



Safeguarding Children and Young People

Policy and Procedures

The Parish of Chilwell

(Christ Church Chilwell and St Barnabas Inham Nook)

March 2022

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 11th March 2022 accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

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 Sally Meadows and Victoria Verhoeven as the Parish Safeguarding Officers.

Incumbent

Churchwardens

PROCEDURES FOR IMPLEMENTING THE PARISH POLICY

The parish of Christ Church Chilwell.

A copy of these procedures will be given to all youth and children's workers, volunteers and employees who have the responsibility for children or young people. They will confirm afterwards saying that they have read and understood them, either by email or signing a declaration.

As this version of the document is publicly available personal contact details have been removed. Please contact the Church Office if required.

Our **Safeguarding Coordinator at Christ Church for children and young people** is Victoria Verhoeven

Tel:

Email: safeguarding@christchurchchilwell.org.uk

Our **Acting Safeguarding Coordinator at St Barnabas** is Victoria Verhoeven

Tel:

Email: safeguarding@christchurchchilwell.org.uk

Our safeguarding contact at **St Barnabas** (Nominated Person) is Marion MacDonald

Tel:

YOUTH or CHILDRENS GROUP	LEADER'S NAME	TEL. NO.
Little Sparks	Hannah Howe	
Sparklers	Clare Portwood	
Adventurers	Laura Ottewell	
Pathfinders	Debbie Onions	
C3Y	Paul Tognarelli	
Inspire	Lea Hills	
St Barnabas after school club	Jonathan Strickland	
St Barnabas Sunday morning children's group	Marion MacDonald	

The following ratio of adults (over 18 years old) to children should be

Age	Number of Leaders
0 to 2 years	1 adult for every 3 children 1 : 3
2 to 3 years	1 adult to every 4 children 1 : 4
4 to 8 years	1 adult to every 6 children 1 : 6
9 to 12 years	1 adult to every 8 children 1 : 8
13 to 18 years	1 adult to every 10 children 1 : 10

Each group is to have at least 2 adult youth workers present and a gender balance should be maintained in mixed gender groups.

A register must be taken at all meetings of groups where the church are responsible for those under 18

Our uniformed organisations follow their own recommendations and rules.

Groups with a mixture of adults and children (for example parent and toddler groups, messy church and special events)

Safeguarding principles will be applied by ensuring a DBS checked leader / staff member is in charge / present. Parents will supervise their own children and young people during these events (unless specified).

GROUP	LEADER'S NAME	PHONE/EMAIL
Happy Tots	Dawn Clarke	
Our Space	Judith Renton	

1. Introduction

This document outlines the parish procedures for safeguarding children and young people and dealing with allegations of abuse. These procedures aim to be in line with national policy, guidance from within the Anglican Church (The Parish Safeguarding Handbook), and Local Authority multi-agency policies. The overall policy of the Anglican Church for safeguarding children and young people is set out in Promoting a Safer Church.

<https://www.churchofengland.org/sites/default/files/2017-11/cofe-policy-statement.pdf>

2. Our commitment

The church, in all aspects of its life, is committed to and will champion the safeguarding of children, both in society as a whole and in its own community. It fully accepts, endorses and will implement the principle first enshrined in the Children Act 1989 and then in the Children's Act 2004 'Working together to safeguard children': the welfare of the child should be paramount.

We are committed to actively work within the framework of good practice set out in the Nottingham and Nottinghamshire inter-agency framework of standards for good practice and Church of England Parish Safeguarding Handbook.

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

3. Identifying Abuse

Abuse is a violation of an individual's human and civil rights by any other person or persons.

The UK central government document 'Working Together to Safeguard Children' categorises and defines abuse in terms of:

- (i) **Physical abuse** including hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
- (ii) **Emotional abuse** including conveying to a child that they are inadequate, humiliation, blaming, controlling, intimidation, verbal abuse, isolation, seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying).
- (iii) **Sexual abuse** including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. It may include involving children in looking at, or in the production of, sexual images, watching sexual activities, or grooming a child in preparation for abuse.
- (iv) **Neglect** including failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm or danger, to provide adequate supervision and/or access to appropriate medical care or treatment. It may occur during pregnancy as a result of maternal substance abuse.

Domestic abuse

Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

Sexual exploitation

Child Sexual Exploitation (CSE) is a type of sexual abuse. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

Bullying and cyberbullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.

Online abuse

The internet and other electronic communication is used by some to target, groom and abuse children. Adults may target chatrooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of similar ages when online and who try to obtain images or engineer meetings.

Electronic images

The downloading, keeping or distributing of indecent images of children are all classified as sexual offences. Such offences are sometimes referred to as non-contact sexual offences. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs (sometimes referred to as 'sexting') can be particularly problematic and abusive amongst children and young people.

4. Safer Recruitment

Those responsible for an appointment should follow the principles outlined in chapter 5 of the Parish Safeguarding Handbook.

In outline the following steps must be followed:

- Role defined.
- Applicants complete application form and provide two referees; one of which should be from their current employer or previous church or a contact who holds a position of responsibility in the community. A reference must be received from outside the church.
- Appropriate interviews held.
- References followed up.
- Before appointment, the appointee should have the appropriate level of DBS check undertaken by the parish
- Offer the post subject to a defined probationary period.
- Confirm the appointment in writing.
- Induct new unpaid and paid workers. This should include expectations in relation to behaviour (Code of Safer Working Practice, see below). Ensure supervision/support is in place and arrange for attendance on the Church of England safeguarding training.

5. Good Practice Guidelines

Everyone working with children or young people will be given a Code of Safer Working Practice document and will abide by this.

<https://www.churchofengland.org/sites/default/files/2021-07/Code%20of%20Safer%20Working%20Practice%2002.07.2021.pdf>

Everyone should avoid working alone with children or young people. There should always be more than one responsible adult available so that there is mutual supervision. Should one of the adults become ill or get called away the other adult should call for additional help.

When communicating with children or young people by e-mail, telephone, text, social media, or letter this must be done openly and not in a manner that might be construed as secretive. Group e-mail or group messaging where a fellow leader is copied in is standard practice and individual messages to children or young people must be avoided.

When meeting with young people using video conferencing platforms (such as Zoom) there should always be more than one responsible adult present so that there is mutual supervision. It is good practice for the session leader to insert 'Leader' after their name so that it is clear to everyone who is in charge of the meeting. The following CofE National Safeguarding Team guidelines should be followed:

<https://www.churchofengland.org/sites/default/files/2020-04/Being%20connected%20with%20ZOOM%20safely.pdf>

6. Procedure to follow in the case of suspicion and disclosure of abuse

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).

Talk to the appropriate age group leader, the safeguarding co-ordinator or the vicar. The safeguarding coordinator or vicar will contact the safeguarding advisor for the diocese. If it is an emergency situation and cannot wait until the next working day then the police or social services need to be informed immediately.

Please record what you have heard, what your concerns are and what action taken. You may use the model parish recording template which is found on the Southwell Diocese website.

<https://southwell.anglican.org/resources/resources-safeguarding/parish-safeguarding-resources/>

Nottinghamshire Multi-Agency Safeguarding Hub (MASH) is the single point of contact for all professionals to report safeguarding concerns. Passing information and concerns to the MASH is best done by the Diocesan Safeguarding Adviser by telephone: 0300 5008090.

Members of the public can contact them on 0300 5008080. Or out of hours phone 0300 4564546.

<https://www.nottinghamshire.gov.uk/care/safeguarding/mash>

7. Activities away from the church premises

- No child can be taken off-site for activities without the consent of their parent/guardian/carer's permission.
- Details of the event must be given to parents/carers and permission given. Medical details for each child or young person must be up to date and available to the group leader.
- Before events take place please see your parish Safeguarding Coordinator to check over all the arrangement details.
- Seek the permission of the Parochial Church Council, following a risk assessment, for approval of the event so that it is covered by parish insurance or because of the nature of the activity, additional insurance and safeguarding procedures may be required.
- When taking children off-site, a detailed programme and list of contacts should be left with someone in the parish.

8. Photograph policy

Any photographs where children can be identified, taken by or on behalf of the church, may not be published in any form without written consent of a parent/carer. As general guidance any such photographs should be group photos and not close-ups of individuals.

Please note that this guidance relates to how photographs are published – this is a different matter from whether or not photographs are taken in the first place.

There is no guidance to state that individuals should not take photographs at events where there are children present where those photos are for individual/family collection. However, as a matter of courtesy people should be encouraged to ask informal permission before taking photos of other people's children.

Photographs of children or young people should not be put on Facebook or other social media sites without specific permission from a parent or guardian.

<https://www.churchofengland.org/resources/digital-labs/blogs/filming-and-photography-churches-consent-and-gdpr>

9. Safeguarding training of children's workers and youth workers

Safeguarding training is provided by the Diocese. Training dates and venues can be obtained from the diocese safeguarding training manager at safeguardingtraining@southwell.anglican.org or Tel: 07921 387797 or: 01636 817200.

Everyone who is working with children, young people or vulnerable adults will need to attend a Church of England safeguarding training course, with refreshers every 3 years, in order to continue in the role.

The C0 course is the introductory online course which is the basis for the other courses. The C1 course is the Foundation module for anyone working in a Lay capacity with children, young people or adults who might be vulnerable or at risk and also for anyone in a leadership role or with governance responsibility (ie PCC members). C2 is the Leadership course to be completed after C1 and is for the person in overall charge of children's work, Pastoral teams and Church Wardens.

10. The passing on of information to new screeners and/or incumbents

After a children's/youth worker, member of clergy or volunteer has resigned, information on safeguarding issues concerning them will be kept until 20-50 years after the death of the person concerned, depending on the nature of the material. (In such circumstances the Diocesan Safeguarding Advisor would initiate a file, record the outcome and retain information also.)

Confidential/sensitive information will be passed on only by the incumbent (or a churchwarden during an interregnum). For advice please contact the Diocesan Safeguarding Adviser.

Passing on Concerns

If the PCC or church organisation has to remove someone from working with children and young people you must consult the Diocesan Safeguarding Adviser.

11. Implementation of the Policy

The Parish Safeguarding Coordinator will be responsible for monitoring the policy to see that it is being practiced. This includes ensuring that all helpers are aware of good practice guidance and making sure new work is properly risk assessed.

12. Procedure for regular reporting to the Parochial Church Council

The Parish Safeguarding Coordinator will report to each PCC meeting on safeguarding matters, new groups, new workers and training needs. They will also write an annual report for the APCM.

The procedures and guidelines were last reviewed and agreed by the Parochial Church Council on 11th March 2022.

Signed by the incumbent:

Andy Tufnell

Signed by the church wardens:

Anne Willmot

Stephen Scott

Date for policy review: March 2023

Other Related Policies and Resources

(a) Nottinghamshire County Council:

<http://www.nottinghamshire.gov.uk/caring/adultsocialcare/backgroundsupport/safeguardingadults/procedure-and-guidance/>

(b) Department of Health: “No Secrets”, Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse.

www.dh.gov.uk (2000)

(c) “Disclosure and Barring Service: “Safer recruitment protecting the vulnerable”,

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

(d) Through the Roof ‘Be a Roofbreaker’

(e) Policies and Templates on the Diocesan Website

<https://southwell.anglican.org/resources/resources-safeguarding/parish-safeguarding-resources/>

(f) The Parish Safeguarding Handbook

<https://tools.parishdashboards.org.uk/storage/app/media/Resources/parish-safeguarding-handbook.pdf>