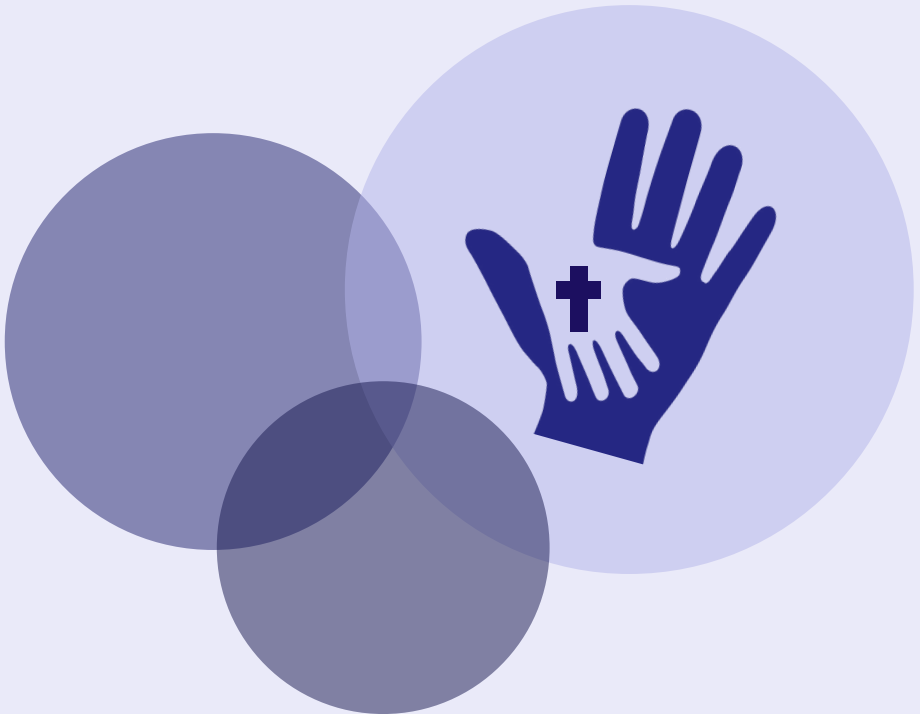




Christ Church
Abingdon

Safeguarding Guidelines

Children and Young People



**Guidelines for Working with Children and Young People
at Christ Church, Abingdon,
Northcourt Road and Long Furlong
(version 4, March 2019)**

(Replacing WWCYP (ver 3g) which was last updated May 2017)



Safeguarding at Christ Church

Thank you for volunteering to be involved with the children's and youth work at Christ Church, Abingdon. It's such a vital ministry and such a blessing to be part of.



Every child is precious to God and part of our role is to demonstrate the love of God by protecting them from harm. You are precious to God too and part of Safeguarding is making sure you are equipped and protected. That is why Safeguarding is so important.




You will be working with a team of people and will have a team leader. Your team leader is there to support you. You can also get support and advice from the Children's Minister and Youth Pastor and the CCA Safeguarding Team. All their contact details are towards the back of this booklet.



If you are 18 or over you will be expected to attend mandatory Safeguarding Training every 3 years where you can find out more about safeguarding and discuss practical scenarios with other team members.



 The CCA Safeguarding Guidelines are 'owned' by clergy, youth and children's workers, members of the PCC and all those working on behalf of CCA with children and young people. The PCC have appointed a Parish Safeguarding Officer to oversee compliance and implementation. They should be read alongside the Safeguarding Working Practices, which are available from your team leader or CCA website.

Speak
out

Whistleblowing: Safeguarding involves the whole of church life. If you have any concerns about anything don't keep quiet. Talk to someone in leadership. Neither silence nor gossiping are acceptable alternatives.

**Christ Church, as part of the
Church of England,
make the following commitments:**

**The welfare
of the child or
young person is at all
times paramount and
takes precedence
over all other
considerations.**

**The Diocesan
Safeguarding
Adviser must be
consulted whenever
a safeguarding
concern of any
kind arises in
our parish.**

**Safeguarding
is part of our core
faith and an integral
feature of Christian
life in our parish
churches.**

The Diocesan Safeguarding Handbook is available from the Diocesan website or the CCA Safeguarding Team.

With regard to Safeguarding Policy and Guidelines a child is anyone aged under 18.

Contents

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I. Working Safely

This section helps you to think about how to work safely together in your team.

All Safely Recruited Leaders should be clearly identified with a Christ Church Lanyard and badge.

They should also wear a keyring with the Safeguarding top tips on it.

The keyring uses the acronym 'PAIRS' to remind us that we should always be working alongside others.

The following section gives further details about each area...



Safeguarding Top Tips
Remember every child is precious to God. Please read the full Safeguarding Guidelines.

Privacy: Give children privacy when they are toileting. Leaders use the disabled toilet.

Accountability: Never be alone with a child and never leave someone else in that situation.

Integrity: Would I do or say this if the parent was watching?

Responsibility: If you are concerned or suspect abuse speak up.

Safety: Know where your exits are. Keep accurate registers and always have them with you.

Recommended ratios:
0-2s = 1:2
2-3s = 1:4
4-8s = 1:8
8+ = 1:8 for the first 6, then 1:12

Christ Church Abingdon

If you have concerns or suspect abuse:

- Do not delay - if you believe the child to be in obvious danger contact the police on 999
- Make confidential notes of what's been said
- But do not start to investigate
- Contact one of:
 - Heather (07971 054202)
 - Bea (07741 552198)
 - Roland Knight (07969 806776)
 - Diocese Safeguarding Team (01895 209290)
 - Localities & Community Support Service (0345 241 2658) (we do have contact)
 - MASH Agency Safeguarding HUB (04459) (0345 050 7662) (to report a concern)
 - Local Authority Designated Officer (LADO) (01895 810605) if it involves a household member



Privacy



Toilets

- Respect a child's right to personal privacy.
- Where possible when taking children to the toilet, wait outside and remain visible to others.
- Inform another adult if it is necessary to go in.
- Leaders should use a separate toilet.
- Leaders should be aware of what the group/activity-specific guidelines are.



Photos

- Photos should only be taken by designated photographers
- Permissions given or withheld should be honoured
- Photos should be stored securely.

Accountability

Supervision



- You should never be alone with a child where there is little or no opportunity of the activity being observed by others. Never leave anyone else in that situation too.
- Adults visiting the groups should always be supervised by a CCA Safely recruited leader.
- There should be a sufficient number of adults present at all times to ensure the safety and welfare of the children with a minimum of 2 adults at all times.
- Try to maintain gender balance where possible.
- Remember that helpers under 18 count as children too.

0-2 yrs	1 adult for every 3 children
2-3 yrs	1 adult for every 4 children
4-8 yrs	1 adult for every 6 children
9-12 yrs	1 adult for every 8 children
13-17 yrs	1 adult for every 10 children

One-to-one Meetings

- If it's necessary to have a pastoral conversation with a young person inform your line manager. Hold the conversation in a visible public place where other adults are nearby. Caution is always required.
- One-to-one meetings between team members and youth should be agreed by the Youth Pastor and require parental approval.
- A record that the conversation took place should be kept securely, in accordance with the church Data Protection Policy, along with any notes of concern.
- Avoid in-depth pastoral conversations via phone or electronic means e.g. text/email/instant message/Facebook.
- One-to-one meetings which occur more frequently than twice in a 6-month period should be reviewed by the Youth Pastor and, if appropriate, made into a formal mentoring relationship in accordance with the Mentoring Working Practices (www.cca.uk.net/policies-and-guidelines)



Integrity

“Would I do or say this if the parent was watching?”



Actions

Remember that someone else might misinterpret your actions, no matter how well intentioned.

- Make sure that physical contact is appropriate. You may allow a child to hug you - but don't prolong it.
- Be mindful of your body language.
- Treat all individuals with respect and dignity.
- You should behave and dress in a manner appropriate to the role.
- Don't:
 - make suggestive remarks or gestures
 - use physical punishment
 - scapegoat, ridicule or reject
 - show favouritism
 - give or receive presents other than small tokens of appreciation or ones given through official channels.

Teamwork

We are working as a team together. Encourage and support each other. If you see a member of staff or volunteer acting in a way that is inappropriate or might be misconstrued, be prepared to speak to them or to your group leader. Be prepared to allow others to speak to you in the same way.



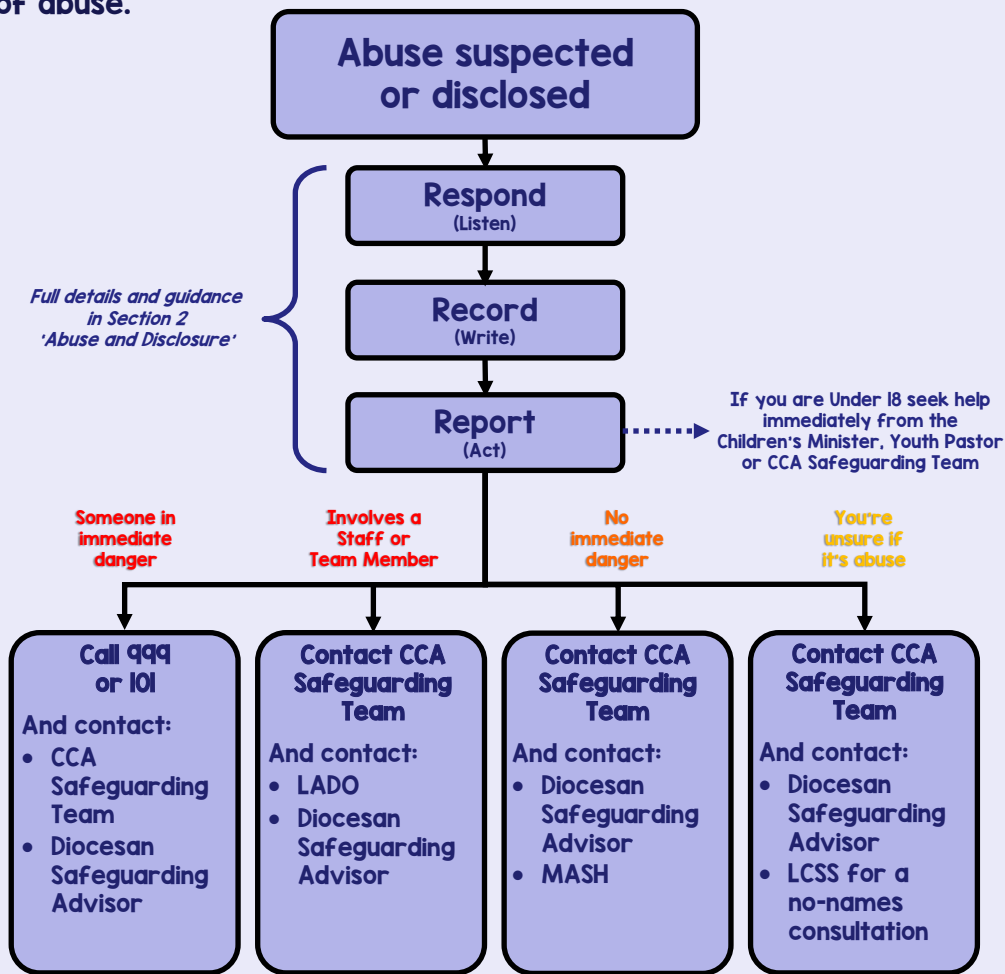
Email and Social Media

- Remember that your online presence is also representing Christ Church.
- Don't delete communication threads with under 18s
- Please refer to the Social Media Guidelines at the back of this booklet for information about communicating and linking with young people over social media.

Responsibility

If you are concerned or suspect abuse speak up!

The church and all its appointed children's and youth workers are committed to the protection of children from any form of abuse.



The CCA Safeguarding Team are happy to help you to contact the Diocesan Safeguarding Advisor, or to contact them on your behalf.

At any point you can get support and advice from the Children's Minister, Youth Pastor or Incumbent if the disclosure doesn't involve them.

Safety

Registers



- Accurate registers must always be taken of everyone attending (*children, leaders and visitors*).
- A registration form must be completed by parents/ guardians for every child who attends groups or activities.
- Registers and registration forms must be kept securely in line with the church Data Protection Policy.

Restraint

Very occasionally it may be necessary to restrain a child or young person who is harming themselves or others. Use least possible force, inform the parents, record any incidents and give the information to your Group Leader and the CCA Safeguarding Team.



Potential Danger



- Leaders should be familiar with the Premises Guidelines concerning safe use and security of the buildings and the site-specific or event-specific risk assessments.
- Leaders need to be aware of potential dangers (e.g. poor storage, loose carpets) and take appropriate action.
- Faulty equipment should be taken out of use, labelled as faulty and removed from use.
- Any accidents, incidents or near-misses should be reported using CCA accident report forms.

Fire Safety

Leaders should make themselves aware of fire exits, fire equipment and fire exiting procedures.





Transport

- Children should only be transported by car by a team member when there is no other solution.
- Parental permission must always be sought.
- As far as possible have more than one adult in the vehicle. If it isn't possible then report the incident to the CCA Safeguarding Team afterwards.
- The child should sit in the back of the car.
- Those transporting children must have a clean licence, car insurance for Business use and be over 25.



Additional Needs

At Christ Church we welcome everyone. Reasonable adjustments should be made where necessary to ensure that everyone can participate as fully as they desire. In some cases this may require extra risk assessments and support.

First Aid



- Leaders should know where First Aid kits are.
- First aid should only be administered by approved trained first aiders and in a visible place.
- A record of any first aid administered should be kept using CCA accident report forms.

Irregular Events

Overnight

- For events involving sleeping away from home do not sleep in the same room as children/young people.

Off-Site

- When working off-site you should be aware of the site's own Safeguarding, Health and Safety and First Aid policies (e.g. in Schools or at Festivals).

More detailed permission and medical forms should be used for overnight activities and activities off the premises.

2. Abuse and Disclosure

What is abuse?

The abuse of children can take many forms. They have the same right to protection regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. Children and young people from minority ethnic groups and those with disabilities (physical, sensory and/or learning difficulties) are especially vulnerable and need special care and protection.

Forms of abuse:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Domestic Abuse
- Sexual Exploitation
- Bullying and Cyberbullying
- Online Abuse
- Electronic Images
- Spiritual abuse



What to do if abuse is disclosed or you suspect abuse...

Respond

Do:



- Remain calm.
- Listen and take what is said seriously.
- Offer reassurance that disclosing is the right thing to do and ensure they feel listened to.
- Only use open questions but without investigating (open questions begin with words like: who, what, when, where and how or TED (Tell me, explain, describe). Open questions cannot be answered with a 'yes' or 'no').
- Take into account the individual's age and level of understanding.
- Establish only as much information as is needed to be able to tell your activity leader / CCA Safeguarding Team / Diocesan Safeguarding Advisor and statutory authorities what is believed to have happened, when and where.
- 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 confirm with them that you have understood everything correctly.
- Ask what the individual hopes to result from the disclosure.
- Explain what will happen next and check out support requirements.
- Inform them 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.

Do Not:



- Make promises that cannot be kept (e.g. that you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate.
- Do a physical or medical examination.
- Put words in their mouth
- Share the concern or allegation with anyone other than those who need to know (e.g. the statutory agencies, Safeguarding Team, Staff members), including the parents and especially not the alleged abuser.

Record

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Make a written record as soon as possible afterwards or before the end of the day using a 'Safeguarding Concern Form'.
- 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..
- Record the facts as known to you. If you include your opinion or 'gut feeling' make it clear that's what it is. Sign and date the record.
- 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.
- Use the record to help you make a referral then pass it on to the CCA Safeguarding Team and the Diocesan Safeguarding Advisor (DSA). If you aren't making a referral then just pass the record straight on to the CCA Safeguarding Team. The records should be kept secure and confidential.
- Do not destroy your original notes.
- Don't alter the original record even if you later realise something is wrong. If you want to change it add the information as an additional record.



Report

A reporting flowchart can be found in Section I of this booklet 'Working Safely'. If you are under 18 do not do this alone. Always seek support.

EMERGENCY:

- If you believe a child or adult is in immediate danger of significant or serious harm, contact the emergency services on 999 or 101.
- Contact a member of the CCA Safeguarding Team soon after, along with the Diocesan Safeguarding Advisor (DSA).

NON-EMERGENCY INVOLVING A STAFF or TEAM MEMBER:

- Contact a member of the CCA Safeguarding Team or Incumbent (unless it involves them).
- Contact the Local Authority Designated Officer (LADO) directly and the Diocesan Safeguarding Advisor (DSA). A member of the CCA Safeguarding Team can help you with this.

OTHER NON-EMERGENCIES:

- Contact a member of the CCA Safeguarding Team, along with the Diocesan Safeguarding Advisor (DSA).
- Report your concern to the MASH team.
- If you are uncertain you can make a no-names consultation directly with the LCSS teams who will advise you.

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

Any safeguarding concerns must be reported to the CCA Safeguarding Team and the DSA within 24 hours.

If the concern arises during an activity, discuss with the group/activity leader, who will help you to contact the CCA Safeguarding Team or incumbent.

Do not contact the respondent, parent 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.

Help and support is available from the CCA Safeguarding Team, the Children's Minister, Youth Worker and Incumbent at any time.

See Appendix
for contact
numbers

Report (cont...)

Sharing without consent

Information can be shared legally without consent, if a person is unable to or cannot reasonably be expected to gain consent from the individual concerned; or if to gain consent could place somebody at risk. Relevant personal data can be shared lawfully without consent if it is to keep a child or vulnerable adult safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental or emotional well-being.

Never make these decisions on your own. If you are going to share personal data, contact a member of the Safeguarding Team, who will help and advise you. You can have a no-names consultation and get advice if you're not sure

Ultimately, the most important consideration is whether the sharing of information is likely to support the safeguarding of a child or young person.

Confidentiality is important.

Please don't discuss the case with other people.

Remember - you are trying to protect the child from further harm.

You will be supported throughout by your group coordinator/leader.

Christ Church Policies and Working Practices

This booklet is part of the 'Safeguarding Manual', a wider document that includes all the Safeguarding policies and working practices for working with Children and Vulnerable Adults.

This Manual can be found on www.cca.uk.net/policies-and-guidelines

Of particular note for you are:

- Social Media Policy
- Mentoring Policy
- Children's working practices
- Youth working practices

Useful Helpline Numbers

NSPCC for adults concerned about a child - 0808 800 5000

Childline for children and young people - 0800 1111

or www.childline.org.uk/get-support

for online 1-2-1 counsellor support.

Action on Elder Abuse helpline - 0808 808 8141

24-hour National Domestic Violence helpline - 0808 2000 247

NAPAC offer support and advice to adult survivors of childhood abuse - 0808 8010 331

Stop It Now preventing child sexual abuse - 0808 1000 900

Cruse bereavement helpline - 0808 808 1677

Family Lives support and advice on family issues - 0808 800 2222

MACSAS for people who have been abused by church officers - 0808 801 0340

Samaritans for people struggling to cope and needing someone to talk to - 116 123

CONFIDENTIAL



Safeguarding Concern Form

You are filling in this form because you either suspect abuse or someone has disclosed abuse. Please fill in this form with as much detail as you can remember. If abuse was disclosed use the victim's actual words (including exact language) rather than your own words. Completed forms should be kept confidential and given to a member of the CCA Safeguarding Team who will email a copy to the DSA.

About you

Your name:	
Your address:	
Your contact number:	

About the place where you became aware of alleged abuse

Group/Activity:	
Date and time:	
Venue:	
Your role in the group/activity:	
Other adults around:	

About the victim

Person's name:	
D.o.B. (for under 18s):	
Address (if known):	

Who have you contacted? *Fill in date and time of those you have contacted about this incident*

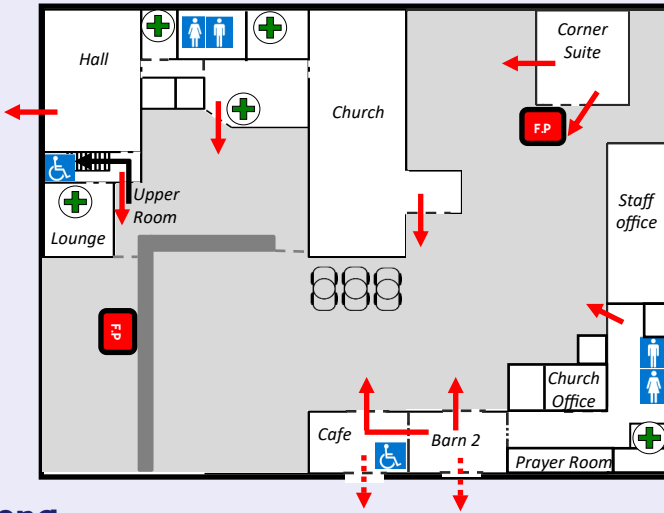
Name/Role	Date and Time

Witness Statement

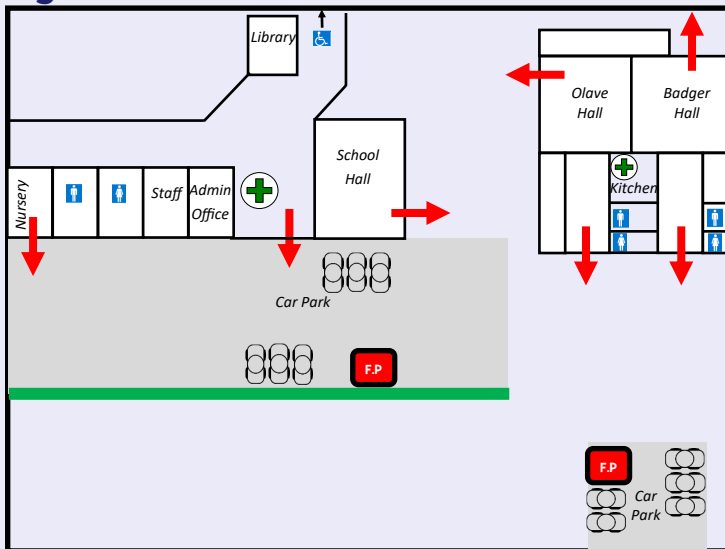
Describe what was said and what you observed. Use overleaf and extra paper if needed.

Site Maps

Northcourt Road



Long Furlong



Key:



First Aid Kit



Fire Assembly Point



Fire Exit Route

Social Media Guidelines

For many, especially young people, using social media is an extension of physical face to face relationships. It is therefore important that we also engage with our community through these platforms.

This must be done safely to avoid the risk of:

- Forming inappropriate relationships.
- Saying things you should not, such as offensive, sexual or suggestive comments.
- Blurring the boundaries between public work/ministry and your private life.
- Grooming and impersonation.
- Bullying and harassment.

Please see the Social Media Working Practices for additional helpful information.

Boundaries and Setup

- These guidelines only relate to work with young people in school years 10-13 (age 14-18) who have completed a consent form and their parents have given permission for the use of social media communication. Don't use social media to communicate with anyone younger than this.
- Only use social media as an extension of an existing face-to-face ongoing working relationship with a young person.
- Do not seek to add (Facebook) or follow (Instagram) a young person under 18 on social media.
- If a young person chooses to add (Facebook) or follow (Instagram) your personal profile it is your choice to accept this request. Please consider your boundaries, the vulnerability of that person, and the content of your profile carefully - remember you are a role model and leader who represents Christ and CCA.
- Never "stalk" a young person on social media (*i.e. dig through their personal pages for information*).
- Photos of young people at CCA events should only be shared through the CCA Youth account and only done by the Youth Pastor.

- Do not tag young people in any posts.
- Maintain clear boundaries around your social media usage. Accounts should not be used to communicate with under 18s between the hours of 10pm and 8am (*except in an emergency; in which case the Safeguarding Team should be informed within 24 hours*).
- Use strict privacy settings if using a personal profile on Facebook, so that:
 - only friends are allowed to post on your timeline.
 - posts and tags can be reviewed before being made public to friends. It may be appropriate to restrict the viewing of your tagged photos.

Communication / Instant Messaging:

- Use clear language in all communications and avoid abbreviations that could be misinterpreted.
- Only use instant messaging (*Facebook Messenger, Instagram DM's, WhatsApp*) with young people to further the aims of your church role and not for personal reasons.
- Avoid in-depth pastoral conversations. Direct the young person to available support, or if appropriate arrange to meet face-to-face. Always follow the CCA Safeguarding Guidelines.
- Never delete any communication with a young person done through instant messaging or on public pages / groups.
- Never use visual media (*e.g. video chat*) for one to one conversations with young people, only use this in group settings where a second approved adult is present.
- Exercise appropriate discretion in dealing with the content of communication, but never promise confidentiality.
- Report any safeguarding concerns that arise on social media as per Safeguarding Guidelines.
- Immediately save and download to hard copy any inappropriate material received through social networking sites or other electronic means and show immediately to the CCA Safeguarding Team.

CONTACTS

Christ Church

(for advice and support for yourself)

CCA Safeguarding Team:

- Roland Knight (01235) 412944, 07969 808776 or safeguarding@cca.uk.net
- Karen Brombley 07960 030400
- Val Challis 07751 082258

Children's/Youth Team Leads:

- Children's Minister - Heather Hughes 07971 064202
- Youth Pastor - Bea Ellaby 07741 553198
- Long Furlong: Anne Taylor (01235) 528505, Children's Minister or Youth Pastor

Oxford Diocese

(for advice and support for yourself)

• Diocesan Safeguarding Advisor:

- * Stuart Nimmo
- * (01865) 208290
- * stuart.nimmo@oxford.anglican.org

• Diocesan Safeguarding Support Role:

- * Jane Fisher
- * 07840 186814
- * jane.fisher@oxford.anglican.org

• Safeguarding Casework Officer

- * Sophie Harney
- * (01865) 208295
- * sophie.harney@oxford.anglican.org

• Out of hours (for cases involving church staff) the Bishops and Archdeacons have the contact details for the Diocesan Safeguarding Team.

- Diocesan Children's Advisor - Yvonne Morris (01865) 208255
- Diocesan Youth Advisor - Ian MacDonald (01865) 208253

Other

(for advice about disclosure or to refer)

Multi Agency Safeguarding Hub (MASH) 0345 050 7666; 01865 335276

Locality and Community Support Service (LCSS) South: 0345 241 2608

Local Authority Designated Officer (LADO): 01865 810603

Thames Valley Police (non urgent): 101

www.cca.uk.net/policies-and-guidelines

www.oxford.anglican.org/safeguarding