

Parish of Horsham
TEAM MINISTRY

SAFEGUARDING PROTECTION POLICY

April 2015

A printed or electronic copy of this document may be obtained from St Mary's Church Office or from the PCC Secretary

This Horsham Parish Policy is based on 'The Care and Protection of children and young people' by the Diocese of Chichester, and is therefore part of a much broader Document.

For more details see:
www.chichester.anglican.org

CHILDREN AND YOUNG PEOPLE IN GOD'S WORLD AND IN HIS CHURCH

All human beings are made by God in His image. The image of God is His gift to us in childhood as well as in adulthood. In our fallen world, His image has become marred.

The story of God's people tells us how they strayed from His design. God called many to speak His word afresh to succeeding generations in Israel; among them Samuel and Jeremiah, both in their youth (1 Samuel 3, Jeremiah 1:4-8). When Jeremiah tried to use his age as an excuse, God chided him: "Do not say, I am only a child."

Jesus' birth, and His growth and nurture within a family, affirm the dignity and value conferred by God on children and young people. A child is a whole person with rights and needs, to be honoured and respected by us all. Indeed a child was given as an example to adults of the way into God's Kingdom (Matthew 18:3).

So children are valued yet vulnerable members of the Christian Community, who need our special care. We take seriously the charge given by Jesus to welcome children (Luke 9:48), to protect them (Matthew 18:6-10) and to allow them free access to him (Mark 10:13-16).

Therefore, following the commands of Jesus, our church should be a community where:

- Children are listened to, given a sense of belonging, nurtured and kept safe.
- Parents are supported and encouraged
- Those working with children and young people are supported and protected.

The church's commitment to safeguard and promote the welfare of Children and Young People:

All children deserve the opportunity to achieve their full potential as described in the Department for Children, Schools and Families' guidance "Every Child Matters" and in "The Children Act 2004" to:

- Stay safe
- Be healthy
- Enjoy and Achieve
- Make a positive contribution
- Achieve economic well-being

The Church of England is committed to this agenda and recognises the necessity to keep children safe within the community of the church. Horsham Parish are also committed to this.

Explanation: Within this Parish policy, there are administrative routines and other directives which must be followed and are the responsibility of the parochial church council and Parish Safeguarding Co-ordinator as directed in the green procedures sheets of the Care and Protection of Children & Young People's policy. This is a summary version only of a much bigger document.

APPOINTMENT OF YOUTH AND CHILDREN'S LEADERS RECRUITMENT PROCEDURE

The Diocese of Chichester guidelines offer recommendations concerning the appointment of children's and youth leaders. These guidelines, and the commitment of Horsham Team Ministry to safe practices in all its work, have shaped the following appointment and recruitment procedure.

This parish has agreed these procedures as part of their implementation policy. However, **which people** are involved in the interview procedure, **who co-ordinates the various checks and references**, and **which adults come under these procedures** (any adult looking after, responsible for a child or young person not his or her own, staff who have easy access to children- caretakers, vergers, occasional helpers etc) will be left to the discretion of each of the five churches clergy and committees to decide.

The Parish Safeguarding Co-ordinator will be responsible for making sure that Parish Appointment/Recruitment procedures for all workers are being followed.

This is done however through each Church Safeguarding Representative. Any church appointment should be surrounded in **prayerful** consideration as well as sensible action.

You may choose to advertise for new leaders or approach people who you think are suitable for the task. Either way they will need to **know what they are being asked to do**, what their level or responsibility will be and some indication of the time commitment involved (the session, planning, other trips/meetings). **Do not recruit people until they have been part of the congregation for at least 6 months.**

PROCEDURE

A Progress Chart for this procedure must be held on each new volunteer worker by the nominated co-ordinator- Church Safeguarding Rep of each church.

1. The Church will need to satisfy themselves, by **informal interview**, that the person offering to help has the necessary personality, experience or potential and integrity for the particular work, and that they have an awareness and understanding of safeguards in working with Children & Young People. These will be carried out as mentioned above by whomever the clergy and church committee decide. (Clergy, Group Leader, Youth Worker or Child or Youth Link Co-ordinator.) The Church Safeguarding Rep or Parish Co-ordinator can be consulted on procedures if necessary.

2. Ask Potential Volunteers to complete the **Information & Application form.**

3. Send out **pro-forma reference letters**. Two references must be sought, of which one should comment on the person's suitability to work with children, young people, or vulnerable adults, and if possible, one should be from outside the present congregation.

4. Ask successful volunteers to fill in the **Confidential Declaration form** and return it in confidence to the incumbent. If there are any matters regarding children disclosed, contact the Diocesan Safeguarding Adviser to discuss the matter. The incumbent should ensure that the Parish Safeguarding Co-ordinator knows that the Declaration has been completed satisfactorily by notifying his/her Church C.P rep. All forms should be kept securely and retained indefinitely by the incumbent.

5. Ask any successful volunteers to **read this Parish of Horsham Team Ministry Safeguarding Policy and then sign a contract** agreeing to follow that Policy to the best of their ability.

Give the worker a copy of this Parish Policy.

A Diocesan Booklet is also held by each Church Safeguarding Representative if they ever need/want more information. More info on website address on front cover.

6. Arrange for **any further vetting** to be carried out. E.g. DBS check.

7. **Agree a probationary period with the volunteer** and agree a time to review their position. The new helper should have a 3-month probationary period, at the end of which their position is ratified by the PCC, delegated to the team vicar and church committee. It would be good if full training opportunities and support is offered at this stage.

8. It is recommended that new volunteers, along with all the other workers be **commissioned annually** so that the whole congregation are aware of the work and workers, and therefore prayerfully supportive. (Wording for a possible Commissioning service is available if needed.)

9. **Helpers between the ages of 14 and 18 do not complete a Confidential Declaration form** but they could be interviewed and sign a contract agreeing to follow the Safeguarding procedures and recommended good practice. **They should never be responsible for a group or crèche and they should always be supervised and supported by an adult, who will be responsible for ensuring that good practice and Safeguarding procedures are followed.**

RECOMMENDED GOOD PRACTICE GUIDELINES TO ENSURE THE SAFETY OF YOUNG PEOPLE

‘Child/Young Person’ wherever used, refers to anyone under 18 years.

FIRST AID

A stocked (!) First Aid Kit must be available at all times (on and off site activities). The First Aid Kit must be readily accessible and the location known to all leaders. All workers should be encouraged to have some first aid knowledge. The ‘Emergency and basic first aid’ course is recommended to be attended by Children’s workers.

All accidents must be reported in an accident book.

A list of Qualified First aiders in the parish should be compiled and kept available.

HALL SAFETY

Leaders should always be on the lookout for dangerous, faulty or badly stacked equipment.

Leaders should satisfy themselves that the Hall is safe for the particular group and activity concerned.

Any damages/faults should be reported to the Hall Manager.

Access to the Hall should be well lit, wherever possible.

The Hall Manager should check the Hall regularly to ensure it is safe and that the First Aid Kit is well stocked. They are also responsible for the annual safety checks on Gas and Electrical Appliances.

FIRE SAFETY

If an appliance is used, the Hall Manager should be contacted so it can be refilled.

Leaders should satisfy themselves that they could safely evacuate in case of fire, performing a Fire Drill if necessary.

Exit routes should be clearly marked and accessible at all times.

The local Fire Prevention Officer should check the Premises annually and the Fire Appliances serviced regularly. This is to be monitored by the Hall Manager.

EMERGENCY CONTACT INFORMATION AND REGISTERS

A register of all present in the building should be kept for each group. This should be readily available in case of fire.

Names, addresses and telephone numbers and any special medical information of all group members should be available in case of emergency - Registration Forms.

(These forms should be updated annually or at least updated as changes occur.)

There should be easy access to a telephone (with change readily available if necessary). Events such as hikes or camps may make a mobile phone essential. Care must be taken to ensure that young people do not slip out of the meeting/hall without being notices.

Each group should have a clear procedure for the care of children/young people on arrival and departure.

ADULT TO CHILD RATIOS

Ideally, there should always be two adults (i.e. Over 18) for a group of any size (preferably one male and one female if a mixed group), and if not, there should be another adult within shouting distance in case of emergency and to protect you from allegations of abuse.

For the care of children, the following ration of leaders to children are widely recommended:

For 0-2 years	1 leader for every 3 children	1:3
For 2-3 years	1 leader for every 4 children	1:4
For 3-8 years	1 leader for every 8 children	1:8
For over 8's	1 leader for the first 8 children and then one extra person for every extra 12 children	1:12
eg. For over 8's	two adults – up to 20 children three adults - 21 to 32 children four adults - 33 to 44 children	

(However experience shows that for any group of over 8's a ratio of 1:8 will give far more effective youth work and should be our goal.)

An 'adult' for this purpose means someone over 18 years. Where many small groups meet in one location (e.g. in Sunday Schools) the ratio of adults to children can be taken over the whole group, rather than each class needing to fulfil these criteria.

LEADERS, HELPERS AND VISITORS

All Leaders must fill in Information and Application forms and sign the voluntary Confidential Declaration forms.etc.

As already stated in this document:

It is up to each Church Incumbent and Church Committee to decide on which adults come under Appointment/Recruitment Procedures. It is therefore up to them to decide if 'Occasional helpers' complete all the checks available. It is however, recommended that 'Occasional helpers' at least fill in the voluntary declaration form, with a supporting reference from a Church member. This is also the case for all outside visitors, e.g. Leaders of specialist activities - supported by a colleague's signature.

Leaders must maintain a professional attitude at all times. No smoking should be permitted in areas where there are children. Alcohol and drugs should not be used by those having children and young people in their care.

REGISTRATION

Any group that meets for more than 2 hours in any one day and for a total of more than 6 days a year must register with the local authority.

CONSENT FORMS

Parental Consent and Health forms must be filled in for each child when they go out on an activity, which is outside the normal meeting environment. Details given full information before giving this consent. (See Recommended diocesan practice.)

General Consent forms are also available to cover 'spur of the moment' off site activities, which are within walking distance of Church site. E.g. To cover previously unplanned walk to a local green or park for outdoor games etc.

The Consent Forms must be accessible at all times in case of emergency (e.g. taken in the respective cars, held by a known leader).

When taking children and young people on an off-site detailed programme a list of contacts should be left with someone in the parish. (Emergency Contact.) Please follow the Diocesan guidelines for 'taking young people away'. Likewise, when running Holiday Clubs/Missions – please adhere to the guidelines of the Diocesan policy, and take full care in preparing & risk assessing the event.

INSURANCE

The PCC or DCC should be notified of any major events off site and it is advisable that DCCs know of any activities for insurance purposes. (For Parish wide activities notify the PCC; for local church activities notify the DCC.)

Adequate insurance must be taken out for all activities on and off the premises. This must include Legal Protection Insurance for employees and volunteers.

The Church Insurance Policy must be renewed annually.

Normal weekly activities are covered by the Parish Insurance Policy, residential and unusual sports/events or hazardous activities may require extra cover. This can be checked with The Parish Insurance Policy through the Horsham PCC or Joyce Brown. For car/minibus insurance see below.

TRANSPORT

Cars & Minibuses may only carry the number of young people they're insured to carry. (See Y14 of the Diocesan Recommended practice guidelines.)

All young people must be wearing seat belts (minibuses and cars which do not have seat belts must not be used).

Please Note -Requirements for Drivers:

Any driver who has an endorsement of 6 points or more on their licence should inform the Parish Safeguarding Representative- Joyce Brown.

Any driver who has an "unspent" conviction for drink driving offence or for Dangerous Driving or Racing on the Highway **should not transport children!**

Cars

No adult may transport young people on Church trips unless they have checked that their insurance covers the transport of children and young people on organised activities. An extra premium may have to be paid. (They need to comprehensively insured and covered for giving of lifts during activities.)

The driver should avoid being alone in a car with a young person. If this is not possible the young person should sit in the back of the car.

Minibuses (See Diocesan Recommended Practice doc. Y14)

All drivers must have passed the County Council Minibus test or equivalent.

A Permit (required by law, Section 19, 1985 Transport Act) must be carried in the vehicle for any journey where young people are paying for transport. This permit allows us to be exempt from the requirement of a PSV licence since we are a voluntary body. It is invalidated however, if we make a profit from the transport of young people.

The driver must check that there is valid insurance cover.

A second adult must be travelling in the vehicle at all times.

A First Aid Kit & fire extinguisher must be available (usually these are fitted in the bus).

One-to-one Working.

Horsham Parish seeks to ensure the safety and well being of all young people that attend and are involved in the youth ministry. For reasons of safeguarding and the protection of all youth volunteers and leaders, a number of guidelines have been put together, which cover the areas of one to one and lone working with young people.

- Where possible, one to one meetings should be with members of the same sex.
- Always inform your Main Youth Link contact/per church (as agreed by the church), by email, in advance of any one to one meeting with a young person, including the venue, times, who will be present and how the young person is arriving at the meeting (e.g. are they being given a lift?). If it is not possible to give more than 24 hours notices, please phone your main contact.
- All one to one meetings should be held in a public place where others can see and hear you, such as a coffee shop. When meeting a young person in their home, always meet in a room other than their bedroom, with the door open and an additional adult present in the house.
- All one to one meetings should last no longer than 1 hour and be completed before 9pm.
- Leaders should avoid, where possible, being alone in a car with a single young person.
- Please ensure that the times, dates and places of any meetings with a young person are clearly recorded in your diary.
- A short account, detailing the main topics of conversation from your meeting, should be communicated to your Main Youth Contact & details stored in a locked cupboard.
- It is important to ensure that the young people with whom you are meeting do not become dependent upon the support that you are providing, so that they would be unable to cope without your support. Therefore for these reasons please ensure that you discuss with your Youth Contact any long term support you are offering, and inform them of anything you have committed to with the young person.
- If a disclosure of abuse is made during a one to one meeting with a young person, or if you suspect abuse, please refer to the safeguarding guidelines and follow its procedure.
- Never compromise confidentiality. When discussing the areas of confidentiality with a young person say something like 'You can tell me anything you like and I'll keep it to myself unless I'm concerned that you or anyone else may be at risk.'
- If any other significant pastoral issue arises during a one to one meeting, please confidentially inform your Main Youth Contact.

Electronic Communication Policy

Electronic Communications: This is about the use of mobile phones, email, SMS (text) messages, MSL Messenger and other electronic communication methods.

The issues involved in communicating electronically are basically the same as those in face to face communication, except that the person is not with you so neither of you can use facial expressions or body language to clarify your meaning. It is also normally private, so others are not there to provide a context and background. Also, it does in principle create a record which could in some circumstances be printed out and used in evidence.

A few safety guidelines:

- Keep communications short. If need a discussion, fix a time for face to face.
- Use an appropriate tone: friendly but not over-familiar or personal.
- While communications should be warm and friendly, they should not suggest or offer a special relationship.
- Make sure that your communication is such that, in principle, it would not embarrass you for it to be seen by the young person's parents or church officials.
- It is good practice to store emails and text sent and received from young people, especially communication of a 'pastoral' or other similar nature. Obviously it would be impossible to store all communications – some common sense is needed!

Social Networking Policy

Social networking Sites: This is about the use of internet chat rooms and sites such as facebook, Bebo, Tagged, Hi5, MySpace and other sites.

We should actively discourage young people from joining social networking sites that are not age appropriate for them. We would advise that if you have joined one yourself not to add young people who do not meet the age restriction (many sites -13). The issues involved in communicating via websites and social networking sites are similar to those of face to face communication and electronic communication. The added issue with social networking is that information is available to other people, sometimes out of your control and anything written or eluded to is open to the scrutiny of others and therefore could be misinterpreted. However social networking is an important part of the way this generation communicate and with the right boundaries we can be a part of it too. In order to protect the young people in our care and also the workers, below are a few simple safety guidelines:

- Let the young people invite you to join their social network site, not the other way round.
- Remember that they will be able to see your social network site, so be wise about what you put on there/the photos they will be able to see etc. Be aware that people can misinterpret comments.
- Avoid commenting/messaging young people about personal issues. It is usually better to do things face to face.
- Don't have excessive contact with young people through social networking sites.
- Remember you do not have to add young people as friends but try to be consistent. Don't accept some and not others.

Follow these guidelines to ensure the safety of young people/protect yourself from accusations of any kind. It is vital that we are wise & stay accountable to each other.

Anti-bullying Policy

Statement of intent.

We are committed to providing a caring, friendly, and safe environment for all of our young people so they can develop in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in Horsham parish.. If bullying does occur, all young people should be able to tell & be confident that incidents will be dealt with promptly and effectively.

What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

Emotional: Being unfriendly, excluding, tormenting (e.g. hiding books, gestures)

Physical: Pushing, kicking, hitting, punching or any use of violence.

Racist: Racial taunts, graffiti, gestures.

Sexual: Unwanted physical contact or sexually abusive comments.

Homophobic: Because of, or focussing on the issue of sexuality.

Verbal: Name-calling, sarcasm, spreading rumours, teasing.

Cyber: All areas of internet, such as email & internet chat rooms misuse. Mobile threats by text messaging and calls. Misuse of associated technology, i.e.camera/video

What is it important to respond to bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Young People who are bullying need to learn different ways of behaving. We have a responsibility to respond promptly/effectively to these issues. We take bullying seriously. Young people and parents should be assured that they will be supported when bullying is reported.

Signs and Symptoms

A young person may indicate by signs or behaviours that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a young person:

- Doesn't want to go on the school/public bus
- Begs to be driven to school
- Changes their usual routine
- Is unwilling to go to school (school phobic)
- Begins to truant
- Becomes withdrawn, anxious, or lacking in confidence
- Starts stammering
- Attempts or threatens suicide or runs away
- Cries themselves to sleep at night or has nightmares
- Feels ill in the morning
- Begins to do poorly in school work
- Comes home with clothes torn or books damaged
- Has possessions which are damaged or "go missing"
- Asks for money or starts stealing money (to pay bully)
- Has dinner or other monies continually "lost"
- Has unexplained cuts or bruises
- Comes home starving (money/lunch been stolen)

- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above
- Is afraid to use the internet or mobile phone
- Is nervous and jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Prevention

When appropriate the following strategies may be adopted:

- Writing a set of group rules/guidelines
- Signing a behaviour contract
- Writing stories or poems or drawing pictures about bullying
- Making up role plays
- Having discussions about bullying and why it matters

Procedures

1. Report bullying incident to the main youth contact in the church.
2. In cases of serious or persistent bullying, the incidents will be recorded by the youth contact.
3. In serious or persistent cases parents will be informed and a meeting will be arranged.
4. If it is thought that an offence has been committed, contact the Police
5. The bullying behaviour or threats of bullying must be investigated and all bullying stopped quickly
6. An attempt will be made to help the bullies change their behaviour.

Outcomes

- In serious cases, suspension or even exclusion from the group/activity will be considered.
- If possible, the young people will be reconciled
- After the incident/incidents have been investigated parents/carers should be informed of the action taken.

Help Organisations

Kidscape (Parent Helpline, Monday-Friday 10.00 am – 4.00 pm) 020 7730 3300 - www.kidscape.org.uk

Family Lives (formerly Parentline Plus) 0808 800 2222 - www.familylives.org.uk

Youth Access 020 8772 9900 - www.youthaccess.org.uk

NSPCC - helpline 0808 800 5000 or email help@nspcc.org.uk - www.nspcc.org.uk

Childline – 0800 1111 (helpline for under 18s run by the NSPCC) - www.childline.org.uk

Guidelines for ‘touch’

- 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 young person needs, not the worker’s.
- Touch should be age-appropriate and generally initiated by the young person rather than the worker.
- Avoid any physical activity which is, or may be thought to be, sexually stimulating to the adult or young person.
- Young people have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything which could be misunderstood. Concerns about possible abuse should always be reported.

Intimate Care

- Unless a young person has a disability once they have reached school age they may be accompanied as far as the toilets but is it expected that they would be able to manage their own personal care.
- If a young person in the process of going to the toilet, west or soils themselves then the parent should be sent for to change and clear up.
- Disabilities – specific guidance should be sought from the parents in regards to intimate care.

BASIC GOOD PRACTICE GUIDELINES FOR THE PREVENTION OF ABUSE.

For further information and details on any of the following issues, go to:
<http://www.diochi.org.uk/index.cfm?fuseaction=activities.content&cmid=415>

If anyone is concerned about a child or young person or concerned about the behaviour of an adult, in any way, this should firstly be reported immediately to the vicar of the church, or if not possible or appropriate, to the Parish Safeguarding Co-ordinator Joyce Brown. 01403 –254490 to enable appropriate action to be taken.

GOOD PRACTICE WITH CHILDREN AND YOUNG PEOPLE

As far as possible a worker should not be alone with a child where their activity can't be seen. This may mean leaving doors open or two groups working in the same room. In any situation where privacy and confidentiality are important, make sure that another adult knows the meeting is taking place and with whom. If possible another adult should be in the building, and the young person know where they are.

- Do treat all children and young people with respect and dignity.
- Do watch your speech, tone of voice and body language.
- Do learn to control and discipline children without physical punishment, even if you have the parents' explicit permission for this.
- Do make sure that if you need to see a child on his or her own, another adult is present nearby and the child knows this. Try to stay in the main room with other adults where possible or visible.
- Do try to ensure that each group includes leaders of both sexes (if it is a mixed group!). On a longer trip or residential this is vital.
- Do make sure that the children know they can speak to you or can contact 'Childline' if they need to talk to someone. Have the 'Childline' telephone number prominently displayed.
- Don't invade a child's privacy whilst washing or toileting.
- Don't play rough physical or sexually provocative games.
- Don't be sexually suggestive about or to a young person even in fun.
- Don't touch inappropriately or intrusively.
- Don't scapegoat, ridicule or reject a child or young person.
- Don't show favouritism to any one child.

- Don't allow a child to involve you in excessive attention seeking that is overtly physical or sexual in nature.
- Don't give lifts to children or young people on their own. If this is unavoidable ask the child to sit in the back.
- Don't share sleeping accommodation with young people. Where facilities or organising body requires this, never share on a one to one basis.
- Don't invite a young person to your home alone. Invite a group, make sure someone else is around and that the parents are aware where they young people are.
- Don't permit abusive peer activities e.g. Initiation ceremonies, ridiculing, bullying.
- Don't allow unknown adults access to children. Visitors should sign a declaration and be accompanied by a known person.

GOOD PRACTICE WITH COLLEAGUES

If you see another worker acting in ways, which might be misconstrued, be prepared to speak to them or to your leader about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

WHAT TO DO ABOUT INAPPPROPRIATE ADVANCES

Children or young people can sometimes make suggestive approaches to an adult. They may have a crush or they may act inappropriately following previous abusive experiences. Sometimes inappropriate physical contact can happen accidentally.

It is vital that the worker takes the responsibility to:

- tell the young person that their language or behaviour is unacceptable
- also tell their leader and vicar about the incident, however embarrassing it is.
- the incident and what was done or said should be recorded. This may be a necessary safeguard if accusations are made later.
- the worker with their leader and vicar should decide on what measures will be taken to help the young person and prevent a reoccurrence.

THESE MEASURES WILL ALSO PROTECT YOU FROM FALSE ALLEGATIONS

PROCEDURES IF ABUSE IS DISCLOSED OR DISCOVERED.

TYPES OF ABUSE

Physical	where a child's body is hurt or injured
Emotional	where children do not receive love and affection, may be frightened by threats or taunts or are given responsibility beyond their years.
Sexual	where adults (and sometimes other children) use children to satisfy sexual desires
Neglect	where adults fail to care for children and protect them from danger, seriously impairing health and development.

SIGNS OF ABUSE

Physical	unexplained or hidden injuries, lack of medical attention
Emotional	reverting to younger behaviour, nervousness, sudden under achievement, attention seeking, running away, unduly aggressive behaviour.
Sexual	pre-occupation with sexual matters evident in words, play drawings; knowledge unusual for the age of the child, being sexually provocative with adults, disturbed sleep, nightmares, sudden onset of bed wetting, secretive relationships with adults or children, tummy pains with no apparent cause.
Neglect	looking ill, ill cared for and unhappy, being withdrawn or aggressive, having lingering injuries or health problems.

If abuse is disclosed or discovered:

- Do not delay
- Do not act alone
- Do not discuss widely
- Do not start to investigate
- Inform your Team Clergy (or Team Rector in their absence).

Any suspicion, allegation or disclosure that a child is suffering or is likely to suffer Significant harm must be referred to the local Social Services Department.

Information on definitions of child abuse and significant harm together with the duties of local authorities can be found between pages 49 and 56 of the Diocesan booklet. Advice on listening to children can be found on page 57.

If the child is in immediate danger call the Horsham Police or 999.

WHAT TO DO IF A CHILD TELLS YOU THAT THEY HAVE BEEN ABUSED.

As a youth or children's leader, your relationship with those in your care may mean that it is you they trust enough to share any hurts that they experience. This is a privilege and a responsibility.

The following is a summary only. It is no substitute for the training that the church offers. At all times refer any concerns to your team clergy who can call the Parish Safeguarding Co-ordinator or Youth Worker to support you.

- Disclosures concerning non-church organisations should be reported through that organisation's Safeguarding Procedures.
- Remember that the Child may want the abuse to stop but still love the abuser. The child may think it is possible to stop the abuse without anything else happening.
- It is vital that you never agree to blanket confidentiality in any counselling or discussion.
- Always tell the child that it will depend on the circumstances and that you must tell someone if they are in danger.

If it is possible try to have another adult present whilst the child speaks, but do not prevent the child speaking if this is not a possibility.

- Look at the child directly.
- Listen to the child attentively and positively.
- Accept what the child says. (This is not the same as deciding whether the allegation is true or not – others will address this later.)
- Be aware that the child may have been threatened.
- Tell the child they are not to blame for anything that has happened.
- Do not press for information and avoid leading the child and keep questions to absolute minimum. Ask only what is necessary to ensure clear understanding of what has been said.
- Reassure the child that they are right to tell you and that you believe them.
- Let them know what you are going to do next, who you are going to tell and why, and roughly what will happen in a way that they will understand.
- Reassure the child that he or she will continue to be supported during the difficult time to come.
- Do not talk to the abuser.
- Do not attempt to investigate the situation yourself.
- As soon as possible afterwards, make hand written notes of exactly what the child has said, how they said it and how they appeared emotionally. Write down what you said. Note the date and time.
- Then inform either the incumbent or the Safeguarding officer as appropriate.

Again, if abuse is disclosed or discovered:

Do not delay

Do not act alone

Do not discuss widely

Do not start to investigate

Inform your Team clergy (or Team Rector in his absence)

If the child is in immediate danger call Horsham Police or 999.

Where there are concerns that the parent(s) maybe responsible for or have knowledge of the abuse – advice will be taken by the Parish Safeguarding Rep from the Police.

WHAT WILL HAPPEN NEXT?

Where there is cause for concern the Team Clergy will inform the Parish Safeguarding Co-ordinator and /or the Youth Worker. Together they will decide the best course of action. Should the advice not be acceptable to the vicar the matter will be referred to the Clergy team before further action may be taken.

If abuse is discovered or disclosed they will:

Inform the Diocesan Safeguarding Adviser.

Inform the relevant agencies (Social Services etc.) and will call on you, when necessary to talk about what you have observed and/or has been disclosed to you.

Do not start to investigate this yourself, just be prepared to help when asked. Your continued support and concern for the child will be very important.

If there are any people in the congregation who are known to have offended against children, the Diocesan Safeguarding Adviser must be informed and an agreement with that person worked out.

HERE TO SUPPORT YOU:

Your Clergy Team.

The Parish Safeguarding Co-ordinator, Joyce Brown (01403) 254490.

The Youth Worker, Judi Cox (02403) 210207.

IF YOU ARE NOT HAPPY WITH THEIR ADVICE GIVEN YOU MAY:

Contact the Diocesan Safeguarding Adviser.

Take the matter directly to the Social Services or Police.

If you need any further information or details on any of the above abuse procedures and policies or on other issues such as Ex-sexual Offenders in the Congregation, individual counselling good practices, or specific guidelines relating to leading, running Church music groups or bell ringers etc,

Speak to Joyce Brown or visit the Diocesan website:

<http://www.diochi.org.uk/index.cfm?fuseaction=activities.content&cmid=415>

Commitment will be given by the Parish to providing relevant support, encouragement and training for all those who are working on their behalf with Children and Young People.

All clergy, the Parish Safeguarding Co-ordinator and the Youth Worker are available and will responsible for this commitment.

Wherever they are unable to help personally, they will look to refer helpers/workers to other specific advisors and counsellors with the relevant experience either in the parish or diocese.