

St+Kea

**SAFEGUARDING
GUIDELINES**

CHILDREN & YOUNG PEOPLE

St Kea Church

Kea, Truro

Cornwall TR3 6AE

01872 262868

stkea.org.uk office@stkea.org.uk



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

RISK ASSESSMENTS

Risk assessments must be carried out for all events by the person organising the event and steps taken to mitigate any key risks identified.



KEY CONTACTS

St Kea Safeguarding Officers:

Marc Baker
Alan Stanhope

01872 260134
01872 862397

Diocesan Safeguarding Officer

01872 274351

Adult Care & Support

0300 1234131

Out of Hours

01208 251300

Police Enquiries

101

Central Referral Unit

08456 051166

**Churches Child Protection
Advisory Service (CCPAS)**

08451 204550



PRAYER AND MINISTRY TIMES

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

SOCIAL MEDIA, EMAILS, TEXTS, CHAT & MESSAGING

We do not recommend that leaders have the children or young people that they supervise as contacts / friends on social media, however where they do:

- They **must** ensure that all content displayed on their profile or page is appropriate at all times (whether generated by them or by others).
- They **must not** tag photos with any children or young people from the group in them.
- They **must not** communicate with children under the age of 13 (the minimum age requirement to use social media with parents/carers permission).
- Should keep as much communication as possible with children and young people from the group in the public domain.

Where communication happens outside of the public domain – for example through emails, texts, chat or messaging, this should generally only be for the communicating or arrangements of activities or events. These forms of communication must not be used for prolonged conversations of a personal nature. As a general principle, if the young person's parents / carers were to read the message, would they understand it and find it appropriate? If in doubt, don't send! Should an issue of a pastoral nature be raised, an appropriate face to face meeting should be arranged to discuss the matter.

TOILET TRIPS

Parents / carers should be asked to ensure their children have been to the toilet before bringing them to the group. Children who are independent at toileting may go to the toilet unaccompanied. For those who need to be accompanied two leaders may take them.

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. For regular events (such as Sunday provision) parents / carers need only complete the consent form once, as long as a previously completed form is on file and accessible if needed.

FACE-TO-FACE MEETINGS

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

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. The organiser must also ensure there is suitable provision for first aid, and where possible at least one member of the group should be a qualified first aider / doctor / nurse. Should medical assistance be required, this should be sought as soon as possible, and the child's parent / carer should be contacted.

PHOTOGRAPHS & VIDEOS

From time to time official photos and videos may be taken for St Kea communications and publicity. This will be arranged in advance with the group leader, and parents will be asked to give their written permission for photos of their child to be used in this way. 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.

PHYSICAL CONTACT

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

Hugs should not be prolonged, and holding a child or young person's hand or them sitting on an adults lap is only appropriate for infants and toddlers.

INTRODUCTION

WHAT IS SAFEGUARDING?

Safeguarding means:

Protecting children & Young people from abuse and maltreatment

Creation of a safe and caring environment through:

- Treating children & young people fairly and equally.
- Building trust & good communication.
- An awareness of individual needs (health, allergies, disabilities).
- Setting appropriate discipline & boundaries.

WHO IS RESPONSIBLE FOR SAFEGUARDING?

Safeguarding is **everyone's** responsibility, and where abuse is discovered or suspected it **must** be reported. The safeguarding of children & young people is a high priority for us as a church.

WHO OVERSEES SAFEGUARDING?

Our Children's and Youth leaders are responsible for overseeing safeguarding. This includes ensuring that all Children's and Youth team members:

- Are DBS checked and are suitable to work with children.
- Have received Safeguarding training, have been given a copy of this policy, and know what to do if they have any concerns.
- Are properly supervised, and that the PCC safeguarding policy guidelines and procedures detailed in this booklet are followed.

WHO DO I CONTACT FOR FURTHER INFORMATION?

If you have any questions or comments, please contact the Safeguarding Officers (contact details inside front cover) .

RECOGNISING ABUSE

HOW IS ABUSE DEFINED?

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 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: allegations 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 or young people being out late at night, or left home alone for extended periods; health and other needs not being taken care of.

Spiritual Abuse, linked with emotional abuse, could be defined as an abuse of power. It involves manipulation or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.

Practical Guidelines

CHILD TO ADULT RATIOS

Ages 0 – 2 years

At least 1 adult to every 3 children

Ages 2 – 3 years

At least 1 adult to every 4 children

Ages 4 – 8 years

At least 1 adult to every 6 children

Ages 9 – 12 years

At least 1 adult to every 8 children

Ages 13 – 18 years

At least 1 adult to every 10 children

Notes:

- These ratios are guidelines only: in certain situations it will be necessary to have a higher number of adults than those recommended above.
- There must **always** be two or more adults for each group, and where appropriate these should include both men and women where the group is of mixed gender.
- Where possible, if only two adults are supervising the two adults should not be related in order to protect the adults should an allegation be made.

BEHAVIOUR MANAGEMENT

Clear instructions should always be given, so that children and young people know what is expected of them. Expectations should be enforced in a consistent and positive way - with children or young person being reminded of expectations where required, and given time and responsibility to respond to these.

Where necessary additional behaviour management strategies may be used; depending on the child and the situation. It may be helpful in some circumstances for example to redirect a child's attention to something else.

A child who has hurt another should be shown how to say sorry to that child and helped to understand how they might be feeling. Children and young people who behave well should be praised.

Time out should be used as a last resort, and persistent difficult behaviour should be brought to the attention of the group leader, who will discuss it in a constructive way with the child's parent/carer.

All children and young people must be treated with respect, and must not be disciplined in a punitive manner. It is totally unacceptable to physically reprimand a child or young person in any way.

Our goal is to encourage children and young people to develop respect, self-control, self-confidence, and sensitivity in their social interactions during the sessions that are provided.

CODE OF CONDUCT

Volunteers must always:

- Follow our Safeguarding Guidelines.
- Listen to, respect and value the children & young people at all times.
- Treat all children & 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.

If you have any concerns about the actions or behaviour of other Children's or Youth Workers, these must be reported as soon as possible to a Safeguarding Coordinator (contact details inside front cover).

HOW MIGHT I RECOGNISE ABUSE?

Recognising abuse can be difficult as the signs of abuse aren't always obvious, and a child might not tell anyone what's happening to them and might be scared that the abuser will find out, and worried that the abuse will get worse. Or they might think that there's no-one

they can tell or that they won't be believed. Sometimes, children & young people don't even realise that what's happening is abuse.

Very young children may act out or draw what they have experienced.

If you have any concerns or suspect either abuse or neglect these must be reported as soon as possible to a Safeguarding Coordinator (contact details inside front cover).



HANDLING AN ALLEGATION MADE BY A CHILD

If a child or young person tells you of something that has happened:

- Keep calm, try NOT to display shock (be aware of your facial expression).
- Take them to a place out of earshot but NOT out of sight.
- Look at the child or young person directly and show acceptance of what the child or young person says (however unlikely the story may sound).
- Do NOT communicate blame (even rules may have been broken), or question whether what they are saying is true.
- Be aware that the child or young person may have been bribed or threatened not to tell.
- Do NOT promise confidentiality; be honest that you will need to let someone else know.
- Do NOT ask questions. This may invalidate the evidence. Questioning should be done by trained professionals.

AFTER HEARING THE ALLEGATION:

1. Make handwritten notes as soon as possible. Write exactly what the child or young person said, along with other helpful details such as: the time and date and where the allegation was made, what was happening at the time and who else was present (notes should be given to the safeguarding co-ordinator who will store them securely and keep them indefinitely).
2. Inform the Safeguarding Coordinator of the allegation as soon as possible and within 24 hours (contact details inside the front cover).

IMPORTANT

Do NOT attempt to investigate or address the issue yourself.



APPOINTING CHILDREN'S & YOUTH WORKERS

All those over the age of 16 regularly working with children or young people whether in a paid or unpaid capacity, must complete all four stages of our recruitment and selection process:

1. Online DBS Application

Applicant to complete application form.

2. Church Application Form

Applicant to complete application form.

3. Identification Documents

Applicant to provide required documents.

4. Safeguarding Training

Applicant to attend training session.

ELIGIBILITY CRITERIA

- Regularly attended the church for more than 3 months.
- No history of violence or sexual offences.
- No concerns raised about their suitability to work with children or young people.
- Deemed suitable to work with children or young people by the local safeguarding officer.

