



# SAFEGUARDING POLICY

---

CHILDREN & YOUNG PEOPLE

# KEY CONTACTS

**St Saviour's Guildford, Woodbridge Rd, Guildford, Surrey GU1 4QD**

01483 455 333 | [office@st-saviours.org.uk](mailto:office@st-saviours.org.uk)

## CHILDREN AND YOUTH COORDINATORS

|                                                              |                                                                                                               |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Annabelle Varley</b><br><b>(Acting Children's Pastor)</b> | 01483 445 144<br><a href="mailto:annabelle.varley@st-saviours.org.uk">annabelle.varley@st-saviours.org.uk</a> |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|

|                                                         |                                                                                                               |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Annabelle Varley</b><br><b>(Acting Youth Pastor)</b> | 01483 445 144<br><a href="mailto:annabelle.varley@st-saviours.org.uk">annabelle.varley@st-saviours.org.uk</a> |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|

|                                                           |                                                                                                           |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Joanne Gillard</b><br><b>(Additional Needs Pastor)</b> | 01483 445 154<br><a href="mailto:joanne.gillard@st-saviours.org.uk">joanne.gillard@st-saviours.org.uk</a> |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

## SAFEGUARDING CONTACTS

|                                            |                                                                                                     |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Rev. Mike Norris</b><br><b>(Rector)</b> | 01483 445 145<br><a href="mailto:mike.norris@st-saviours.org.uk">mike.norris@st-saviours.org.uk</a> |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------|

|                                                       |                                                                                                               |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Annabelle Varley</b><br><b>(Safeguarding Lead)</b> | 01483 445 144<br><a href="mailto:annabelle.varley@st-saviours.org.uk">annabelle.varley@st-saviours.org.uk</a> |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|

|                                                       |                                                                                                         |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Hilary Carter</b><br><b>(Safeguarding Officer)</b> | 01483 557 580<br><a href="mailto:hilary.carter@st-saviours.org.uk">hilary.carter@st-saviours.org.uk</a> |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------|

|                                                                   |                                                                                                                   |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Diocesan Safeguarding</b><br><b>Advisor - Jackie Broadfoot</b> | 07918 559 387<br><a href="mailto:jackie.broadfoot@cofeguildford.org.uk">jackie.broadfoot@cofeguildford.org.uk</a> |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|

# CONTENTS

---

|                                                |                     |
|------------------------------------------------|---------------------|
| <b>INTRODUCTION</b>                            | <b>PAGE 5</b>       |
| <b>RECOGNISING ABUSE</b>                       | <b>PAGE 6-7</b>     |
| <b>HANDLING A DISCLOSURE MADE BY A CHILD</b>   | <b>PAGE 8</b>       |
| <b>APPOINTING CHILDREN &amp; YOUTH WORKERS</b> | <b>PAGE 9</b>       |
| <b>CODE OF CONDUCT</b>                         | <b>PAGE 10</b>      |
| <b>SAFEGUARDING GUIDELINES</b>                 | <b>PAGE 11 - 19</b> |
| <b>ADDITIONAL NEEDS GUIDE</b>                  | <b>PAGE 20</b>      |
| <b>FIRE EVACUATION GUIDANCE</b>                | <b>PAGE 22</b>      |
| <b>USEFUL INFORMATION</b>                      | <b>PAGE 23</b>      |





# INTRODUCTION

---

## WHAT IS SAFEGUARDING?

### Safeguarding encompasses:

- Protecting children from abuse and maltreatment
- Creation of a safe and caring environment for children through:
  - ⦿ Treating children fairly and equally.
  - ⦿ Building trust & good communication.
  - ⦿ An awareness of individual needs (health, allergies, disabilities).
  - ⦿ Setting appropriate discipline & boundaries.
- Protection and accountability of the children's team

## WHO IS RESPONSIBLE FOR SAFEGUARDING?

Safeguarding is **everyone's** responsibility, and where abuse is discovered or suspected it **must** be reported. The safeguarding of children and young people is a high priority for us as a church.

## WHO OVERSEES SAFEGUARDING?

Our Children, Youth and Additional Needs Pastors are our Safeguarding Coordinators, and they are responsible for overseeing safeguarding.

This includes ensuring that all Children, Youth and Additional Needs Leaders:

- Are DBS checked and are suitable to work with children.
- Have received Safeguarding training, have been given a copy of this policy, and know what to do if they have any concerns.
- Are properly supervised, and that the safeguarding policy guidelines and procedures detailed in this booklet are followed.

## WHO DO I CONTACT FOR FURTHER INFORMATION?

If you have any questions or comments, please contact one of the Safeguarding Contacts or the Children, Youth and Additional Needs Coordinators (contact details inside the front cover).

St. Saviour's Safeguarding Policy can be found at the link below on our website:

**[st-saviours.org.uk/safeguarding](https://st-saviours.org.uk/safeguarding)**

# RECOGNISING ABUSE

---

## HOW IS ABUSE DEFINED?

The definition of abuse and neglect includes the maltreatment of a child or young person: inflicting harm or failing to prevent harm. This can be inflicted in a family or institutional or community setting; by those known to them or more rarely, by a stranger.

## TYPES OF ABUSE

- **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or young person. Signs of possible abuse include: injuries not consistent with explanation; or in abnormal locations; or that have not been treated.
- **Emotional abuse** is persistent emotional maltreatment. It may also involve seeing or hearing the ill treatment of another, for example when a child or young person witnesses domestic violence. This can also involve serious bullying (including cyberbullying). Signs of possible abuse include: changes in mood or behaviour; aggression; attention-seeking behaviour; nervousness, obsessions or phobias; persistent tiredness; running away/stealing/lying/self-harm.
- **Sexual abuse** includes forcing or enticing a child or young person(s) to take part in any sexual activities, whether or not the child or young person is aware of what is happening (including viewing pornography). Signs of possible abuse include: disclosures made by a child or young person; excessive preoccupation with sexual matters; detailed knowledge of adult sexual behaviour; severe sleep disturbances; eating disorders.
- **Neglect** is the *persistent* failure to meet a child or young person's basic physical and / or psychological needs. Neglect may include the failure to provide adequate food, clothing, shelter, supervision, medical treatment or response to emotional needs. Signs of possible neglect include: children being out late at night, or left home alone for extended periods; health and other needs not being taken care of.

- **Spiritual Abuse** linked with emotional abuse, could be defined as an abuse of power. It involves manipulation or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.

### HOW MIGHT I RECOGNISE ABUSE?

Recognising abuse can be difficult as the signs of abuse aren't always obvious, and a child might not tell anyone what's happening to them.

Children might be scared that the abuser will find out, and worried that the abuse will get worse. Or they might think that there's no-one they can tell or that they won't be believed.

Sometimes, children don't even realise that what's happening is abuse.

**If you have any concerns or suspect either abuse or neglect these must be reported as soon as possible to a Safeguarding Contact (contact details inside front cover).**

*The Safeguarding Contacts will contact the Diocesan Safeguarding Adviser and will follow the advice given.*

# NSPCC

Visit [www.NSPCC.org.uk](http://www.NSPCC.org.uk)  
for more information.

## REPORTING PROCESS

Children's volunteer hears a disclosure or sees / notices something about which he / she is concerned



Volunteer tells their Group Leader



Group Leader and Volunteer then...



(1) Complete a written disclosure form within 24 hours of report being made



(2) Inform one of the safeguarding contacts immediately



(3) If a safeguarding contact is not available, contact the Diocesan Safeguarding Adviser directly



The Safeguarding Contact seeks advice from the Diocesan Safeguarding Adviser or calls the police if the matter is urgent.



## HANDLING A DISCLOSURE MADE BY A CHILD



### AFTER HEARING THE DISCLOSURE:

1. Speak to your group leader and complete a disclosure form as soon as possible.
2. Write exactly what the child or young person said, along with other helpful details such as: the time and date and where the disclosure was made, what was happening at the time and who else was present. The form should be given to a safeguarding contact who will store them securely and keep them indefinitely.
3. Either the group leader or the volunteer will inform the safeguarding contacts of the disclosure as soon as possible and within 24 hours (contact details inside the front cover).

## IMPORTANT

**Do NOT attempt to investigate or address the issue yourself.**

*The Safeguarding Contacts will immediately contact the Diocesan Safeguarding Adviser and follow the advice that he gives.*

*We follow strict Safeguarding Protocols and will always act on a safeguarding concern.*

**Do NOT inform or return the child or young person to their parents/carers if they are the source of the danger.**



# APPOINTING CHILDREN & YOUTH WORKERS

---

**All those over the age of 18 regularly working with children and young people whether in a paid or unpaid capacity, *must* complete all stages of our five stage recruitment and selection process before they join the groups:**

- 1. Introduction** applicant has an introductory chat with one of the Safeguarding Contacts.
- 2. Sign a Confidential Declaration**
- 3. Church Application Form** applicant to complete application form with referees' names.
- 4. Written Agreement** applicant to sign the church agreement.
- 5. Online DBS Application** applicant to complete application form and ID check.
- 6. Safeguarding Training** applicant to complete Diocese online training and attend our training session - to be repeated every 3 years.
- 7. DBS Update Service** applicant to sign up for update service (voluntary).

Once all the stages have been completed the volunteer will receive a confirmatory email from the safeguarding officer and will then be contacted by the relevant Children, Youth or Additional Needs Leaders.

Full details of this process can be found at:

**[www.st-saviours.org.uk/db](http://www.st-saviours.org.uk/db)**

## ELIGIBILITY CRITERIA

- If over 18 to have regularly attended the church for more than 6 months, or their previous church for at least 6 months.
- No history of violence or sexual offences.
- No concerns raised about their suitability to work with children or young people.
- Deemed suitable to work with children and young people by the safeguarding contacts.
- If under 18, complete the church forms and supply the names of two referees.





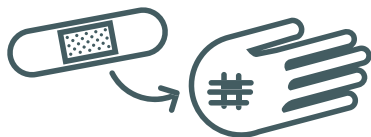
# CODE OF CONDUCT

## **Children, Youth and Additional Needs workers *must* always:**

- Abide by our Safeguarding policy and follow our Safeguarding Guidelines.
- Listen to, respect and value the children, young people and leaders at all times.
- Treat all children and young people fairly, without prejudice or favouritism.
- Challenge any unacceptable child behaviour in an appropriate way.
- Use language that is appropriate and not offensive or discriminatory.
- Behave in a way that is appropriate, and that avoids inappropriate relationships developing with any of the children or young people.
- Always inform their leader of any accident or safeguarding concern as soon as they happen.

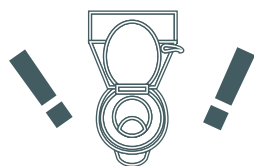
**If you have any concerns about the actions or behaviour of other Children, Youth or Additional Needs Workers, these must be reported as soon as possible to a Safeguarding Contact (contact details inside front cover).**

*The Safeguarding contact will investigate the concerns raised, and take appropriate action where required.*



## SAFEGUARDING GUIDELINES

---



## CHILD TO ADULT RATIOS

| Supervising adults<br>(one must be a<br>Designated Leader) | Age of<br>children | Maximum<br>number of<br>children | Ratio |
|------------------------------------------------------------|--------------------|----------------------------------|-------|
| 2 minimum                                                  | 0-2 years          | 6                                | 1:3   |
| 2 minimum                                                  | 2-3 years          | 8                                | 1:4   |
| 2 minimum                                                  | 4-8 years          | 12                               | 1:6   |
| 2 minimum                                                  | 9-12 years         | 16                               | 1:8   |
| 2 minimum                                                  | 13-18 years        | 20                               | 1:10  |

### Notes:

- These ratios are guidelines only: in certain situations it will be necessary to have a higher number of adults than those recommended above.
- There must **always** be two or more adults for each group, and where appropriate these should include both men and women where the group is of mixed gender.
- If only two adults are supervising, the two adults should not be related in order to protect the adults should an allegation be made.
- Additional Needs - ratio supervision will be appropriate to the numbers and the children's needs at a particular session, as designated by the group leaders.



## BEHAVIOUR MANAGEMENT

We aim to create a safe, caring and fun environment for all the children. Our goal is to encourage children and young people to develop respect, self-control, self-confidence, and sensitivity in their social interactions during the sessions.

Clear instructions should always be given, so that children and young people know what is expected of them. Expectations should be enforced in a consistent and positive way.

A child who has hurt another should be shown how to say sorry to that child and helped to understand how they might be feeling. Children and young people who behave well should be praised.

All children and young people must be treated with respect, and must not be disciplined in a punitive manner. It is totally unacceptable to physically reprimand a child or young person in any way.

We will give clear training to all volunteers in respect of behaviour management strategies.

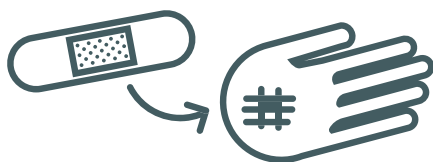




## CONSENT FORMS

Consent Forms must be completed for all activities and events. Once complete, they must be kept securely as they contain personal data, and remain readily accessible throughout the event.

For regular events (such as Sunday children's groups) parents / carers need to complete the consent form annually.



## FIRST AID

As part of the organisation of all events, consideration must also be given to how to respond if a child does become ill or needs medical attention. All incidents requiring first aid must be reported and an accident form completed. The accident forms are found in the foyer, church office and group boxes. They should be completed and returned to one of the Safeguarding Contacts or Group Leader on the day of the incident.

Basic first aid kits are available in the group boxes. Larger first aid boxes can be found in the centre foyer, the church office and in the top floor office.

Should medical assistance be required, this should be sought as soon as possible, and the child's parent / carer should be contacted.



## PHOTOGRAPHS & VIDEOS

From time to time official photos and videos may be taken for church communications and publicity. Parents will be asked to agree, or not, to photographs and videos being used, when they complete the annual registration form for their child, and also on the consent form if there is an off-site/one-off event.

No other photos of the children and young people should be taken, or allowed to be taken by others; including photos taken by other children. On no account should photos be uploaded to any form of social media by anyone other than St. Saviour's social media account managers.



## PHYSICAL CONTACT

Physical touch must be related to a child's needs and not the adult's. Touch must therefore be age appropriate and initiated by the child, and it must always be in public.

Hugs should not be prolonged, and hand holding or sitting on an adult's lap is only appropriate for infants and toddlers. Tickling games and piggyback rides are not permitted, and any physical touch that could be misunderstood or misconstrued should be avoided.



## FACE-TO-FACE MEETINGS

Where a face to face meeting between a leader and a young person is required, this **must** be arranged in advance with the parent / carer's consent. Mentors need to inform the relevant Children, Youth or Additional Needs Pastor of the meeting, and where and when it will be taking place. Meetings **must** take place in a public setting, where the leader and young person are not alone. Discipleship and mentoring **must only** be done with children or young people of the same gender.

## PRAYER AND MINISTRY TIMES

Prayer with a child or young person should never be alone or in an unsupervised situation; always in a public setting.

The child should always be asked (and never pressured) to be prayed with. Prayer should be with same gender where possible.

Prayer with laying on of hands must only be done with children and young people of the same gender. This must be done only with the permission of the child, and only with a light touch on the arm or shoulder of the child.

If the adult feels they have a significant word of knowledge for a child this must be discussed with the group leader or parent prior to any discussion with the child.



## SOCIAL MEDIA

Leaders & helpers must not have the children or young people that they supervise as contacts / friends on social media (unless they are family members).

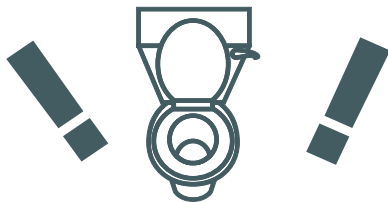
- They **must** ensure that all content displayed on their own profile or page is appropriate at all times (whether generated by them or by others).
- The **only** social media accounts we endorse are those created by St. Saviour's Guildford.

## COMMUNICATION TO UNDER 18'S

We expect that you do not communicate with any of the members within your group by email, messaging or chat groups (unless they are family members) unless this has been previously discussed with your ministry lead.

Only nominated leaders will contact young people in their respective groups via an official church WhatsApp group (where there will always be at least two leaders within the chat).

Should an issue of a pastoral nature be raised, an appropriate face to face meeting to discuss should be arranged via the relevant Children, Youth & Additional Needs Pastor.



## TOILET TRIPS

Parents / carers should be encouraged to ensure their children have been to the toilet before bringing them to the group.

We follow strict DBS guidelines - two DBS checked adults accompany all trips to the toilet.

In situations where a child needs help, the cubicle door must be left open.

In crèche all parents are required to change their own child's nappy.



## RISK ASSESSMENTS

Risk assessments must be carried out for all events by the organiser and steps taken to mitigate any key risks identified. All risk assessments need to be submitted to the PCC for approval, so need to be prepared at least two months prior to the event, using the relevant St. Saviour's pro-forma.



## TRAVEL

Travel to and from events is the responsibility of the parent / carer. If a child is awaiting a lift home there must always be two leaders present.

Named drivers will be used for Trekkers. All journeys will be logged and there will be two DBS checked leaders if a parent is not present. The driver must have business insurance (or the agreement of their insurance company to drive for church purposes) for the vehicle being driven.

For any events that involve the group travelling, children and young people must not travel alone with a single leader. Seat belts must be worn where present.



## EMPLOYMENT RESULTING FROM CHURCH ACTIVITIES

If a parent invites you to help with their child outside of the church environment, or you receive offers of paid work, please speak to your Ministry Team leader before you proceed. We are usually happy for this to go ahead, but we do need to know of any employment resulting from a contact made through your church work.

It is important that the parents understand it will be a private arrangement and not part of your church role.



## ADDITIONAL NEEDS GUIDE

**WE BELIEVE** that everybody, whatever their level of ability, is an important and vital part of our Big Family, and is able to fully know and encounter the love of God.

### COMMUNICATING WITH YOUR 1 to 1 CHILD

**The tips below will help you enjoy your time with the children in your care**

- Always read the child's profile. This gives valuable information, including likes, dislikes, allergies, medical needs, and protocols for medicines and toileting.
- Find how your child communicates and if they have a special interest (such as trains).
- Use the visual timetable provided to help the child process information.
- Find ways to help your child engage in the activities and story time.
- Always use the child's name at the beginning of a sentence, so they know you are talking to them.
- Make sure the child is paying attention before giving them an instruction or asking a question.
- Speak clearly using short sentences. Never raise your voice.
- Don't use open ended questions - instead offer choices.
- Keep communication to a minimum (including eye contact, facial expressions and gestures) if the child shows signs of anxiety.
- Do not use a mobile phone while in the group, or give a phone to a child to play with.

## REMEMBER

- Never physically try to restrain a child or use physical force.
- Always give your full attention to the child you are caring for, and keep sight of them at all times.
- You are never on your own and have our support at all times.
- Only designated DBS checked leaders are allowed to carry out intimate personal care and toileting. If the young person in your care is over 18, only leaders with an Adult Workforce DBS may provide intimate personal care.
- If at any time you feel out of your comfort zone you must immediately talk to your key worker. They are there to support you and help make your time with the children fun.
- If you notice your child is becoming anxious, notify your room leader immediately.
- Never physically try to restrain a child or use physical force.
- We are here to have fun and show the children God's love in a loving and fun environment - a sense of humour always helps!



## **FIRE EVACUATION GUIDANCE**

**Fire evacuation procedures are detailed on internal signage around the St Saviour's Church and Centre.**

**Group leaders should always be aware of the fire evacuation procedure and the safe route from their room to the muster point on College Road. During Sunday services, there will be church staff acting as Safety Officers who will co-ordinate the evacuation.**

**Children and vulnerable adults in the Additional Needs groups have a personalised evacuation plan on their profiles. All 1 to 1 carers should ensure they are familiar with the procedure for their charge at the start of each session.**

**On no account should the lift be used. An Evac chair for use on the stairs is located in the corridor on the top floor of the Church Centre.**

# USEFUL INFORMATION

---

**If you wish to speak with someone outside the church, the following helplines will be of assistance.**

Thirtyone:eight Churches Child Protection Advisory Service -  
0303 003 1111

NSPCC for adults concerned about a child – 0808 800 5000

Childline for children and young people – 0800 1111

Action on Elder Abuse helpline – 0808 808 8141

24-hour National Domestic Violence helpline – 0808 2000 247

NAPAC offer support and advice to adult survivors of childhood abuse – 0808 8010 331

Stop It Now preventing child sexual abuse – 0808 1000 900

Cruse bereavement helpline – 0808 808 1677

Family Lives support & advice on family issues – 0808 800 2222

MACSAS for people who have been abused by church officers –  
0808 801 0340

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

