

# Safeguarding Children and Young People

## Policy and Procedures

**Saint Michael and All Angels**

**Bramcote**



# Principles of the House of Bishop's Policy for Safeguarding Children

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

## Principles

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and all adults.
- The safeguarding and protection of all children, young people and adults when they are vulnerable.
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

We will carefully select and train all those with any responsibilities within the Church, in line with safer recruitment principles, including the use of the Disclosure and Barring Service.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

In all these principles we will follow legislation, guidance and recognised good practice.

This principle statement will be renewed annually and progress in carrying it out will be monitored by **The Safeguarding Co-ordinator who is:**

Revd Tony Cardwell  
49 Bramcote Road,  
Beeston, Nottingham,  
NG9 1DW

Telephone (0115) 925 5866

This statement was last reviewed and agreed by the Parochial Church Council of Saint Michael and All Angels Parish Church, Bramcote.

Date: 14<sup>th</sup> January 2019

Signed: *Paul Reynolds*  
(Incumbent)

Signed: *Stan Heptinstall*  
(Lay Chair of PCC or Churchwarden.)

The next PCC Policy Review is due in January 2022.

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# PROCEDURES FOR IMPLEMENTING THE PARISH POLICY

## The Parish of Saint Michael and All Angels, Bramcote

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 should sign a declaration afterwards saying that they have read and clearly understood them.

### 1. CONTACTS

The Parish Safeguarding Co-ordinator is **Revd Tony Cardwell**

Address 49 Bramcote Road

Beeston

Nottingham

NG9 1DW

Tel (0115) 925 5866

Email tonycardwell42@gmail.com

**2. Contact Details for Main Leader of each Children's/Youth Group**

<b>YOUTH GROUP / ACTIVITY</b>	<b>LEADERS NAME</b>	<b>LEADERS ADDRESS</b>	<b>TELEPHONE NUMBER</b>
Junior Church (Sundays)	Rosie Bjelland	1C Cookfield, Heage, Belper Derbyshire, DE56 2TF	07849 220601
Children & YP Weekday Activities	Rosie Bjelland	1C Cookfield, Heage, Belper Derbyshire, DE56 2TF	07849 220601
After School Activities (Explorers)	Rosie Bjelland	1C Cookfield, Heage, Belper Derbyshire, DE56 2TF	07849 220601
Young Peoples Fellowship	Rosie Bjelland	1C Cookfield, Heage, Belper Derbyshire, DE56 2TF	07849 220601
Little Angels	Rosie Bjelland	1C Cookfield, Heage, Belper Derbyshire, DE56 2TF	07849 220601
Dads & Kids	Daniel Stevenson	1A Hills Road Breaston Derbyshire DE72 3DF	07415 681210
Messy Church	Rosie Bjelland	1C Cookfield, Heage, Belper Derbyshire, DE56 2TF	07849 220601

**3. The Following Ratio of Adults (over 18 years old) to Children Should be Followed at All Times:**

<b>Age</b>	<b>Number of Leaders</b>
0 to 2 years	1 person for every 3 children 1 : 3
2 to 3 years	1 person for every 4 children 1 : 4
3 to 8 years	1 person for every 8 children 1 : 8
Over 8 years	1 person for the first 8 children then 1 extra person for every 12 children.

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

Our uniformed organisations follow their own recommendations and rules.

Our bell ringers follow their own National Safeguarding Policy for Bell Ringers which can be found on the notice board alongside the Safeguarding Policy.

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## **1. Introduction:**

This document outlines the diocesan 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, and Local Authority multi-agency policies. The overall policy of the Anglican Church for safeguarding children and young people is set out in 'Protecting all God's children' (PGC). Every parish should have a copy of this for detailed reference. Please refer to the link below.

<http://www.churchofengland.org/media/37378/protectingallgodschildren.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: the welfare of the child should be paramount. (PGC p8). 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. Documents providing more detailed guidance are listed out in section 9 below.

## **3. Identifying Abuse**

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

### **Examples of Abuse:**

National guidance identifies four examples of abuse in relation to children:

**(i) Physical Abuse** may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing harm to a child. Physical harm may also be caused when a parent or a carer fabricates the symptoms of, or deliberately induces, illness in a child.

**(ii) Emotional Abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may also involve: seeing or hearing the ill-treatment of another, for example in domestic violence situations: serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**(iii) Sexual Abuse** involves forcing or enticing a child or young person take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact. Including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbating, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**(iv) Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### **4. Safe Recruiting**

Those responsible for an appointment should follow the principles outlined on the next page when seeking to appoint someone to a post involving direct contact with children and young people. This follows the recommendations given by the Home Office in the Safe from Harm publication and the House of Bishops policies on safe recruitment. The forms in the appendices section 12 of the handbook, Children and Young People First is the resource for this.

## 5. Good Practice Guidelines

Every volunteer and paid worker with children and young people should be given a copy of the 'Pocket Guide to Safeguarding Children', which is available on request from the Diocesan Safeguarding Adviser. They should also be aware of Children and Young People First 2004 and specific good practice guidance is available from Protecting All Gods Children 2010.

## 6. Procedure to Follow in the Case of Suspicion and Disclosure of Abuse

Pocket Cards are a useful reminder of actions to take if:

- There is an allegation of abuse
- You are concerned about a young person
- You are concerned about the behaviour of an adult
- It comes to your notice that someone may be committing abuse

The procedure at Saint Michaels for Safeguarding Children and Young People, is to report it at once to Rosie Bjelland or Revd Paul Reynolds, or in the event of their absence to Revd Tony Cardwell, who in any case will be informed as soon as possible.

### The A to B to C Process

'A' gives information to 'B' who contacts 'C'

Person having concern/taking disclosure = A

Parish Safeguarding Co-ordinator/clergy/Paid Lay staff = B

Safeguarding Adviser for Diocese = C



Please **record** what you have heard, what your concerns are and what action taken.

Children should be given every opportunity to learn that no-one has the right to do anything to them that makes them feel uncomfortable.

Nottinghamshire County now has a Multi-Agency Safeguarding Hub, designed to help agencies work together on safeguarding cases. The 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.

MASH Telephone: 0300 500 8090.

Nottingham City has a contact point in the city Telephone: 0115 915 5555.

A copy of the statutory safeguarding poster is available on each main notice board and on the parish website.

## **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 provided and a signed permission slip returned. Contact and medical details are held centrally, but must be kept up to date.
- Before events take place please see your parish Safeguarding Co-ordinator 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 within the parish.

The parish Safeguarding Co-ordinator has a sample of a form for such events.

## **8. Support, Supervision and Training of Children's Workers and Youth Workers.**

Everyone should avoid working alone with children and 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.

Children's and youth workers are given the opportunity to review their work with the leader of their group or another named adult. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.

The arrangement for supervision at Saint Michaels, is to discuss support arrangements and reflect and review work with the Children's, Young People and Family Life Minister on a regular basis. If extra support is required children's and youth workers are to inform the Children's, Young People and Family Life Minister as soon as is possible.

From time to time our church may hold training events on Safeguarding. There will also be other training events held by the diocese which church staff, youth workers, volunteers and safeguarding Co-ordinator may (or are required) attend.

Information about forthcoming safeguarding training events is available from the Diocesan Safeguarding Adviser.

## **9. The Passing On of Information to New Safeguarding Screeners and/or Incumbents.**

After a children's/youth worker or volunteer has resigned, information on their children's/youth work will be kept for an indefinite period, in case it is needed for references for a new position at another church or for working with children elsewhere.

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 immediately. We have a **legal duty** to refer certain information to the Disclosure and Barring Service (DBS) and consult the Local Authority.

## **10. Implementation of the Policy.**

The Parish Safeguarding Co-ordinator 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 and all other tasks in the job description in CYPF 2004.

## **11. Procedure for Regular Reporting to the Parochial Church Council (PCC)**

The Parish Safeguarding Co-ordinator will report annually to the Parochial Church Council on safeguarding matters, new groups, new workers and training needs.

## **12. Training**

Full training is offered by and within the diocese.

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**Please keep a copy of this document for your parish records, give a copy to each of your children's and youth workers/volunteers and ensure that regular reviews take place.**

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