

St Helen's Church **Safeguarding Policy –** *Youth (aged 11-18)*

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. Weekly Youth Groups	11
2. Weekends Away.....	14
3. Trips and Socials.....	15
4. Personal Work.....	16
5. Homework Helpers	16
6. Other Events/Activities	18
Contact Names and Details	19
St Helen's Contacts.....	19
Diocesan Contacts.....	20
National Contacts.....	20
Further Resources.....	20

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:

<http://www.st-helens.org.uk/about/safeguarding>

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 or young people 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

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*¹ 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

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

Sexual abuse	
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

Neglect	
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

Emotional abuse	
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/young person 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 they say, however unlikely it seems
- Let them know you will need to tell someone else - don't promise confidentiality
- Be aware they may have been threatened
- Never push for information. If the young person decides not to tell you after all, then accept that and let them know that you are always ready to listen
- Avoid leading the young person 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 young person 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 young person that they were right to tell you and that you believe them
- Let them 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 young person 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 young person talking to you, but always within 24 hours), writing down exactly what they 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 young person's story is unlikely, this must not prevent appropriate action being taken. For example, a young person 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 young person 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/young people 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

The youth ministry at St Helen's consists of various regular meetings on Sundays and midweek for those aged 11 to 18. Regular meetings typically run during school term dates. There are also additional occasional formal and informal events throughout the year, such as a weekend away and socials. 'Young people' in this document refers to all those aged 11 to 17 on September 1st of the current academic year.

(1) Weekly Youth Groups - Bridge, Junction & Youth RML

(a) Safeguarding children as they arrive and depart

Transition of young people from parents/guardians to caregivers

The St Helen's Church Safeguarding Policy is applied during the time period a young person is in the care of the leaders of the advertised activity. This will include formal times of ministry (Sundays, midweek, weekends away and organised social events) and informal ministry (e.g. small group bible studies in homes, informal social activities).

Registering

A register must be kept of all young people and leaders present at each youth ministry group. Completed registers will be kept secure for an indefinite period. If any allegation of abuse is made in years to come about events happening now the church can immediately find who was present on any given date.

A Child Registration Form must be filed for each young person in a Youth Group. These forms should be filled out by a parent/guardian. Information such as health issues, allergies and contact information is tabulated and available on a laminated sheet in the youth cupboard in St Peter's. Leaders should familiarise themselves with any health issues of the young people in their specific group.

(b) Safeguarding young people 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, young people 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
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. 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.

Caregivers should never hit a young person. If a young person becomes uncontrollable and their behaviour is a danger either to themselves or those around them, appropriate and proportional physical restraint may be used. 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.

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 or young people and who avoid all occasion of touching or encouraging them. This is an understandable but regrettable response. It also conveys unhelpful messages to them. Caregivers should follow the following guidelines:

- Always avoid being alone in a room with a young person. Keep everything in public.
- Conversations should be appropriate for the age of the young person.
- Avoid unnecessary physical contact with young people. Touch should be age-appropriate and generally initiated by the young person rather than the worker
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the young person

Can I ever hug a young person?

Yes you may if they are clearly distressed - as long as you are in public and there is no way your actions could be misconstrued by a third party. Occasionally a young person will initiate a hug. Bear in mind your normal character – if you rarely hug anyone you should probably not ever hug a young person 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.

Can I play rough and tumble games with young people?

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 young people 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. These sort of games should always be kept fun and should be appropriate for the situation. Leaders should take the initiative to end these sort of games if they are becoming inappropriate. Leaders should not initiate, encourage or participate in cross-gender rough and tumble, whether between two young people or between a leader and a young person.

Can I ever physically restrain a young person?

Yes. If a young person 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.

If there are only two caregivers present, must one of them be female?

No.

What should I do if there are only 2 caregivers in a room with young people and the other one has to leave in an emergency?

In an emergency setting the emergency takes priority over the ratios. However, young people should not be left unattended in a room. At other times with some planning this scenario need not occur.

Safeguarding guidance on communicating electronically with young people

Leaders should avoid *unnecessarily* communicating on a one to one basis with young people via:

- Text Message
- Email
- Instant messaging
- Through social network sites

Where communication does occur by the above methods the following steps should be taken:

- The content of any messages should be limited to youth ministry related matters
- If possible send messages to a group and not an individual young person, for example sending a copy to the youth ministry leader or the young persons parent/guardian
- Apart from in exceptional circumstances all communication should not occur between 10pm and 8am
- Use clear unambiguous language to reduce the chance of being misinterpreted.

Risk management / Illness / Accidents

Young people with infectious illnesses must be kept at home and not join the youth groups.

If a young people 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.

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

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 groups

(i) Friday Bridge in St Peter's Cornhill

Friday Bridge is for young people in school years 7 to 9. It meets during school term-time on Friday evenings from 7pm until 9pm in St Peter's Cornhill.

It is the responsibility of parents to arrange safe travel to and from St Peter's. Typically advanced confirmation is required from parents that young people are able to travel unaccompanied.

(ii) 10.30am Sunday Bridge in St Michael Cornhill

Bridge for young people in school years 7 to 9 meets during term time during the Sunday 10.30am service. Bridge takes place during part of the 10.30am service in St Michael Cornhill.

The young people meet with leaders at the back of St Helen's Bishopsgate before the service starts. Parents, if unaware, should be told when and where young people will be accompanied to at the end of the service. During a break in the meeting the young people will walk over with the leaders to St Michael Cornhill. At the end of Bridge the young people are accompanied back to St Helen's Bishopsgate South Transept.

This marks the official end to the leader's responsibility for the young people.

(iii) 4pm Sunday Bridge in St Peter's Cornhill/St Michael Cornhill

Bridge for young people in school years 7 to 9 meets during term time during the Sunday 4pm service. Bridge takes place during part of the 4pm service in the vestry of St Peter's Cornhill or in St Michael Cornhill.

The young people meet with leaders at the back of St Helen's Bishopsgate before the service starts. Parents should be made aware of when and where young people will be accompanied to at the end of the service. During a break in the meeting the young people will walk over with the leaders to St Peter's Cornhill/St Michael Cornhill. At the end of Bridge the young people are accompanied to St Andrew Undershaft.

This marks the official end to the leader's responsibility for the young people.

(iv) Junction in St Peter's Cornhill/St Michael Cornhill

Junction is for young people in school years 10 to 13. It runs from around 5.15pm, following the 4pm service and finishes by 7.15pm. Junction meets in St Peter's Cornhill or St Michael Cornhill. The young people, under their parents' authority, are responsible for travel to and from Junction.

(v) Youth RML in St Helen's Bishopsgate

Youth RML is for young people in school years 10 to 13. It usually meets in St Helen's Bishopsgate on a Wednesday evening from 6pm until 8pm. Undergraduate students and other adults will be present in the same building. Young people, under their parents' authority, are responsible for travel to and from Youth RML

(2) Weekends Away & City Summer School

(i) Weekends Away

The following weekends provide a youth track: The Bruncton Weekend Away, the Central Focus Weekend, the City Weekend and the Long Weekend. Special care should be taken when planning weekends away to ensure that young people have a safe and enjoyable time.

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 Weekly Youth Groups (read [pages 11-13](#)). All caregivers must be screened as outlined in the main policy, and the same regulations concerning ratios, registration, discipline, food and accidents must be followed as in Weekly Youth Groups, with the following alterations/additions:

Registering

For the Brunton weekend, where parents will not be present on the weekend away, leaders should obtain written consent from parents for each young person attending the weekend. Along with this consent leaders need to obtain:

- Emergency contact details for parents
- Relevant medical information
- Any further consent where required by an external organisation providing activities.

For weekends where parents are also present, 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.

Driving

Caregivers must not drive young people except where they have been authorized to do so in accordance with the PCC's Driving Policy.

In such cases, the following apply: any leader driving with young people in their car, to, from or at the venue should take special care. Leaders should obey speed limits and not drive in convoys. There should always be more than one leader or more than one young person in the car. If this is not possible the leader should ask the young person to sit on the back seat.

General Principles

- Leaders should never be alone in a room with a young person
- Leaders should not go into rooms of young people of the opposite gender except in an emergency situation
- Leaders should not sleep in the same rooms as young people
- Leaders should familiarise themselves with the weekend away site so they are aware of where fire exits are located. Leaders should inform the young people of where fire exits are located and where the assembly point is should the fire alarm sound.
- Leaders should consider the health and safety of all young people and leaders when organising activities or planning games.

(ii) City Summer School

The Youth Group at City Summer School come under our Safeguarding Policy and must be run accordingly, following the same procedures as Weekly Youth Groups (see [pages 11-13](#)). All caregivers must be screened as outlined in the policy above, and the same regulations concerning ratios, registration, discipline, food and accidents must be followed as in weekly groups, 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.

(3) Trips and Socials

- Leaders should set an example in following basic road safety when taking young people out on trips.

- For driving guidelines please see the relevant section under weekends away
- Activities should be appropriate. In particular leaders should consider the age-appropriateness of films that are shown.
- Leaders should give clear instructions about meeting and pick-up points and times.
- Only socials listed on the Youth Work term card are official socials, where the leaders are acting in an official capacity.

(4) Personal Work

Personal work is not a formal part of the weekly meetings and not expected with young people attending any of the Bridge groups. However, with those at Junction and Youth RML there may be the opportunity to study the Bible during informal meetings. When meeting outside of regular fixed activities leaders should seek to meet with more than one individual. A female leader may meet on a one to one basis with a female young person in school years 12 and 13.

These informal meetings may be arranged with the following conditions:

- There is consent from the young person's parent or guardian
- The overall youth leader has been consulted on the appropriateness of meeting and has been informed that meeting(s) will happen
- Whenever possible meetings should be pre-arranged and not happen 'on demand'
- A record should be kept of when and where meetings have taken place (e.g. in a diary)
- If possible meetings should take place within the parent or guardians home in a room with an open door when a parent or guardian is present.
- If this is not possible meetings should take place in a public place, such as a coffee shop
- One to one meetings should never take place in a leaders home

(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/young people can be a very positive experience. Helpers must get the parents' permission before taking children/young people 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/young people 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/young person 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 them 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/young person 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 young people.

(i) Sorted/Sorted Nano

These are public events. Young people are registered for the event when initially signed up and leadership on the day is limited to oversight.

(ii) 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.

(iii) 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 or young person 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.

(iv) 6pm Service

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

(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.

(vi) Informal gatherings

Occasionally other social meetings may be engaged on a friendship basis outside normal youth structures, where leaders are not acting in a capacity as caregiver. Whilst not specifically covered by this supplement and the St Helen's safeguarding policy, the above guidelines should be adhered to where possible.

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
Sunday 10.30 <i>(including crèche, Sunday school, Central Focus weekend, Long weekend, Occasional Seminars)</i>	Rev. Charlie Skrine	07986 088 851
Sunday 2.30 <i>(including crèche, Sunday school, IGG weekend, 2.30 weekend)</i>	Rev. Henry Eatock-Taylor	07809 141 948
Sunday 4pm <i>(including crèche, Sunday school, Food at 5s, 4pm weekends)</i>	Rev. Aneirin Glyn	07780 007 552
Sunday 6pm <i>(including RML weekends, RML training weekends, Leaders' weekend)</i>	Rev. Mickey Mantle	07428 231 068
Youth	Mr Will Waugh	07905 737 761
Students	Mr Tim Sheppard	07817 779 910
Homework Helpers	Dr Beccy Scott	07921 511 360
City <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)

Family Lives (previously Parentline) 0808 800 222

Domestic Violence Helpline (for females) 0808 2000 247

Mankind (for males) 01823 334244

NSPCC

Child Protection Helpline,
0808 800 5000

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