ST AUSTELL Parish
TRINITY YOUTH & KIDS

WORKING WITH

CHILDREN and YOUNG PEOPLE





SAFEGUARDING HANDBOOK

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1 INTRODUCTION: WHAT IS SAFEGUARDING?

Our church believes that growing up in the Christian faith can be a great adventure, and desires that all children and young people grow up in this realisation and commit themselves wholeheartedly to living for Jesus.

We therefore take the safety and wellbeing of our children and young people very seriously.

Anyone wishing to work with children and young people at the church will be required to complete a DBS and follow our Safer Recruitment Procedures.

2 CODE OF CONDUCT

Children and Youth Workers must always:

- **Abide by our Safeguarding Policy and follow our Safeguarding Guidelines.**
- **Listen to, respect and value the children, young people and leaders at all times.**
- **Treat all children and young people fairly, without prejudice or favouritism.**
- **Challenge any unacceptable child behaviour in an appropriate way.**
- **Use language that is appropriate and not offensive or discriminatory.**
- **Behave in a way that is appropriate, and that avoids inappropriate relationships developing with any of the children or young people.**
- **Always inform their leader of any accident or safeguarding concern as soon as they happen.**

3 SUPERVISION AND RATIOS

The Church of England follows the ratio recommendations for child supervision as follows:

Supervising Adults (one to be a designated leader)	Age of Children	Maximum number of Children	Ratio
2 minimum	0-2 years	6	1:3
2 minimum	2-3 years	8	1:4
2 minimum	4-8 years	12	1:6
2 minimum	9-12 years	16	1:8
2 minimum	13-18 years	20	1:10



4 GENERAL GUIDELINES FOR STAFF AND VOLUNTEERS WORKING WITH CHILDREN AND YOUNG ADULTS

Remember and practice Jesus' love for all of our children, providing a caring, supportive and stimulating Christian environment in which children and young people can develop spiritually, mentally, emotionally and physically.

- **Pray regularly** for the children and young people under your care.
- **Provide an example** that models good relationships between adults and children, adults and young people, and which others would wish to follow.
- Treat everyone with equal care and respect.
- **Respect confidentiality** but be honest about its limits.
- **Plan activities** so that circumstances which could lead to abuse, or allegations of abuse are minimised.
- Always exercise great caution about physical contact.
- **Be visible** or accessible to others if you spend time with a child or young person individually during a meeting. Be overlooked but not overheard. When there is a need to talk with a child or young person individually or privately in another room, leave the door open and ensure that at least one other leader is aware of the situation.
- Avoid, if possible, being alone with a child or young person.
- **First aid** should be administered in the presence of another leader where possible.
- Children and young people should not be given medication by any leader - unless away at a children's or youth event.
- Do not give children and young people lifts in your vehicle.
- **There must always be 2 adults for each group** and, where appropriate, should include both men and women where the group is of mixed gender.
- **Familiarise yourself** with the procedure
- if abuse of a child or young person is suspected.
- Do not assume that abuse 'will never happen here' or that 'it couldn't happen to me'.
- Do not allow visiting helpers to accompany children to the toilet.
- Do not play hard physical contact games with children and young people.
- Do not make abusive remarks or gestures to or about anyone, or permit abusive youth peer activities, i.e. ridiculing, bullying.
- If calling at a young person's home, for whatever reason, do not enter if the young person is alone.
- Ensure that members of your group are brought and collected by an adult known to the leaders.
- If any child or young person becomes involved in illegal activities such as shoplifting, you should take appropriate action within the law. On no account should stolen property remain in any building used by the group, or be transported in a vehicle, unless it is being returned or taken to a police station.
- Do not leave a child or a group of children alone.

4.1 Behaviour Management

We are committed to creating a safe, caring, and fun space where every child and young person feels valued, respected, and supported.

Our goal is to help them grow in confidence, self-control, respect for others, and empathy in their relationships during our sessions.

Clear guidance should always be provided so children and young people know what is expected of them. Boundaries should be set and reinforced in a consistent, fair, and encouraging way.

If a child causes harm to another, they should be helped to understand the impact of their actions and supported in apologising and making amends.

Acts of kindness, cooperation, and good behaviour should be noticed and praised. Every child and young person deserves to be treated with respect and dignity.

Discipline must never be harsh or punitive, and physical reprimands are never acceptable under any circumstances.



4.2 Consent Forms

Consent Forms must be completed for all activities and events. Once complete, they must be kept securely as they contain personal data, and remain readily accessible throughout the event.

At St Austell Parish we use ChurchSuite for our sign ups and consents. For regular events (such as Sunday children's groups) parents / carers need to complete the Consent Form annually.

4.3 First Aid

As part of the organisation of all events, consideration must also be given to how to respond if a child does become ill or needs medical attention.

All incidents requiring first aid must be reported and an Accident Form completed.

The Accident Forms are found in the First Aid boxes in all the Parish Buildings. The Accident Forms should be completed and returned to one of the Safeguarding Contacts/Safeguarding Officer or Group Leader on the day of the incident.

Should medical assistance be required, this should be sought as soon as possible, and the child's parents/carer should be contacted.





4.4 Photographs and Videos

From time-to-time official photos and videos may be take for church communications and publicity.

Parents will be asked to agree, or not, to photographs and videos being used, when they complete the annual registration form for their child, and also on the Consent Form if there is an off-site/one-off event.

No other photos of the children and young people should be taken, or allowed to be taken by others; including photos taken by other children.

Photos will only be uploaded to any form of social media by those responsible for our St Austell Parish social media accounts.

4.5 Physical Contact

Physical touch must be related to a child's needs and not the adult's. Touch must therefore be age appropriate and initiated by the child, and it must always be in public.

Hugs should not be prolonged, and hand holding or sitting on an adult's lap is only appropriate for infants and toddlers.

Tickling games and piggyback rides are not permitted, and any physical touch should could be misunderstood or misconstrued should be avoided.



4.6 Communication to Under 18's

We expect that you do not communicate with any of the members within your group by email, messaging or chat groups (unless they are family members) unless this has been previously discussed with the Safeguarding Officer.

Only nominated leaders will contact young people in their respective groups via an official church WhatsApp Group (where there will always be at least two leaders within the chat).

Should an issue of a pastoral nature be raised, an appropriate face-to-face meeting to discuss should be arranged via the relevant Safeguarding Officer or the Vicar.



4.7 Social Media

Leaders and helpers must not have the children or young people that they supervise as contacts/friends on social media (unless they are family members).

- They must ensure that all content displayed on their own profile page is appropriate at all times (whether generated by them or by others).

- The only social media accounts we endorse are those created by St Austell Parish.

4.8 Toilet Trips

Parents/carers should be encouraged to ensure their children have been to the toilet before bringing them to the group.

All toilets in the Trinity Centre are single-occupancy toilets and children are allowed to go independently, whilst a team member keeps an eye from a distance.

In situations where a child needs help, the cubicle door must be left open.

In crèche all parents are required to change their own child's nappy.

4.9 Face-to-Face Meetings

Where a face-to-face meeting between a leader and a young person is required, this must be arranged in advance with the parent/carer's consent.

Mentors need to inform the Safeguarding Officer or Children, Youth & Families Lead, of the meeting, and where and when it will be taking place. Meetings must take place in a public setting, where the leader and young person are not alone.

Discipleship and mentoring must only be done with children or young people of the same gender.





4.10 Mentoring

Mentoring will be offered to youth from year 9 upwards, with the agreement of parents. The aim of mentoring is to provide targeted support and guidance to young people around life issues, and issues of faith.

Mentoring is a one-to-one activity and in this context, there will be situations where the mentee may be considered alone with the mentor. For this reason, the choice of venue is of great importance and the conduct and boundaries of the meeting should be clearly understood by both parties and fall within the training and guidelines set by the head of the group.

- Mentors will be selected by the youth team from people that are well known to the church and have proved themselves to be wise and of good standing and of good character.
- Mentors will go through the recruitment procedure as leaders (see section 4).
- Mentors will be of the same sex as the mentee.
- Parents of youth and and the youth electing to be mentored will have the option to decline a mentor they do not feel suitable.
- After 3 months the mentoring arrangement is reviewed with both parties with options to conclude this.
- A mentoring contract will be agreed by parents, youth and mentors.
- Mentoring should happen in a venue where other adults are present, and the space is open to others i.e. a coffee shop, the lounge of a house which other adults pass through. The choice of venues should be agreed with parents.
- Mentors will be given training on the nature and scope of mentoring, and what to do should a youth have needs outside of this.
- There should be no physical contact between a mentor and mentee as part of the mentoring session.
- Mentors should make a note of the themes and nature of the conversation in a mentoring session.





4.11 Prayer and Ministry Times

Prayer with a child or young person should never be alone or in an unsupervised situation; always in public in a public setting. The child/ young person should always be asked (and never pressured) to be prayed with.

Prayer should always be with the same gender where possible. Prayer with laying on of hands must only be done with children and young people of the same gender. This must be done only with the permission of the child, and only with a light touch on the arm or shoulder of the child.

If the adult feels they have a significant word of knowledge for a child this must be discussed with the Group Leader or parent prior to any discussion with the child.

4.12 Risk Assessments

Risk Assessments must be carried out for all events by the organiser and steps taken to mitigate any key risks identified.

All Risk Assessments need to be submitted to either the Vicar or Children, Youth & Families Lead for approval, so need to be prepared at least two week's prior to the event, using the relevant St Austell Parish pro-forma.

4.13 Evacuation Procedure

- Fire evacuation procedures are detailed on internal signage in the Trinity Centre and Holy Trinity Church.
- Group leaders should always be aware of the fire evacuation procedure and the safe route from their room to the muster point on the Piazza.
- During Sunday services, there will be church staff acting as Safety Officers who will co-ordinate the evacuation.
- Children and vulnerable adults with Additional Needs will have a personalised evacuation plan (PEEPS). All one-to-one carers should ensure they are familiar with the procedure for their child or young person at the start of each session.
- On no account should the lift be used. An Evac chair for use on the stairs is located on the middle floor of the Trinity Centre. Please see the policy on the following page.



4.14
In the Event of a Fire



ST AUSTELL Parish

In the Event of a Fire

Trinity Centre Second Floor Evacuation Plan

Key Information

- **Premises address:** The Trinity Centre, 4 Market Street, St Austell PL25 4BB
- **First aid location:** Windowsill in the main hallway
- **Contact phone number:** 01726 64299

Raising the Alarm

A continuous siren signals the fire alarm. If you discover a fire, press the nearest alarm call point immediately.

Evacuation Procedure

All occupants must leave the building immediately by the nearest signed fire exit. Follow the illuminated exit signs and do not stop to collect personal belongings.

- **Adventurers:** Leave via the back steps from the Adventurers room.
- **Explorers, Voyagers and Youth:** Use the main staircase and exit from the stairs halfway between the first floor and the ground floor.
- **Locked Adventurers door:** If this door is locked, use the key held in the nearby Break-Glass box.
- **Lift:** Do not use the lift during evacuation.

Muster Area

Once at ground level, everyone must go to the muster area: the Piazza in front of Holy Trinity Church. This includes anyone who exits through the courtyard gate onto Market Hill. Remain at the muster area until directed by a Fire Marshall.

Take particular care on Market Hill, as it is a narrow two-way street. Take care when crossing Market Street to reach the muster area.

Re-entry to the Building

Do not re-enter the building until the Fire Marshall confirms that the Fire Service has given the all clear and the alarm has been cancelled.

5 SAFE CHURCH, SAFEGUARDING TRAINING

Safeguarding is the responsibility of all staff and volunteers and you are expected to be familiar with the Church of England's 'Promoting a Safer Church' guidelines.

This can be found online here:

https://trurodiocese.org.uk/?s=safe+church

Safeguarding training is part of the S.R. (Safer Recruitment) process and is to be redone every 3 years.

If you have any safeguarding concerns, remember you are not alone.

First speak to the Vicar and or the Safeguarding Officer (current team detailed on the church noticeboard). They can be in touch with the Diocese if necessary who have a wonderful support team for any incident.

All staff and volunteers will be required to have a DBS check, follow our Safer Recruitment Procedures and sign a Confidentiality Agreement.



5.1 Recognising abuse

The definition of abuse and neglect includes the maltreatment of a child or young person: inflicting harm or failing to prevent harm. This can be inflicted in a family or institutional or community setting; by those known to them or more rarely, by a stranger.

Types of abuse:

Physical abuse

may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or young person.

Signs of possible abuse include: injuries not consistent with explanation; or in abnormal locations; or that have not been treated.

Emotional abuse

is persistent emotional maltreatment. It may also involve seeing or hearing the ill treatment of another, for example when a child or young person witnesses domestic violence.

This can also involve serious bullying (including cyberbullying).

Signs of possible abuse include: changes in mood or behaviour; aggression; attention-seeking behaviour; nervousness, obsessions or phobias; persistent tiredness; running away/ stealing/lying/self-harm.

Sexual abuse

includes forcing or enticing a child or young person(s) to take part in any sexual activities, whether or not the child or young person is aware of what is happening (including viewing pornography).

Signs of possible abuse include: disclosures made by a child or young person; excessive preoccupation with sexual matters; detailed knowledge of adult sexual behaviour; severe sleep disturbances; eating disorders.

Neglect

is the persistent failure to meet a child or young person's basic physical and / or psychological needs.

Neglect may include the failure to provide adequate food, clothing, shelter, supervision, medical treatment or response to emotional needs.

Signs of possible neglect include: children being out late at night, or left home alone for extended periods; health and other needs not being taken care of.

5.2 Picking up on abuse of a young person or child

While a young person or child may not share with you, there are indications that may surface in physical, emotional and medical symptoms.

It is important to recognise that changes in behaviour do not necessarily mean that a young person or child has been abused. There may be other causes.

5.3 Physical Signs

All children sustain bruising, but there are certain sorts of bruising that are harder to explain, e.g. eyes, cheeks / side of face, finger marks on neck, bruising or grasp marks on: shoulders; upper and inner arms, genitals; buttocks.

If the site of the bruises arouses suspicion, think about the frequency of them.

5.4 Behavioural Signs

Reluctant parental contact or contact with other adults or adults of a particular sex.

Pseudo/mature, sexual behaviour or explicit behaviour. Sexually explicit behaviour or language, have tummy pains, isolation/frozen watchfulness. Obvious disturbed sleep patterns.

Watch out for new relationships with other adults and children which are secretive and exclude others.

5.5 Emotional and Psychological Signs

Loss of self-esteem, anger, depression.

While these are signs common to children who have been abused, this doesn't necessarily mean that someone displaying any of the above characteristics has been abused.







6 CONFIDENTIALITY

- You should normally treat as confidential all personal information to which you become privy in the course of your voluntary work. Information supplied by an individual should not be shared with others without prior consent.

- There may be circumstances in which the law, the public interest, or personal health or safety overrides an individual's right to have information kept confidential, for example, all situations involving sexual or physical abuse or any situation where the church may become involved in legal proceedings. All such cases should be reported to and discussed with the Children, Youth & Families Lead before any action is taken.

- You should make it clear to the children and young people that personal information will be regarded as confidential within these limits. If there is any possibility that confidentiality will have to be broken, the child or young person giving the information should be advised immediately and if possible, in advance.

7 DEALING WITH DISCLOSURE

RECOGNISE | RESPOND | RECORD | REPORT

The following procedure is one which must be followed if abuse is disclosed:

- **Listen very carefully.** Do not show shock or disbelief. Remember that a child/person who makes a disclosure will be placing a great deal of trust in you, which you will need to respect, don't make it harder or impossible for them to continue.

- **Do not ask questions straight away, but simply repeat back, in exact words, what was said to you.** If clarification is required, ask 'open-ended' questions, ones that do not imply an expected answer, or assumes something that the child has not told you (what?, why?, where? etc.). TED is a good strategy to use...



- **Keep an open mind when hearing allegations and remain calm.** If the allegations came from a child, thank them for telling you something which was very difficult to say. Keep your impartiality and do not use 'inductive' language (e.g. "that was very brave of you."), which could influence the young person to say more than they had intended.

- **Say that you will tell someone else.** It is your duty to share any abuse discovered or suspected. Never promise not to tell anyone. Only a few people will need to know, but they must be told. The Children's Act says that the child's welfare is paramount.

- **Make notes in handwriting (not typed), using the exact words of the child.** Use a simple diagram if it is bruising that is shown. Use a code name for the child, in case the notes should fall into the wrong hands. Sign and date them. Keep them safe.

- **Inform the Children, Youth & Families Lead immediately.** It is especially important that cases of physical abuse are dealt with at once. The Children and Youth Team Leader will contact Social Services, or police. If you are not happy with the Children and Youth Team Leader's response, you are free to contact the Social Services or police directly.

- **Tell no-one else about what you have heard.** On no account speak to anyone who may be implicated in the abuse, including the child's parent or another worker in the church.

- **Pray privately for the child and the situation.**

- **If you personally suspect some form of abuse, without explicitly being told about it, contact the Children and Youth Team Leader and discuss your concerns.** You can use hypothetical names and hypothetical situations if you wish. Do not approach the child about it yourself. Also you can phone the number below - to talk through the options, which include help for the person reporting the abuser:

Free 24 hours
NSPCC Child Protection Helpline
0800 800 500

- **You could also report your concerns directly to local professional services such as your health visitor or doctor - you can also contact your local police or social services department.**

- **Ensure you do not confront the abuser yourself.**





8 HEALTH & SAFETY

8.1 Residential Activities

- During a residential, you act 'in loco parentis', which imposes a responsibility to act as a wise and responsible parent would.
- Young people of 18 or under must supply a consent form signed by a parent or guardian. The form should be designed so as to obtain permission to take the young person on the residential, details of any health concerns and permissions to seek medical treatment in the event of an emergency.
- Be particularly careful about sleeping arrangement and toilet/shower areas.
- Make every effort to avoid situations where abuse could occur or situations that could lead to an allegation of abuse.

8.2 Travel

Travel to and from events is the responsibility of the parent/carer. If a child is awaiting a lift home there must always be two leaders present.

Named drivers will be used for all events. All journeys must be logged and there must be two DBS checked leaders if a parent is not present.

The driver must have business insurance (or the agreement of their insurance company to drive for church purposes) for the vehicle being driven.

For all events that involve the group travelling, children and young people must not travel alone with a single leader. Seat belts must be worn where present and age appropriate.



9 ADDITIONAL NEEDS GUIDE

WE BELIEVE that everybody, whatever their level of ability is an important and vital part of our Big Family, and is able to fully know and encounter the love of God.

Communicating with your 1 to 1 child

The tips below will help you enjoy your time with the children in your care:

- Always read the child's profile. This gives you valuable information, including likes, dislikes, allergies, medical needs, and protocols for medicines and toileting.
- Find how your child communicates and if they have a special interest (such as trains).
- Use the visual timetable provided to help the child process information.
- Find ways to help your child engage in the activities and story time.
- Always use the child's name at the beginning of a sentence, so they know you are talking to them.
- Make sure the child is paying attention before giving them an instruction or asking a question.
- Speak clearly using short sentences. Never raise your voice.
- Don't use open ended questions – instead offer choices.
- Keep communication to a minimum (including eye contact, facial expressions and gestures) if the child shows signs of anxiety.
- Do not use a mobile phone while in the group, or give a phone to a child to play with.
- **PEEPS** (**P**ersonal, **E**mergency, **E**vacuation **P**lan) in place if necessary.

REMEMBER:

- **Never physically try to restrain a child or use physical force.**
- **Always give your full attention to the child you are caring for, and keep sight of them at all times.**
- **You are never on your own and have our support at all times.**
- **Only designated DBS checked leaders are allowed to carry out intimate personal care and toileting. If the young person in your care is over 18, only leaders with an Adult Workforce DBS may provide intimate personal care.**
- **If at any time you feel out of your comfort zone you must immediately talk to your key worker. They are there to support you and help make your time with the children fun.**
- **If you notice your child is becoming anxious, notify your room leader immediately.**
- **Never physically try to restrain a child or use physical force.**
- **We are here to have fun and show the children God's love in a loving and fun environment – a sense of humour always helps!**



10 USEFUL INFORMATION

If you would like to speak with someone outside the church, the following helplines may be helpful.

NSPCC
for adults concerned about a child
0800 800 500

CHILDLINE
helpline for children and young people
0800 1111

24 HOUR NATIONAL DOMESTIC VIOLENCE HELPLINE
0808 2000 247

STOP IT NOW
preventing child sexual abuse
0808 1000 900

CRUSE
bereavement helpline
0808 808 1677

SAMARITANS
for people struggling to cope and needing someone to talk to
116 123

PENHALIGON'S FRIENDS
advice, support, guidance and resources for bereaved young people and carers of bereaved children
01209 210624

PARENT CARERS CORNWALL
providing a voice and helpful information for parents of disabled and additional needs children
07973 763332

EARLY HELP HUB
access point for Cornwall based children's support services
01872 322277

FIRST LIGHT: SAFER FUTURES
advice, support, recovery and behaviour change programmes for people affected by domestic abuse and sexual violence
0300 777 4777

OUTLOOK SOUTH WEST
NHS mental health therapy for stress, low mood and worry
01208 871905





11 REFERENCES

www.NSPCC.org.uk

Safeguarding Archives -
https://trurodiocese.org.uk/?s=safeguarding

Safer Recruitment -
https://trurodiocese.org.uk/resources/safeguarding/parish-sg-support/safer-recruitment-and-people-management/

Notes

ST AUSTELL Parish

SEARCHING FOR GOD'S HEART
AND SHARING WHAT WE FIND

www.staustellparish.uk

St Austell Parish Safeguarding Policy Statement,
Safeguarding Handbook, Safeguarding Policy
and Domestic Abuse Statement can be downloaded here:

www.staustellparish.uk/safeguarding