

# **St Helen's Church** **Safeguarding Policy –** *Children (aged 0-11)*



## **Contents**

Safeguarding Policy Aims.....	4
Key Safeguarding Roles .....	5

### **SECTION A**

Guidelines for Recognising and Responding to Potential Child Abuse .....	6
1. Definitions .....	6
2. Recognising signs of abuse .....	6
3. Guidelines for when a child tells us they have been abused .....	8
4. Responding to Concerns of Abuse .....	6
5. Procedures for Responding to Abuse - Outcomes .....	9
Guidelines for Responding to a Disclosure of Historic Abuse .....	10

### **SECTION B**

1. Sunday Crèche & Sunday School .....	11
2. Weekends Away .....	15
3. Little Pickles.....	16
4. Central & Local WOW .....	17
5. Homework Helpers .....	18
6. Other Events/Activities .....	19
Contact Names and Details .....	20
St Helen's Contacts .....	20
Diocesan Contacts .....	21
National Contacts.....	21
Further Resources.....	21

## Safeguarding Policy Aims

As a church, we desire to bring glory to God by knowing Jesus and making him known.

To that end, the aims of our Safeguarding Policy are:

- To uphold the honour of God's name
- To keep the gospel from disrepute

We do this by:

- Protecting the children, young people, and vulnerable adults in our care
- Protecting the caregivers who serve in this ministry

Safeguarding is an important part of our service in the gospel and one which we take seriously, aiming for a standard of excellence as we implement this policy.

The PCC has adopted the London Diocese 'Safeguarding in the Diocese of London' (2015) policy document. It can be accessed in full from the website below:

<https://www.london.anglican.org/support/safeguarding/safeguarding-policy/>

The St Helen's Church Safeguarding Policy applies the Diocesan policy to the particulars of this parish. The full St Helen's policy can be found here:

[https://sthelensec3a6at-my.sharepoint.com/personal/al\\_st-helens\\_org\\_uk/\\_layouts/15/guestaccess.aspx?folderid=046cee569b8d244f393e1d2ea00b7bd62&authkey=AdxELZl1arurVLhYFeAHR8Q&expiration=2018-06-21T12%3a31%3a11.000Z](https://sthelensec3a6at-my.sharepoint.com/personal/al_st-helens_org_uk/_layouts/15/guestaccess.aspx?folderid=046cee569b8d244f393e1d2ea00b7bd62&authkey=AdxELZl1arurVLhYFeAHR8Q&expiration=2018-06-21T12%3a31%3a11.000Z)

The information in this full policy has been separated into three separate policies, for those working with children (0-11), young people (11-18), and vulnerable adults.

## Key Safeguarding Roles

### (1) The Church Safeguarding Officer (CSO)

The CSO is the PCC member given responsibility for Safeguarding within the church family and all its various ministries.

Given the size of our church and the diversity of our ministries it is necessary for the CSO to delegate their responsibilities to Ministry Area Leaders. The CSO will assist and advise Ministry Area Leaders if a Safeguarding issue or risk arises and needs to be addressed.

The CSO will also be included in decisions about whether to permit someone to be involved in ministry with children where their DBS check is blemished or information is provided about them under the DBS scheme.

### (2) Ministry Area Leaders

The Ministry Area Leaders are responsible for Safeguarding within their ministry area. This includes:

- Ensuring all caregivers within their area are recruited in accordance with this Safeguarding Policy
- Acting as Safeguarding Officer for any disclosures of abuse within their ministry area

### (3) Caregivers

A caregiver is anyone serving in any role within church which involves any oversight of children, young people or vulnerable adults.

All caregivers share a particular responsibility for:

- Loving the person as Christ loves them
- Setting an example of proper Christian conduct
- Praying for those in their care and pointing them to God's Word

Every applicant who wishes to serve in any ministry area involving children or young people must complete a screening process prior to serving. Full information on the screening process can be found in the full policy.

#### IMPORTANT:

- All caregivers must read **Section A** of this policy
- They must then read any additional information from **Section B** that is relevant to the area of ministry they are serving in
- A list of key **Contact Details** can be found on the last two pages of this policy

If an existing caregiver moves to serve in a different ministry area they must read the relevant information for the new area before commencing their role.

All caregivers are encouraged to complete the online Diocesan safeguarding training. Additional training is provided for Sunday School and Youth helpers, and we are working towards implementing regular safeguarding training more widely.

# SECTION A

## Guidelines for Recognising and Responding to Potential Child Abuse

Child abuse is serious. All caregivers need to know how to respond to signs of abuse or allegations of abuse. The following guidelines are in place to meet that need.

### 1. Definitions

#### Who is a child?

Any person under the age of 18 years.

#### What is abuse?

*Working Together to Safeguard Children*<sup>1</sup> states that 'somebody may abuse or neglect a child by inflicting harm, or 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.' It recognises four areas of potential abuse for children: physical, sexual, emotional and neglect. Abuse can be described under any one of these four categories or a combination of categories, and can be carried out by an adult or another child.

Physical abuse: may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Emotional abuse: children harmed by constant lack of love and affection, or threats, verbal attacks, taunting or shouting.

Sexual abuse: involvement of children or adolescents, in sexual activity that they do not fully comprehend, or to which they are unable to give informed consent, or which violate the social taboos of family roles.

Neglect: a failure to meet basic essential needs of a child, or if a child is left unsupervised at a young age.

Although not a formal category of abuse, it is important to be mindful of the danger of spiritual abuse. Spiritual abuse is the inappropriate use of religious belief or practices to attempt to 'force' religious values or behaviours onto vulnerable people. It applies to occasions when any of the above types of abuse are purportedly done in God's name.

### 2. Recognising signs of abuse

Warning signs: these are not necessarily proof of abuse, but they should signal a warning.

Physical abuse	
Physical signs	Behavioural signs
Bruises, black eyes, broken bones Injuries that the child cannot explain or explains unconvincingly untreated or inadequately treated injuries Injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen Bruising which looks like hand or finger marks Cigarette burns, human bites Scalds and burns	Becoming sad, withdrawn or depressed Having trouble sleeping Behaving aggressively or being disruptive Showing fear of certain adults Showing lack of confidence and low self-esteem Using drugs or alcohol

<sup>1</sup> Published by HM Government, 2013, quoted in *Policy for safeguarding in the Diocese of London*, 2015.

<b>Sexual abuse</b>	
Physical signs	Behavioural signs
Pain, itching, bruising or bleeding in the genital or anal areas Genital discharge or urinary tract infections Stomach pains or discomfort walking or sitting Sexually transmitted infections	A marked change in the child's general behaviour. For example, they may become unusually quiet and withdrawn, or unusually aggressive. Or they may start suffering from what may seem to be physical ailments, but which can't be explained medically A young person may refuse to attend school or starts to have difficulty concentrating so their school work is affected They may show unexpected fear or distrust of a particular adult or refuse to continue with their usual social activities They may start using sexually explicit behaviour or language, particularly if the behaviour or language is not appropriate for their age The child may describe receiving special attention from a particular adult, or refer to a new, "secret" friendship with an adult or young person

<b>Neglect</b>	
Physical signs	Behavioural signs
Abandonment Unattended medical needs Consistent lack of supervision Consistent hunger, inappropriate dress, poor hygiene Lice, distended stomach, emaciated Inadequate nutrition	Regularly displays fatigue or listlessness, falls asleep during activities Steals food, begs from classmates Reports that there is no carer at home Frequently absent or late Self-destructive School dropout (adolescents) Extreme loneliness and need for affection

<b>Emotional abuse</b>	
Physical signs	Behavioural signs
Speech disorders Delayed physical development Substance abuse Ulcers, severe allergies	Habit disorder (sucking, rocking, biting) antisocial, disruptive Neurotic traits (sleep disorders, inhibition of play) Passive and aggressive – behavioural extremes Delinquent behaviour (especially adolescents) Developmentally delayed

Many symptoms of distress in a child can point to abuse, but there are other explanations too. This has sometimes been the reason for falsely accusing parents of abuse.

It is important that the above signs are not taken as indicating that abuse has taken place, but that the possibility should be seriously considered. They should make us stop and think - not jump to conclusions inappropriately.

### **3. Guidelines for when a child tells us they have been abused**

It is not easy to give precise guidance but the following may be of help:

#### General points

- Above all else, listen, listen, and listen!
- Keep calm, and show acceptance of what the child says, however unlikely it seems
- Let them know you will need to tell someone else - don't promise confidentiality
- Be aware the child may have been threatened
- Never push for information. If the child decides not to tell you after all, then accept that and let the child know that you are always ready to listen
- Avoid leading the child and ask only what is necessary to ensure a clear understanding of what has been said - you might put something into their mind that was not there. If the case were to end up in court, the case could be thrown out if it is thought that the child had been led

#### Helpful things you might say or convey

- I am glad you have told me
- It's not your fault
- I will help you

#### Concluding

- Reassure the child that they were right to tell you and that you believe them
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent the child returning home if you consider them to be seriously at risk of further abuse)
- Make notes as soon as possible (preferably within one hour of the child talking to you, but always within 24 hours), writing down exactly what the child said and when they said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times, including when you made the record. Keep all hand-written notes even if subsequently typed. Such records should be kept for an indefinite period in a secure place. A copy of these notes must be passed onto the relevant Ministry Area Leader.

### **4. Responding to Concerns of Abuse**

- Where emergency medical attention is necessary then this should, of course, be sought immediately, informing the doctors of any suspicions you may have.
- You must contact the Ministry Area Leader or Church Safeguarding Officer (CSO) immediately (for contact numbers see page 19). If the allegation is against your Ministry Area Leader, contact the CSO.
- At all stages in the reporting process, you retain the right to report serious matters directly to Social Services or the police. Even so, as soon as possible (and within 24 hours), you must also contact the CSO. (For contact numbers see pages 19-20)
- Under no circumstances should a church volunteer or employee investigate concerns of abuse themselves. Our responsibility is (in consultation with the Diocesan Safeguarding Team) to refer concerns to statutory authorities who will do the investigating required.
- Apart from telling your Ministry Area Leader/CSO, this information must be treated as confidential. Do not inform/confront any alleged perpetrator under any circumstances.
- You should also consider your own feelings and ask your Ministry Area Leader for pastoral support if needed.

Even if you may feel the child's story is unlikely, this must not prevent appropriate action being taken. For example, a child may say that they have been abused by a younger person. In reality, the perpetrator could be a parent or a close relative, but naming another person may be the only way in which this child can seek help.



## ***5. Procedures for Responding to Abuse – Outcomes***

When a safeguarding concern is reported to the Diocesan Safeguarding Officer by a Ministry Area Leader/Church Safeguarding Officer:

- If the Diocesan Safeguarding Officer advises further action, the Ministry Area Leader/Church Safeguarding Officer must act upon all directions given by the Diocese in the timescale given.
- If the Diocesan Safeguarding Officer advises no further action required, this is not the end of the process. The Church Safeguarding Officer or the relevant Ministry Area Leader must arrange a further meeting in the parish to discuss whether alternative action should be taken or whether to accept that no further action is required.

This meeting should include the Church Safeguarding Officer and the Associate Rector, and they can involve others as necessary, including Church Wardens, the Church Manager, and the relevant Ministry Area Leader.

## Guidelines for Responding to a Disclosure of Historic Abuse

In the course of their work ministers and those offering pastoral support may hear disclosure from adults regarding abuse that happened to them when they were children, or from children regarding abuse that happened to them when they were younger. Historical abuse must be treated as seriously as recent abuse, and each individual must be treated with great pastoral sensitivity.

The Church is required to take advice from the Diocese and may need to report allegations or disclosures of criminal acts to the Police.

When someone tells you they have been abused, or have committed abuse, whether recently or many years ago:

### **General points:**

- Above all else, listen
- Keep calm, and show understanding/acceptance of what is said, however unlikely it seems. Reassure the individual that they were right to tell you
- Never push for information. Avoid leading questions and ask only what is necessary to ensure a clear understanding of what has been said
- Let the individual know what you are going to do next and that you will keep them informed. Let them know that you will need to tell someone else - don't promise confidentiality

### **Action you must then take:**

- You must contact your Ministry Area Leader and tell them what you know (you do not need to disclose any names at this stage unless told otherwise). If the allegation is against your Ministry Area Leader, contact the Church Safeguarding Officer (CSO)
- You retain the right to report serious matters directly to Social Services or the police. Even so, as soon as possible (and within 24 hours), you must also contact either your Ministry Area Leader or the CSO
- Apart from telling your Ministry Area Leader/CSO, the information must be treated as confidential and not shared with co-leaders, SLOB leaders or other church members
- Under no circumstances should you investigate concerns of abuse yourself
- The contact details for your Ministry Area Leader and the CSO can be found on the back page of this document
- Make notes as soon as possible (preferably within one hour, but always within 24 hours), writing down exactly what was said and when, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity/situation). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if subsequently typed. Such records should be kept for an indefinite period in a secure place. A copy of these notes must be passed onto your Ministry Area Leader
- Consider your own feelings and ask your Ministry Area Leader for pastoral support if needed, and consider with your Ministry Area Leader what pastoral support is needed for the individual involved

## SECTION B

### Supplementary Information for Specific Ministry Areas

#### (1) Sunday Crèche & Sunday School

##### (a) Safeguarding children as they arrive and depart

###### Transition of children from parents/guardians to caregivers

The St Helen's Church Safeguarding Policy is applied during the time period a child is in the care of the leaders of the advertised activity. This time period is clearly marked at the beginning and end by a formal system of hand-over between parents/guardians and the caregivers. Parents/guardians are responsible for their children once they have been collected from their groups or returned to them by caregivers.

###### Registering

All children and caregivers present in each group must be registered. Completed registers will be filed and kept secure for an indefinite period. If any allegation of abuse is made in years to come then the church can immediately find who was present on any given date.

A Child Registration Form must be filed for each child in Crèche/Sunday School. These forms should be filled out by a parent/guardian and available in registration folders for the leaders to consult. Leaders should familiarise themselves with any health issues of the children in their specific group.

##### (b) Safeguarding children whilst they are in our care

###### Caregiver Ratios

*Two caregiver rule: Two caregivers must be present in each room at all times.*

It is not necessary for the two caregivers to be of opposite genders. In an emergency setting the emergency takes priority over the ratios. However, children should not be left unattended in a room. At other times with some planning this scenario need not occur.

In addition to always having two caregivers present, we endorse the OfSTED **minimum** requirements which are:

Age of children	Number of Adults	Number of Children
0-2 Years old	1	3
2-3	1	4
3-8	1	8
8+	1 +1	For the first 8 children For every further 12

Where more than one group meet in the same venue, and the groups can be seen by others, the total number of adults to children within the room should be within the ratio suggested but the individual group may have fewer adults.

If not enough caregivers turn up on the day, the caregivers must either:

- (i) Recruit another DBS-screened individual to help
- (ii) Meet in the same venue as other screened caregivers, in full view of those caregivers

## **Discipline**

All caregivers are responsible for providing a loving, respectful, and orderly atmosphere in which children can learn, play, and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing children towards acceptable activities, verbally encouraging positive behaviour and, when necessary, correcting or redirecting inappropriate behaviour.

Acceptable means of redirecting inappropriate behaviour include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating them from the group for a brief time (particularly if his behaviour is endangering or upsetting other children).

Caregivers should never spank or hit a child. If behaviour is uncontrollable or the child does not respond to the discipline measures above, the parents/guardians will be contacted. Caregivers should never yell at a young person except in circumstances where the young person is in danger or is at risk of causing danger to others.

## **Appropriate contact and conversation**

Caregivers need to be above reproach in all that they do and wisdom is often required to know what that looks like in different situations. Two good questions to ask in any situation are 'What is the worst that could happen?' and 'What is the worst way this could be perceived?' Team members should monitor one another in the area of physical contact. They should feel free to help each other by pointing out anything that could be misconstrued. Concerns about abuse should always be reported. Conversations should be appropriate for the age of the child.

Sympathetic attention, humour, encouragement and appropriate physical contact are needed by children and young people as part of their coming to understand human relationships. However there are reports of some people who have decided to avoid having anything to do with children and who avoid all occasion of touching or encouraging children. This is an understandable but regrettable response. It also conveys unhelpful messages to children. Caregivers should follow the following guidelines:

### ***Can I have a child sit on my lap when we're all sitting on the floor?***

Yes you may - as long as you are in public and there is no way your actions could be misconstrued by a third party. For younger children this may be the best way of keeping them from running amok. For older children there will be very few occasions when this is ever appropriate.

### ***Can I play rough and tumble games with children?***

Yes you may – as long as you are in public and there is no way your actions could be misconstrued by a third party. Bear in mind that the chummier you are with children in this way, the less likely you are to have any authority in their eyes. Remember too that they are not as strong as you.

### ***Can I hold hands with a child?***

Yes you may if there is a clear reason to do so - as long as you are in public and there is no way your actions could be misconstrued by a third party. Reason could include walking a child across a road, or to the bathroom, playing a game requiring hands held. For younger children this might happen frequently. For older children there will be very few occasions when this is ever appropriate.

### ***Can I ever hug a child?***

Yes you may if a child is clearly distressed - as long as you are in public and there is no way your actions could be misconstrued by a third party. There may be other occasions when this might be appropriate, like congratulating them. Bear in mind your normal character – if you rarely hug anyone you should probably not ever hug a child in your care. If hugging is one way you interact with all kinds of people you might need to rein yourself in a bit but not necessarily completely. Touch should be related to the child's needs, not the worker's, and should be age-appropriate and

generally 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

### ***Can I ever tickle a child?***

It is difficult to see why a child would need to be tickled by a caregiver. It is best avoided when acting as a caregiver. This is not to say that a child should not be tickled but there is a time and a place.

### ***Can I ever physically restrain a child?***

Yes. If a child is being a danger to themselves or to another person restraint, used in proportion to the situation, may be necessary. Outside these scenarios physical restraint should be required rarely.

### **Toileting**

A caregiver may change the nappy for any baby if required.

If a preschool or school-aged child requires assistance in going to the toilet, it is best for assistance to be given by a caregiver of the same gender where possible. The caregiver should wait outside the closed cubicle door unless the child requires assistance. The cubical door must not be closed with the caregiver and child inside. The child and caregiver must wash their hands with soap before returning to the class group. School-aged children should be able to take themselves to the toilet without assistance.

### **Food**

The only foods caregivers can give to children are:

- Biscuits, plain crackers and popcorn provided by the church
- Food provided by a parent/guardian for a specific child

No other food is given. Food for a specific child must not be shared with any other child. Some children in our care have severe allergies to certain foods and giving them the wrong food could be serious.

### **Risk management / Illness / Accidents**

Caregivers should consider the health and safety of all children and caregivers when organising activities or planning games.

Children with infectious illnesses must be kept at home and not join the children's groups. If a young person appears ill whilst in the church's care, caregivers will use their discretion to determine whether the young person should be isolated from other young people by a caregiver, (who will remain with them) and whether parents/guardians should be contacted to collect their child.

A basic first aid kit must be readily available at all times. All caregivers should be familiar with its location. In the event of a life-threatening illness or injury, emergency medical services will be called first and the parents will be located and informed immediately. Caregivers will report all injuries, whether major or minor to Mike Burden (m.burden@st-helens.org.uk)

Caregivers should be familiar with evacuation procedures, including where the fire exits are located and where the meeting point is, should the fire alarm sound.

### **Specific guidelines for different services**

#### **(i) Crèche in St Helen's**

Crèches are located in the St Helen's ministry rooms (or in St Peter's Vestry for the 2.30 service). Parents/guardians should take their crèche-aged children there at the point indicated in the

service. Upon arrival each child is given a numbered security tag. The person who brought them is given a tab with a number on it matching the number on the child's security tag.

The children are registered at this point and this marks the official start of the caregiver's responsibilities.

At the end of the service, a parent/guardian must pick up their child from crèche. If the parent/guardian is unknown to the caregiver then they must produce the security tab which matches their child's tag and the caregiver must check that they match. If they cannot produce a matching tag and are unknown to the caregiver co-ordinating the handover then another known adult must vouch for them being the parent/guardian of the child. This marks the official end to the caregivers' responsibility for the child.

The tagging process ensures that no child can be taken by a stranger.

### **(ii) Sunday School in St Andrew's Undershaft**

For the 10.30 service groups for children in Preschool and Year 1 are located in St Andrew's. For the 4pm, all groups for children in Preschool to Year 6 are located in St Andrew's.

Registration takes place in the South Transept of St Helen's before the service begins. Upon registering, preschool children are given a numbered security wristband. The person who brought them is given a tab with a number on it matching the number on the child's security tag. Though now registered, the children remain in the care of their parents/guardians for the opening of the church service.

At the point indicated in the service children gather with their caregivers in the South Transept. Once the registered children are gathered in the South Transept this marks the official start of the caregiver's responsibilities.

Children are walked to St Andrew's by their caregivers in three clear stages. The caregivers will set an example in following basic road safety and instruct the children to do the same. Stage 1: Caregivers lead registered children round the edge of the St Helen's building to the corner of the road where St Mary Axe meets Undershaft. Stage 2: When clear, caregivers lead children across the road. Stage 3: Caregivers lead children along the pavement to St Andrew's. All this is done at a walking pace.

For the 10.30: At the end of Sunday School the children are brought back to the South Transept via the same route. A parent/guardian must collect their child from the South Transept.  
For the 4pm: A parent/guardian must collect their child from St Andrew's.

At both services, if the parent/guardian of a preschool child is unknown to the helper then they must produce the security tab which matches their child's tag and the caregiver must check that they match. If they cannot produce a matching tag and are unknown to the caregiver co-ordinating the handover then another known adult must vouch for them being the parent/guardian of the child.

This marks the official end to the caregivers' responsibility for the child.

### **(iii) Sunday School in St Peter's Cornhill**

At the 10.30 service, groups for children in Years 2-6 are located in St Peter's. Registration takes place in the South Transept of St Helen's before the service begins.

At the point indicated in the service children gather with their caregivers in the South Transept. Once the children are gathered in the South Transept this marks the official start of the caregiver's responsibilities.

The caregivers walk the children to and from St Peter's via Leadenhall Street. This route has minimal road traffic on a Sunday. At the junction with Cornhill, caregivers keep the children waiting together until the pedestrian crossings go green. Children will only begin walking across the road when there is a green man and an adult gives permission to cross.

At the end of Sunday School the children are brought back to the South Transept via the same route. A parent/guardian must collect their child from the South Transept. This marks the official end to the caregivers' responsibility for the child.

#### **(iv) Food at 5s**

Each week food is provided for all in the 4pm congregation. For the duration of the Food at 5s children are in the care of their parents/guardians. The children may mingle freely with any adults in the building at the discretion of their parents/guardians.

## **(2) Weekends Away & City Summer School**

#### **(i) Weekends Away**

If any weekend away advertises childcare, or if provision is made for volunteers to help in addition to parents or designated guardians, then the childcare for that weekend must be treated in the same way as other weekends that provide childcare. It comes under our Safeguarding Policy and must be run accordingly, following the same procedures as Sunday Crèche & Sunday School (read [pages 11-13](#)). All caregivers must be screened as outlined in the main policy, and the same regulations concerning ratios, registration, discipline, toileting, food and accidents must be followed as in Sunday Crèche/Sunday School, with the following alterations/additions:

#### **Registering**

Children are registered for the weekend when initially signed up so no further registration is needed when their specific groups meet. However, parents must drop off and collect their children at the beginning and end of the advertised childrens' programme slots. This marks the official start and end of caregiver responsibilities for these children.

#### **Night patrol**

Parents/guardians are responsible for putting their children to bed. Once children are in bed, their parents/guardians may leave them at their own discretion.

**During night patrol parents/guardians are still responsible for their children.**

Between the advertised times pairs of volunteers will patrol the corridors of sleeping areas listening for any children who are disturbed. If volunteers hear of a child who is disturbed they will contact a parent/guardian immediately to ask them to return to their child.

Volunteer pairs must always stick together. Volunteers must not at any time enter a child's bedroom. Volunteers are merely providing a listening service to be the first point of contact if a child needs their parent/guardian. Volunteers do not need to be DBS screened as volunteers should not come into direct contact with children.

All night patrol volunteers and parents must be given a copy of this guidance before night patrol can begin.

#### **(ii) City Summer School**

The Crèche and Children's Groups at City Summer School come under our Safeguarding Policy and must be run accordingly, following the same procedures as Sunday Crèche & Sunday School (see [pages 11-13](#)). All caregivers must be screened as outlined in the policy above, and the same

regulations concerning ratios, registration, discipline, toileting, food and accidents must be followed as in Sunday Crèche/Sunday School, with the following alterations/additions: Caregivers are not responsible for any children (i.e. under 18s) outside the advertised times of the children's or youth programmes. In all such times children are the responsibility of their parents or a designated guardian.

Any excursion offsite or any activity onsite organised outside the advertised times for the children or youth programmes are not part of the Safeguarding arrangements. Throughout such activities children and young people remain in the care of their parents or designated guardians. Caregivers are free to join in with these excursions or activities but do not do so as caregivers.

Night Patrol on City Summer School follows the same principles as on Weekends Away (read [page 15](#)).

### **(3) Little Pickles**

All children attending Little Pickles will attend with a parent or carer. At no time will they be out of the direct care of their parent/carer.

#### **Registering**

All children and their parent/carers will be registered when they arrive and parent/carer will sign out when they leave. All helpers present will be registered on a separate register. For the duration of the morning these registers will form the Fire Register, and thereafter the completed registers will be filed and kept secure for an indefinite period.

#### **Restricting access to outsiders**

At all times someone will be on the door to welcome people as they arrive. It is also the responsibility of the welcomer to ensure that no one who is not associated with Little Pickles, or is not a member of St. Helen's staff enters the building for the duration of Little Pickles.

#### **Discipline**

Children will be at all times under the care of their parent/carer and signs will be around the building to remind carers of this. If appropriate, helpers can remind parent/carers of their responsibility. It is therefore inappropriate for carers to discipline a child in any way.

However, helpers should be vigilant about potential safety issues and where a child is engaging in activity that is likely to be a danger either to themselves or others, or is likely to be upsetting to other children, it is the responsibility of the helpers to take action. This may be either to draw the parent/carers attention to the child's actions, or in extreme circumstances to intervene. The safety of the children should take precedence over the fear of being seen to interfere by the parent/carer.

#### **Appropriate contact**

Children are the responsibility of their parent/carer but as the parent/carers get to know and trust the helpers they may ask a helper to care for their child on a temporary basis (e.g. if they are attending to the needs of another child). This is fine but should be the exception rather than the rule. Helpers need to be aware in such situations that they must be above reproach in all that they do and wisdom is often required to know what that looks like in different situations. Two good questions to ask in any situation are 'What is the worst that could happen?' and 'What is the worst way that this could be perceived?' All helpers must be willing to receive advice from a fellow helper if their behaviour is beginning to stray from what is wise.

#### **Food and Drink**

Coffee will be provided for the parents and it is their responsibility to behave sensibly with their coffee. However, because of the risks to children with hot coffee, it is strongly recommended that



helpers do not drink coffee when they are around the children. Snacks will be provided for the children, but nothing other than the snacks provided should be offered and these should only be offered with the permission of the parent/carer.

### **Toileting**

Toileting is the responsibility of the parent/carer.

### **Risk Management/ Illness/ Accident**

It is the responsibility of the Little Pickles team to consider the health and safety of all children when planning zoned activities.

Toys should be scrutinised regularly to ensure they are not broken and could not constitute a danger to children.

Parent/carers will be asked not to bring children to Little Pickles if they have an infectious disease, or appear unwell.

A basic first aid kit should be readily available at all times. All helpers should be familiar with its location, contents and use. One helper will be designated First Aid each week.

All accidents and injuries however minor should be recorded in the Accident Report book kept in the First Aid kit. In addition a specific Little Pickles incident book will be kept. This will record not only accidents and injuries, but any other incident where a child has caused potential danger to a child. This is for the purpose of monitoring such incidents.

All helpers should be aware of where the fire exits are and what the meeting point is. If the fire alarm sounds helpers should usher parent/carers and their children to the nearest exit and take them to the meeting point. The Fire Officer should ensure that they bring the register with them so that they can check that the building has been evacuated.

## **(4) Central & Local WOW**

### **Central WOW**

Crèches are provided for children aged 3 and under in St Andrew's. This comes under our Safeguarding Policy and must be run accordingly, following the same procedures as Sunday Crèche & Sunday School (see [pages 11-13](#)). All caregivers must be screened as outlined in the policy above, and the same regulations concerning ratios, registration, discipline, toileting, food and accidents must be followed as in Sunday Crèche/Sunday School.

### **Local WOW**

Local WOW groups meet during the week in homes throughout London. Women are free to bring their own children to a local group, yet they remain responsible for their own children throughout the time the group meets.

Women in a local group are free to join together amongst themselves and co-ordinate childcare for their own children whilst the group meets. This may include using an au pair or nanny, or arranging for additional volunteers to cover childcare.

This is a private arrangement happening in a home and is akin to babysitting. The women in the group must take responsibility for assessing the suitability of any volunteer. Local WOW is not covered by the St Helen's Safeguarding Policy, and as such it is not guaranteed that a volunteer from the congregation is DBS-checked (although they may be).

## (5) Homework Helpers

### Introduction

Homework Helpers (HH) is a scheme which matches Bangladeshi families throughout London with a helper recruited from St Helen's, or sometimes from another local church. The helper visits the family at their home once a week. The aim of the scheme is to assist the children with their homework and seek to build friendship with the parents in which we can speak of Jesus.

### Recruitment, Assessment & Appointment

Recruitment, Assessment, and Appointment of Helpers takes place according to the procedures stipulated in the St Helen's Safeguarding Policy.

Families are usually self-recruited by word of mouth. Each new family is visited and an assessment is made of their suitability for the scheme. A risk assessment is done to ascertain whether the helper will be safe visiting the family. The families are given the contact details in writing of the HH scheme co-ordinators and also the HH Safeguarding Co-ordinator if they have any concerns, suggestions or complaints. They are also given information about St Helen's Safeguarding Policy and who to contact if they have any concerns in this regard. A visit is then arranged to introduce the helper to the family. The family is informed of the probationary period. We endeavour to visit or phone each family once a year to review the arrangement.

### Meeting with Families

#### *(i) Meeting within the child's home*

A parent, or a responsible adult organised by the parents, must be in the home during the visit. If parents are in another room, the door to that room should be open. Even if the door is shut by the parent, the helper may prefer to ask for the door to be kept open.

#### *(ii) Meeting away from the child's home*

Outings with the children can be a very positive experience. Helpers must get the parents' permission before taking children on an outing. Helpers should clearly inform the parents of where they are going and when they will be home. We would encourage parents to go with the helper on an outing, especially in the first instance. A risk assessment will be made by the helper regarding the safety of such an outing. This must include how many children are involved, how they will travel, and whether there are any risks in the chosen venue.

Opportunities often arise to talk about Christian faith with Homework Helper families. We are open with all families about Christian faith and the aims of the scheme and we want to be open and honest in our presentation of the Christian faith. We do not see children as isolated individuals but as part of a family. Therefore our guidance regarding such conversations with children is as follows:

- Follow the lead of the child and speak about Christian faith where it is initiated by the child or where it arises naturally from the topic of conversation or study.
- Do not aim to speak to the children in secret but ensure that the door is kept open so that any conversations can be overheard by the child's parents or the responsible adult.
- If the parents have limited English, it is always helpful to try to communicate with them about what has been discussed or to encourage the child to do the same.

### Mentoring Older Teenagers

Over time, as children within the Homework Helper family get older and parents desire continued contact, the role can change from being a homework helper to being a mentor. This is a valuable role, however, it comes with extra considerations. We will want young people to know that we are dependable yet understand that we are not inviting them to become dependent upon us. This will therefore influence how often we meet up and how we should communicate with them.

### **(i) Appropriate communication**

Save texts and emails where possible and make young people aware you are doing this. Communicate at appropriate hours of the day, agreeing a curfew e.g. not after 10pm. Show any texts or conversations that raise concerns to the HH safeguarding co-ordinator. Use clear language, avoiding words like “luv” or abbreviations like “lol” which might be misinterpreted.

### **(ii) Where to meet**

Contact should be public and appropriate. Most contact will usually still be in their home, however, if meeting away from home then: You shouldn't meet alone or out of sight of another adult. You need to consider the young person's safety and how they will get home. You must get parental permission to take young people in your car.

### **(iii) Confidentiality**

It is still very important to remember that you cannot promise confidentiality – if a young person tells you something that suggests that they or someone else is at risk of harm, it is not right to do nothing. You will need to inform someone else. We would want to encourage young people to speak to their parents about any issues that arise for them.

## **(6) Other Events/Activities**

From time to time the Sunday congregations will organise extra events which include children.

### **(i) Occasional Seminars/Training days**

*(For example Marriage Enrichment, Parenting Day, Central Focus Training)*

If childcare is required for children then it must be requested in advance. All caregivers must be screened in accordance with the Church Safeguarding Policy. Caregiver ratios must be maintained.

A parent/guardian must drop off and collect their children at the prearranged venue. This marks the official start and end of caregiver responsibilities for these children.

### **(ii) Open House Weekend**

Informal activities may be arranged for children visiting the church buildings. Any caregiver involved must be screened in accordance with the Church Safeguarding Policy.

Any child involved in an activity must be accompanied by a parent/guardian. For the duration of the activity children remain in the care of their parents/guardians.

### **(iii) 6pm Service**

No provision is made for children during the 6pm Service. Children are welcome in our midst but remain in the care of their parents/guardians. The children may mingle freely with any adults in the building at the discretion of their parents/guardians.

### **(iv) Midweek Small Groups**

Crèche-aged children are welcome to the small group evenings at the discretion of the small group evening leader, but remain in the care of their parents/guardians throughout.

### **(v) Babysitting**

Babysitting is an area in which we are unable to provide formal provision. Families can make informal arrangements within the congregation and must take full responsibility for assessing the suitability of the volunteer.

## Contact Names and Details

### Church Safeguarding Committee

Associate Rector (Chair)  
Rev. Charlie Skrine  
c.skrine@st-helens.org.uk  
07986 088 851

Children's Champion  
Jim Houghton  
jim@houghtons.net  
07946 421 974

Church Safeguarding Officer  
Andrew Wales  
awales@7kbw.co.uk

Safeguarding Evidence Checker  
Anna Lamb  
a.lamb@st-helens.org.uk  
07743 450 487

Youth Worker  
Will Waugh  
w.waugh@st-helens.org.uk  
07905 737 761

Children's Worker  
Pete Winstone  
p.winstone@st-helens.org.uk  
07845 590 216

### Ministry Area Leaders

MINISTRY AREA	LEADER	PHONE NUMBER
<b>Sunday 10.30</b> <i>(including crèche, Sunday school, Central Focus weekend, Long weekend, Occasional Seminars)</i>	Rev. Charlie Skrine	07986 088 851
<b>Sunday 2.30</b> <i>(including crèche, Sunday school, IGG weekend, 2.30 weekend)</i>	Rev. Henry Eatock-Taylor	07809 141 948
<b>Sunday 4pm</b> <i>(including crèche, Sunday school, Food at 5s, 4pm weekends)</i>	Rev. Aneirin Glyn	07780 007 552
<b>Sunday 6pm</b> <i>(including RML weekends, RML training weekends, Leaders' weekend)</i>	Rev. Mickey Mantle	07428 231 068
<b>Little Pickles</b>	Mrs Rachel Anderson	07896 222 374
<b>Women on Wednesday</b>		
<b>Homework Helpers</b>	Dr Beccy Scott	07921 511 360
<b>City</b> <i>(including summer school, city weekend)</i>	Mr Wes Illingsworth	07808 298 831

## **Diocesan Contacts**

### **Diocesan Safeguarding Advisers**

Annette Gordon/Margaret McMahon  
safeguarding@london.anglican.org  
0207 932 1224

### **Archdeacon for the Two Cities**

Rosemary Lain-Priestley  
archdeacon.twocities@london.anglican.org  
020 3837 5205

### **London Diocesan House**

36 Causton Street  
London SW1P 4AU

## **National Contacts**

### **CCPAS (Churches' Child Protection Advisory Service)**

0845 120 4550 (24 Hour Helpline) for any query  
www.ccpas.co.uk

### **City of London Corporation Children and Families Team**

020 7332 3621 (Monday to Friday, 9am-5pm)  
020 8356 2710 (weekdays after 5pm, weekends and bank holidays)

### **City of London Social Care Services**

020 7332 1224 (Monday to Friday, 9am - 5pm)  
020 8356 2300 (weekdays after 5pm, weekends and bank holidays)

### **Child Line**

Freepost 1111, London N1 0BR  
Tel. 0800 1111  
(full number is just these 8 digits)

### **NSPCC**

Child Protection Helpline,  
0808 800 5000

**Family Lives** (previously Parentline) 0808 800 222

**Domestic Violence Helpline (for females)** 0808 2000 247

**Mankind (for males)** 01823 334244

## **Further Resources**

- Protecting all God's children: The Child Protection Policy of the Church of England, 2010
- Policy for Safeguarding in the Diocese of London, 2015
- The Care Act 2014, and the Care and Support Statutory Guidance 2016 (Chapter 14)
- London Multi Agency Safeguarding Adults Policy and Procedures 2015

[www.london.anglican.org/support/safeguarding](http://www.london.anglican.org/support/safeguarding)