



ST PAUL'S
ST ALBANS

Child Safeguarding Procedures

St Paul's, St Albans
June 2022



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Review

This document will be reviewed annually by the PCC and when any significant changes in legislation or recommendations of good practice are advised.

Date	Who	What
2014 June	Anna Hawken (Children Minister)	Initial version
2015 June	Michael Reynolds (Youth Minister), Jenny McKnight (Children's Minister)	Reviewed; no significant updates
2016 June	Michael Reynolds (Youth Minister), Jenny McKnight (Children's Minister)	Reviewed; no significant updates
2017 June	Michael Reynolds (Youth Minister), Jenny McKnight (Children's Minister)	Reviewed; no significant updates
2018 June	Michael Reynolds (Youth Minister), Jenny McKnight (Children's Minister)	Reviewed; no significant updates
2019 June	Michael Reynolds (Youth Minister) Tori Redding (Children's and families minister) Sarah Wynne (Parish Safeguarding Officer)	Reviewed with minor changes (see Child Safeguarding PCC update 6 th June 2019)
2020 June	Michael Reynolds (Youth Minister) Tori Redding (Children's and families minister) Sarah Wynne (Parish Safeguarding Officer)	Reviewed; amendments to section 13: electronic communication
2021 June	Tori Redding (Children's and families minister) Rachel Alexander (Youth Minister) Lindsey McLeod (Churchwarden)	
2022 June	Tori Moerman-Redding (Children's, Families and Community Minister) Rachel Alexander (Youth Minister) Lindsey McLeod (Churchwarden)	

This document will be reviewed annually by the Parish Safeguarding Officers and the policy (adherence to the procedures) approved by PCC and then signed.

Signed _____
 Date _____
 Print Name _____ Position _____

Signed _____
 Date _____
 Print Name _____ Position _____

Child Safeguarding Statement

St Paul's recognises the importance of ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people up to the age of 18 who are entrusted to it.

Our Safeguarding Policy:

- We are committed to creating and maintaining environments that are safer for all, that promote well-being, that prevent abuse, and that create nurturing, caring conditions within the Church for children and young people. We will adopt the House of Bishops' 'Promoting a Safer Church' safeguarding policy (2017), and also be responsive to local parish requirements.
- We will strive to maintain best practice in all the Church's contacts with children and young people. Volunteers will be recruited in accordance with the Church of England Practice Guidance: Safer Recruitment (July 2016) and given appropriate support and opportunities for training.
- We will respond without delay to every complaint made that a child or young person for whom we are responsible may have been harmed.
- We will cooperate fully with the statutory agencies in every situation and will not conduct its own investigations.
- We will seek to offer informed pastoral care to any child or young person who has suffered abuse.
- We will respond to, supervise and care for any member of our church community known to have offended against a child or young person.
- We will review and endorse the safeguarding policies annually so that all members are aware of their responsibilities.

This document sets out the detailed principles and procedures to be followed to ensure this policy is met.

CHAPTER 1 Recruitment Procedures

1.1 Introduction

Great care will be exercised in the selection and appointment processes at St Paul's. The Children's and Families Minister or Youth Minister, working in conjunction with the Vicar, shall identify and approve team volunteers. Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply, accept or offer to work with children. It is also a criminal offence to knowingly offer or continue to allow work with children, to an individual who is disqualified.

1.2 Designated Persons

St Paul's has designated persons to be responsible for implementing the child safeguarding policy and responding to concerns. These are the Parish Safeguarding Officers.

Parish Safeguarding Officers

The role of the Parish Safeguarding Officer includes:

- To take responsibility to ensure the PCC complies with the safe recruitment process as outlined below to collate and clarify the precise details of any allegation or suspicion and pass this information to the Diocesan Safeguarding Adviser. On rare occasions it may be necessary to inform the local Children, School and Families department or the Police immediately.
- Establishing contact with ThirtyOne:Eight plus other key agencies and organisations as appropriate.
- Ensuring that policies and procedures are followed on site.
- Maintaining accurate records relating to safeguarding concerns on site.

1.3 Safer Recruitment Process

All volunteers over 18 that are committed, consistent members of teams regularly working with under 18s (ie more than once a half term, or at residential activities) will be enhanced DBS checked and go through the safe recruitment procedure. Each potential team member will:

- be given a Role Description by the Children's Minister or Youth Minister
- complete an Application Form detailing relevant experience and training, their Christian journey and their reasons for volunteering
- provide details of two referees, one of which should be from outside St Paul's.
- confirm whether they have been subject to criminal or civil proceedings, and whether they have caused harm to children or put them at risk.

1.4 Disclosure and Barring Service Checks

Criminal record checks help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. The government agency set up to administer these checks is the Disclosure and Barring Service (DBS). St Paul's runs these checks through ThirtyOne:Eight, an umbrella organisation appointed by the DBS.

A Disclosure is a document containing information held by the police and government departments that provides details of a person's criminal record, including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). It can also contain details from lists and other information held by the Independent Safeguarding Authority (ISA) as well as information held by local police forces. A Disclosure, therefore, enables organisations to check the background of a job applicant (paid or voluntary) to ensure they do not have a history that makes them unsuitable to work with children or vulnerable adults.

In most cases, those working with children or vulnerable adults need to apply for an enhanced disclosure. This is necessary where the appointment involves a substantial degree of contact with children including unsupervised activities such as teaching, supervising, training or providing advice/guidance on well-being.

1.5 Appointment and Supervision

Once appointed, team members will work as part of a team under the supervision of the Children's or Youth Minister, or a leader to whom they delegate this. Teams should show mutual responsibility for each other, and anyone seeing another worker acting in a way that could be misinterpreted should speak to the the Children's and Families Minister or the Youth Minister about the concern.

Team should follow St Paul's guidelines for working with children. In circumstances where it is necessary to depart from agreed procedures, in an emergency, or to protect a child, permission should either be obtained in advance from a leader or reported immediately afterwards where this is not possible. Feedback sessions should be organised by Team Leaders to report incidents where guidelines have not been adhered to. This provides protection to the individual and draws the leadership's attention to shortcomings and problem areas.

1.6 Training

It is important that all Team understand the agreed procedures for protecting children and accepts the St Paul's policy statement. All Team are required to report all allegations or concerns about possible abuse.

Safeguarding training for Teams who may come in contact with children must be completed every 3 years. This may be in-house or online training. They will be provided with a copy of the Guidelines for Children's and Youth Team Volunteers, which summarise the procedures detailed in this document.

1.7 Handling of Disclosure Information from DBS Checks

Storage And Access

Disclosure information is never kept on an applicant's personal file. It is stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, Disclosure information should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with the umbrella body and/or the DBS. Consideration can then be given to the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

Disposal

Once the retention period has lapsed, Disclosure information must be suitably destroyed by secure means, i.e. shredding, pulping or burning. While awaiting destruction, Disclosure information must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure information may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, and the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

CHAPTER 2 Working With Children and Young People

2.1 An Overview

- Team members should treat all children/young people with dignity and respect in attitude, language and actions.
- No team member should be on their own with a child/young person.
- Consideration should be given to how many team members should be involved with the group and whether they should be male and/or female worker or both.
- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- The privacy of children should be respected, avoiding questionable activities such as rough or sexually provocative games and comments.
- No person under 18 years of age should be left in sole charge of any children of any age. Children or young people attending a group should not be left alone at any time.
- The only people allowed to participate in a children's activity are the team members assigned to that group. Other adults should not be allowed free access, unless they are parents helping their child to settle into the group.
- Consideration should be given to a procedure to ensure safe collection of children from groups appropriate to age.
- The Team has the authority to ask any additional adult to leave the room if they are not on team.
- Where parents/carers are staying in groups to support their child they must follow the directions of the Team.

2.2 Keeping Records

A register of children attending the Children's and Youth Programme must be maintained. Visitors to a Children's programme session must be recorded and identified as such.

Clear records should be maintained for activities involving children and young people. Volunteers should use Child Protection Action Sheet or Incident/Accident Forms to report any incidents or concerns. There are forms in the group folders or in the Repro Room which can be used for this.

See St Paul's FORM 1 Accident/Incident Form on page 31.

See Child Protection Action Sheet on page 32.

Parents/carers give general consent to their children taking part in regular activities when they input their details (including their child's medical information) to ChurchSuite or via parental consent forms, either as a visitor or a regular church member. In the event of an accident, parents (and young people) should be asked to read and sign the accident/incident form. Information about allegations or concerns of abuse should not be shown to the parent.

2.3 Adult to Child Ratios

Staffing levels (following NSPCC guidelines) are:

	Adult	:	Children
0-2 years	1	:	3
2-3 years	1	:	4
4-8 years	1	:	6
9-12 years	1	:	8
13-18 years	1	:	10

If the group is mixed gender, the supervising staff should also include both male and female workers wherever possible.

When deciding on the number of adults required, it is important to bear in mind that these ratios are guidelines only: in certain situations, it will be necessary to have a higher number of adults than our recommendations suggest. If, for instance, the children or young people have specific support needs, or a risk assessment identifies behaviour as a potential issue for the group or event, the number of supervising adults will need to be higher. Similarly, a higher number may be needed where adults are less experienced. The type of activity, site security and access to toilets should also be taken into account.

Occasional helpers, and helpers under the age of 18, who do not have a DBS do not count in staff to child ratios (guest speakers/guest worship leaders/potential leaders trying out a group etc.) In exceptional circumstances there will be at least two adults with a DBS in line of sight, with appropriate support.

2.4 Children with Special or Additional Needs

We welcome all children, their families and carers to St Paul's activities, regardless of their level of ability or need. We have an Inclusion Coordinator (currently Karen Large) to meet with families to discuss the best ways to include and support them and then to ensure the provision made for this is then carried out.

What Do We Mean By Special Needs?

Individuals who have needs over and above those of their peers, which may make it difficult for them to participate in activities in the same way or to the same extent.

We acknowledge that children/ individuals with special or additional needs are members of families and other groups and we will endeavour to support the needs of those who care for these children, as well.

Age

Children between the ages of 0 and 11 years will come under the provision of children's ministry at St Paul's and other events. In consultation with teenagers, young adults and their carers we will endeavour to place people with additional needs between the ages of 12 and 25 years within activities that will best meet their needs. This must be agreed by the Inclusion Coordinator (Karen Large) and the leader of the specified activity. The needs of anybody falling outside these guidelines may be considered on an individual basis.

Documentation And Information

Prior to a child/young person attending activities, their carer will be required to provide information regarding the child/young person's needs. This information is required so that the best possible support can be given to the child/young person and to ensure their safety. This information will be regarded in the strictest confidence, and will be shared only with those to whom it is necessary so that they can best support the child.

2.5 Discipline

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life and is an expression of God's love for an individual. (Hebrews 12:5-12 & Proverbs 22:6). The following guidelines should be followed by all Team members:

- Ask God for wisdom, discernment and understanding for the children in your care.
- Work on each individual child's positive characteristics, do not compare a child with another, but encourage and affirm them, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model by setting an example. You can't expect children to observe the ground rules if you break them yourself.
- Take care to give quieter and well-behaved children attention and resist allowing demanding children to take all your time and energy.

- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children are bored they often misbehave, so review your programme regularly.
- NEVER smack or hit a child and don't shout. Change voice tone if necessary.
- Discipline out of love, NEVER in anger. (Call on support from another team if you feel so angry you may deal with the situation unwisely.)
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure the children understand what action will be taken if not kept.
- Every child is unique and will respond in different ways to different forms of discipline. It follows therefore that each child should be dealt with on an individual basis.
- Some children may become disruptive in a group setting. Give them a chance, warn them and only separate as a last resort.
- Have a disruptive child sit right in front of you or sit them next to another team member
- Be proactive and encourage team to be proactive rather than waiting to be told to deal with a situation.
- Take a disruptive child to one side and engage with them, challenging them to change, while encouraging their strengths.
- Remedial action can be taken against a constantly disruptive child. Inform the child that if the behaviour continues their responsible adult will be contacted and they may be asked to leave the session.
- Warn the child that if they continue to be disruptive, this might result in longer-term exclusion from the group.
- Pray with the other workers before the session in Team time and afterwards in the debrief.

2.6 Helping Children Protect Themselves

It is important to teach children personal safety. Children can be helped to understand physical contact that is good and healthy, acknowledging also that there are other touches that are unwelcome or wrong. It may also help to discuss concerns or talk about situations where the child feels uncomfortable. Touch or physical contact between adults and children can be quite healthy and acceptable in public places but discouraged in circumstances where an adult and child are on their own (except, of course, within family relationships).

Examine the way in which Christian truths are presented, e.g. children obeying parents. This can be a real problem for a child who is being abused - are they being encouraged to accept the abuse? Make it clear that if a child feels uncomfortable or senses something may be wrong they can always check things out with another adult.

This may need to be explained more fully because there is obviously a big difference between, for example, an adult forcing a child to steal sweets from a shop and legitimate rules about bedtime!

2.7 Providing a Safe Environment

It is essential that all children and young people in our care feel safe: that there are no words and actions which could be misinterpreted or misunderstood, and that any child abuse issues are not trivialised or exaggerated.

Team will be responsible for ensuring that abusive peer activities (such as bullying or any other form of abuse) do not occur.

Particular care must be taken with any physical contact between adults and children or young people:

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid encourage the child to do what they can manage themselves but consider the child's best interests and give appropriate help where necessary.

Details of how to respond to allegations or concerns of the abuse of children or young people may be found in chapter 3 of this document.

2.8 Praying with Children and Young People

Those praying should always be in accordance with St Paul's policy, and must follow the guidelines below:

- Prior to praying, always make sure you have the child's permission.
- Always pray in an open area where other leaders and/or children are around. Where possible, pray with another adult participating.
- Ask the person what they are requesting prayer for and remember to listen to their reply. Speak quietly and calmly, never shout or raise your voice. Don't laugh at or dismiss out of hand if they want to pray for something you consider trite or irrelevant (e.g. my cat's poorly). Do not patronise or describe their request as "cute." Children, young people and Vulnerable Adults are coming forward for real concerns in their lives. If they do not have specific needs or requests then simply ask God to bless them.
- Those praying with children and young people should always be alert to child protection issues and other concerns such as bullying.
- If person becomes distressed, stop praying. Stay calm and gently ask them what has caused the distress and seek the advice from the Children's or Youth Minister, if appropriate. Before continuing to pray, consider with whom they might feel more comfortable. If unsure or the child/young person remains distressed do not continue praying but stay with them until they are calm, offering them reassurance and complete acceptance. Then talk to the child's parents/carers, assuming you have no child protection concerns. If there are any safeguarding concerns then speak directly to one of the Parish Safeguarding Officers (PSO) or the Vicar.
- Consider your body language, particularly in relation to things like your height and the height of the child/young person. Try to ensure you are on their level rather than towering over them perhaps by both of you sitting down or by bending to your knees; but do avoid crowding.
- Refrain from placing your hands on a child/young person's head as they may find this frightening or threatening. Always ask the permission of a child before laying a hand on them. The ideal place to place a hand is on the shoulder. If praying for healing you can place a hand on the area you are praying for, if appropriate (e.g. lower leg or arm).
- If using oil on the forehead when praying for healing bear in mind that a child/young person may be uncomfortable with the use of anointing oil so it is important to take care with this and only go ahead with the child and parents' agreement (in case there are allergy concerns).

- Remember also that a child/young person may not, for example, understand the use of 'tongues' or people falling over. Simply explain to the child what is going on in simple language. If you use tongues explain, "I'm just speaking to God in my special language that is just between Him and I." Or when someone falls over, "The Holy Spirit just came on that person and made them lie down so they can keep meeting with God."
- Always use clear uncomplicated language. Reflect back what the child has said to you, to show you have understood their prayer request. If a child says they are feeling tired, you could reply "let us pray for you as you are feeling tired" not "I think you are depressed, let's pray about that". Keep the prayers simple and short so you can then be confident your prayers have been understood. When praying with a younger child (under 5) try and use a maximum of 3 sentences (this is really tricky to do!)
- Avoid giving specific advice about problems involving decisions. A child or young person could be very susceptible to suggestion, particularly if they are distressed. Be careful what you say even if you believe you have heard from God about their situation. It would be far wiser to pray this through on your own or with another leader. Never advise a child/young person to stop taking medication or cease seeing professionals involved in their care or welfare.
- Never promise total confidentiality. You may need to gently give clear boundaries but reassure the child that if you share anything about their situation with someone else it will be on a 'need to know' basis only and you will make sure they are supported and cared for.
- It is very important not to miss problems arising from behavioural issues, learning difficulties, mental health problems, copied or unconventional behaviours that will often be the cause of the child's difficulties.
- When consideration is being given to pray for anyone in the area of deliverance, either Tori Moerman-Redding or Rachel Alexander should always be consulted and they in turn should consult with the Diocese. The parents must consent and be present for any deliverance prayer. We will strongly encourage the parents to lead this prayer session with their children with church support.
- Children are easily frightened and are very susceptible to suggestion. They may also be upset by shouting and may easily believe that they are bad, wicked or corrupt. A child should NEVER be shouted at or be told that they are demonized, possessed or oppressed by the devil, evil spirits.

2.9 One to One Meetings

1:1 situations have the potential to make the child/young person more vulnerable to harm by those who seek to exploit their position of trust. Adults working in these situations with children and young people may also be more vulnerable to unjust or unfounded allegations being made against them. Both possibilities should be recognised so that reasonable and sensible precautions are taken. Every attempt should be made to ensure the safety and security of children and young people and the adults who work with them.

- Most 1:1 work will be with a Young Person (youth).
- A Young Person (youth) is defined as a child between the ages of 10 and 18 years old in the care of a parent or legal guardian.
- A child younger than 10 years old may have an occasional 1:1 with a Youth/Kids Minister, organised in conjunction with the child's parent/carer, who will usually be present.
- 1:1 meetings are not counselling sessions. Any signs of trauma, depression or abuse should be reported according to Safeguarding guidelines.

The following guidelines should be observed for 1-1 meetings:

- Before 1-1 meetings begins, youth, their parents/guardians and Minister/Volunteer must agree on where and when they intend to meet before any such meeting takes place.
- 1:1 work should take place either on St Paul's premises or in a public and appropriate area such as a cafe or sports venue. If on St Paul's premises, a second adult should be in the building. The young person should be aware that this person is there and available to them. There may be circumstances where a home visit would be preferred and this should be agreed beforehand with a PSO and a second adult must be available. Avoid meetings with a young person in remote, secluded areas.
- The Youth/Children's Minister must be informed of when and where the meeting is taking place, and they will then assess whether they need to be close by.
- Records will be kept of time, date and location of all mentoring meetings. The mentor must always report any situation where a youth becomes distressed or angry to a Youth/Kids Minister or PSO
- Confidentiality: cannot be guaranteed, and any disclosures or suspicions of abuse should be dealt with following St Paul's Child Safeguarding Policy and Procedures. However, outside of issues relating to the safety of the young person or others the things discussed in the sessions should be kept private and not discussed with others without the young person's knowledge and consent.
- Reporting and Review: the Youth/Children's Minister will regularly (at least every half term) check in with mentors and mentees and review any problems arising or queries. Annual training and supervision will be provided for mentors.

2.10 Young Leaders

In law, young leaders under the age of 18 are children and cannot be treated as adult members of a team. However, St Paul's Church encourages young leaders to serve in a variety of church ministries depending on their age, availability, capability and the number of other adult team present. The staff team member overseeing the relevant ministry area, in collaboration with the youth minister will make a judgement about how involved individual young people will be in planning, running and evaluating the various aspects of ministry.

Training and mentoring is important, to ensure that the young leader is helped to develop and hone skills, attitudes and experience. We have a duty to make their time as young leaders both enjoyable and rewarding – they must never be 'just another pair of hands'. Such opportunities include:

- Annual safeguarding and best practice training.
- The offer to meet on with a trained adult mentor.
- 'On the job' support from other team members, especially debriefing when a new task has been undertaken by the young leader.

The following practical issues should be considered when working with young leaders:

- A young leader must be closely supervised by an adult leader at all times, and never given sole responsibility for a group of young people or children
- When considering ratios of staff to children or young people, the young leader needs to be counted as a child, not a leader
- The permission of parents or carers needs to be sought for the young leader just as you would for any other person under 18 years of age
- If the young leader accompanies you on a residential activity, ideally they should have separate sleeping accommodation to both the adult leadership team and the children or young people they are working with.
- Some young leaders aged 16 and over will be asked to complete an Enhanced DBS if they are involved with groups that accompany children to the bathroom.

All Young Leaders are required to complete an application form before volunteering.

Young Leaders 18 Years and Over

Leaders aged 18 years and over are adults. They will therefore need to go through St Paul's full safer recruitment procedures. Care will need to be taken when a young leader turns 18 that their new status is recognised and that the appropriate procedures are followed.

However, young adults should still be treated with special care as they develop their leadership skills and learn new responsibilities. If they are part of a peer group within the church, the boundaries can become blurred if sometimes they are leaders and sometimes members of that peer group. Ideally young adult leaders will not be given supervisory responsibility for the age group directly below them.

2.11 First Aid Kit And Contacts

All premises used by children and young people should have a properly equipped first aid kit. Its contents should be stored in a waterproof container and the contents should be regularly checked. First Aiders will be adequately qualified and where possible have experience of the age group they are working with.

A suggested minimum for a first aid kit:

- Latex-free gloves
- Sling
- Hypoallergenic Plasters
- A method of wound cleaning
- Gauze/field dressing
- Tape
- Yellow clinical waste bags

Accident/Incident forms must be completed and stored securely.

CHAPTER 3 Responding To Abuse

St Paul's takes child safeguarding very seriously and will always respond to any allegations or signs of abuse. Abuse may take many forms – physical, sexual, emotional and neglect. A child may want to talk about abuse; an allegation may be made by a third party, or Team may themselves suspect signs of abuse. It is essential that any child abuse issues are not trivialised or exaggerated, and that proper steps are followed.

Words and actions may be open to misinterpretation, and therefore great care should be taken to avoid situations in which actions could be misunderstood.

Team members will be responsible for ensuring that abusive peer activities (such as bullying or any other form of abuse) do not occur.

3.1 Responding to Children

See appendix 5 for more details about how to respond to children who want to discuss an allegation of abuse. Most importantly, stick to the 4 R's:

Recognise

- If you notice the signs of abuse, or a child wants to discuss an allegation of abuse, move on to 'Respond'

Respond

Do:

- Listen.
- Take what is said seriously.
- Only use open questions (open questions begin with words like: who, what, when, where and how. Open questions cannot be answered with a 'yes' or 'no').
- Remain calm.
- Take into account the person's age and level of understanding.
- Check, if face to face, whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can check with them that you have understood everything correctly.
- Offer reassurance that disclosing is the right thing to do.
- Establish only as much information as is needed to be able to tell the PSO what is believed to have happened, when and where.
- Check out what the person hopes to result from the disclosure.
- Tell the child or adult what you are going to do next.

Do not:

- Make promises that cannot be kept (e.g. that you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate.
- Contact the person about whom allegations have been made.

- Do a physical or medical examination.

Record

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Record the date, time, place and the actual words used.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.

Report

- If there is immediate danger to a child/adult, contact the police. Ring 999.
- Otherwise avoid delay and take action: talk immediately, within 24 hours, to the Parish Safeguarding Officer and share any concerns.
 - In the absence of the Parish Safeguarding Officers, or if the suspicions in any way involve the Parish Safeguarding Officers, then the report should be made in the first instance to the vicar, who will contact the Diocesan Safeguarding Advisor for advice.
 - In the unlikely event that neither PSO's or Vicar are available, the Team Member may report directly to the Diocese, 31:8 or Police.
- Within 24 hours, the nominated safeguarding officer reports the concerns to the DSA or to ThirtyOne:Eight.
 - Suspicions must not be discussed with anyone other than those nominated above.
 - Concerns should be reported using the Child Safeguarding Action Sheet (Form 2 p 32), along with all written notes
 - It is, of course, the right of any individual as a citizen to make a direct referral to the child safeguarding agencies or seek advice from ThirtyOne:Eight although St Paul's hope that this procedure will not be used. If, however, the individual with the concern feels that the Parish Safeguarding Officers have not responded appropriately, or where they have a disagreement with the Officers(s) as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that St Paul's demonstrates their commitment to effective child safeguarding.

3.2 Role of the PSO in reporting an allegation/suspicion

The role of the Parish Safeguarding Officer is to collate and clarify the precise details of the allegation or suspicion, and then report to the Diocese, or call 999 if there is immediate safeguarding risk, for example where there has been deliberate injury, there is concern about a child's safety or if a child is afraid to return home. Out of hours, they may also contact the 31:8 helpline for advice. If necessary, the Vicar or another PSO may be asked to ensure the child is protected and remains on site whilst this advice is sought and followed.

Once reported, the PSO will follow the advice of the Diocese, Thirtyone:eight or Police. This may include referring to Social Services

- In the case of sexual assault (such as rape) which may have occurred over the last few days, immediately contact the Police. Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell the parents/carers: they could be involved. It is also important that no one else who might be involved is inadvertently alerted to the situation because this may lead to the child being 'silenced'. Allegations of sexual abuse are usually denied and often difficult to prove. Remember, the child's welfare must come first at all times.

- Keep information on a "need to know" basis so that any alleged perpetrator is not "tipped off".
- Within 24 hrs the Diocesan Safeguarding Advisor will also be notified.

Should the Diocese or 31:8 not feel it necessary to refer the matter to Social Services, this decision should be recorded. If a team member (or anyone else) has serious concerns for the child's safety, then they should contact the relevant authorities direct. The safety of the child overrides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

- Be careful to follow the conditions of St Paul's insurance company policy to ensure that there is appropriate cover against any claims. Records will normally need to be kept indefinitely, in case of future claims.
- St Paul's will support the Parish Safeguarding Officers in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a 'need to know' basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the child safeguarding agencies or seek advice from ThirtyOne:Eight although St Paul's hope that this procedure will not be used. If, however, the individual with the concern feels that the Parish Safeguarding Officers have not responded appropriately, or where they have a disagreement with the Officers(s) as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that St Paul's demonstrates their commitment to effective child safeguarding.

3.3 Support To Those Affected By Abuse

If abuse is disclosed, St Paul's recommends that the person to whom the disclosure has been made should seek the comfort and support of prayer ministry. If individuals would prefer to discuss certain matters outside St Paul's, further follow-up support is available by contacting ThirtyOne:Eight.

Further advice and information may be found in the following appendices:

APPENDIX 1 Child Safeguarding Coordinators Action Flow chart on page 24

APPENDIX 2 Definitions Of Abuse on page 25

APPENDIX 3 Further Definitions Of Abuse on page 26

APPENDIX 4 Recognising Possible Signs Of Abuse on page **Error! Bookmark not defined.**

APPENDIX 5 How To Respond To A Child Wanting To Talk About Abuse on page 28

St Paul's FORM 2 Child Safeguarding Action Sheet on page 30

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CHAPTER 4 Social Media, Electronic Communications and Photos

4.1 Electronic Communication and Social Media

As required by the Church of England, St Paul's has a Social Media Policy which must be approved by the PCC annually. The Policy sets out the expectations for all staff and volunteers in their use of social media and mobile phones, when working with children and young people. The following guidance should be read in conjunction with the Social Media Policy.

Social media is the umbrella term used to describe websites and applications that allow users to share content (that is words, images and web links) with others and/or to participate in social networking. At the moment, the best-known platforms are Facebook, Instagram, Twitter, TikTok and YouTube, but the term and these guidelines also cover online forums and blogs as well as less well-known applications such as Pinterest, Flickr and other sites that involve sharing content.

Social media is interactive, conversational and open-ended. It happens in a public, not private, space and though it feels different to traditional forms of written communication comments are permanent and we are personally liable for them. Used well, social media is a means of engaging in an interactive conversation with people of all faiths and none. Due to the swift, conversational style of social media, writing comments we may later regret is a common pitfall.

4.2 General checklist for using social media

When using any social media the following guidelines need to be considered before posting.

PURPOSE:

What information do you want to capture, store, transmit, communicate or use?

Who is the target audience?

Which type of social media best suits this purpose?

PRIVACY:

What privacy settings, safeguards and controls have you set for the media?

Who can see the information posted?

Who is identified (images/words/sounds) in the communication?

CONSENT / CONFIDENTIALITY:

Is the information personal / confidential?

Whose consent is required?

How will you get their consent? [N.B. not just under 16's]

INTERPRETATION:

How may others interpret the information? Can the information you want to share be easily misunderstood or misinterpreted? Could your personal or professional standing be damaged?

REVIEW:

Re-read before sending/posting.

4.3 Passwords, Security and Access Record

The named persons for social media are responsible for securely holding a list with all social media site names, passwords and list of who had access and what level. This will be held securely by them and reviewed at least once a term to check for accuracy, monitor content and to remove anyone who no longer should have access. When a staff member or volunteer leaves the site/group all passwords will be changed for accounts that they had access to.

The named persons are Lindsey McLeod (PSO) and Julie McKinlay (Operations Manager)

4.4 Networking sites

For example, but not limited to, Facebook, Instagram, Twitter and WhatsApp.

Guidance measures are:

Groups –

- When creating a Facebook group, it is best practice to create it as a closed Facebook group. Coordinate with your group leader and Safeguarding Coordinator on how to maintain and moderate this.
- The privacy controls should be set up so that only the people in the group have access to any videos and photographs.
- Where a child or young person is part of a group the parents/carers acknowledge they will have full responsibility for supervising conversations and activities.
- The page profile, if possible, must be password protected and the password held by at least two leaders of the organisation or group. There must be a list of those who have the password for the networking site.
- Any inappropriate posts by children or young people or leaders should be removed by the admin/s of the site.
- All those who use the site should be made aware what the purpose of the site is and that any inappropriate images, content that is not in line with the values of the group/organisation is not acceptable. Content of any posts should be consistent with the aims of the organisation.

Friend or Follower Requests

- On your personal or private account, you should not accept friend requests from any child/young person under the age of 18.
- You should not send any friend request to any child/young person under the age of 18.

Private Messaging including the use of messaging platforms

A child or young person may send personal private messages to you without being accepted as a 'friend' and you cannot prevent this from happening. Whilst some children/young people may be contacting you for spiritual guidance or advice, others may be contacting you to confide in you about something they heard at a church activity, or in response to another situation. It is not possible to produce a definitive list to cover every eventuality, and therefore it is vital you remember that your responsibility as a leader continues after church activities are over, and as such you should be guided by the safeguarding policy and procedures.

- Applying transparency is especially important in this area and so all private messaging conversations should not be deleted.

- Care should be taken that private messaging is not misunderstood. Wherever possible, face to face communication will be encouraged over regular private messaging.
- Where possible, messages left to or from children or young people on social networking sites should be written on an open page e.g. A Facebook wall. Private messaging should only take place with consent from a parent/guardian through the use of the online Parental Consent form *m*.
- Communication may be initiated by either a young person or St Pauls Youth and Kids Staff.
- Communication may be initiated through WhatsApp, text, phone and St Paul's social media accounts (Instagram, Facebook and TikTok)
- Young people may initiate private messaging with a volunteer via a volunteer's personal phone but this is not encouraged.
- Volunteers are not to initiate contact with young people via private message unless there is a safeguarding concern, an emergency or to communicate specific youth provision details. Further guidance for volunteers can be found in the Volunteers Guidelines Booklet.
- Young people may initiate contact with volunteers through St Paul's social media accounts.
- For group conversations, at least two adults will have a current DBS and the relevant safeguarding training. Consent will be given by parents before their child is added to a group.
- Communication with children should be limited to between the hours of 07:00-21:00.
- All conversations will follow the St Pauls policy for social media and electronic communications use, whilst also adhering to the Safeguarding policy.

4.5 Video sharing/live streaming platforms

For example, but not limited to, YouTube. There will normally be one main user with admins/moderators.

- Consideration should always be given to the audience that is viewing the video
- Where children are included in videos, links should be unlisted so they are not widely available but parents/carers need to recognise that they could still be shared by other parents/carers.
- Content: Know what type of content to stream. When filming videos that include under 16's, remember that they should never be sexually suggestive, violent or dangerous. Note that this also applies to live chat.
- Personal information: Be cautious about sharing any personal information during your live stream, as well as in Live Chat. Admin access for your channel should only be provided to those you trust.
- Control: Flag inappropriate content or block users from the chat that make you or others feel uncomfortable.
- Privacy: Protect your privacy by setting personal live streams to 'private' or 'unlisted' where these features are available.
- Live Chat: Where available, live chat should be filtered to avoid any inappropriate comments.

4.6 Live streaming events

Where events are steamed live on to a video platform, such as but not limited to You Tube, participants will be notified at the beginning of the camera angles and where to be placed if they do not wish to appear in shot.

4.7 Disclosures from Social Media Sites

- Leaders should follow the communication guidelines set out in the safeguarding policy.
- Any disclosures of abuse reported through a social networking site must be dealt with in accordance with the St Pauls Safeguarding procedures and Policy. In any doubt contact a Parish Safeguarding Officer.

Other Forms of Electronic Communication

4.8 Text Messaging

- Guidance relating to private messaging as above should be applied similarly to text messaging.
- In the same way as private messaging apps, care should be taken that any text messages are not misunderstood. Face to face communication will be encouraged over text messaging.
- Where possible, text messaging should be instigated by a child. Instigating contact with a child or young person via text should only be done by staff with consent from a parent or guardian through the *Electronic Communication Consent Form*.
- Similar to private messaging, texts can also be used as a means to encourage children or young people if it is appropriate. Be mindful of child protection usual parameters.

4.9 Video conferencing/Video messaging

For example, but not limited to, Zoom, Microsoft Teams, Facetime, WhatsApp Video Call. Organisational accounts should be used instead of personal ones.

In order to protect your child, the leader of the session will:

- Have a minimum of two adults present throughout the video call who will stay on the call until all children have 'logged off'.
- At least one adult involved in the call will hold a current disclosure certificate (DBS) as required for their role. We also recommend that one adult will hold C2 (Leadership) safeguarding training. Someone with a disclosure check, will always supervise any adult holding a role that does not require a disclosure check.
- No leader will contact children and parents/carers outside of any pre-arranged sessions using these online tools.
- The session leader will watch through and check any links or videos they may direct children to. They will make sure everything they use is age-appropriate.
- Leaders and other adults on the call will use appropriate language/behaviour throughout the call.
- All leaders will ensure they are in a communal living space throughout the call. Where possible they will blur the background in any video calls and any members of their household will use appropriate language/behaviour throughout the call.
- A register will be taken of all those on the call.

In order to make sure that children stay safe online, we ask that parents/carers do the following:

- Access to the platform is made through the parent/carers account, unless the child meets the age restrictions for the platform.
- For all children under 11, parents/carers will 'drop off' their child at the beginning of the session so that whoever is running the session knows that there is an appropriate adult nearby. When needed, the parents/carers will stay to help their child during the call.

- Where possible, the child must take part in the video call in a suitable communal environment. We appreciate that this is not always possible and some of the video calling software has a built-in option to 'blur' the background – parents/carers may feel this is an appropriate feature to turn on. All members of the household must be aware that the call is taking place and make sure they use appropriate language and behaviour when nearby or in the background.
- The child, and those nearby who may end up appearing on screen, must be appropriately dressed in clothing that covers top and bottom half of the body.
- Parents/carers will make sure their child has 'logged off' the call correctly and signed out before turning off any devices.

4.10 Email communications

- As with other forms of electronic communication, leaders must gain the permission of parents before emailing children directly.
- All emails should have a second leader copied in or be sent from a shared St Paul's email account (or via ChurchSuite) where the message will be visible to other leaders.
- In signing off emails, messages, leaders and volunteers should simply sign your name and the name of the group/organisation.
- Email history should never be deleted.
- When using email/internet for communication with children, please follow the guidance set out in the St Paul's Safeguarding Policy.

4.11 Use of mobile phones on activities

- Children and Young people, parents and guardians should be informed about safe usage of mobile phones and devices and the guidance for the usage during the event or session;
- Confirmation that when on activities a named leader is the primary point of communication and is to be contacted if there is an emergency or change to previously agreed arrangements.
- That the usage of mobile phones or devices including text messaging, games or music cannot be allowed to be a distraction from a safe awareness of the environment.

4.12 Photos and Video, including on Social Media

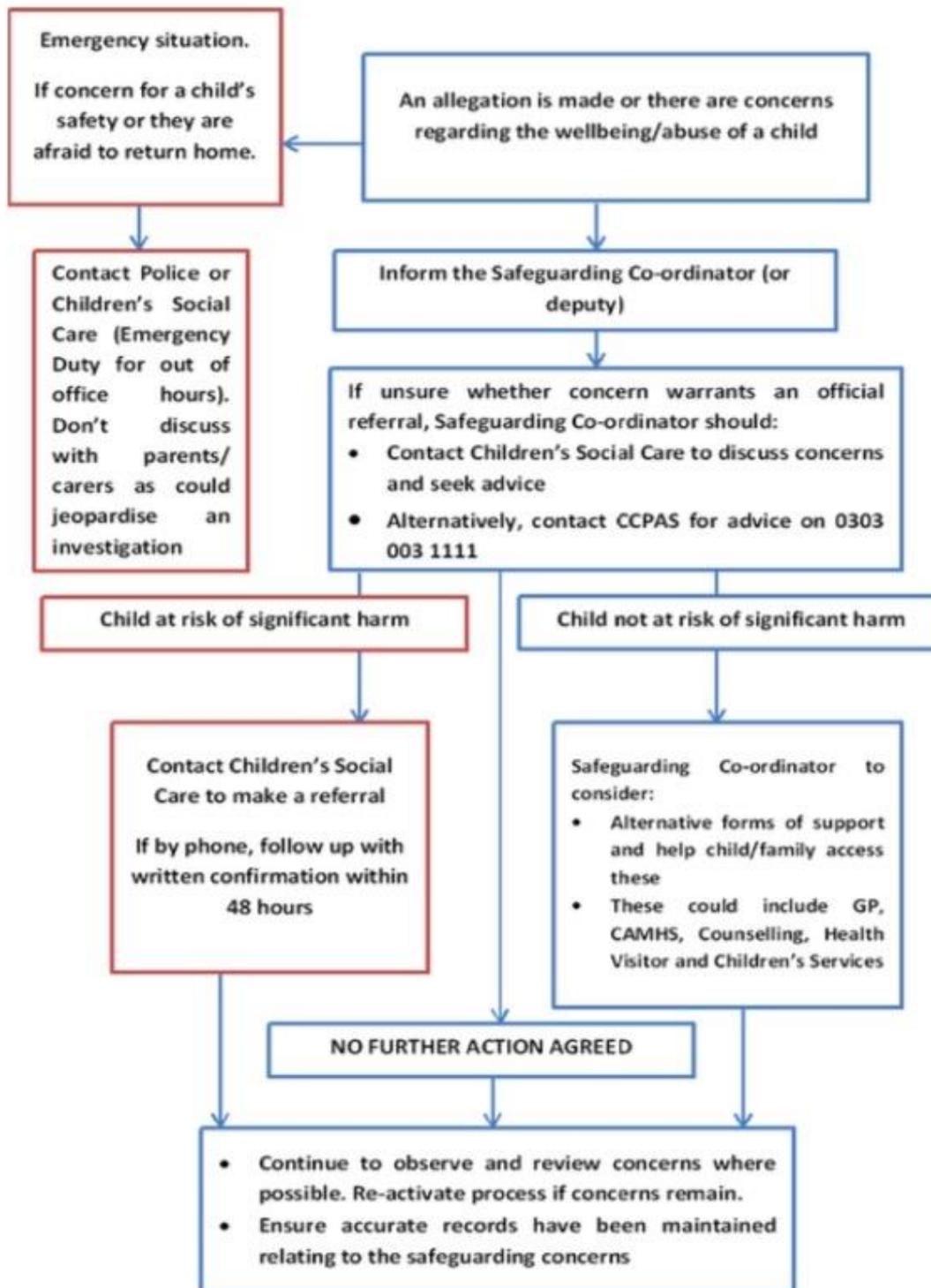
Since the introduction of GDPR (the Data Protection Act) in 2018, it is essential to be very careful if photographs, videos and webcams are used of clearly identifiable people.

- Where possible, photos should not be taken on a personal device, only on a work device.
- Images should be stored safely in an electronic file on devices that have security passwords.
- If any electronic device/memory that contains video or images is disposed of the images and video should be wiped from the memory in such a way that it cannot be recovered on that device.
- Parental/carer consent is required before photos are taken of children or young people. For adults, always remember to ask the person's permission before you take and use their photo, and explain how you plan to use it. Be aware that issues such as domestic abuse or online abuse might mean that individuals do not want to have their pictures published in the public domain.
- If images are being taken at an event attended by large crowds this is regarded as a public area and permission from a crowd is not necessary. Children and young people under the age of 18 years should not be identified by surname or other personal details. These details include e-mail or postal addresses, telephone numbers or social media.

- When using videos or photographs of children and young people, it is preferable to use group pictures
- Videos or photographs of children and young people may not be used without parental consent.
- No unauthorised videoing or photography will be published of any child or young person under 18 years.

APPENDIX 1 Child Safeguarding Coordinators Action Flow chart

This is not a substitute for a formal child safeguarding policy.



APPENDIX 2 Definitions Of Abuse

The following definitions of child abuse are recommended as criteria throughout England by HM Government in Working Together to Safeguard Children A Guide to inter-agency working to safeguard and promote the welfare of children, 2006.

What Is Abuse And Neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting: by those known to them or, more rarely, by a stranger. They may be abused by an adult **or adults or another child or children.**

Physical Abuse

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

Emotional Abuse

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 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 involve seeing or hearing the ill treatment of another. It may involve serious bullying 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.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

APPENDIX 3 Further Definitions Of Abuse

Significant Harm

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

Munchausen's Syndrome By Proxy

The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: "A form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children." The government issued guidance for professionals working in situations where Munchausen's is suspected in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

Spiritual Abuse

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

The issue of the exploitation of vulnerable young people and adults, by people in positions of power within the church, is covered in some detail in the report "Time for Action" produced by Churches Together in Britain and Ireland (CTBI).

Domestic Violence

The Home Office definition of domestic violence is "Any violence between current or former partners in an intimate relationship, wherever and whenever the violence occurs. The violence may include physical, sexual, emotional or financial abuse." (Home Office Research Studies. Domestic Violence: Findings from a new British Crime Survey self-completion questionnaire.1999).

In 2004 the Government's definition of domestic violence was extended to include acts perpetrated by extended family members as well as intimate partners. Consequently, acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide, can now come under the definition of domestic violence. Many of these acts are committed against children.

Organised Abuse

Complex (organised or multiple) abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

Child Prostitution

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment.

APPENDIX 4 Recognising Possible Signs Of Abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

Physical Signs Of Abuse

- Any injuries not consistent with the explanation given for them
- Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc. Injuries that have not received medical attention
- Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc. which do not have an accidental explanation*

Cuts/scratches/substance abuse *

Indicators Of Possible Sexual Abuse

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia *

Emotional Signs Of Abuse

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Race, Culture & Religion

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children have basic human rights. Differences in child rearing do not justify child abuse.

* These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning or self-poisoning. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

APPENDIX 5 How To Respond To A Child Wanting To Talk About Abuse

General Points

- Above everything else: listen carefully
- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you may need to let someone else know - don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell anyone
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- As soon as possible write down what has been shared

Helpful Responses

- You have done the right thing in telling me
- That must have been really hard
- I am glad you have told me
- It's not your fault
- I will do what I can to help you

Don't Say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

Concluding

Again reassure the child that they were right to tell you and show acceptance.

Let the child know what you are going to do next, and that you will let them know what happens i.e.:

- Contacting one of the Parish Safeguarding Officers
- Consider your own feelings and seek pastoral support if needed

Making Notes

Make notes as soon as possible, preferably within one hour of the child talking to you. Write down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when you made the record. Keep all handwritten notes, even if subsequently typed. Such records should be kept in the accident/incident folder

Appendix 6 - St Paul's Standard Forms

St Paul's FORM 1 Accident/Incident Form



Accident/Incident Form

This form should be completed immediately after any significant accident/incident. The volunteer should hand to a Parish Safeguarding Officer for any follow up action.

Date and Time Location

Names, Ages and Groups of Those Involved.....
.....

Leaders responsible for or supervising the group at the time of the accident/incident
.....

Also witnessed by (names or groups)

Describe the accident/incident (include injuries received and any first aid or medical treatment given)
.....
.....
.....

Is any action needed to prevent a recurrence of the accident/incident?

Who else needs to be informed?

Have they been informed? YES/NO If so, when and by whom?

Person in charge of group at time of incident

Form seen by Parish Safeguarding Officer

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

St Paul's FORM 2 Child Safeguarding Action Sheet



Safeguarding Action Sheet

CONFIDENTIAL

Please hand directly to one of the Parish Safeguarding Officers. Do not discuss your concerns with anyone else.

Name of individual concerned

Group D.O.B

Name of person reporting the incident

Date of incident Time of Incident

Concern to report (sequence of events / actual words used / observations)

You may use the skin map form if appropriate but do not under any circumstances undress the individual.

.....
.....
.....
.....

Action Taken (including person(s) contacted)

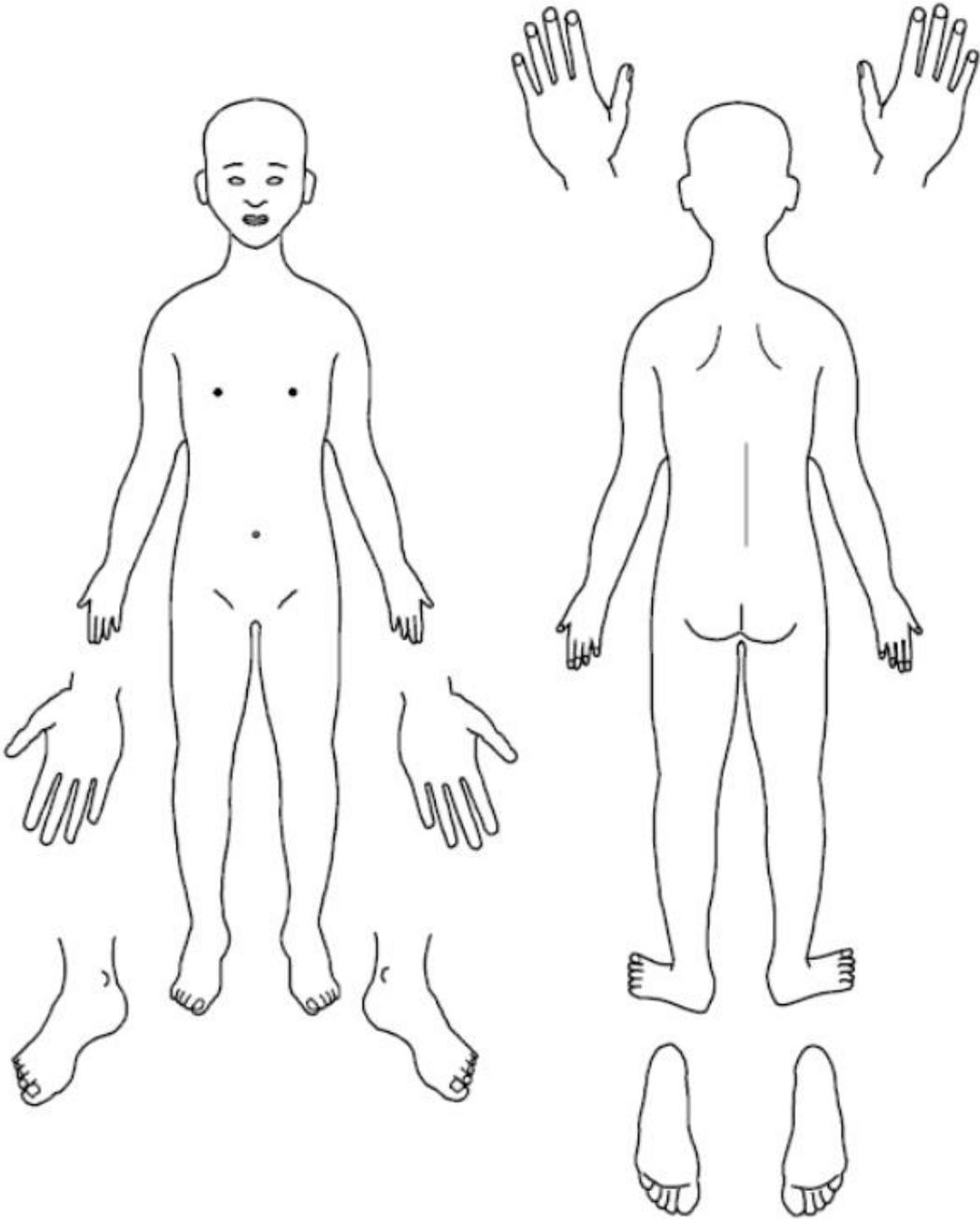
.....
.....
.....

Signed Name..... Date

Signature of Parish Safeguarding Officer(to acknowledge receipt of this form):

Signed: Date

Form 3: Skin Maps (Page 1)



Form 3: Skin Maps (Page 2)



CHAPTER 7 References & Resources

Useful Addresses and Telephone Numbers

ThirtyOne:Eight (Previously Churches' Child Protection Advisory Service)

P O Box 133, Swanley, Kent, BR8 7UQ

Tel: 0845 120 4550

Helpline: 0845 120 4551

Fax: 0845 120 4552

Web: <http://www.thirtyoneeight.org>

Email: info@thirtyoneeight.org

We provide support and training and can advise and support in policy formulation and help in individual cases of abuse.

NSPCC

Weston House, 42 Curtain Road, London, EC2A 3NH

Tel: 020 7825 2500

Web: www.nspcc.org.uk

Child Safeguarding 24 hour Helpline: 0808 800 500

The NSPCC also have excellent publicity information and leaflets

National Early Years Network

77 Holloway Road, London, N7 8JZ

Email: info@neyn.org.uk

National Children's Bureau

8 Wakley Street, London EC1V 7QE

Web: www.ncb.org.uk

Kids Clubs Network

3 Muirfield Crescent, London E14 9SZ

Tel: 020 7512 2112

Web: www.kidsclubs.com

OFSTED

22 Kingsway, London WC2B 6SE

Tel: 020 7421 6800

ChildLine

45 Folgate Street, London, E1 6GL

Tel: 020 7239 1000

Web: www.childline.org.uk

24 Hour helpline for children: 0800 1111 National free bilingual helpline for children in trouble or worried. The 0800 number is specifically for children's use. They will offer advice and direct help and can act if the child requests practical help.

Childline offer an additional telephone helpline - 'The Line' for children living away from home (in foster care or residential care) which operates as follows: Mon - Fri 3.30 p.m. to 9.30 p.m. Sat - Sun 2.00 p.m. to 8.00

p.m. The helpline is specifically for children in care to share their feelings of separation and loss etc. The helpline number is 0800 884444.

Kidscape

2 Grosvenor Gardens, London, SW1W 0DH

Tel: 020 7730 3300

National charity teaching children how to keep safe. They publish a lot of useful information on protecting children from both abuse and bullying

STOP IT NOW! UK

P.O. Box 9841, Birmingham, B48 7WB

Freephone Helpline 0808 1000 900

Email: office@stopitnow.org.uk

An alliance of major child safeguarding/statutory agencies working with offenders and potential offenders to prevent sexual abuse.

AMAZE (Association of Christian Youth & Children's Workers)

P.O.Box 5898, Hinckley, Leicestershire, LE10 2YX

Tel: 0116 254 4693

ACC (Association of Christian Counsellors)

29 Momus Boulevard, Coventry, CV2 5NA

Tel: 024 7644 9694

Web: www.acc-uk.org

Email: office@acc-uk.org

Gives advice about training, accreditation and supervision of Christian counsellors.

Christian Survivors of Sexual Abuse

BM-CSSA, London, WC1N 3XX (This is the full address)

There is no telephone line for general use.

CCI (Christian Camping International)

2 Leon House, Queensway, Bletchley, Milton Keynes, MK2 2SS

Tel: 01908 641641

Web: www.cci.org.uk

Email: office@cci.org.uk

An association of Christian organisations and individuals involved in camps and similar activities, provide a lot of helpful advice in organising and running residential activities.

Charity Commission

Web: www.charity-commission.gov.uk

See website for regional office details

Resources

ThirtyOne:Eight have a range of help leaflets and resources which are regularly updated and accessible on their website.

<https://thirtyoneeight.org/get-help/resources/>

ThirtyOne:Eight, PO BOX 133

Swanley, Kent

BR8 7UQ

Tel: 0845 120 4550

Web: www.thirtyoneeight.org