



All Saints
LITTLE SHELFORD

Safeguarding
Good Practice
Guidelines

Your Commitment

The following guidelines express our commitment to demonstrating God's love, and obeying his command to love one another by placing the highest priority on the safety of those to whom we minister. It sets out what we expect from anyone who ministers at All Saints Little Shelford, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do.

We ask you to:

- Be a regular member of All Saints Little Shelford and attend a Sunday service.
- Familiarise yourself with the Safeguarding Policy and Safeguarding Practices.
- Keep up to date with your DBS and safeguarding training requirements.
- When leading or helping in small groups, be in touch with the group leader or overall leader to ensure you understand your role and can effectively carry out the correct duties.
- Attend training and/or leaders events.

Staffing Ratios

When possible, it is best practice to have the following ratio of adults:children:

Child's Age	Adult to Child ratio
Under 2 years	1:3
2-3 years	1:4
4-8 years	1:6
9-12 years	1:8
13-18 years	1:10

These are the minimum required staffing levels for children's groups and are based on NSPCC and Ofsted guidance.

When young people are helping to supervise younger children, only people aged 18 or over should be included as adults when calculating adult:child ratios.

More staff may be required if children are being taken out or undertaking physical activities and may also vary depending on:

- The nature and duration of activities.
- The competence and experience of staff involved.
- The requirements of the location.
- Any additional needs or disabilities.
- Any special equipment needed.

If these ratios cannot be met for a particular group, you must seek advice from the leadership team before continuing with the meeting.

Registers

An agreed method of recording and storing registers must be known and understood by all leaders and helpers.

A register of children or youth attending each group/activity, a register of leaders/helpers, and a register of the hand over to parents/carers at the end of the session must be recorded and stored securely.

Consent Forms

Consent forms are required for all children being left in the care of our church groups and activities. Consent forms should be stored securely and be available for leaders and helpers.

Consent forms should include, as a minimum, the child's full name and date of birth, the contact details of a parent or carer, any known medical issues, any known allergies or food intolerances.

Leaders and helpers should have an agreed method of communicating allergies and food intolerances during group time that does not cause upset or embarrassment to any child. No food should be given before allergies are checked.

Consent forms should be renewed annually.

Visiting children are required to have a consent form. Parents/carers can complete one at the point of drop off, or they are welcome to stay with their child.

Adult Leaders & Helpers

All regular leaders and helpers must have a current and valid DBS check and must have completed at least the basic awareness and foundation training modules (<https://www.elydiocese.org/safeguarding/safeguarding-training-and-development/>). All regular leaders and helpers must have read, and be familiar with, the Safeguarding Policy and Safeguarding Practices.

Occasional helpers (occasional = maximum of once per term) do not need to have a DBS, but must remain under the supervision of the group leader throughout and should not be on their own with anyone attending the group or activity who is under 18 years of age.

Where possible the gender of the adults should reflect that of the group (i.e. at least one woman if girls are present and vice versa).

Supervision

Children or young people attending a group should not be left alone at any time. No person under 18 will be left in charge of any child of any age.

Off Site Venues

When groups are meeting at the Rectory or Memorial Hall there are clear instructions for safely escorting groups of under 18's.

- A parent or carer must wait outside the church door with their child until the leaders/helpers have marked the child as present in the register.
- A minimum of two leaders/helpers must be present to escort the children (and within the correct adult:child ratio).
- The leaders/helpers must be, at a minimum, one at the front and one at the back, with others helping along the middle of the group. They must remain alert and communicate between each other.
- Leaders and helpers make clear the behaviour expectations to the group of children before setting off.
- The leader/helper at the front will make necessary judgements regarding traffic/driveways/dog walkers etc. to ensure a safe journey.
- The leaders/helpers check the register at the point of arrival.
- When returning to the church building, parents or carers must collect at the church door and children must not be allowed to 'go and find their parents'.
- An end of session register is completed when parents or carers collect their children.

The Memorial Hall door is a fire door and therefore cannot be locked from the inside. It is important that all leaders and helpers are aware of that and where possible set the room up so adults are between the door and the children. The door should always be closed and never propped open.

Collecting

Children under 11 years of age will need to be collected from their group by a responsible adult and leaders and helpers will ensure that all children are safely handed over at the end of sessions. Children over 11 years old must have specific consent to be allowed to leave a group unaccompanied.

Young Leaders (11-18)

We want to encourage young people to learn about ministry through involvement with children's work. Young leaders should be given appropriate levels of responsibility. They should also be supervised and supported in their roles by adult leaders at all times. Young leaders will not need to complete a DBS check, but will be required to read the Safeguarding Policy and Safeguarding Practices.

One-to-One Situations

Avoid working 1:1 with children at any time. An exception to this might be when working with children with special needs, but only with prior agreement from the parent/carers and PSO and only after a risk assessment has been completed.

Unexpected Lone Situations

If for any unexpected reason you find yourself alone with a child (or group), ensure that another adult is nearby and made aware, do your best to keep yourself visible to other adults and make immediate arrangements to remedy the situation.

Parent & Child Groups

Parents or carers remain entirely responsible at all times for the children in their care. However, leaders/helpers will still be safely recruited. Any safeguarding concerns will be recorded and reported to the PSO, or their deputy in the usual way and within 24 hours.

Groups for Adults (at which children are present)

During these times, the safety and care of the children remain the responsibility of the child's parent or carer. Any safeguarding concerns will be recorded and reported to the PSO, or their deputy in the usual way and within 24 hours.

Concerns

Any unusual or concerning behaviour or comments made by a child or young person (however casual or one-off) should be recorded and passed on as soon as possible (and within 24 hours of the incident/concern) to the PSO. This is to protect both children and workers.

Accidents

Any accidents or injuries should be recorded in the accident book and the overall group leader informed. The overall group leader must check the first aid box at least annually and inform the church office if supplies are needed. A first aid box and accident book must be available at every venue used for church groups and taken to any off-site activities.

Risk Assessments

A risk assessment must be completed for every group and regulated activity. The risk assessment must be shared with all leaders and helpers, and occasional helpers. It should be reviewed annually, and a master copy sent to the church office.

Transport

Drivers should be over 21 years old and have held a full driving license for at least 3 years.

The vehicle being used for transportation must be roadworthy. The driver must produce a valid driving license, MOT certificate (where applicable) and proof of adequate insurance. This information will be checked and recorded by the ministry leader.

All volunteer drivers should check they are covered by their insurance company to transport children in this capacity. All staff members must ensure they have business insurance.

Consent for the trip must be obtained from parents / carers who should be made aware of the transportation arrangements.

Those arranging transport on behalf of the church should only use volunteers or staff members who have been through the safe recruitment process.

A lone volunteer or staff member must not transport a child alone on a church organised event or activity for any part of the journey.

It is recommended that 2 adults should accompany any children for the entire duration of a journey.

Taking and Using Images of Children

Except for promotional material or as part of a planned event, leaders and helpers will not take photographs of children or young people in groups or at events.

For promotional use or as part of a planned event, parental consent must be obtained to take, distribute or publish the images either in electronic or physical form both inside and outside of the church building.

No image should be stored for more than 24 hours on a volunteer or staff members personal device.

Any images that are to be kept must be uploaded to a church owned cloud storage location which is managed by the leadership team and the PSO is aware of.

Social Media & Digital Communication

All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored / administrated groups that have been approved by the leadership team or PSO.

Workers, paid or voluntary, must not message 1:1 with a child under 18 on any messaging platforms or by email.

Workers, paid or voluntary, must not allow access to any child under 18 to their personal social media other than that which is in the public domain. Similarly workers, paid or voluntary must not engage with a child's (under 18) personal social media posts (e.g. liking an image on Instagram).

Workers, paid or voluntary, should not ignore any messages received from children under 18 years old. Any reply should copy in another suitable adult (e.g. parent or group leader) and should clarify that further 1:1 online communication is not permitted by the church.

An age appropriate platform must be used for group chats. For example a group chat for an 11-14's group should not use a platform that is only suitable for 13+'s such as WhatsApp.

Children aged under 13 will not be contacted through any digital means. All communication will be through parents.

Monitored / Administered Messaging Group

If staff or a volunteer creates a monitored / administered group that represents ASLS such as a WhatsApp group for their ministry, these basic principles should be followed:

- Obtain consent from the overall group leader and the PSO.
- Adhere to the safeguarding policy, procedures, codes of conduct and guidelines.
- Include a short description of what the account is for and represents.
- Include a link to the Child Exploitation and Online protection (CEOP) site to enable children to report online abuse.
- Follow the platforms' community guidelines and terms and conditions including age restrictions.
- Ensure the most appropriate privacy settings for the account are used. For example, if it is to keep young people, parents and carers up to date on group activities and events, then the account should be private.
- Sharing images of group members / activities is not permitted.

Managing Toileting

Leaders and helpers are not expected to manage the toileting needs of children as part of their role.

If a child needs the help of an adult to be taken to the toilet, the leader will call for their parent or carer.

If no parent / carer is available a leader will get a second leader and then enter the toilet to help the child.

Leaders will avoid doing anything that a child is able to do for themselves, but help may be given when needed, seeking at all times to respect a child's dignity.

If a child is being potty trained we will ask the parent / carer to stay with them so they are on hand to take their child to the toilet.

The leaders will record the event and also inform the parents/carers of the child as to how they stepped in to help.

If it's deemed necessary a leader will escort a child to the toilet to avoid them getting lost. The leader will stay in the corridor while they use the toilet but in line of sight of another leader.

Leaders and helpers must be aware of children that can take themselves to the toilets independently, and ensure that the child returns safely.

Physical Contact

Physical contact should be age-appropriate, kept to a minimum and generally initiated by the child rather than the adult. It should always be for the child's benefit, not the adult's.

Sympathetic attention, humour, encouragement and appropriate physical contact are needed by children, young people and adults who may be at risk as part of their expression and understanding of human relationships.

Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.

Leaders and helpers should be cautious and support one another in the area of physical contact, pointing out anything which could be misconstrued or misunderstood.

Restraint :

Restraint is where a child or adult is being held, moved or prevented from moving against their will, because not to do so would result in injury to themselves or others, or would cause significant damage to property.

Restraint must always be used as a last resort, when all other methods of controlling a situation have been tried and have failed.

Restraint should never be used as a punishment or to bring about compliance (except where there is a risk of injury).

In all cases where restraint is employed, the incident and subsequent actions should be documented and reported, and this should include written and signed accounts of all those involved, including where possible the child, young person or adult. The parents or carers should be informed the same day, and the PSO must receive the report within 24 hours.

Children or adults in distress:

There will be occasions when a distressed child or adult needs comfort and reassurance, and this may involve physical contact. Young children, in particular, may need immediate physical comfort, for instance after a fall, or separation from a parent. Leaders should use their judgement to comfort or reassure a child in an age-appropriate way while maintaining clear boundaries.

Intimate and personal care:

It may sometimes be necessary for leaders to do things of a personal nature for children or adults at risk or abuse, particularly if they are very young, disabled or elderly. These tasks should only be carried out with the full understanding and consent of the parents or carers or adult, and every effort should be made to ensure that the child or adult who may be at risk of abuse also understands and gives informed consent, taking account of their disability or impairment.

Relationships of Trust

Genuine relationships may occur between adults, one of whom is in a caring role with another who is more at risk of abuse.

No intimate relationship should begin while the member of staff or voluntary worker is in a position of trust in relation to them.

The power and influence that a person in a position of trust has over someone attending a group or activity or in a counselling situation cannot be underestimated; such an abuse of trust with a person under 18 years old may be a criminal offence.

Church officers must be aware of the power inequalities which exist within relationships in a church setting and the need to behave at all times in a manner which does not exploit these.

Managing Behaviour

Behavioural expectations for each group will be discussed and communicated to all leaders and helpers at the beginning of each term.

Leaders and helpers will communicate behavioural expectations to the groups that they serve in.

Leaders and helpers will do their utmost to model these behavioural expectations in their own conduct.

Leaders and helpers will be consistent and predictable, and not show favouritism.

When disciplining a child over inappropriate behaviour, leaders and helpers will not do so in a way that humiliates and never 1:1 behind closed doors.

Leaders and helpers will not speak in an aggressive tone, use aggressive language or physical discipline.

If a leader or helper finds themselves struggling with the behaviour of a particular child / adult at risk of abuse, they will seek guidance from another leader or helper.

Parents will be informed of inappropriate behaviour if the group leaders agree that this will be helpful to all concerned.

One-to-One Meetings

Where a leader meets up 1:1 or in a smaller group outside of regular meetings, parental consent will initially be obtained. This consent can be done verbally, but should be followed up by an email to them confirming the arrangement.

1:1 meetings should also only be arranged with permission from the overall youth group leader, who will keep a record of who is meeting with whom.

The meeting will take place either in the member's home (with the parents around), or in a public place, such as a café or a walk outdoors where other people are nearby.

1:1 meetings take place on a strictly same-sex basis – i.e. male leaders to male members and female leaders to female members.

A regular (e.g. weekly) 1:1 meeting may take place between a leader and young person once permission from parents has been obtained. Any future changes to a meeting time or place should be agreed with parents.

A occasional pastoral meeting may take place between a leader and a young person but must follow the above guidelines.

Online Meetings (Zoom)

It may be necessary for meetings to happen over Zoom. Parental permission will be sought in advance and only those with permission will be allowed to join.

In accordance with Zoom guidelines, parents of under 16s will be asked to confirm that the young person is joining under their supervision.

All recommended steps will be taken to prevent malicious visitors (e.g. password protection, restricting screen sharing, etc.).

Group meetings for younger children (0-11) may also happen over Zoom. The same safeguarding steps will be taken as above, with the additional requirement that all children must be directly supervised throughout by an adult sitting alongside them.

All Zoom groups will always have at least 2 leaders present. Only safely-recruited volunteers will be permitted to join.

Registers must be taken as per a physical group.

No 1:1 meetings will take place with young people over Zoom.

Adults at Risk of Harm

The following is a guide for all those involved in ministries to adults who may be at risk of abuse or harm. It is not an exhaustive guide but simply sets out some key expectations around behaviour and organisation.

In church ministry, the boundaries between work and private life can be difficult to distinguish clearly. These guidelines are not intended for informal friendships between church members, but rather where help is being offered more formally by or on behalf of the church. Church workers, both staff and volunteers, are expected to endeavour to uphold Christian values in both 'public' and 'private' areas of their lives.

- Where possible, arrange visits to a person's home beforehand rather than 'cold calling'.
- Try to visit a person during daylight hours.
- Try to ensure before a visit that somebody else knows where you are going and for how long, and knows when you have returned home.
- Consider if it would be wise to take someone with you to visit the person.
- Make sure that you are carrying a mobile phone with you and that you have someone you can call in an emergency.
- Consider if you are aware of any risks that you may face in the location you are going to, and what you will do should you come across an emergency situation.
- Make clear from the outset what help you are offering and discuss with the person how they would like to be supported where possible.
- Consider carrying a form of identity with you and the church office phone number, so that the person can, if they wish, call and check before letting you into their home.
- On a home visit, leave a card or note with your name, role and contact number so that the person, or a carer, knows who you are and how to contact you.
- Keep a written note of your visits, e.g. in a journal or diary. Log all visits made: times, dates, the purpose of the visit and any concerns that arose. Include the reason for the visit or session, and a note of any concerns that arose.
- Respect a person's independence and right to personal space/privacy. Always knock before entering their room/home.
- Consider the appropriateness of initiating or receiving physical contact when greeting someone.
- Do not assume that the use of first names is acceptable - always ask.
- Remember that someone who lacks capacity in one area of life may nonetheless be quite capable in other areas; ensure you include them in any decisions wherever it is possible. Remember also that every adult who has capacity retains the right to make decisions that we might consider to be unwise.
- Be aware of any particular issues that might make communication more difficult, e.g. use of hearing aids, a speech impediment or learning disability. Where this may be an issue, you could ask the adult if he or she is comfortable involving a family member or friend to help communication, and allow the adult to choose who this should be.
- Where you are seeking the views of a person, or asking him or her to make a choice, offer clear, unbiased choices and allow them time to consider and express a decision.
- Particular consideration should be given when assisting someone to use the toilet. Balance the need for physical assistance with the importance of dignity and privacy, and involve the person in any decision to either assist or to leave a door unlocked etc.
- Remember to be sensitive to a person's own beliefs and faith; be careful not to pressurise the person to adopt your own views.
- When dealing with financial affairs, be very cautious. Integrity and transparency are vital. Do not engage in any activity that involves a personal financial gain, or accept church donations from those who may be at risk of abuse.
- Do not accept gifts, other than small unsolicited tokens of thanks or a birthday/Christmas present of low value (e.g. an ordinary, small box of chocolates).
- Be alert to any signs of a developing dependency upon you, especially where the person's vulnerability has arisen in a time of personal crisis. Where you feel an inappropriate attachment might be forming, seek advice from an appropriate source (e.g. the leadership team or the PSO).
- If ever you feel that you are moving out of your depth in a relationship with a person or you do not feel competent to deal with a developing situation, step back and seek advice from a member of the leadership team.

- In working on behalf of the church with an adult at risk of abuse, it would never be appropriate to promise total confidentiality. Always make clear that, although you will keep matters confidential if you possibly can, you reserve the right to share information with appropriate people if you feel someone is at risk of significant harm.



**Welfare Log
Concern for a Child or
Adult at Risk of Abuse**

1. Full Name of Child/Young Person/Adult at risk of Abuse:

2. Address:

3. Date of birth (if under 18):

4. Other members of the family (indicate age if under 18):

5. Account of what happened:

Write what happened factually and as accurately as you can. Include who was involved, what happened (what you saw or heard or were told about), when it happened (day, month and time), where it happened, any other witnesses or behavioural signs that you observed. If your log includes an injury, describe it and say exactly where it was, using a body map sheet if necessary. Use a separate sheet if necessary.

5. Action taken:

What did you do? Whom did you tell? What action was agreed? If you contacted another agency (e.g. Cambridgeshire Direct/Social Care/Police) note down any names, contact numbers or file reference numbers you are given.

6. Your name and role in the church (sign and print):

7. Your contact details

Telephone/mobile:

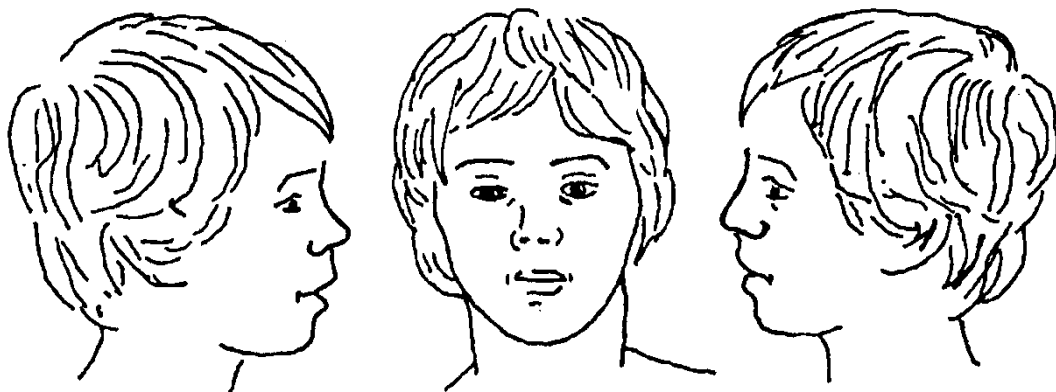
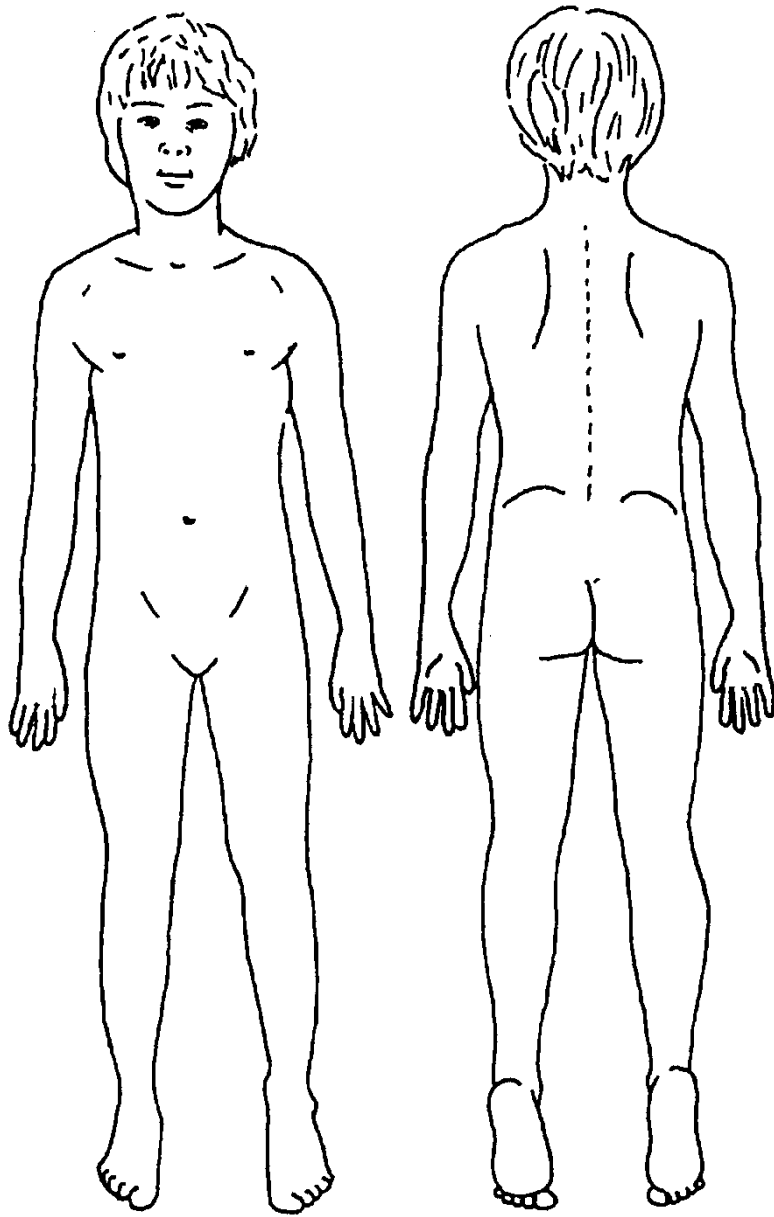
E-mail address:

8. Date (include day/month/year) and time of the incident and of this log:

Please ensure that once the information here has been shared confidentially with those who need to know, this document is stored securely in your church's safeguarding file. This is usually held by the Safeguarding Officer for the parish, or the Vicar. The log must be received by the Safeguarding Officer within 24 hours.

If your concern involves inappropriate behaviour by a member of the church, you must also contact the Bishop's Safeguarding Adviser. This is currently Rebecca Boswell:
rebecca.boswell@elydiocese.org

Body Map





Safeguarding Incident Log

1. Full names and dates of birth (under 18s) of those involved:

2. Contact details (parent or carer contact details if under 18):

5. Account of the incident:

Write what happened factually and as accurately as you can. Include who was involved, what happened (what you saw or heard or were told about), when it happened (day, month and time), where it happened and details of any other witnesses

5. Action taken:

What did you do? Whom did you tell? What action was agreed? If you contacted another agency (e.g. Cambridgeshire Direct/Social Care/Police) note down any names, contact numbers or file reference numbers you are given.

6. Your name and role in the church (sign and print):

7. Your contact details

Telephone/mobile:

E-mail address:

8. Date (include day/month/year) and time of the incident and of this log:

Please ensure that the information here has been shared confidentially with those who need to know, this document is stored securely in your church's safeguarding file. This is usually held by the Safeguarding Officer for the parish, or the Vicar. The incident log must be received by the Safeguarding Officer within 24 hours.



All Saints
LITTLE SHELFORD

SAFEGUARDING

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Policies and additional information can be
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