



THE PARISH OF MOULSECOOMB

Moulsecoomb + Bevendean + Coldean

SAFEGUARDING POLICY

Review Date: May 2018

MOULSECOOMB PARISH SAFEGUARDING POLICY

INTRODUCTION

Within the Parish of Moulsecoomb (that is St. Andrews, St. Mary Magdalen, and Holy Nativity) we are committed (under the Government's statutory guidance, Working Together to Safeguard Children: A guide to Inter-agency Working to Safeguard and Promote the Welfare of Children, March 2015) to a practice that protects all children, young people and vulnerable adults from harm. The welfare of the individual is our first priority, and we recognise that safeguarding is everyone's responsibility.

All our volunteers and clergy accept and recognise our responsibility to develop awareness of issues that cause children and young people harm.

We will endeavour to safeguard children, young people and vulnerable adults by –

- adopting child protection guidelines through a code of behaviour for staff and volunteers;
- sharing information about child protection and good practice with children, parents, carers and volunteers;
- sharing information about concerns with agencies who need to know and involving parents/carers and children appropriately;
- following carefully the procedures for recruitment and selection of volunteers;
- providing effective management of our volunteers through supervision, support and training (provided by the Diocese).

We are also committed to reviewing our policy and good practice each year, at the first PCC meeting following the PCAM.

A Safeguarding Report will be presented at PCAM.

CODE OF BEHAVIOUR

Statement of Intent

It is our policy to safeguard the welfare of all children, young people and vulnerable adults by protecting them from all forms of abuse including physical, emotional and sexual harm.

We are committed to creating a safe environment in which everyone can feel comfortable and secure while attending both services and special events including (but not exclusive to) holiday clubs, youth groups, Messy Church, charity events and Sunday Club. Our Volunteers and Clergy will show respect and understanding for individuals' rights, safety and welfare, and conduct themselves at all times in a way that reflects the ethos and principles of the Christian community.

Guidelines for all Volunteers

ATTITUDES

All of our volunteers are committed to:

- treating children, young people and vulnerable adults with respect and dignity:

- always listening to what a child, young person or vulnerable adult is saying;
- valuing each child, young person and adult who seeks out our services;
- recognising the unique contribution each individual can make;
- encouraging and praising each child and young person.

BY EXAMPLE

All of our Volunteers and Clergy will endeavour to:

- be an example, which we would wish others to follow;
- use appropriate language with children and young people and challenge any inappropriate language;
- respect everyone's right to privacy.

ONE TO ONE CONTACT

Volunteers and Clergy should:

- not spend excessive amounts of time alone with children, away from others;
- in the unlikely event of having to meet with an individual child or young person, make every effort to keep this meeting as open as possible;
- if privacy is needed, ensure that another volunteer or a member of the clergy is informed of the meeting and its whereabouts;
- never take a child in their car alone.

PHYSICAL CONTACT,

Volunteers and Clergy should

- never engage in sexually provocative or rough physical games, including horseplay;
- never do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, they should seek the primary carer to deal with such an incident;
- be mindful of how and where they touch children,
- never allow, or engage in inappropriate touching of any kind;
- in the event of an injury to a child, accidental or otherwise, ensure it is recorded and witnessed by another adult.

GENERAL

Volunteers and Clergy should:

- be aware that someone might misinterpret their actions no matter how well intended;
- never draw any conclusions about others without checking the facts;

- never allow themselves to be drawn into inappropriate attention-seeking situations such as tantrums or crushes;
- never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about or to a child or young person, even in fun;
- never promise a child, young person or vulnerable adult to keep secrets which might compromise the child, young person or adult's safety or well-being;
- never keep suspicions of inappropriate behaviour by a volunteer, Clergy Member or young person to themselves.

RELATIONSHIPS

Volunteers and Clergy who are involved in relationships with other Volunteers should ensure that their personal relationships do not affect their role within the Parish of Moulsecomb.

SHARING INFORMATION ABOUT CHILD PROTECTION AND GOOD PRACTICE WITH CHILDREN and VOLUNTEERS

Good communication is essential in any organisation and within the Parish of Moulsecomb every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the Church Wardens and Clergy to ensure that appropriate information is available to and exchanged between all those involved within the Church and its activities. We recognise that all matters relating to child protection are confidential and some information should only be shared on a strictly need to know basis.

Children and young people

Children and young people have a right to information, especially any information that could make life better and safer for them. We will act to ensure they have information about how and with whom they can share their concerns, complaints, and anxieties.

When sharing information, we will be sensitive to their level of understanding and maturity, as well as to the level of responsibility of the people with whom they are sharing.

Parents and Carers

Parents and Carers and persons with parental responsibility are ultimately responsible for their child's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by:

- publicising information about all our activities and training sessions;
- publishing the name(s) of the Designated Child Protection person(s) [DSO] and how to make a complaint on the notice boards in all the Churches and Church Halls;
- Publishing a full copy of the Child Protection Policy and ensuring copies are available in all church vestries and the parish office.

Clergy and Volunteers

As a Christian organisation, which offers support and guidance to children, young people and adults in times of vulnerability, it is imperative that both Clergy and Volunteers are aware of their responsibilities under the Child Protection legislation and have a working knowledge of Diocesan procedures. All Clergy will receive a copy of the Parish Child protection policy on appointment, and all Volunteers will be given a copy of the Child protection policy before they begin their role. A written record will be kept to show that this has happened.

Other Bodies

A copy of our Child Protection Policy will be made available to any other appropriate body.

TRAINING

All Clergy and Volunteers will receive regular training in Child Protection from the Diocesan Safeguarding Officer.

The Parish Wardens, Church Wardens and Clergy actively encourage all volunteers to attend regular training and development opportunities across the Deanery. There will be an opportunity to review training every two years.

PROCEDURE FOR REPORTING and RECORDING ALLEGATIONS OR SUSPICIONS OF ABUSE

In any case where an allegation is made or someone within the church community has concerns, a record should be made. Details must be factual and must include as far as practical:

- Name of child or young person
- Age
- Home address (if known)
- Date of Birth (if known)
- Name/s and address of parent/s, carer(s) or persons with parental responsibility
- Telephone numbers if available
- What has prompted the concern?

- Include dates and times of any specific incidents
- Has child or young person been spoken to? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details.
- Who has this been passed on to, in order that appropriate action is taken? E.g. School Designated Officer, social services etc.
- Has anyone else been consulted? If so, record details.

REPORTING PROCEDURES

Volunteer has concerns:

Record and report to designated person(s): Anne Webb

Is this a serious concern? Yes/No/Possibly

DESIGNATED CHILD PROTECTION PERSON(S)

For reasons of confidentiality the only person who needs to know this information is the following Parish DSO:

Anne Webb

a.webb1030@ntlworld.com

Tel: 01273 888 066

The Parish DSO will inform the Diocesan Safeguarding Officer of the incident and if urgent the Social Services Duty Social Worker.

If the DSO is worried about a child in our care they will contact Brighton and Hove Front Door for Families on 01273 290 400 (Emergency Duty Service 01273 335 905) for advice.

Other useful sites/ numbers:

- Police Child Protection Team; 01273 683 539
- NSPCC 24 hour helpline; 0800 800 500
- Childline: 0800 1111
- Parentline: 0808 800 2222
- Amaze - one stop shop offering information, advice and support for parents of children with special needs: 01273 772 289
- Brighton and Hove Parents' Forum
- Brighton and Hove Parents' Forum has been created to ensure that parents are heard at a decision making level of the Children and Young People's Trust:
www.bhparentsforum.org
- COASTKID – Brighton & Hove's anti bullying website:
http://www.brightonandhovelscb.org.uk/ch_bullying.html

- Brighton and Hove Front door for Families Tel: 01273 290 400
- Weekends and out of hours: 01273 335 905

RECORD KEEPING

- All records, information and confidential notes should be kept in separate files in a secure location.
- Only the DSO will have access to these files.

DISCLOSURE

- Never guarantee abuse confidentiality, as Child Protection will always have precedence over any other issues.
- Listen to the child, rather than question him or her directly.
- Offer him/her reassurance without making promises and take what the child says seriously.
- Allow the child to speak without interruption.
- Accept what is said – it is not your role to investigate or question.
- Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement.
- Advise that you will try to offer support but that you must pass information on.
- Explain what you have to do and whom you have to tell.
- Record the discussion accurately, as soon as possible after the event. Use the child's word or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
- Contact the Designated Person for advice / guidance.
- The Designated Person may discuss the concern / suspicion with the relevant organisations and if appropriate make a direct referral.
- If the Designated Person is not available or it is inappropriate to approach them, the volunteer with the concern should make direct contact with the Diocesan Safeguarding Officer themselves or with one of the above agencies as appropriate.
- Record any discussions or actions within 24 hours.

SELECTION PROCEDURES FOR THE RECRUITMENT & OF VOLUNTEERS.

Moulsecoomb Parish community operates supervision procedures that ensure the highest priority is given to child protection:

- volunteers are required to undergo a DBS check prior to taking up their role, and a record is kept of these checks;

- volunteers without the appropriate DBS check will not work unsupervised with children or young people.

INDUCTION

All Clergy will receive a copy of the Parish Child Protection policy on appointment and all Volunteers will be given a copy of the Child Protection policy before they begin their role. A written record will be kept to show that this has happened.

ANNE WEBB

12th May 2018