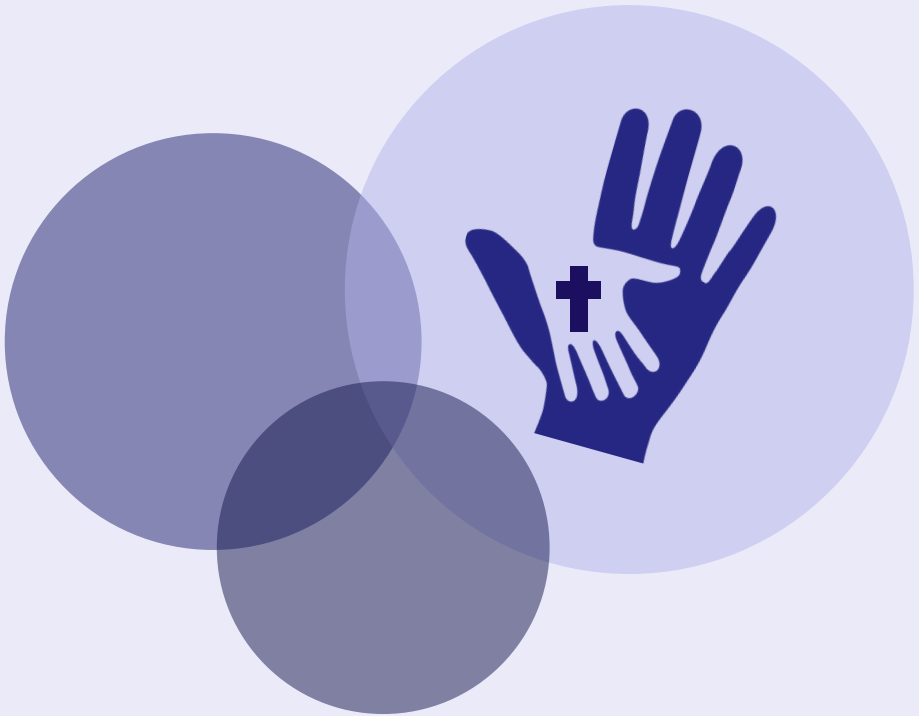




CHRIST CHURCH
ABINGDON

Safeguarding Guidelines

Children and Young People



Guidelines for Working with Children and Young People
at Christ Church, Abingdon,
Northcourt Road and Long Furlong
(version 4b, Nov 2024)

(Replacing CYP (ver 4) which was last updated March 2019)



Safeguarding at Christ Church

Thank you for volunteering to be involved with the children's and youth work at Christ Church, Abingdon. It's such a vital ministry and such a blessing to be part of.



Every child is precious to God and part of our role is to demonstrate the love of God by protecting them from harm. You are precious to God too and part of Safeguarding is making sure you are equipped and protected. That is why Safeguarding is so important.

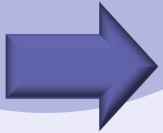
You will be working with a team of people and will have a team leader. Your team leader is there to support you. You can also get support and advice from the Children's Ministers and Youth Pastors and the CCA Safeguarding Team. All their contact details are at the back of this booklet.



If you are 18 or over you will be expected to attend mandatory Safeguarding Training every 3 years where you can find out more about safeguarding and discuss practical scenarios with other team members.



These CCA Safeguarding Guidelines are 'owned' by clergy, youth and children's workers, members of the PCC and all those working on behalf of CCA with children and young people. The PCC have appointed a Parish Safeguarding Officer to oversee compliance and implementation of these guidelines. The Guidelines should be read alongside the Safeguarding Working Policies & Practices, which are available from your team leader.



Whistleblowing: Safeguarding involves the whole of church life.

Speak
out

If you have any concerns about anything don't keep quiet. Talk to someone in leadership. Neither silence nor gossiping are acceptable alternatives.

Christ Church, as part of the Church of England, make the following commitments:

**The welfare
of the child or
young person is at all
times paramount and
takes precedence
over all other
considerations.**

**The
Diocesan
Safeguarding
Team must be
consulted whenever
a safeguarding
concern of any
kind arises in
our parish.**

**Safeguarding
is part of our
core faith and an
integral feature of
Christian life in
our parish
churches.**

The Parish Safeguarding Handbook is available from the Diocesan website or the CCA Safeguarding Team.

**With regard to Safeguarding Policy and Guidelines a
child is anyone aged under 18.**

Contents

This booklet contains 2 main sections:

1. Working Safely pg 3-8
2. Abuse and Disclosure pg 9-13

Plus Appendices:

- Christ Church Policies and Working Practices pg 14
- Useful Helpline Numbers pg 14
- Sample Disclosure Reporting Form pg 15
- Site Maps pg 16
- Social Media Guidelines pg 17
- E-Communications Guidelines pg 18
- Contacts (Back cover)

1. Working Safely

This section helps you to think about how to work safely together in your team.

All Safely Recruited Leaders should be clearly identified with a Christ Church Lanyard and badge.

They should also wear a keyring with the Safeguarding top tips on it.

The keyring uses the acronym 'PAIRS' to remind us that we should always be working alongside others.

The following section gives further details about each area...



Safeguarding Top Tip:
Remember every child is precious to God. Please read the full Safeguarding Guidelines.

Privacy: Don't take photos of children
Give children privacy in toilets
Leaders use accessible toilet

Accountability: Never be alone with a child
Keep to recommended ratios

Integrity: Treat children with respect
Avoid unnecessary physical touch

Responsibility: If you are concerned or suspect abuse - speak up!
Be aware of potential dangers
Keep accurate registers

Safety:
Recommended min. ratios:
0-2 = 1:5 4-8 = 1:8 13-17 = 1:10
2-3 = 1:4 9-12 = 1:8
Minimum 2 adults at all times

CHRIST CHURCH
ALTONHAM

If you have concerns or suspect abuse:

- Do not delay - if you believe the child to be in danger contact the police on 999
- Make confidential notes of what's been said
- Get help or advice:
 - Ali Dike (07741 558166)
 - Heather Hughes (07971 064202)
 - Roland Knight (07969 808776)
- Diocesan Safeguarding Team (01865 208295)
- Locality & Community Support Service (0345 2412608) (for a no names consultation)
- Multi Agency Safeguarding Hub (0345 050 7668) (to report a concern)
- Local Authority Designated Officer (01865 806003) (if involved in an assault)

Privacy



Toilets

- Respect a child's right to personal privacy.
- Where possible when taking children to the toilet, wait outside and remain visible to others.
- Inform another adult if it is necessary to go in.
- Leaders should use a separate toilet (*usually the accessible toilet*).
- Leaders should be aware of what the group/activity-specific guidelines are.

Photos

- Photos should only be taken by designated photographers
- Permissions given or withheld must be honoured
- Photos should be stored securely on a secure church computer.

Accountability

Supervision



- You should never be alone with a child where there is little or no opportunity of the activity being observed by others. Never leave anyone else in that situation too.
- Adults visiting the groups should always be supervised by a CCA Safely recruited leader.
- There should be a sufficient number of adults present at all times to ensure the safety and welfare of the children with a minimum of 2 adults at all times.

- Try to maintain gender balance where possible.
- Remember that helpers under 18 count as children too.

0-2 yrs	1 adult for every 3 children
2-3 yrs	1 adult for every 4 children
4-8 yrs	1 adult for every 6 children
9-12 yrs	1 adult for every 8 children
13-17 yrs	1 adult for every 10 children

One-to-one Meetings

- If it's necessary to have a pastoral conversation with a young person inform your line manager. Hold the conversation in a visible public place where other adults are nearby. Caution is always required.
- One-to-one meetings between team members and youth should be agreed by the Youth Pastor and require parental approval.
- A record that the conversation took place should be kept securely, in accordance with the church Data Protection Policy, and Mentoring Policy. Notes of concern should be fed back.
- Avoid in-depth pastoral conversations via phone or electronic means e.g. text/email.
- One-to-one meetings which occur more frequently than twice in a 6-month period should be reviewed by the Youth Pastor and, if appropriate, made into a formal mentoring relationship.



Integrity

"Would I do or say this if the parent was watching?"

Actions

Remember that someone else might misinterpret your actions, no matter how well intentioned.

- Physical contact is important to children but it's vital that it's the child's choice.
- Make sure that physical contact is appropriate. Don't initiate touch. E.g. You may allow a child to hug you - but don't prolong it.
- Be mindful of your body language.
- Treat all individuals with respect and dignity.
- You should behave and dress in a manner that's appropriate.
- Don't:
 - make suggestive remarks or gestures
 - use physical punishment or restraint
 - scapegoat, ridicule or reject
 - show favouritism
 - give or receive presents other than small tokens of appreciation or ones given through official channels.



Teamwork

We are working as a team together. Encourage and support each other. If you see a member of staff or volunteer acting in a way that is inappropriate or might be misconstrued, be prepared to speak to them or to your group leader. Be prepared to allow others to speak to you in the same way.

Email, text and Social Media

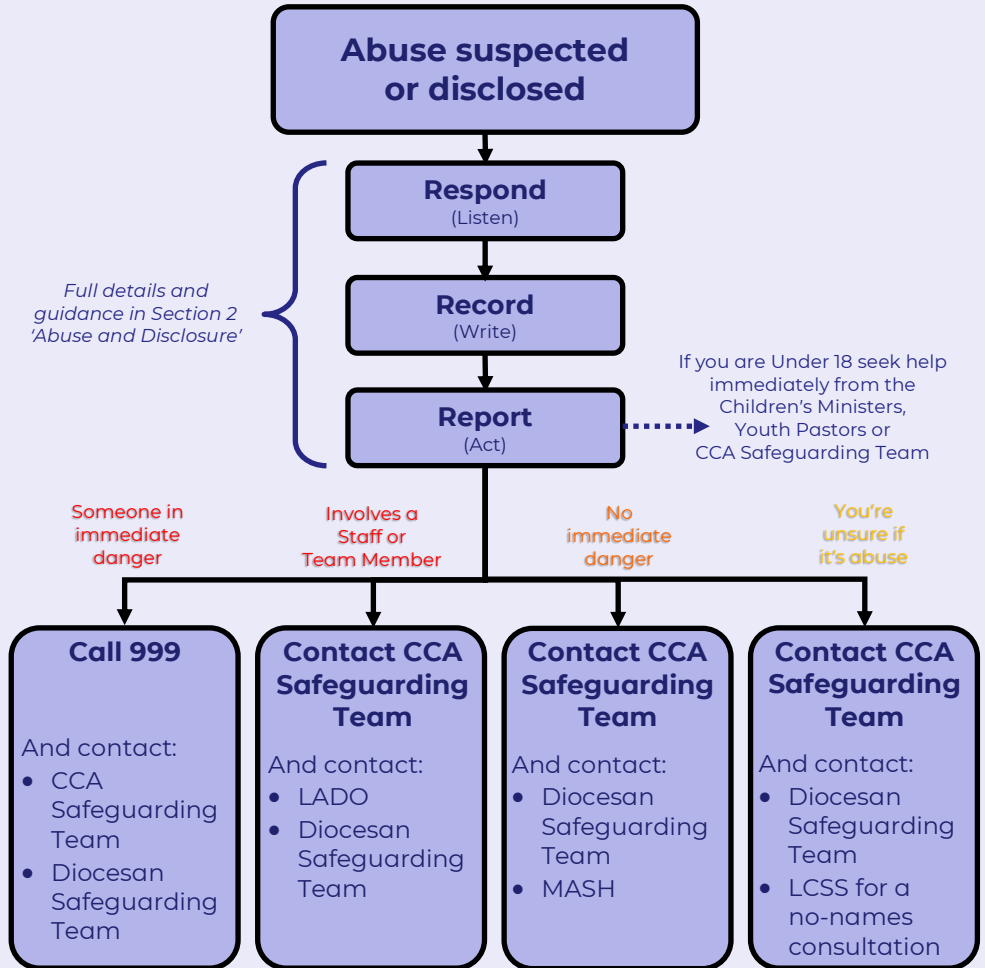
Please refer to the Social Media & E-Communication Guidelines at the back of this booklet for information about communicating and linking with young people over social media.



Responsibility

If you are concerned or suspect abuse speak up!

Safeguarding is everyone's responsibility. Here's what to do...



The CCA Safeguarding Team are happy to help you to contact the Diocesan Safeguarding Team, or to contact them on your behalf. At any point you can get support and advice from the Children's Ministers, Youth Pastors or Clergy if the disclosure doesn't involve them.

Safety

Registers



- Accurate registers, including surnames, must always be taken of everyone attending (*children, leaders and visitors*).
- A registration form must be completed by parents/guardians for every child who attends groups or activities.
- Registers and registration forms must be kept securely in line with the church Data Protection Policy.

Potential Danger

- Overall Group Leaders should be familiar with the Premises Guidelines and the site-specific or event-specific risk assessments.
- All leaders need to be aware of potential dangers (*e.g. poor storage, unstable chair stacks or tables and loose carpets*) and take appropriate action.
- Faulty equipment should be taken out of use, labelled as faulty and reported to the Operations Manager/Wardens.
- Any accidents, incidents or near-misses should be reported using CCA accident report forms (*these are stored with the First Aid kits*).



Restraint

Very occasionally it may be necessary to restrain a child or young person who is at risk of harming themselves or others (*e.g. running towards the road, touching something hot, hitting other children*). Use least possible force, inform the parents, record any incidents and give the information to your Group Leader and the CCA Safeguarding Team.



Fire Safety

All leaders should make themselves aware of fire exits, fire equipment and fire exiting procedures. (*See maps for details of Fire Assembly Points*)





Transport

- Children should only be transported by car by a team member when there is no other solution.
- Parental permission must always be sought.
- As far as possible have more than one adult in the vehicle. If it isn't possible then report the occurrence to the CCA Safeguarding Team afterwards.
- The child should sit in the back of the car using the required car seat if necessary.
- Those transporting children must have a clean licence, car insurance for Business use and be over 25.



Additional Needs

At Christ Church we welcome everyone. Reasonable adjustments should be made where necessary to ensure that everyone can participate as fully as they desire. In some cases this may require extra risk assessments and support.

First Aid



- Leaders should know where First Aid kits are.
- Where possible First Aid should only be administered by approved trained First Aiders and in a visible place.
- A record of any first aid administered should be kept using CCA accident report forms.

Irregular Events

Overnight

- For events involving sleeping away from home do not sleep in the same room as children/young people.

Off-Site

- When working off-site you should be aware of the site's own Safeguarding, Health and Safety and First Aid policies (e.g. in Schools, on Residentials or at Festivals).

More detailed permission and medical forms should be used for overnight activities and activities off the premises.

2. Abuse and Disclosure

What is abuse?

The abuse of children can take many forms. They have the same right to protection regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. Children and young people from minority ethnic groups and those with disabilities (physical, sensory and/or learning difficulties) are especially vulnerable and need special care and protection.

Forms of abuse:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Domestic Abuse
- Bullying and Cyberbullying
- Online Abuse
- Electronic Images
- Spiritual abuse
- All Forms of Exploitation



Detailed definitions of these are In the Parish Safeguarding Handbook

What to do if abuse is disclosed or you suspect abuse...

Respond

Do:



- Remain calm.
- Listen and take what is said seriously.
- Offer reassurance that disclosing is the right thing to do and ensure they feel listened to.
- Only use open questions but without investigating (open questions begin with words like: who, what, when, where and how or TED (Tell me, explain, describe). Open questions cannot be answered with a 'yes' or 'no').
- Take into account the individual's age and level of understanding.
- Establish only as much information as is needed to be able to tell your activity leader / CCA Safeguarding Team / Diocesan Safeguarding Team and statutory authorities what is believed to have happened, when and where.
- If face to face check whether they mind you taking notes while they talk so you can make sure you capture the information accurately. At the end you can confirm with them that you have understood everything correctly.
- Ask what the individual hopes to result from the disclosure.
- Explain what will happen next and check out support requirements.
- Inform them that their identity and the identity of the respondent will be shared with key church officers, and may be shared with the statutory agencies, if there is any current risk to children or adults.

Do Not:



- Make promises that cannot be kept (e.g. that you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate.
- Do a physical or medical examination.
- Put words in their mouth
- Share the concern or allegation with anyone other than those who need to know, especially not the alleged abuser. The CCA Safeguarding Team can help you know who to talk to.

Record

- Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible.
- Make a written record as soon as possible afterwards or before the end of the day using a 'Safeguarding Concern Form'.
- Record the time, date, location, persons present and how the concern or allegation was received, e.g. by telephone, face to face conversation, letter, etc..
- Record the facts as known to you. If you include your opinion or 'gut feeling' make it clear that's what it is. Sign and date the record.
- Record the date, time, place, words used and how they appeared to you.
- Record the actual words used, including any swear words or slang.
- Record facts and observable things, not your interpretations or assumptions.
- Don't speculate or jump to conclusions.
- Use the record to help you make a referral then pass it on to the CCA Safeguarding Team and the Diocesan Safeguarding Team. If you aren't making a referral then just pass the record straight on to the CCA Safeguarding Team. The records should be kept secure and confidential.
- Do not destroy your original notes.
- Don't alter the original record even if you later realise something is wrong. If you want to change it add the information as an additional record.



Report

A reporting flowchart can be found in Section 1 of this booklet 'Working Safely'. If you are under 18 do not do this alone. Always seek support.

EMERGENCY:

- If you believe a child or adult is in immediate danger of significant or serious harm, contact the emergency services on 999.
- Contact a member of the CCA Safeguarding Team soon after, along with the Diocesan Safeguarding Team.

NON-EMERGENCY INVOLVING A STAFF or TEAM MEMBER:

- Contact a member of the CCA Safeguarding Team or Incumbent (unless it involves them).
- Contact the Local Authority Designated Officer (LADO) directly and the Diocesan Safeguarding Team. A member of the CCA Safeguarding Team can help you with this.

OTHER NON-EMERGENCIES:

- Contact a member of the CCA Safeguarding Team, along with the Diocesan Safeguarding Team.
- Report your concern to the MASH team.
- If you are uncertain you can make a no-names consultation directly with the LCSS teams who will advise you.

If in doubt don't delay, seek advice from statutory agencies.

Any safeguarding concerns must be reported to the CCA Safeguarding Team and the Diocesan Safeguarding Team within 24 hours.

If the concern arises during an activity, discuss with the group/activity leader, who will help you to contact the CCA Safeguarding Team.

Do not contact the respondent, parent or anyone who may be implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure, until advice has been sought from the CCA Safeguarding Team, Diocesan Safeguarding Team or statutory agencies.

Help and support is available from the CCA Safeguarding Team, the Children's Ministers, Youth Pastors and Clergy at any time.

See Appendix
for contact
numbers

Report (cont...)

Sharing without consent

Information can be shared legally without consent, if a person is unable to or cannot reasonably be expected to gain consent from the individual concerned; or if to gain consent could place somebody at risk. Relevant personal data can be shared lawfully without consent if it is to keep a child or vulnerable adult safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental or emotional well-being.

Never make these decisions on your own. If you are going to share personal data, contact a member of the CCA Safeguarding Team, who will help and advise you. You can have a no-names consultation and get advice if you're not sure

Ultimately, the most important consideration is whether the sharing of information is likely to support the safeguarding of a child or young person.

Confidentiality is important.

Please don't discuss the case with other people.

Remember - you are trying to protect
the child from further harm.

You will be supported throughout
by your group coordinator/leader.

Christ Church Policies and Working Practices

This booklet should be read alongside the Parish Safeguarding Handbook.

Other documents available from the CCA Children's & Youth Staff Team are:

- Social Media Policy
- Mentoring Policy
- Video Conferencing Policy
- Online Gaming Guidelines
- Role Outlines

Useful Helpline Numbers

NSPCC for adults concerned about a child - 0808 800 5000

Childline for children and young people - 0800 1111
or www.childline.org.uk/get-support for online 1-2-1 counsellor support.

24-hour National Domestic Violence helpline - 0808 2000 247

Stop It Now preventing child sexual abuse - 0808 1000 900

Family Lives support and advice on family issues - 0808 800 2222

Samaritans for people struggling to cope and needing someone to talk to - 116 123

CONFIDENTIAL



Safeguarding Concern Form

You are filling in this form because you either suspect abuse or someone has disclosed abuse. Please fill in this form with as much detail as you can remember. If abuse was disclosed use the victim's actual words (including exact language) rather than your own words. Completed forms should be kept confidential and given to a member of the CCA Safeguarding Team who will email a copy to the DST.

About you

Your name:	
Your address:	
Your contact number:	

About the place where you became aware of alleged abuse

Group/Activity:	
Date and time:	
Venue:	
Your role in the group/activity:	
Other adults around:	

About the victim

Person's name:	
D.o.B. (for under 18s):	
Address (if known):	

Who have you contacted? *Fill in date and time of those you have contacted about this incident*

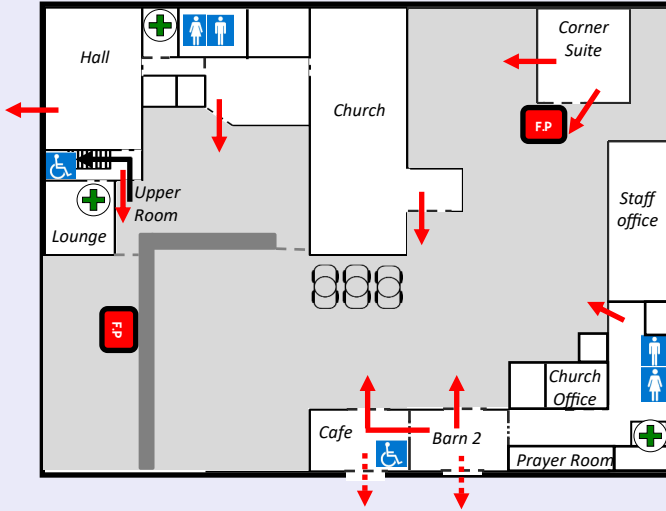
Name/Role	Date and Time

Witness Statement

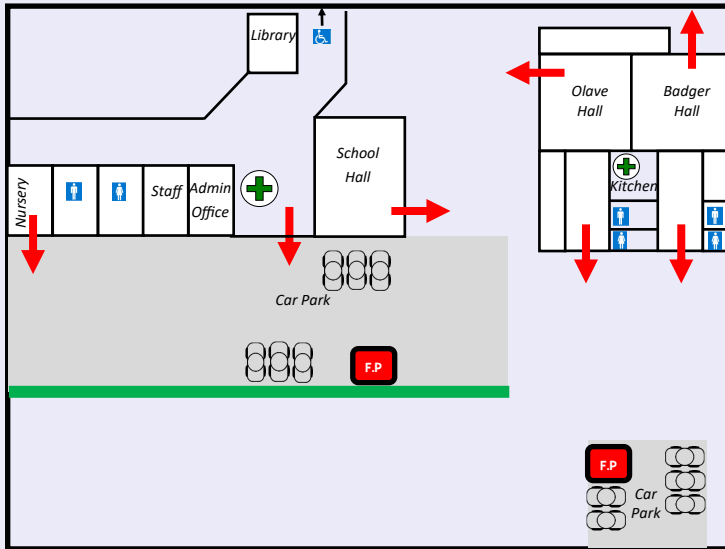
Describe what was said and what you observed. Use overleaf and extra paper if needed.

Site Maps

Northcourt Road



Long Furlong



First Aid Kit

Key:



Fire Assembly Point



Fire Exit Route

Social Media Guidelines

These guidelines are applicable to **everyone** working (paid or voluntary) on behalf of the CCA

For many, especially young people, using social media is an extension of physical face to face relationships. It is therefore important that we also engage with our community through these platforms.

Social Media must be used safely to avoid risks of:

- Forming inappropriate relationships.
- Saying things you should not, such as offensive, sexual or suggestive comments
- Blurring the boundaries between public work/ministry and your private life
- Grooming and impersonation
- Bullying and harassment

Boundaries

- These guidelines are especially relevant to work with young people in school years 9-13 (age 13-18) who have completed a consent form and their parents have given permission for the use of social media communication. Don't use social media to communicate with anyone younger than this.
- Do not seek to add a young person to your social media
- Remember you are a role model and leader who represents Christ and CCA. Please consider the content of your social media profile carefully.
- As a general rule, in your role, it is considered good practice not to be friends with young people on social media.
- Never "stalk" a young person on social media (*i.e. dig through their personal pages for information*).
- Photos of young people at CCA events should only be shared through official Church accounts and only by a paid member of staff (who can also check permissions for photos).
- Do not tag young people in any posts.
- Consider your privacy settings on any social media.

The CCA Social Media Policy lists approved Social Media for use within youth work.

E-Communication Guidelines

These guidelines are applicable to **everyone** working (paid or voluntary) on behalf of the CCA.

All electronic communication (e.g. text, instant messaging and email) should follow the general Safeguarding Guidelines.

Exercise appropriate discretion in dealing with the content of communication, but never promise confidentiality.

When considering text/email/instant messaging:

- Use clear language in all communications and avoid abbreviations that could be misinterpreted.
- Avoid using instant messaging with young people. If it is necessary, give information only and do not use for pastoral or personal conversations.
- Maintain clear boundaries around your communication. Avoid communicating with under 18s after 9pm but definitely not after 10pm (*except in an emergency; in which case the Safeguarding Team should be informed within 24 hours*).
- If a young person messages you with a pastoral concern direct them to available support, or if appropriate arrange to meet face-to-face. Always follow the CCA Safeguarding Guidelines.
- Never delete any communication with a young person.
- Any inappropriate or abusive material received from a young person should be kept and the Safeguarding Team should be immediately notified. Do not forward the material.
- Never use visual media (*e.g. video chat*) for one to one conversations with young people; only use this in group settings where a second approved adult is present, following CCA Video Conferencing policy.

CONTACTS

Christ Church

(for advice and support for yourself)

CCA Safeguarding Team:

- Roland Knight (01235) 412944, 07969 808776 or safeguarding@cca.uk.net
- Val Challis 07751 082258
- Sheila Furlong 07904879409
- Karen Brombley
- Sarah Smith

Children's/Youth Team Leads:

- Children's Minister: Heather Hughes
- Associate Children's Minister: Shannon McCairns
- Youth Pastor: Abi Pike

Oxford Diocese

(for advice about disclosure and support for yourself)

- **Email:** safeguardingreferrals@oxford.anglican.org or safeguarding@oxford.anglican.org for non-urgent matters
- **Phone:**
 - In office hours:
 - Diocesan Safeguarding Team 01865 208295
 - Diocesan Area Safeguarding Advisor 07341 866832
 - Outside office hours:
 - Thirtyone:eight 0303 003 1111

Other

(for advice about disclosure or to refer)

- Multi Agency Safeguarding Hub (MASH) 0345 050 7666; 01865 335276
- Locality and Community Support Service (LCSS): 0345 241 2608
- Local Authority Designated Officer (LADO): 01865 810603
- Thames Valley Police (non urgent): 101

www.cca.uk.net/safeguarding-and-policies
www.oxford.anglican.org/safeguarding