

**The Parish of St. Andrew's Church, Corbridge with Halton and Newton
Hall**



Safeguarding Guidelines

Please read these in conjunction with the Diocesan Safeguarding Handbook and Guidelines.

Towards a Safer Church: Creating a Safe Space

<http://www.newcastle.anglican.org/safeguarding>

Parish Safeguarding Policy

This statement was adopted by Corbridge Parish at a Parochial Church Council meeting held on 22nd September 2015.

As members of this Parish we commit ourselves to care for one another safely.

We recognize that everyone has different levels of vulnerability and that each of us may be regarded as at risk at some time in our lives.

We commit ourselves to:

- the Safeguarding of people who may be at risk, ensuring their well-being in the life of this church.
- promoting safe practice by those in positions of trust.
- promoting the inclusion and empowerment of people who may be at risk.
- recruit safely following the recognised procedures
- supporting, resourcing, training and regularly reviewing those who undertake work with children/young people and adults who might be at risk.

It is the responsibility of each of us to prevent physical, emotional, sexual, financial and spiritual abuse. We will report any abuse that we discover or suspect.

We agree to work within the guidelines of the Church of England and the Diocese.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints Miss Linda E Hunter as the Parish Safeguarding Officer

This policy is reviewed each year by the Parochial Church Council and re-affirmed at the Annual Meeting

Incumbent

Churchwardens

Date:

What to do if you are told about or suspect abuse

It can take a great deal of courage for someone to talk to another adult about their abuse, because they are 'telling on' someone who is more powerful. People learn to be very good at covering up the abuse and are able to give plausible explanations for what has happened.

If a child talks to you about abuse it is because the child feels able to trust you. The child has spoken to you about an issue that is important. Children have confidence that adults can change things. If a child discloses abuse, remember that this may be the beginning of a legal process, as well as of a process of recovery for the child. Legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way

It is important to reassure a child or adult that it is right to talk about it, and that you will take everything they say seriously.

However you cannot promise confidentiality.

The following guidance should be followed as far as possible:

- Reassure the person that you are taking what is being said to you very seriously.
- Listen and hear
- Give time to the person to say what they want.
- Keep calm
- Look at them directly
- Don't prejudge anything
- Let them know you will need to tell someone else - DO NOT promise confidentiality
- **Reassure** that they have done the right thing in telling
- Whatever the person may have done, they are not to blame for the abuse
- Be aware the person may have been threatened, intimidated or made to promise secrecy
- Never push for more information than is immediately given
- Hear the allegation clearly, make a written note of it afterwards, and follow the procedure in the Diocesan handbook
- Do not enquire into the details of the abuse.
- Do not ask probing, leading or suggestive questions.
- Do not investigate any allegations.

- Do not make a person repeat the story unnecessarily.
- Do not contact the person they allege as the abuser.
- If you receive third party information do not contact the person alleged to have been abused.

By sharing/ telling you the individual is indicating they want the abuse to stop or they want an abuser to be held to account for past abuse.

Helpful things to say

- "Thank you for telling me this"
- "I will have to share this with someone else who can help"
- "You needn't tell me any more about it, I've understood what you're telling me"
- "I am glad you have told me, it is not your fault, I will help you"

Concluding the conversation

- Reassure the person that they have done the right thing to tell you
- You are taking what has been said very seriously
- You will tell someone who can help, straight away
- They are to try not to worry or feel they've done anything wrong

It is helpful to note if the person has told anyone else. The point of the conversation is to establish the barest account of the allegation. You do not have to believe it or disbelieve it, just note it accurately, and then refer the case onwards correctly.

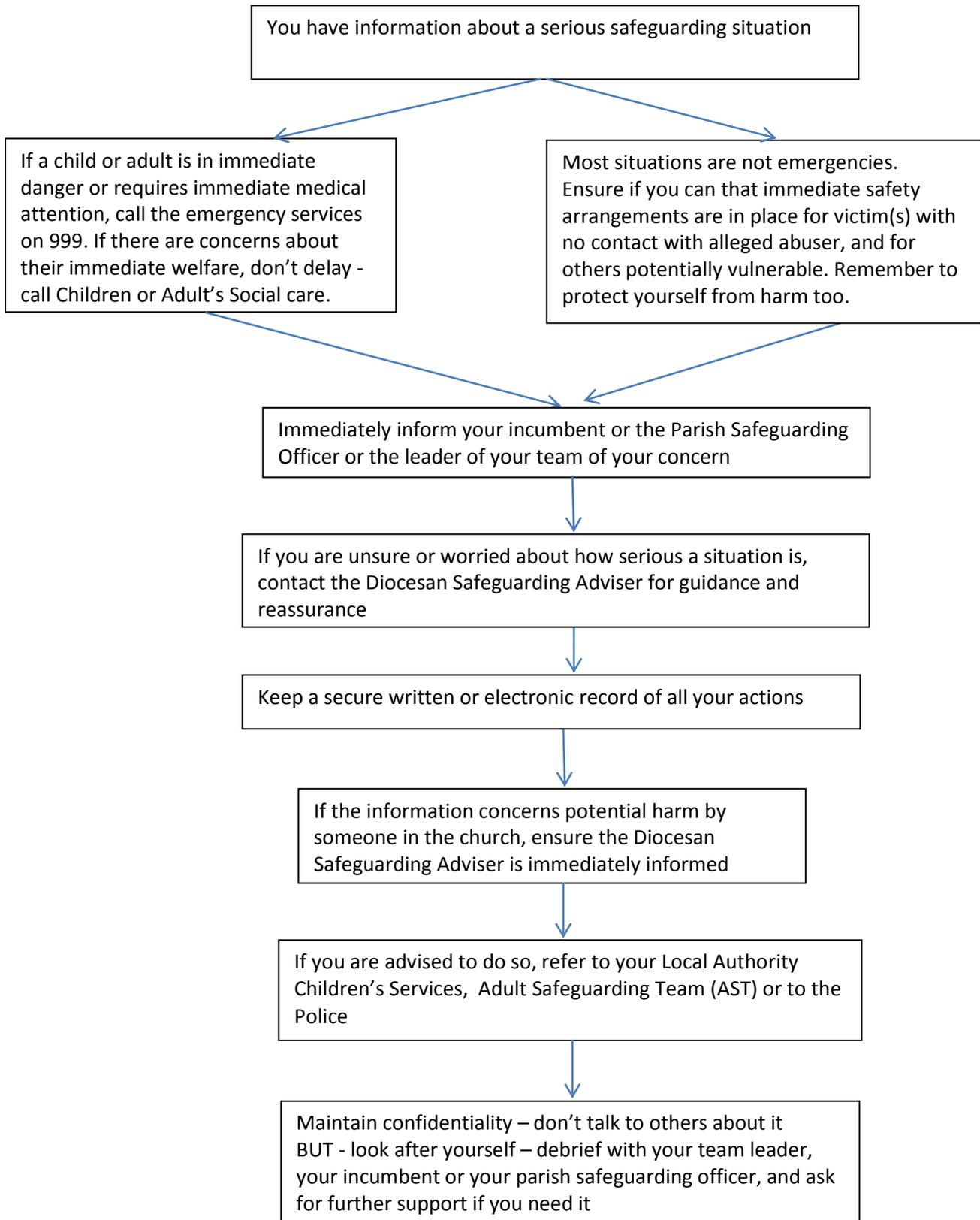
What to do next:

Under no circumstances should any individual person try to deal with **the problem alone**.

The primary responsibility of the person who first suspects or is told of abuse is to report it and to ensure that their concern is taken seriously.

In the first instance the concern should be to the Parish Safeguarding Officer/ Incumbent / Diocesan Safeguarding Adviser.

RESPONDING TO SAFEGUARDING SITUATIONS FLOW CHART



PRINCIPLES OF GOOD PRACTICE WHEN WORKING WITH CHILDREN AND YOUNG PEOPLE

- Familiarise yourself with the Safeguarding Guidelines.
- Welcome each child and treat each child with dignity and respect.
- Be sure each child has a completed health and consent form where appropriate.
- Always keep a register of who is present at any event or regular activity, including contact details and emergency contact numbers.
- Always work in twos: you should never be more than a few seconds and an open door from another authorised leader. If the group included girls, there must be one woman present.
- Plan activities that are age appropriate and inclusive.
- Before you talk to a child about their behaviour, consider what might be happening in other parts of their life which may be causing it.
- Challenge unacceptable behaviour eg bullying, ridiculing, rejection and mockery. Never use abusive language or behaviour yourself and ensure your own behaviour is acceptable.
- Respect personal privacy and space.
- A child / young person should never be hit or shaken or in any way physically disciplined.
- Be aware and alert. Take seriously what you see, hear or feel. If you are concerned, talk to someone whom you trust, seek advice from an appropriate source. Eg Parish Safeguarding Officer, Diocesan Safeguarding Adviser
- Know where to find the telephone number of your Diocesan Safeguarding Adviser.
- Remember that you are responsible for your actions and that the child's welfare is paramount.
- Be ready to listen to a child sensitively.
- Undertake a Health and Safety check of the rooms to be used for activities.

SAFE PEOPLE

Be aware that it **might be risky to:**

- Spend excessive amounts of time alone with children away from others.
- Take children alone on car journeys, however short. In an emergency ask the child to sit in the back seat. Seat belts must be worn. Check that insurance covers the vehicle and passengers.
- Take children to your home. Never invite a child or young person to your home alone. If you invite a group ensure that someone else is in the house. Make sure the parents are aware of the situation and have given their consent

Leaders and volunteers should never:

- engage in rough, physical or sexually provocative games, including horseplay;
- allow or engage in inappropriate touching of any form;
- allow children to use inappropriate language unchallenged;
- make sexually suggestive comments about or to a child even in fun;
- ignore allegations a child makes, or fail to make a record;
- do things of a personal nature for children that they can do for themselves; It may sometimes be necessary for leaders or volunteers to do things of a personal nature for children, particularly if they are very young or are children with disabilities. These tasks should only be carried out with the full understanding and consent of parents. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations it is important that all leaders are sensitive to the child and undertake personal care tasks with the utmost discretion.
- There should always be at least 2 workers with any group of children.

GUIDELINES ON TOUCH

- Keep everything in public. A hug in the context of a group is very different from a hug behind closed doors.
- Do not hug and touch other adults without their agreement ie do not invade their personal space
- If a child is upset always ask if it is alright before comforting them.
- Touch should be related to a person's needs.
- In the case of a child touch should be age-appropriate and generally initiated by them.
- Avoid any physical activity that is, or could be construed as, sexually stimulating to the adult or child.
- Children are entitled to determine the degree of physical contact with others except in exceptional circumstances, i.e. when they need medical attention.
- Only leaders of the same sex should accompany small children to the toilet. Casual visitors should never accompany children to the toilet.
- We should all take responsibility for monitoring one another in the area of physical contact. People should be free to constructively challenge a colleague if necessary.

USEFUL INFORMATION

Diocesan Safeguarding Handbook sections

SECTION 1	CREATING SAFE SPACES
SECTION 2	RESPONSIBILITIES IN THE DIOCESE & PARISH
SECTION 3	SAFER RECRUITMENT (PAID AND VOLUNTEERS)
SECTION 4	PROCEDURES AND GUIDELINES FOR KEEPING SAFE
SECTION 5	RESPONDING TO CONCERNS SAFELY
SECTION 6	A SAFE SPACE FOR EVERYONE - THIS SECTION TO FOLLOW
SECTION 7	KEEPING SAFE ON CHURCH PREMISES
SECTION 8	KEEPING SAFE WHEN OUT AND ABOUT

TOWARDS A SAFER CHURCH CREATING SAFE SPACES : is based on National Documentation and gives an easy to read set of guidelines for Diocese and Parishes to follow.

National Legislation and Guidance

Children:

- The Children Act 1989
- Every Child Matters 2003, Children Act 2004
- Working Together to Safeguard Children 2013

Adults

- No Secrets 2000
- Care Act 2014

Church of England Policies and Guidance

Please note that further detailed information may be obtained by reading the following full documents which can be downloaded from the Diocesan website:

- **Promoting a Safe Church** (2006) - Joint Statement of Safeguarding Principles for the Church of England and the Methodist Church of Great Britain 2010
- **Responding to Domestic Abuse** (2006)
- **Safeguarding Guidelines relating to Safer Recruitment 2013** (updated version 2014)
- **Responding Well to those who have been sexually abused** (2011)
- **Protecting All God's Children** (2010)

All of these can be downloaded from the Diocesan website.