sheffield Safeguarding Hub. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from thirtyone:eight as above.

The local Sheffield Safeguarding Hub’s office telephone number is 0114 273 4855. This is the 24 hour contact number.

The local Adult Access Team office telephone number (office hours) is 0114 273 4908 (option 5). The out of hours emergency number is 0114 273 4908.

The Police Child Protection (vulnerable person’s) Team telephone number is 101 (non emergency) or 999 (emergency).

* The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
* Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
* Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
* Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
* Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
* The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
* It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

**Detailed procedures where there is a concern about a child:**

**Allegations of physical injury, neglect or emotional abuse.**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

* Contact Children’s Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
* Not tell the parents or carers unless advised to do so, having contacted Children’s Social Services.
* Seek medical help if needed urgently, informing the doctor of any suspicions.
* For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
* Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children’s Social Services direct for advice.
* Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children’s Social Services.

**Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

* Contact the Children’s Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
* Seek and follow the advice given by thirtyone:eight if, for any reason they are unsure whether or not to contact Children’s Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

**The following procedure will be followed where there is a concern that an adult is in need of protection.**

**Suspicions or allegations of physical or sexual abuse.**

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

* Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
* If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
* For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, ‘No Secrets’, to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.

**Responding to allegations of abuse.**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will follow procedures as below:

* The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Claire Jackson (hereafter the "Safeguarding Co-ordinator") tel no: 0114 234 1357 who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
* In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Jim Begg (hereafter the "Deputy ") tel no: 07840 435028. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (Thirtyone:eight) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
* Where the concern is about a child the Safeguarding Co-ordinator should contact Children’s Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from thirtyone:eight as above.

The local Children’s Social Services office telephone number (24h) is 0114 273 4855.

The local Adult Social Services office telephone number is 0114 273 4908 (24 hours).

The Police Vulnerable Person’s Team telephone number is 101 for non-emergencies or 999 for emergencies.

* Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
* Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
* The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
* It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

**Allegations of abuse against a person who works with children or vulnerable adults.**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children’s Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

**Section 3**

**Prevention**

**Safe recruitment**

**T**he Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that all workers will be asked to complete an application form and Disclosure Barring Service form, where necessary according to the role and level of contact with the child, young person or vulnerable adult. This would only be asked of for the successful candidate.

The stages in the recruitment process are as follows:

* Interview– to discuss past experiences and history of working with children and young people. A self declaration form will be completed prior to interview and completed for all those who are invited for interview. Safeguarding will be discussed at interview .
* References– will be taken up and discussion with others who know the person (e.g. previous church leaders).
* Discussion *–* on safeguarding children, the child protection policy, guidelines and the contents of this document. (Each worker will be given a copy of the document.)
* A contract *–* will be issued and signed.
* Probationary period *–* this will be as stated in the contract. After this time a discussion and review will take place and confirmation of the appointment made.
* The applicant has been given a copy of Christ Church Walkley’s safeguarding policy and knows how to report concerns.

**Management of Workers – Codes of Conduct**

The Leadership Team of Christ Church Walkley are committed to supporting all workers and ensuring they receive support, training and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the ‘Abuse Of Trust ‘guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

**Section 4**

**Pastoral Care**

**Supporting those affected by abuse**

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship / organisation.

**Working with offenders**

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care. A small group will be convened to meet with the person and write a contractual agreement outlining expected behaviour, obligations and duties of the person attending the church. The terms of the contract will vary according to the risk posed. Church activities might be limited according to the criminal history and nature of the offences.

**Section 5**

**Practice Guidelines**

As an organisation / place of worship working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached/will be developed.

### Ratio of staff to children

Adult(s) : Children

0 to 2 years 1 : 3

2 to 3 years 1 : 4

3 to 8 years 1 : 8

Over 8 year olds 2 : 20

(With an additional leader for every 10 children over 8 years old)

A risk assessment should be carried out for activities and especially where it is:

* Outdoors
* high risk or dangerous
* when catering for people with disabilities or special needs

The results of the risk assessment may mean ratios need to be increased. The most important thing is to be specific in written guidance and expectations.

### Safe Practice

* Junior helpers will not be less than 16 years of age and are to be more than 2 years older than the children they are supervising. Junior helpers will have no supervisory responsibility and will not be taken into account when calculating the number of adults responsible for children.
* A leader should not be alone with a child or young person where they cannot be seen by others.
* Children aged 0-11 years should only be collected from the group by (or returned to) the parent/carer unless prior arrangements have been made for another person to collect.
* If a child needs to talk in confidence with a leader, ensure others know that the interview is taking place and that others are present in the building.
* It is the group leaders responsibility to ensure the room to be used by the children is in a safe and satisfactory condition (and left appropriately).
* Group leaders are to keep up to date records of the children and young people in their care. These should include: name, address, date of birth, telephone number, surname of the parent or guardian, details of any medical condition and doctors contact details. These should be kept confidential.
* A **register** of children children’s church should be kept and a register of helpers.

### In the event of an accident

* A First Aid kit is situated in the kitchen at the Memorial Hall.
	+ Administer First Aid
	+ Inform the group leader
	+ Fill in the accident book (kept in the Sunday School box)
* If more serious
	+ An ambulance will need to be called, providing details of injury, location and name of the child
	+ Call the parent or guardian
	+ An appropriate leader must accompany the child if parents are not available

### In the event of a fire

* Keep Calm
* Raise the alarm
* Immediately evacuate the building, using the nearest exit to lead children out
* Check the toilets
* Close all doors behind you as you proceed
* Pick up the register
* Once in a safe place, account for all children and adults
* Anyone missing should be reported to the fire brigade on its arrival
* The fire may be tackled with appropriate extinguisher only if it is safe to do so
* Human safety must come first

## Flow Chart for Action

Signs / Symptoms

Child speaks

Is this possible abuse?

Discuss with Child Protection
Co-ordinator

Are symptoms suggestive of sexual abuse and/or is the child in danger of significant harm if they return home?

Are symptoms suggestive of poor parenting and parents needing help? (Not
significant harm)

Speak to parent / carer. Advise to seek help from GP, Health Visitor, or Social Services

Is this effective?

**No Further Action**

Monitor situation. Reactivate if necessary.

Is this effective?

Offer to accompany parent/carer to GP, Health Visitor, or Social Services

Don’t speak to parents/carers

Contact **Social Services, Police, or Thirtyone:eight** for advice

Is child/young person suggesting sexual abuse within last few days and you can’t get hold of Social Services?

**Contact Police Immediately**

**YES**

**YES**

**YES**

**YES**

**YES**

**NO**

**NO**

**NO**

**NO**

**YES**

**NO**

## Action to be taken by the Child Protection Co-ordinator or Deputy.

If there are concerns that a child is being abused or is at risk of significant harm, the following steps should be taken.

1. Ring Social Services.
2. Ask for an appointment to discuss a child protection issue.
3. Tell the social worker the situation without feeling obliged, at this stage, to give names and addresses.
4. Act in accordance with their advice – they may already have concerns of which you are not aware.
5. Confirm the referral in writing to the Social Services Department within 48 hours.
6. If you have not heard from Social Services within 3 working days of the written referral, then contact them again.

## Guidelines for Discipline.

Discipline is the education of a person’s character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life and is an expression of God’s love for an individual (Hebrews 12:5-12 & Proverbs 22:6).

* Ask God for wisdom, discernment, and understanding for the children in your care.
* Work on each individual child’s positives, do not compare a child with another, but encourage and affirm them responsibly for simple tasks.
* Build healthy relationships with the children and be a good role model by setting an example. You can’t expect children to observe ground rules if you break them yourself.
* Take care to give quieter and well behaved children attention and resist allowing demanding children to take all your time and energy.
* Be consistent in what you say and ensure other team members know what you have said. This avoids manipulation.
* If children are bored they often misbehave, so review your programme regularly.
	+ **Never smack or hit a child and don’t shout. Change voice tone if necessary.**
* Discipline out of love, NEVER in anger (Call on support from another leader if you feel so angry you may deal with the situation unwisely).
* Lay down ground rules - e.g. no swearing, racism or calling each other names, respect for property - and make sure the children understand what action will be taken if not kept.
* Every child is unique and will respond in different ways to different forms of discipline. It follows therefore each child should be dealt with on an individual basis.
* Some children have a tendency to be disruptive in a group. Give them a chance, warn them and only separate if they are disruptive as a last resort.
* Have a disruptive child sit right in front of you or get a helper to sit next to them.
* Be pro-active rather than waiting to be told to deal with a situation.
* Take a disruptive child to one side and engage with them, challenging them to change, whilst encouraging their strengths.
	+ Remedial action can be taken against a constantly disruptive child. They can be warned that you may speak to their parents/carers about their behaviour; they may be sent back into the service or, after consultation with the church minister and advising the parent/carer, be banned from attending the group for a period of time.
	+ If a child’s behaviour continues to be disruptive despite measures taken above, seek advice and guidance from a leader (see church policy on Child Protection).
	+ **Pray with other workers before the session and take time to debrief before you leave.**

## Guidelines on touching.

* Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
* Touch should be related to the child’s needs, not the workers.
* Touch should be age appropriate and generally initiated by the child rather than the worker.
* Avoid any physical activity that is, or may be thought to be, sexually stimulating to the child or the adult.
* Children are entitled to privacy to ensure personal dignity.
* Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
* Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything that could be misconstrued or misunderstood.

## Matters that must be reported.

* + Leaders and, if necessary, the police must be aware of any suspicious character loitering in the vicinity of the group
	+ **If you suspect abuse of any kind or if a child confides in you about possible abuse of any kind you should take the following action:**
* Make notes as soon as possible (preferably within the hour) writing down exactly what the child said and describing the activity and times.
* Report your discussion as soon as possible to the child protection Co-ordinator (Claire – 0780 393 0789).
* If the child protection Co-ordinator is implicated, report to the Deputy Co-ordinator (Jim – 07840 435028).
* If both the Co-ordinators are implicated, report to the Churches Child Protection Advisory Service (thirtyone:eight – 0845 120 4550) or directly to Social Services (0114 273 4855) or the Police (101 – non emergency or 999 - emergency).

**Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets thirtyone:eight’s safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

**Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Leadership Safeguarding Statement**

The Leadership of Christ Church Walkley recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on \_\_\_\_\_\_\_\_\_\_\_\_\_\_

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

* We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
* We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
* All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
* We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
* We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
* We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
* We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

**We are committed to:**

* Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
* Respecting the rights of children as described in the UN Convention on the Rights of the Child.
* Implementing the requirements of legislation in regard to people with disabilities.
* Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
* Keeping up to date with national and local developments relating to safeguarding.
* Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
* Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
* Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
* Supporting parents and families
* Nurturing, protecting and safeguarding of children and young people
* Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
* Supporting all in the place of worship/organisation affected by abuse.
* Adopting and following the ‘Safe and Secure’ safeguarding standards developed by the Churches’ Child Protection Advisory Service.

**We recognise:**

* Children’s Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
* Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
* Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency’s headquarters.
* Safeguarding is everyone’s responsibility.

**We will review this statement and our policy and procedures annually.**

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Claire Jackson Child Safeguarding Coordinator

Jim Begg Deputy Child Safeguarding Coordinator

Claire Jackson Adult Safeguarding Coordinator

Jim Begg Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from Christ Church Walkley, Memorial Hall, Forbes Road, S6 2NW.

Signed by leadership/organisation

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_