



SAFEGUARDING CODE OF CONDUCT

SEPTEMBER 2019



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JUNIOR CHURCH SAFEGUARDING CONTACTS

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SAFEGUARDING CODE OF CONDUCT

Statement of Safeguarding Code of Conduct for Junior Church and Children's Ministry

At Junior Church we follow the safeguarding policies and principles as set out in The Church of England's Parish Safeguarding Handbook.

In Junior Church, we are committed to:

- **The care, nurture of, and respectful pastoral ministry with, all children, young people and all adults;**
- **The safeguarding and protection of all children, young people and all adults;**
- **The establishing of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.**

To this end:

- We will carefully select, support and train all those with any responsibility within the Church, in line with the principles of Safer Recruitment. We will respond without delay to every complaint made, regarding any adult, child or young person who may have been harmed, cooperating fully with the police and local authority in any investigation.
- We will seek to offer informed pastoral care and support to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including their feelings of alienation and / or isolation.
- We will seek to protect survivors of abuse from the possibility of further harm and abuse.
- We will seek to challenge any abuse of power, especially by anyone in a position of respect and responsibility, where they are trusted by others.
- We will seek to offer pastoral care and support, including supervision, and referral to the appropriate authorities, to any member of our Church community known to have offended against a child, young person or adult who is vulnerable.

In all these principles we will follow legislation, guidance and recognised good practice.

1. SAFE RECRUITMENT OF VOLUNTEERS

Junior Church follows the safeguarding principals of Safer Recruitment for all of its volunteers.

Each volunteer **must**:

- Fill in an application form complete with two character references – one from church and one external. Character references cannot be family members.
- Attend an interview with the Children's Pastor.
- Complete a DBS check.

Once the DBS check is complete the volunteer can then be added onto the Junior Church rota system. Whilst waiting for the DBS check volunteers can work alongside volunteers who have a full DBS check for a maximum of 3 months, during which time they must always work within sight of another adult.

Volunteers must inform the Children's Pastor or Safeguarding Officer of any changes to their DBS that may affect them working with children.

2. SAFEGUARDING TRAINING

All Junior Church volunteers will be sent a link to complete the online Church of England C0 and C1 Safeguarding Training. This training is church specific and compulsory to all volunteers for insurance purposes regardless of any other safeguarding training an individual may have undertaken. Once completed this training must be repeated every three years.

Junior Church volunteers will be asked to familiarise themselves with the Junior Church Safeguarding document and may be asked to attend Junior Church safeguarding refresher courses or updates.

3. CREATING A SAFE ENVIRONMENT AND ACTIVITIES

In line with the Church of England Parish Safeguarding Handbook it is of paramount importance that all children and volunteers work in a safe environment. All those volunteering in Junior Church on behalf of the parish with children, young people and adults must:

- **Treat all individuals with respect and dignity.**
- **Ensure that their own language, tone of voice, and body language is respectful.**
- **Volunteers should always aim to work with or within sight of another adult.**
- **Ensure that children, young people and adults know who they can talk to about a personal concern.**

- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or Parish Safeguarding Officer. All records must be signed and dated. See 'How to report a Safeguarding concern' in Section 5 of this document.
- Ensure that the child and parents are aware of any activity that requires physical contact and its nature before the activity takes place.

Junior Church volunteers must not:

- Use any form of physical punishment.
- Be sexually suggestive about or to an individual.
- Scapegoat, ridicule or reject an individual or group.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Show favouritism to any one individual or group.
- Allow an individual to involve you in excessive attention seeking.
- Allow unknown adults access to children, young people and adults that may be vulnerable. Visitors should always be accompanied by an approved person.
- Allow strangers to give lifts to children, young people and adults who may be vulnerable in the group.

3.1 ADULT TO CHILD RATIOS

Junior Church aims to follow the adult to child ratios in accordance to NSPCC guidance:

0-2 YEARS	1 ADULT TO 3 CHILDREN	1:3
2-3 YEARS	1 ADULT TO 4 CHILDREN	1:4
4-8 YEARS	1 ADULT TO 6 CHILDREN	1:6
9-12 YEARS	1 ADULT TO 8 CHILDREN	1:8

Each Junior Church group will have at least two workers and if possible one male and one female. 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.

3.2 CHILD REGISTRATION

- Every September the church will ask parents/guardians to complete a registration form which is kept on the main church database to ensure that details and consent is correct. This will contain personal details, medical information and consent for photographs/ videos to be taken and used in services/ church marketing. All data is kept in accordance with GDPR.
- Copies of these registers will then be printed off termly as registers for the groups. Any children who are signed in by hand will be given a registration form if they are church members or an orange visitor form if they are not intending to be a church member.
- Any orange visitor or registration forms should be posted in the orange postbox outside the office at the end of the session.
- Leaders and helpers for each group must ensure that each child that attends is registered at the beginning of the session. Registers must be completed with the child's full name as by law records need to be kept for 70 years.
- Registers must also record the leaders' and helpers' names for that session.
- Children in Tiddlers, Little Fishes and Starfish must be signed in and out of the session by their responsible adult. Children in Stingrays and Sharks can sign themselves in and out of their groups.

3.3 FAILURE TO COLLECT A CHILD AT THE END OF THE SESSION

- If a child in Tiddlers, Little Fishes or Starfish is not collected at the end of the session the child should stay in the room with two volunteers and another adult should go to church and look for the child's parents/ guardian.

Junior Church volunteers **must not**;

- Give lifts to children you are supervising during the session, on their own or your own (unless if there are exceptional circumstances e.g. in an emergency for medical reasons. In such situations, the circumstances and your decision must be recorded and shared with the Children's Pastor at the earliest opportunity).

3.4 ACCEPTABLE TOUCH

Junior Church recognise that sympathetic attention, humour, encouragement and appropriate physical contact are needed by children. Some physical contact with children, particularly

younger children, is wholly appropriate. The following guidelines regarding touching are suggested:

- **Always ask permission.**
- **Be mindful of your body position.**
- **Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.**
- **Touch should be in response to a child's needs and not related to the worker's needs. It should be age appropriate, welcome and generally initiated by the child, not the church officer.**
- **Avoid any physical contact that is or could be construed as sexual and/or abusive/offensive.**
- **Allow the child to determine the degree of physical contact with others except in exceptional circumstances (e.g. when they need medical attention).**

In addition:

- ✓ You can allow people you support to give you brief hugs if you feel comfortable with this.
- ✓ You can allow people you support to hold hands or link arms with you to help with travel and stability.
- ✓ You should discourage people you support from touching your face. You can offer your hand instead.
- ✓ You should discourage people you support from sitting on your lap. You can offer to sit side by side.
- ✓ You should avoid using touch if the person you support is very distressed and is unlikely to tolerate it.

We will ensure that church officers at all levels must take responsibility for monitoring one another in the area of physical contact. They should be encouraged to challenge one another if necessary. Concerns about possible abuse or inappropriate behaviour should always be reported.

3.5 TOILETING

In order to safeguard children and protect volunteers, Junior Church volunteers must adhere to the following policy.

- Junior Church volunteers do not change nappies or need to assist with children's toileting, if a child needs their nappy changed or requires extra assistance then their parent/ carer should be informed.

- Volunteers should ensure another adult (leader or helper) is informed if a child needs to be taken to the toilet. Any volunteer taking children to the toilet must be DBS checked and approved.
- Children in Tiddlers, Little Fishes and Starfish will need to be accompanied by a Junior Church volunteer and **MUST** use the toilets in the main hall.
- When a child is taken to the toilet the main doors to the toilet must be kept open. The volunteer can stand at the main door so they are visible. The child should toilet themselves and if they need assistance the volunteer can ask the Tiddlers leader or helper to get a message to the parent/ carer to help assist.
- Children over the age of 8 can take themselves to the toilet (Stingrays and Sharks) and use any of the toilets in the church.
- If easier toilet breaks can be organised for young children in Little Fishes and Starfish.

Junior Church volunteers **must not**:

- Invade an individual's privacy whilst washing and toileting.

3.6 MOBILE PHONES

Mobile phones are permitted in the room during the session but must be kept away from the children and should only be used in case of emergency to seek assistance or phone for the emergency services.

In line with The Church of England Parish Safeguarding Policy, **volunteers are not permitted to**:

- Use their phones or social media to befriend children and/or young people who may be vulnerable.
- Take photographs/ videos of the children on personal phones or cameras. Any photographs/ videos needed to be taken of the group must be arranged prior to the session with the Children's Pastor. The Children's Pastor must ensure that parental permission has been given prior to the event.

4 HEALTH AND SAFETY

4.1 ACCIDENTS AND FIRST AID

- The First Aid kit is located in the kitchen area, on the wall above the Heartbeat Café's coffee machine.
- First Aid should be administered with a witness present and if possible by a trained first aider. A list of first aiders can be found in the kitchen by the first aid box.
- Accidents must be recorded with a note of any action taken and signed by the staff member or volunteer in charge of the group. The accident form is located in the first aid box in the kitchen.
- Any significant incidents must also be recorded (e.g. a fight between children). The incident logbook must be filled in (and accident book if necessary). Each group has an incident logbook in their group box. Incidents should be reported to the Children's Pastor and written statements may also be requested.
- Medication **must not** be administered during Junior Church without written parental consent. If any medication needs to be administered this must be done by a parent, except in the case of an emergency.

4.2 GENERAL HEALTH

- Parents/guardians must complete a general health form for their child to inform Junior Church or any medical conditions/ allergies/ additional needs.
- Children with infectious illnesses are not permitted to attend Junior Church groups. In line with NHS advice, volunteers and children who have had sickness/ diarrhea must have been symptom free for 48 hours prior to attending the session. Chicken Pox must have scabbed over before they return to the group.
- Junior Church volunteers must be in a fit state of health to be able to carry out their duties effectively and safely. If a volunteer is unwell and unable to carry out their duties they must inform the group coordinator who will arrange cover for that week.

4.3 SAFETY/ FIRE EVACUATION PROCEDURE

- Volunteers must be aware of the safety / fire evacuation procedure. In the event of a fire or the fire alarm going off. Groups should exit the building via the nearest fire exit with their leaders, helpers and registers and assemble in the main car park at the Fire Assembly Point. Corner of the carpark where Moss Lane meets Harboro Road under the St. Mary's sign.

- The church will ensure that fire extinguishers are available throughout the church and are regularly checked.

4.4 USE/ACCESS OF THE KITCHEN

- During the Junior Church sessions children are not allowed into the kitchen area of the church without prior consent of the Children's Pastor.

5 REPORTING A SAFEGUARDING CONCERN

5.1 JUNIOR CHURCH SAFEGUARDING CONTACTS

PARISH SAFEGUARDING OFFICER (PSO):

Name: MAUREEN CAIN

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Contact number: 07917 835 569

CHILDREN'S PASTOR:

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Contact number: 07872 88 44 67

DIOCESAN SAFEGUARDING ADVISOR (DSA):

Name: PAULINE BUTTERFIELD

Email: pauline.butterfield@chester.anglican.org

Contact number: 01928 718834 ext. 221

5.2 HOW TO REPORT A SAFEGAURDING CONCERN - QUICK GUIDE

If you suspect or witness abuse, or a child discloses information about a safeguarding concern or allegation. You must report it the Safeguarding Officer and/ or the Children's Pastor. If the allegation is about one of them, it must be reported to the DSA, email contact included above.

Option A: If you feel that a child is in **immediate danger** or requires medical attention call the police and/or social services immediately on 999. Then record and report all information to the Parish Safeguarding Officer.

Option B: Non- emergency. Record and report to the Parish Safeguarding Officer or Children's Pastor. The Parish Safeguarding Officer and Children's Pastor will agree on the conditions on informing the Diocesan Safeguarding

All safeguarding reports/ causes for concern must be recorded using the Log Sheet which are kept in each groups register or can be found on the church website under Safeguarding. Log sheets must be returned to the Children's Pastor or Safeguarding Officer within 24 hours.

5.3 GUIDELINES FOR RESPONDING TO A PERSON DISCLOSING ABUSE.

HOW TO RESPOND AND REPORT

Do

- Listen.
- Take what is said seriously.
- Only use open questions (open questions begin with words like: who, what, when, where and how. Open questions cannot be answered with a 'yes' or 'no').
- Remain calm.
- Take into account the person's age and level of understanding.
- Check, if face to face, whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can check with them that you have understood everything correctly.
- Offer reassurance that disclosing is the right thing to do.
- Establish only as much information as is needed to be able to tell your activity leader/ Parish Safeguarding Officer/ DSA and statutory authorities what is believed to have happened, when and where.
- Check out what the person hopes to result from the disclosure.
- Tell the child or adult what you are going to do next.

Do Not

- Make promises that cannot be kept (e.g. that you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate.

- Contact the person about whom allegations have been made.
- Do a physical or medical examination.

How to record

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Do not destroy your original notes in case they are required by the DSA or the statutory authorities.
- Record the date, time, place, words used and how they appeared to you. Record the actual words used, including any swear words or slang.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

5.4 WHAT TO DO IF YOU ARE CONCERNED ABOUT A CHILD AND YOU ARE CONCERNED THAT A CHURCH OFFICER MAY BE ABUSING A CHILD.

If you have a concern that a child or adult is or may be being abused, or that a church officer is or may be abusing a child or adult:

1. Respond well to the victim/survivor, if it is a direct disclosure, to ensure they feel listened to and taken seriously. Explain what will happen next and check out support requirements. They should be informed that their identity and the identity of the respondent will be shared with key church officers, and may be shared with the statutory agencies, if there is any current risk to children or adults. The concern or allegation should not be shared with anyone other than those who need to know (e.g. the statutory agencies and appropriate church officers).
2. EMERGENCY: If you believe a child or adult is in immediate danger of significant or serious harm, contact the emergency services on 999.
3. NON- EMERGENCY: Contact the Parish Safeguarding Officer or incumbent, in the first instance. They must then contact the DSA. If neither are available, contact the DSA directly. If the concern arises in an activity, discuss with the group/activity leader, who will contact the Parish Safeguarding Officer or incumbent.
4. Any safeguarding concerns must be reported to the DSA within 24 hours.
5. If the PSO/incumbent or the DSA are not available within 24 hours, contact Children's Social Care or Adult Social Care and/or the police directly, if the concern is that a child or adult is being abused. Contact the Local Authority Designated Officer (LADO) and/or police if the concern is that a church officer may be abusing a child or adult

Advise the Parish Safeguarding Officer or incumbent as soon as possible that you have made a referral, they will advise the DSA.

If in doubt don't delay, seek advice from statutory agencies.

6. Do not contact the person about the allegation has been made or anyone who may be implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure, until advice has been sought from the DSA or statutory agencies.

7. Record the details of the concern or allegation on the log sheet. Where it is not appropriate to take notes at the time (usually it will not be), make a written record as soon as possible afterwards or before the end of the day. Record the time, date, location, persons present and how the concern or allegation was received, e.g. by telephone, face to face conversation, letter, etc. The record should include details of information provided to that person as well as the information received. Always sign and date the record. Keep it factual. Pass on a copy to the DSA (and/or the PSO/incumbent). The records should be kept secure and confidential.

If the concern is about a child or adult:

8. The DSA will act in line with the House of Bishops' guidance. They will offer advice, support and guidance and help to make the required referrals. If there is a risk of harm, the concerns must be reported to the statutory agencies within 24 hours of the DSA receiving the concerns. This would be Children's or Adult Social Care and/or the police.

There should be close communication between the DSA, PSO/incumbent until the situation is resolved. The archdeacon should also be informed.

If the concern is about a Church Officer:

9. The DSA will act in line with the House of Bishops' guidance. They will offer advice, support and guidance and refer the concerns to the Local Authority Designated Officer (LADO) and/or police within 24 hours. The DSA will now take over the management of the safeguarding concern in conjunction with the core group (which will be convened within 48 hours) and statutory agencies. There may also be a requirement for parish representatives to attend a subsequent core group(s). If there are doubts about the whether or not to make a referral and under what route, the DSA will seek advice from the LADO.

Please note that the procedure is the same for non-recent abuse.

A proper balance must be struck between protecting children and adults and respecting the rights of the person against whom an allegation is made. In such circumstances the welfare of the child or young person must come first. The rights of the person against whom the allegation is made are important and must be given due weight, once the immediate safety and protection of the child or young person has been assured.