

# **ST PETER'S GREENHILL SAFEGUARDING POLICY**

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# Introduction

This document is the Safeguarding Policy guidance for St Peter's Greenhill, Reney Avenue, Sheffield. The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting children and vulnerable adults. This includes clear procedures for taking appropriate action when safeguarding concerns are raised involving children and vulnerable adults within our church, or those who attend our activities and events.

The term '**children**' refers to those under the age of 18 years.

The term '**vulnerable adult**' refers to a person over the age of 18 who is or may be in need of community care services by reason of disability, age, illness or mental health; and may be unable to take care of him or herself and unable to protect him or herself against significant harm or exploitation.

This policy applies to:

- all those who attend our church
- our trustees and staff (both paid and voluntary)
- organisations who hire our building with the agreement to operate under the church safeguarding policy
- the work of this parish with children and young people, in its services and in the groups meeting throughout the week.
- any work undertaken outside of the church buildings carried out under the auspices of the P.C.C.

## **St Peter's Greenhill Safeguarding Contact Details**

-Safeguarding Officer: Eleanor Betts	07891095438
-Safeguarding Administrator: Becky Lehane	07739690540
-Sheffield Diocese Safeguarding Adviser: Linda Langthorne	01709 309149
Urgent out of office contact number:	07871796682
-Vicar: Harry Steele	07949470178

## **Useful Safeguarding Contact Numbers**

-Sheffield Children's and Young Peoples Social Care:	0114 273 4855 (24/7)
-NSPCC Child Protection Helpline:	0808 800 5000
-Child-line:	0800 1111
-National Domestic Violence Helpline:	0808 2000 247
-Samaritans Helpline:	08457 90 90 90
-Family Lives:	0808 800 2222
-Action on Elder Abuse Helpline:	080 8808 8141

# Policy Statement

As members of the Church of England we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church community, of all ages. It is the responsibility of each one of us to protect children and young people from physical, emotional and sexual abuse, and from neglect.

This P.C.C. adopts the policy statement of the Diocese of Sheffield and will display it prominently in all church premises. The P.C.C. expects all church workers, both paid and voluntary, to follow its Safeguarding Children Policy.

## **St Peter's Greenhill is committed to:**

- The care, nurture, and respectful pastoral ministry with, all children and 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.
- Seeking to carefully select and train all those with any responsibility within our Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- Responding without delay to every complaint made which suggests an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.
- Seeking to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.
- Seeking to challenge any abuse of power, especially by anyone in a position of trust.
- Seeking 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.
- Following legislation, guidance and recognised good practice.
- Helping young people in their Christian discipleship through a programme of learning and thereby deepening their Christian faith.
- Enabling children, young people and adults to experience the love of God.
- Encouraging a strong Christian fellowship.
- Helping children, young people and adults realise their full potential physically, mentally, emotionally and spiritually.
- Encouraging children, young people and adults to take a full part in the Church's life and worship.
- Providing a safe meeting place for children, young people and adults .
- Encouraging young people to become responsible adults.
- Promoting equality of opportunity for all.

## Responsibilities of the P.C.C

### St Peter's Greenhill will :

- Accept the prime duty of care placed upon the incumbent and Parochial Church Council (PCC) to ensure the well-being of children and young people in the church community.
- Appoint at least one coordinator to work with the incumbent and the PCC to implement policy and procedures. The coordinator must ensure that any concerns about a child or the behaviour of an adult are appropriately reported both to the statutory agencies and to the diocesan safeguarding children adviser. Ideally this coordinator should be someone without other pastoral responsibility for children in the parish. The coordinator should either be a member of the P.C.C. or have the right to attend the council and should report at least annually on the implementation of the policy within the parish.
- Consider appointing a person, who may be different from the coordinator, to be a children's advocate; this should be someone whom the children know they can talk to about any problems that arise, if they wish.
- Display in church premises where children's activities take place, the contact details of the coordinator or children's advocate, along with the Childline (0800 1111) and Family Lives (0808 800 2222) telephone numbers.
- Ensure that all those authorized to work with children and young people or in a position of authority are appropriately recruited according to safer recruitment practice, and are trained and supported. Ensure all authorized personnel have a copy of the parish safeguarding children policy, and access to Diocesan procedures and good practice guidelines.
- Ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of the parish.
- Ensure that those who may pose a threat to children and young people are effectively managed and monitored.
- Review the implementation of the Safeguarding Policy, procedures and good practice, at least annually.
- If appropriate, in rural parishes or parishes held in plurality, consider joining together to implement the policy and procedures, while remembering that legal responsibility will continue to rest with the individual parishes.
- Ensure all those who work with children and/or vulnerable adults are asked to read and agree to this policy document.

# Ensuring Safe Recruitment

All paid staff and volunteers who are recruited will be asked to read the safeguarding policy and will be informed of the reporting procedure for concerns or incidents. They will be expected to accept the policy and guidelines and work according to their requirements. All those working with children and young people will follow the good practice guidelines in the Diocesan Safeguarding Children Policy and Guidelines.

## **Recruitment Process**

The P.C.C. will follow the recruitment process included in the Diocesan Safeguarding Children Policy. References, the Confidential Declaration and a DBS via the Diocesan system will be obtained. Appointment to any post, paid or voluntary, will not be made until these processes are complete. All appointments will be made on a conditional basis until the completion of a satisfactory probationary period.

## **Training**

Group leaders will be required to attend Safeguarding training provided by the Diocese. All other staff and volunteers working with children will be encouraged to complete 'Awareness of Child Abuse and Neglect – Core Version' training provided online by the Sheffield Safeguarding Children Board.

The parish will consider its training needs at the time it reviews the Safeguarding Policy. If specific needs are identified the parish will consult with the Diocesan Safeguarding Adviser.

## **Review**

All Children and Young People's workers will meet to review their work on an annual basis. This will include a review of child protection issues and health and safety issues relating to each group. Notification of this meeting should be reported to the P.C.C.

# Providing Safe Activities

The church provides numerous activities involving contact with children, young people and vulnerable adults. Those providing these activities will need to undergo an enhanced DBS check, whether they be in a paid or voluntary role. Activities are as follows:

- Bubbles Toddler Groups
- Little Fishes
- Sunday activities in Church for Children and Young People
- S.P.Y. Life
- Easter and Christmas workshops,
- Holiday Clubs
- Energy Youth Club
- Work conducted at St Peter's with local school children
- Afternoon Tea
- Tea Service

For activities concerning children there must be a minimum of two adults for each group. Where it is possible, and particularly if the group are away from the church or other premises, it is recommended to have three adults. Those under the age of 18 should not be counted in the requirement to fulfil staffing ratios.

Groups including mixed genders should have both male and female workers where possible, and it is recommended that wherever possible one of the leaders should be female.

The staffing ratios below are minimum requirements, and in many circumstances more adults will be needed:

<b>Age</b>	<b>Staffing</b>
0-2 years	1 for every 3
2-3 years	1 for every 4
3-5 years	1 for every 8
5-8	1 for every 8
8 +	1 for every 8 children and one for each additional 12

However, on **no account** should an adult be by themselves. Staffing ratios with all age groups should always take account of the need and nature of the group.

## **Registration and Parental Consent**

All groups will keep a register of those attending each session. Parental consent forms, including emergency contact details, must be completed for all participants, and must be available to group leaders whenever the group meets. This applies to all groups, whether meeting on church premises or elsewhere.

## **Insurance**

The P.C.C. will ensure that there is adequate insurance cover for all activities for children and young people.

### **Fire Regulations and Security**

All group leaders will be aware of fire regulations and the positions of fire extinguishers. They will be vigilant to the presence of anyone on the premises during the meetings of the groups. They should know who to contact in an emergency relating to the building.

### **Food and Hygiene**

If any group is involved in the preparation or selling of food, at least one leader should have completed the food hygiene and food safety course to ensure good practice is followed. If food is regularly prepared for children on the premises, the facilities should be checked by the Environmental Health Officer and a Food Handling and Hygiene Certificate obtained

### **First Aid and Accidents**

Each group will have at least one adult present who has attended a basic course on first aid. There should be a properly stocked first aid kit accessible to each group. In the event of any accidents, a Safeguarding Incident/Accident report form should be completed (Appendix 1). This should be kept securely in a marked file located in Harry Steele's study. Parents should also be informed of any accident

### **Providing an Independent Person**

Children and young people should have the opportunity to raise any concerns about any health and safety or protection matters. A notice will be placed on the noticeboard and/or entrance to church and to all church premises with the name of the parish Safeguarding Officer, Childline's telephone number and any other independent person the parish appoints to afford this opportunity.

### **Church Premises Booking**

Any organisation booking the use of church premises will be informed of the need to observe the policy via a statement on the Booking Form. They should be expected to confirm they have a Safeguarding Policy and appropriate insurance. Individuals booking church premises for private functions will have the policy drawn to their attention and accept their responsibility to protect children and vulnerable adults at that function. Activities include

- Guides and Brownies (Mondays and Tuesdays)
- Slimming world (Thursday)

## Responding to a Concern, Incident or Suspected Abuse

We have a duty of care to all beneficiaries of the church, whether adults or children. We will maintain confidentiality at all times, except in circumstances where to do so would place the individual or another individual at risk of harm.

Not all concerns will be related to possible abuse, but may be instead related to the person's general well-being. The church seeks to support all its members, both spiritually and practically. The nature of the concern and its degree of seriousness will dictate the action to be taken.

All incidents and accidents that cause concern must be recorded. Any action taken, conversations held or telephone calls made must all be recorded. Completed records should be stored in the Incidents/Accidents file located in Harry Steele's study.

If a child, young person or a vulnerable adult is in immediate danger or has sustained a serious injury you must call the emergency services on 999.

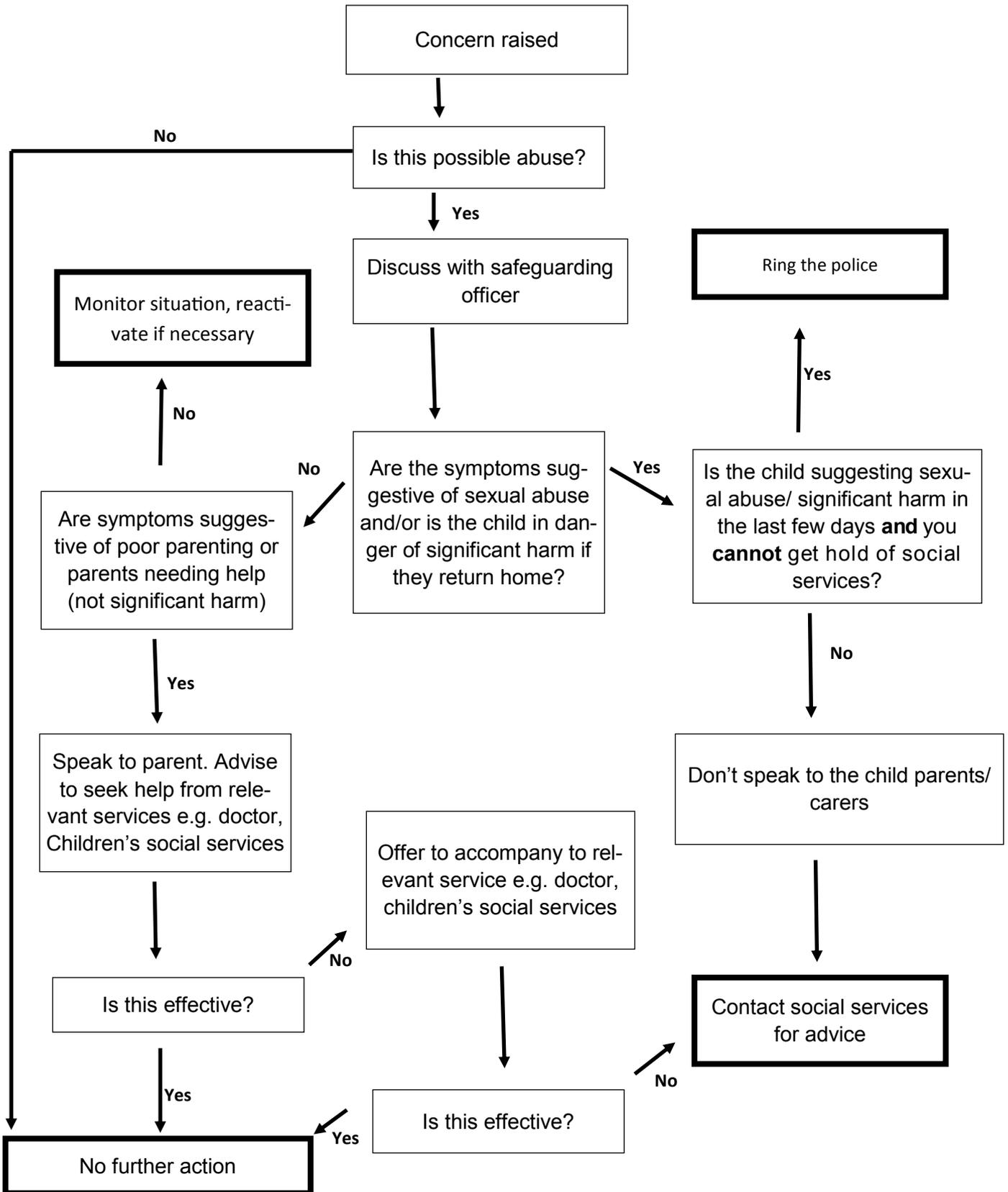
**If you are concerned about a child, young person or vulnerable adult, or if an allegation has been presented to you:**

- Listen, and keep on listening
- Don't ask leading questions or press for information
- Accept what you hear without passing judgement
- Do not promise to keep secrets, do tell the child what you are going to do with the information
- Make notes as soon as possible writing down exactly what was said to you, when it was said, and details of any activity which was taking place at the time. Record dates and times of these events, and when you made the record. If you see signs of injury, record what you see. You may find it easier to do this by a simple diagram. Keep all handwritten notes, even if these have been typed subsequently. Use the Safeguarding Incident Recording Form whenever possible (Appendix 1)
- Refer to the parish Safeguarding Children Office, Eleanor Betts, if unavailable contact Harry Steele and/or the Diocesan Safeguarding Adviser. In an urgent situation, refer immediately to the local authority, Children's Social Care Services or the police
- Do not contact the person against whom the allegation is made but wait for advice
- Do not talk to other's besides the relevant people above about the allegation

Please see next page for flowchart guidance on responding to suspected abuse in the home environment.

# Responding to Suspected Abuse

(home environment)



# Safeguarding Accident/ Incident Recording Form

**Basic Information**

Full name of person concerned		DOB	
Full Address		Telephone number	
Location of incident		Time of incident	

**Record of incident (continue on a separate sheet if necessary)**

<p>Please ensure you are as accurate and detailed as possible.</p> <p>Use quotes where possible.</p> <p>Include details such as tone of voice, facial expression and body language.</p> <p>If you have formed an opinion please state it making it clear that it is your opinion and the reasons for it.</p>	
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Signed:

Contact number:

Print name:

Date:

Shared with:	
Action Taken by Safeguarding Officer / representative/ Clergy	
	<p>Signed: _____ Date: _____</p>

## Types of Abuse and Recognising the Signs

### Physical Abuse

This is when someone physically harms a child or young person. Hitting, squeezing, biting, or twisting their arms or legs can cause injuries like bruises, grazes, cuts or broken bones. Burning may occur through holding something very hot against them, using a cigarette or scalding for example. Shaking a baby can cause brain injuries, which can lead to permanent disability or even death. Poisoning a child or young person by giving them alcohol or drugs and deliberately making them ill, is also physical abuse.

Signs may include:

- any injuries to young babies who are not yet able to move on their own
- bruises in places where you would not normally expect to find them
- bruises which have a distinctive shape or pattern, like handprints, grasp or finger marks, or belt marks
- burns or scalds with clear outlines
- bite marks including bruises like 'love bites'
- bruising in or around the mouth, especially in babies.

### Emotional Abuse

Emotional abuse occurs when a child or young person's basic needs for love, security, and praise are left unmet. It may result in them becoming withdrawn, nervous, unhappy or lacking in confidence. Emotional abuse may happen when a parent, carer or other adult constantly behaves in an uncaring and hostile way towards a child or young person. They may be inconsistent, bullying, rejecting, frightening, or criticising. The abuse may be based on sexual or gender identity, disability or race. In severe cases, children or young people may be subjected to cruel treatment and punishment like being locked up particularly in cold, dark surroundings. They may be in a situation where basic needs like food, drink and warmth may be withheld or have to be 'earned'.

Signs include a child or young person:

- who is constantly blamed for things that go wrong
- being made to carry out tasks inappropriate to their age
- who is not allowed out or not allowed to take part in usual activities
- is in a household where there are arguments and / or violence.

## Sexual Abuse

Sexual abuse involves forcing or encouraging a child or young person to take part in sexual activities, whether or not they are aware of what is happening. The abuser(s) may use different methods to persuade them to co-operate and not tell anyone, like bribery, threats or physical force.

Sexual abuse can take many different forms from touching to intercourse. It may also involve children or young people looking at, or being forced to take part in the production of pornographic material, watching sexual activities, or encouraging children to behave in sexually inappropriate ways. This may happen via the Internet using web cams or photographs taken on mobile phones, which can be posted on websites or circulated to other phones. Grooming can also take place either online or face to face, when the abuser forms a 'friendship' with the child or young person with the aim of meeting them for the purposes of sexual abuse.

Sexual abuse can occur within families. It can happen to boys as well as girls. Often there are no physical signs that the child or young person has been sexually abused.

Signs include a child or young person:

- who displays sexual knowledge or behaviour inappropriate for their age
- with injuries or an unusual appearance to private areas of their body
- who is being encouraged into a secretive relationship with an adult
- who hints at sexual activity through words, play or drawings
- who is secretive about their online friends
- with a sexually transmitted infection
- who is pregnant, and there are concerns that the relationship with the baby's father is inappropriate or abusive.

## Neglect

Neglect can result when parents, carers or other adults fail to meet the physical or emotional needs of the children and young people they are responsible for. All children and young people need food, clothing, warmth, love and attention in order to grow and develop properly.

Signs include a child or young person:

- who is often dirty and smelly
- who looks thin and ill, or is cold
- with illnesses that have not been treated
- who has inadequate or ill-fitting clothing
- who has repeated accidents
- who is not properly supervised
- who does not respond when given attention
- who craves attention and affection from any adult.