

**SAFEGUARDING POLICY FOR THE PCC OF ST JOHN WITH ST
ANDREW**

VALUES AND COMMITMENTS

For the PCC of St John with St Andrew, safeguarding is about the positive promotion of a safe culture for children, young people and adults, where everyone is cared for, nurtured and respected. *Safeguarding is the responsibility of everyone in the congregation as we are all neighbours to one another.* We all want, therefore, to have a community that promotes our neighbour's best and respects others as made in the image of God. Accordingly, we are committed to facilitating an environment in which children, young people and adults are able to worship and grow in Christ safely. In particular, we want to protect from harm and care for those who, for a whole range of reasons, are at risk in some way in our community. We are categorical that any form of abuse and maltreatment of any form is entirely against Biblical teaching and the way of Jesus Christ.

Our promotion of a safe culture will include:

- the promotion of safe pastoral care at every point in our ministry
- appointment of safeguarding officers and children's champions in each congregation
- the safer recruitment, training and support of those in positions of responsibility.
- regular safeguarding training for relevant volunteers
- the production of clear policy and procedures to which all will comply.
- carefully planned activities for children, young people and vulnerable adults
- maintaining appropriate boundaries in our contact with children, young people and vulnerable adults
- offering support where possible - particularly to those who have been abused or harmed
- responding to concerns promptly and effectively, and contacting the relevant agencies
- managing the behaviour of those in our church who have caused or may cause harm to others.

CODE OF CONDUCT FOR WORK WITH CHILDREN AND YOUNG PEOPLE

Groups covered by this code include:

- Sunday school classes (reception to year 6)
- Youth groups (including evening socials)
- Chelsea Academy
- Fab club
- Holiday club
- Crèche and pre-school age groups

NB: groups not governed by this code are crèches within daytime Bible study groups, where childcare is arranged privately by parents attending the group, who remain responsible for their own children.

WITHIN THIS CODE OF CONDUCT

- general behaviour of volunteers
- premises used
- the supervision of children's activities
- managing toileting in pre-school classes
- behaviour management
- guidelines on touch
- communications policy

1. GENERAL BEHAVIOUR EXPECTED OF ALL VOLUNTEERS

- Treating all children and young people with respect and dignity
- Developing a safe culture where workers, children and young people at risk feel comfortable to report inappropriate attitudes and behaviour in each other.
- Always putting each young person first, before achieving other goals.
- Exercising discipline appropriately.
- Recognising the developmental needs and capacity of young people – avoiding excessive competition and not pushing them against their will to take part in activities they are reluctant to.
- Ensuring each young person has a completed parental consent form for all activities, off-site travel, photographs/ video existing medical conditions and treatment in medical emergencies.
- Keeping a written record of any injury that occurs, along with details of treatment given.
- Maintaining a safe and appropriate distance with young people.
- Keeping physical contact specific to the needs of the activity and always seeking permission first.
- Never using rough play, sexually provocative words and games or physical punishment.

- Avoiding being alone with a child or young person, and always aiming to work within sight of another adult and keeping others aware of one's actions.
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Never scapegoat-ing, ridiculing or rejecting a child, group or adult or allowing others to do so.
- Avoiding favouritism to any one child or group.
- Never giving lifts to children or young people on their own.
- Never allowing unknown adults access to children.
- Never sharing sleeping accommodation with children or inviting them to your home alone.

2. PREMISES

SUNDAY SCHOOL GROUPS AND OTHER ACTIVITIES ORGANISED BY ST JOHN'S OR ST ANDREW'S

The rooms where the children meet should be safe and secure and suitable for purpose. There should be adequate space for the number of children and the activities undertaken.

OTHER CHILDREN'S ACTIVITIES HELD AT THE CHURCHES

Children involved in activities which are held at the Churches but not organised by the church – such as children's parties - are not the Church's responsibility. However, those booking church facilities will be made aware of the child protection policy and will be required to comply with it when they complete the booking form.

The Chelsea Pre-prep and Nursery operates at St Andrew's and has its own child protection policy which will be updated with any changes to the St. John with St. Andrew policy.

ACCESS TO OUTSIDE SPACE

There are five exits to outside space from St Andrew's and two from St. John's. These will be secure and in good repair.

3. SUPERVISION OF CHILDREN'S ACTIVITIES

CHILD/ADULT RATIOS

Children should never be left alone with only one adult.

Attempts will be made wherever possible to keep to the following ratio of adults to children, using as a guide the ratios required in regulations governing day care for under 8's:

Child's Age	Adult : Child ratio
0 to 2 years	1:3
2 to 3 years	1:4
4 to 8 years	1:6

USE OF YOUNG LEADERS

The PCC are keen to support young people (16-18 years old) in learning about ministry through involvement with children's work in the church. At the same time, however, it is recognised that young leaders need not be exposed to unreasonable levels of responsibility or risk. With this in mind, leaders who are 16-18 years old will not be placed in a role that will require them to complete a DBS check. They will however be asked to sign a Safe Practice Code of Conduct. Young leaders will be supported at all times in their roles by adult leaders.

REGISTERS

A registration book for each session should be kept, showing the following:

Date/ Name of leader in charge/ Names of children present

These registers are kept at St Andrew's in the relevant classrooms where the groups are held and St. John's in the office.

FIRST AID AND ACCIDENT BOOK

St Andrew's is equipped with one first aid kit kept in the kitchen and one kept in the Sunday School cupboard. St. John's has one first aid kit in the kitchen, one in the gym. All adults responsible for children should know where these are. Parents will be informed of any accidents and caregivers will record all injuries and accidents in the Accident Report Book kept with the first aid kit.

TODDLER GROUPS

During toddler group sessions run on PCC premises, parents or carers are entirely responsible at all times for the children in their care. Any concerns about children attending these groups should be referred to the Safeguarding Officers.

BABYSITTING ARRANGEMENTS

If babysitting services are offered to parents e.g. for a Christianity Explored course, then the babysitters will need to have completed an Enhanced Disclosure from the DBS.

4. MANAGING TOILETING WITHIN PRE-SCHOOL SUNDAY SCHOOL CLASSES

Within our congregations we are clear that for crèche-age children, leaders do not provide intimate care, such as nappy changes. In crèche, if a child requires a nappy change, leaders contact the parent/carer (via text message) who then come to the child and provide the necessary care.

Once children move into Sunday school the procedures around providing intimate care need to be just as consistent across the entire team of leaders. Leaders need to be operating to clear guidelines in this area both to safeguard the children and protect themselves.

The following guidelines have been established with advice from CCPAS (the Churches Child Protection Advisory Service) & reflect current best practice.

CHILDREN AGED UNDER 3 YEARS:

- The approach to managing toileting in children under 3 years will be consistent with that of crèche.
- Leaders will not provide intimate care to these children.
- Children who are not fully toilet trained should therefore attend Sunday school wearing a nappy/pull up.
- If a child in this age group requires a nappy change or to go to the toilet, a parent/carer will be contacted (via text message) and should then come and assist with taking their child to the toilet as necessary.

CHILDREN AGED 3 & 4 YEARS:

- Any help with toileting in children aged 3 and 4 years should be provided with the knowledge and agreement of the child's parents/carers.
- When taking children to the toilet, leaders should always consider the dignity of the child and ensure that as much privacy as possible is given.
- Children should be encouraged to use their own toilet cubicle.
- Leaders should avoid doing things for the child that the child is able to do for themselves.

If a parent/carer prefers to assist their own child with toileting, they should advise the group leaders of their preference. Leaders should then contact the child's parent/carer as necessary.

It should be said that if a leader is involved in taking a child to toilet, that should never leave only one leader alone with children. In that case, parents must be asked to take care of the children.

5. BEHAVIOUR MANAGEMENT

GENERAL PRINCIPLES FOR TEACHERS

We want to build a positive, encouraging atmosphere in all our childrens' activities. To that end we want to emphasise the role of:

- encouragement
- praise
- gentle and kind speech
- clear structure
- fun
- up front clarity about expectations and 'rules' for the activity

We recognise that many behavioural issues can be dealt with pre-emptively through good lesson-planning, clarity, and a calm, confident manner.

MANAGING POOR BEHAVIOUR

- Each member of the team has a part to play and agree roles and responsibilities beforehand
- Explain to the child how their behaviour is falling below the standards you expect.
- Warn the child that if behaviour continues to be poor, they will be asked to sit out from the class with a parent.
- Model grace and do not humiliate or speak harshly
- Never use physical discipline and is completely unacceptable
- We want to be speaking to parents about their children (irrespective of their child's behaviour). This acknowledges that we only teach because they have commissioned us to teach their children the Bible for an hour a week.
- Offer the child a way out by them changing their behaviour

6. GUIDELINES ON TOUCH FOR THOSE WHO WORK WITH CHILDREN

- 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 worker's.
- 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 adult or the child.
- 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. The team should be free to help each other by pointing out anything which could be misunderstood.

7. COMMUNICATIONS POLICY FOR YOUTH LEADERS (LEADING 11-18 YR OLDS)

This policy seeks to clarify and set the boundaries for communication between the youth leaders and members of St John's and St Andrew's. All communication between youth leaders and members occurs on a strictly same sex basis – i.e. male leaders to male members and female leaders to female members (except where mass communication e.g. group emails/ Facebook messages is sent out).

The context for all communication with members is that parents are responsible for their children rather than the youth leaders. At the beginning of each term a letter is sent to all parents explaining dates of events and parental consent is requested. Where a leader meets up one to one or in a smaller group parental consent will also initially be requested. In the event of any pastoral concerns a leader may have about an individual member, a leader would always take the issue to the parent or church elder. All communication in this policy is assumed to be between leaders and members only.

To prevent relationships being misunderstood by a member or an outsider; leaders will not send more than five texts, emails or Facebook messages to one individual in any given week. All communication between leaders and members is to occur between the hours of 8:00am and 8:00pm. In circumstances where leaders are texted or contacted by members outside of these times, the leader will not reply until the following morning except in cases of emergency. The only exception would be in the evening of a youth event (for example a social, which may not finish until 10pm) where communication asking for practical details can be replied to.

In all communication, leaders are encouraged to be above reproach and exercise wisdom to protect both themselves and the members from accusation or incrimination of any kind. Rather than hinder communication, this policy is intended to encourage youth leaders to communicate appropriately.

The table below outlines the current methods of communication:

	Groups for ages 11-14	Groups for ages 15-18
Text Messaging	None	<ul style="list-style-type: none"> • Used to confirm details of attendance at social events and meeting one to one with members • Occasionally used to send birthday messages, encourage with Bible verses. Same gender only. • Not used for conversations or discussions of any nature.
Mobile Phone Calls	None	<ul style="list-style-type: none"> • Used only to confirm expected attendance at an event or a one to one meeting. • Eg if leaders and members are at a venue waiting for another member's arrival, the leader may call to ask where they are. • Not used for any other communication or personal/ pastoral work.
Landlines	None	<ul style="list-style-type: none"> • Used to confirm attendance at events or arrange meeting for one to ones where member does not have a mobile phone.
Facebook	None Leaders are asked not to be Facebook friends with member of the pathfinder group.	<ul style="list-style-type: none"> • Facebook group created to communicate details of events, confirm details of and attendance at events • Only group members are allowed to be members of the Facebook group. The youth leader is the sole administrator of the group. The Facebook group is closed meaning that no-one outside the group has access to information or communication contained within the group. • Leaders will occasionally communicate via personal message on Facebook or via the members Facebook wall to confirm details of meeting for one to ones or to encourage with Bible verses etc. Same gender only. • Leaders and members are often friends on Facebook which gives members access to the whole of the leader's Facebook profile. The leader has to be above reproach in their Facebook behaviour. The member will have access to some content of the leader's other Facebook friends. • Facebook communication has proven to be the best form of communication with members and allows insight into one another's lives.

CODE OF CONDUCT FOR WORK WITH VULNERABLE ADULTS

An adult at risk is “any adult aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is, or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation” (Care Act 2014)

The purpose of this code is to clarify what this means in practical terms for each area of our work with older adults. It is noted that not all older people are ‘at risk’ and that in line with advice from CCPAS (Churches Child Protection Advisory Service), it is also noted that DBS (Disclosure and Barring Service) checks should only be requested when it is necessary for the particular role of that individual. For individuals with current DBS clearance for children’s work, CCPAS have advised that it would be excessive to require another check, but that when the DBS is renewed it should specify both roles.

To maintain accountability and transparency anyone who develops a one-on-one relationship, is put in a position of trust, or has been put in a situation that could be misunderstood should tell inform the vicars at St John’s or St Andrew’s.

1. AFTERNOON TEAS/COMMUNITY LUNCHESES

The majority of guests attending this event are not ‘adults at risk’. The event is a group activity held in a large hall.

Everyone on team will be recruited in line with the policy in Appendix A

EMERGENCIES

Although this event is low risk there are members of the Afternoon Tea team with a first aid qualification. The first aid kit is located in the kitchens in the respective churches.

Team members should be familiar with the fire evacuation procedure. If the alarms sound, everyone should make their way to the assembly point via the fire doors at the back of the building. If this route is blocked, leave via the front of the building. Team should instruct guests what to do and assist those who need help.

2. LIFTS TO CHURCH

Drivers

- will be required to follow the guidelines in Appendix B.
- require a DBS check and a reference from someone who has known them for 2 years (ideally their pastor or small group leader).
- individuals must be clear who in their family is volunteering and if, for example, it could be either husband or wife who might give the lift, both will require a DBS check.

3. HOME VISITING / BEFRIENDING

Those visiting individuals on a one-to-one basis will require a DBS check. We need to ensure that we don't leave ourselves or the Church open to criticism or complaint whilst also being free to "go the extra mile". Here are some basic guidelines that we hope will help us avoid such situations but are by no means exhaustive.

- always be respectful and offer people choices.
- make sure the parish vicars know about and agree to any one-on-one visiting you undertake.
- when you become aware of needs, always avoid fostering dependency on yourself or volunteering the Church for things it isn't able to do.
- it's important to be dependable and carry out what we say we'll do.
- where appropriate refer people to other agencies for support.
- do not get involved in helping people with their finances or personal care.
- we try to discourage people giving team personal gifts. If you are offered a gift, which you are unable to decline, be sure to tell the ministry lead.
- also be respectful of people's personal space. If you are going to touch someone, for example offering to help them into a car or to lean on your arm as you are walking, then ask first if that is what they would like you to do.

If you have any concerns, don't keep them to yourself, but talk it through with the vicars of the parish and/or the Safeguarding Officers.

RESPONDING TO CONCERNS OR DISCLOSURES

The Church Safeguarding Officer is responsible for ensuring the coordination of any concerns about a child, or the behaviour of an adult working with children. Their role is to ensure that these are discussed with the church leader and appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Team (it is the task of Children's Social Services to investigate the matter under Section 47 of the Children Act 1989)

1. WHAT TO DO YOU IF YOU ARE CONCERNED ABOUT A CHILD AND SUSPECT ABUSE

- take any emergency action needed to alleviate any immediate risk to life or limb
- discuss your concerns with the Church Safeguarding Officer or parish vicar

For St. Andrew's for this is:

Safeguarding Officer - Jessica Rae
(safeguarding@standrewschelsea.org)

Vicar - Paul Dawson 07791495824 (paul@standrewschelsea.org)

For St John's this is:

Safeguarding Officer - Barbara Ofori Boateng 07956418659
(safeguarding@stjohnschelsea.org)

Vicar - Andy Mason 07852 161336 (andy@stjohnschelsea.org)

- in case of emergency, or if the Church Safeguarding Officer, or parish vicar are unavailable, or if you do not feel that the issue has been handled correctly/appropriately, contact:

RBKC Safeguarding	020 7361 3013
RBKC Emergency out-of-hours team	020 7373 2227
NSPCC helpline	0808 800 5000

- make a brief factual note of what you have seen, heard or become concerned about (within an hour when possible) including notes of dates and times.
- keep all hand-written notes, even if typed up.
- listen, don't ask any leading questions and treat all information confidentially (only disclosing it to appropriate authorities).
- ensure safeguarding action is taken

2. HOW TO RESPOND TO A YOUNG PERSON WISHING TO DISCLOSE ABUSE:

- Ensure the physical environment is welcoming, giving opportunity for the young person to talk in private but making sure others are aware the conversation is taking place.
- Allow space and time for the person to talk.
- Above everything else listen without interrupting.
- Be attentive and look at them whilst they are speaking.
- Show acceptance of what they say and remain calm
- Be honest and don't make promises to keep confidentiality.
- If they decide not to tell you after all, accept their decision but let them know that you're always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who can assist in understanding (i.e. with sign language, Braille, etc).

3. WHAT TO DO ONCE A YOUNG PERSON HAS TALKED TO YOU ABOUT ABUSE:

- Again, reassure the young person that they were right to tell you and show acceptance.
- Let the young person know what you are going to do next and that you will let them know what happens.
- Contact the Church safeguarding officer.
- Consider your own feelings and seek pastoral support if needed.

Concerns about children and young people at risk will be diligently and promptly responded to according to our procedures, recognising the sensitivity it may hold for those involved. Where there is a concern, this should be reported to the appropriate person or advice sought within 24 hours.

The parish will seek advice from the Diocese and also to keep the Diocese up-to-date with any relevant cases, once statutory services have been notified. There is an independent Safeguarding Team at Diocesan House that advise and oversee issues throughout London Diocese.

The Diocesan Safeguarding Team can be contacted via:
safeguarding@london.anglican.org / 020 7932 1224

PCC SAFEGUARDING STATEMENT

The Diocese of London joint policy statement on safeguarding children, young people and adults at risk is formally adopted by the PCC of St. John with St. Andrew, without additions or revisions, annually. Safeguarding it to be on the agenda at the first PCC meeting held after the Annual Parochial Church Meeting (APCM) each year.