

Safeguarding Children & Young People Policy & Procedural Guidance 2023

Document revision history

Document version	Review date	Note of changes	Next review date
Version.4	15-12-17	p.3 Updated details for Diocesan Safeguarding Adviser	By end of December 2018
Version.5	03-01-19	Change CCPAS to “thirtyone:eight (formerly CCPAS)” throughout. References to CRB removed leaving only DBS	By end of December 2019
Version.5a	20-12-19	Updated logo And policy title	By end of December 2020
Version.6	26.01.22	p.2 Preface updated. p.3 Key contacts updated. Y&C Leader changed to Y&P Leader and C&F Worker throughout In ‘Key Contacts’, and other relevant sections, Archdeacon info updated. p.7 added definitions of domestic abuse, sexual exploitation, bullying and cyberbullying, online abuse and electronic images p.9 cell groups changed to small groups p.10 online training course details updated p.10 In ‘Acknowledgements’, ‘the Church of England House of Bishops Parish Safeguarding Handbook (2018)’ added, p.10 detail about leader role description added	By end of January 2023
Version.7	31.03,23	p.3 Staff updated	By end of January 2024



Safeguarding Children and Young People Policy and Procedural Guidance

for those working with children and young people

The Parochial Church Council of the Ecclesiastical
Parish of Huntington, Earswick & New Earswick

2023 edition

Preface

This document has been created for All Saints and St Andrew's Church. It was prepared and proposed by the Youth and Children's Working Group (YCWG) and has the approval of the PCC.

All Youth and Children's leaders and small group leaders will have a copy of this document and will work within its guidelines. Parents of children in all groups will be made aware of the policy and can request a copy.

Interpretation

Throughout this document any reference to children is consistent with current legislation and means any child under 18 years old who is not married. The two church buildings which are part of the Parish are All Saints and St Andrew's.

Leader refers to those appointed to work with any age group of children or young people. Representative means the Child Protection Representative appointed by the PCC. 'Nominated Clergy' refers to the clerical staff member who has responsibility for pastoral matters in relation to abuse and other concerns affecting children and young people.

References

Thirty one:eight (formerly CCPAS - Churches Child Protection Advisory Service)

DBS Disclosure and Barring Service

PCC The Parochial Church Council

*Issues concerned with Health and Safety are covered by the Health and Safety policy of the PCC
Risk assessments for all activities of youth and children groups are reviewed annually. Records of safeguarding are to be kept securely with access by Rector, Y&P Leader, C&F Worker and Parish Safeguarding Representative.*

Key Contacts

Parish

- Nominated Clergy, Rev Ian Birkinshaw 01904 768006
The Rectory, Chestnut Close, Huntington, York YO32 9RD
- Safeguarding Representative, Ian Richardson 01904 764872
24 Witham Drive, Huntington, York YO32 9YD

The following staff may be contacted at:

The Parish Office, St Andrew's Church, Huntington Road, York, YO32 9PX 01904 768006

- Youth & Pioneer Leader, James Simister 01904 768006
- Assistant Children & Youth Worker, Tom Walters 01904 768006 (until end July 2023)

Diocese of York

Peter Warry, Diocesan Secretary (Named Senior Officer) 01904 699500

Ven. Sam Rushton, Archdeacon of York, 1 New Lane, Huntington, YO32 1NU 01904 758241

Julie O'Hara Safeguarding Advisor, Diocesan House, Aviator Court, Clifton Moor, York, YO30 4WJ,
01904 699524 / 07551 124951

City of York Multi Agency Safeguarding Hub (MASH)

Children's Advice and Assessment Service 01904 551900 or earlyhelp@york.gov.uk

Children's Social Care 01904 551900

Safeguarding Children Board and Local Authority Designated Officer (LADO) 01904 551783 or
lado@york.gov.uk

Outside office hours, at weekends and on public holidays contact the **emergency duty team** telephone: 01609 780780

Other

Police 101

Thirty one:eight Helpline 0303 003 11 11

NSPCC 0808 800 5000

ChildLine 0800 1111

Related Documents

The PCC has approved Procedures for DBS.

The PCC has approved a 'Policy for Pastoral Contact With Young People' which includes guidelines for social media.

Introduction

- a) This policy document sets out the commitment of the whole church to the care and protection of children and young people involved in All Saints' and St Andrew's youth and children's activities. In addition to children of church families this includes those who attend casually or as visitors, as well as regular attenders at youth and children's activities.
- b) The day-to-day work with youth and children is overseen by the Parish Youth & Pioneer

Leader, who is also responsible for ensuring the guidelines for safeguarding children set out in the document are adhered to.

- c) The policy is reviewed on an annual basis by the Youth & Children's Working Group of the PCC in conjunction with the Safeguarding Representative, before being presented to the Standing Committee for acceptance and submission to the PCC.
- d) The document has three parts. Following this introduction: Part 1 states our key principles in working with children and young people; Part 2 sets out how allegations of abuse are to be handled, the oversight of abusers and helping victims of abuse; Part 3 sets out procedures for appointment and supervision of leaders.

Part 1 Child Protection Policy and Principles

1.1 Statement of Principles

1.1.1 Principle 1 - Parental Responsibility

All parents have responsibility for the welfare of their children, including spiritual and pastoral care. A Safeguarding Representative (referred to subsequently as the Representative) is appointed by the PCC to assist in this task. The Representative, together with any appointed leaders, plays an important part alongside parents.

1.1.2 Principle 2 - Minimal Risk

No child should be placed at risk through involvement in any activities organised by All Saints and St Andrew's.

1.1.3 Principle 3 - The Child's Best Interests

The best interests of the children will especially predominate in situations where there are allegations of abuse.

1.1.4 Principle 4 - Listening and Relating to Children

As a mark of the value placed on children, every effort will be made to listen carefully to their concerns and to act appropriately.

1.1.5 Principle 5 - Selection, Training, Support and Review of Youth and Children's Leaders

Staff and leaders who work with children and young people will be subject to a careful selection process to ensure their suitability including a Criminal Records check from the DBS. They will be given training, including Child Protection, and will be supervised and reviewed on a regular basis. Other associated national organisational groups, such as Guides, Scouts, Brownies, Cubs and Rainbows, who work under their own policy guidelines, should be aware of the parish policy and comply wherever necessary and should have valid DBS disclosure for their leaders.

1.2 Preventing Abuse - A Whole Church Strategy

1.2.1 Prevention is certainly better than cure in the matter of child abuse. The PCC urges every member of All Saints and St Andrew's to take seriously their responsibility in this matter. This means that the protection of children and young people should constantly be a matter for both vigilance and prayer. The leaders commissioned to work amongst children need and deserve our support.

1.2.2 We ask every church member to ensure that concerns about individual children or leaders are taken to the Safeguarding Representative. Anyone observing questionable behaviour towards children should raise their concern with the Representative or the Nominated Clergy. These will be treated confidentially and considered carefully within these guidelines to decide what action is needed.

1.2.3 We ask parents to help children to develop common sense rules about personal safety; encourage them to talk about situations where they feel uncomfortable; help them understand about physical contact which is good, and any which is unwelcome or wrong.

1.2.4 For those commissioned as leaders we urge the utmost care to ensure protection of children, and the safeguarding of themselves from any misunderstanding. We commend to all leaders the guidelines set out by 'Thirty one:eight' (formerly CCPAS) concerning arrangements for supervising groups of children; the boundaries relating to contact with individual children; the caution necessary when talking with a child or young person alone.

1.2.5 The PCC supports the intention of having two leaders with a group of children. If this cannot happen the group should be cancelled or a second adult or a parent of one of the children be called to help as soon as possible.

1.2.6 In addition to remaining alert, and taking note of these guidelines, we also invite PCC members and volunteers involved in work with young people to make suggestions of ways in which it may be possible to further safeguard the welfare of children. The Representative initiates risk assessments in relation to new circumstances or those causing concern.

1.3 Guidelines for Good Practice

1.3.1 Avoid working in one-to-one situations with children wherever possible. Make sure there is always another adult within earshot. Try to have a man and a woman at each mixed-sex activity. Adults leading a session with children should not smoke or use or have recently used alcohol or illicit drugs.

1.3.2 Socially acceptable physical contact between adults and children in a public place is quite proper and appropriate where it can be readily seen by others and is not hidden away. Physical contact with children should be minimal, and solely intended to meet the needs of the child rather than the adult. It is important to be sensitive to, and respect, each child's sense of personal space. Avoid playing 'rough and tumble' games with children or making provocative or 'teasing' comments, even in fun. These can very easily be misinterpreted by children and young people, especially by those who are vulnerable.

1.3.3 Keep an up-to-date register of all children attending a group: date of birth, home address, telephone number and names of parents/carers should be included.

1.3.4 The ratio of adults to children must be sufficient to ensure safety and comply with the requirements of the Children Act 1989. These requirements are particularly relevant to work with children under the age of eight.

The NSPCC recommended minimum ratios are:

Age of children	0 - 2	2 - 3	4 - 8	9 -12	13 - 18
Children per one adult	3	4	6	8	10

1.3.5 All U18s need to provide a parental consent form when they join a group or activity. If the child is 'in care' (i.e. under a Care Order to the Local Authority) then this form must be signed by a senior manager within that Local Authority, NOT the Foster Carer.

1.3.6 Children may attend worship or other activities unaccompanied by an adult. Where this is the case, try to establish if parents know where the child is and what time s/he is expected home. If necessary, encourage the child to leave at the appropriate time to get home for this deadline.

1.3.7 If a child is joining a regular activity, record his/her name, age, and address on a registration form and ask the child to bring it back next time; signed. Make every effort to make direct contact with the parents, particularly of a younger child, by sending information home or providing a contact telephone number for them to call you. No child should ever be taken on a trip away from the church site without a parental consent form.

1.3.8 Workers must be receptive to what children and young people in their care have to say. If a child makes a complaint or an allegation about the behaviour of an adult within the church or the community, listen carefully without making a judgement on how plausible what you are hearing might be. If a complaint is made about someone in the church, this must ALWAYS be referred outside the church for advice about how to proceed. **You must always contact the Diocesan Safeguarding Adviser via the Archbishop of York's office or go directly to the LADO.**

Part 2 Child Protection Procedures

2.1 Types of Abuse

2.1.1 Any form of abuse is serious and should be treated as that by adults to whom it is disclosed. Child abuse may be neglect, physical, sexual or emotional. Current definitions of these categories are:

Neglect: The persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

Physical Injury: Actual or likely physical injury to a child, or failure to prevent injury (or suffering) to a child including deliberate poisoning, suffocation and Munchausen's syndrome by proxy.

Sexual Abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening"

- Physical contact, including penetrative or non-penetrative acts.
- Involving children in looking at, or in the production of, pornographic material.
- Watching sexual activities.
- Encouraging children to behave in sexually inappropriate ways.

Emotional Abuse: Actual or likely severe or adverse effect of the emotional and behavioural development of a child caused by persistent or severe emotional ill treatment or rejection. All abuse involves some emotional ill-treatment. This category is used where it is the main or sole form of abuse.

Domestic abuse

Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

Sexual exploitation

Child Sexual Exploitation (CSE) is a type of sexual abuse. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties

and given drugs and alcohol. They may also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

Bullying and cyberbullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.

Online abuse

With the ever-growing use of the internet, mobile telephones and online gaming (e.g. Xbox/ PlayStation), there has been a corresponding rise in the use of the internet and other electronic communication to target, groom and abuse children. Adults may target chatrooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of similar ages when online and who try to obtain images or engineer meetings.

Electronic images

The downloading, keeping or distributing of indecent images of children are all classified as sexual offences¹⁸. Such offences are sometimes referred to as non-contact sexual offences. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs (sometimes referred to as 'sexting' – see Fact Sheet – Sexting) can be particularly problematic and abusive amongst children and young people.

2.2 What to do if you suspect abuse: (Whistleblowing)

2.2.1 In any situation where abuse is suspected concerning a child or young person involved in All Saints' and St Andrew's youth or children's activities, it must be reported to the Safeguarding Representative. The Representative is the PCC's nominated person to act in referring any allegation, or suspicion of neglect or abuse to the statutory authorities. Such action is required whether the child is a member of a church family, or simply a casual visitor or contact. In the absence of the Safeguarding Representative referrals should be made to the Nominated Clergy.

2.2.2 If the suspicions involve the Representative in any way, referral should be to the Nominated Clergy. While allegations are being investigated it is important that arrangements are made by the Nominated Clergy to ensure the Representative has appropriate personal support.

2.2.3 If both the Representative and the Nominated Clergy are involved, contact the Archdeacon of York, Venerable Sam Rushton (details on p.3).

2.2.4 It is, of course, the right of any individual to make direct referrals to child protection agencies. However, we hope all church members will use these PCC guidelines. If, however, it is felt that a proper response has not been made to anyone's concerns, then it is open to them to contact Social Services.

2.3 Allegations of Sexual, Physical or Emotional Abuse, or Neglect

2.3.1 On receiving allegations of abuse the Representative will contact the Nominated Clergy initially. The Representative will record the facts as they are known and will not speak to the parent. A line of action should be agreed in consultation with *the Diocesan Safeguarding Adviser (contact details page 3)*.

2.3.2 If for any reason the Representative is unsure whether or not to follow the above procedure, advice should be sought from the Nominated Clergy, or if unavailable, the Thirty one: eight helpline

or another professionally regarded organisation.

2.3.3 Under no circumstances will the Representative attempt to carry out any investigation into the allegations or suspicions of sexual abuse. S/he will collect the precise details of the allegation or suspicions and provide this information to the Social Services who have responsibility to investigate under section 47 of the Children Act 1989.

2.3.4 The absence of either the Representative or Nominated Clergy should not delay referral to the Social Services Department. As with situations where an individual is not satisfied, or disagrees with the action taken by the Representative, that person retains the responsibility to report serious matters to the Social Services Department.

2.3.5 In situations where allegations or suspicions involve Clergy, or other Church leaders, the same procedures will be followed.

2.3.6 The PCC will support the Representative or Nominated Clergy in the roles set out in this document. It is important that information held by either must be treated confidentially and shared in a strictly limited way, on a need-to-know basis, so as to protect other church children and/or family members.

2.4 Responding to a Child at Disclosure

2.4.1 The procedure is to follow the guidelines in this document of making notes immediately and informing the Representative. If the Representative is unavailable contact should be with the Nominated Clergy or Social Services directly.

2.4.2 When immediate action is needed Social Services or the police will be contacted to discuss putting into effect safety measures for the children so that they do not return home. When a child discloses abuse, professionals involved will consider whether it is safe for the child to return home to a potentially abusive situation.

2.5 Allegations of Abuse on Adults.

2.5.1 If an adult discloses abuse and there are under 18s who may be at risk from the abuser living in the family home, the actions set out above should be implemented to safeguard those who may be at risk. The adult should be encouraged to participate in making the referral to the statutory agencies.

2.6 Protecting Children from known Abusers in the Church

2.6.1 The PCC recognises that churches are likely to contain persons convicted of abusive offences against children. In accepting that these people have spiritual needs to which we should minister, we must also accept a prime responsibility to protect children from harm. We also need to recognise that research has shown child sex offenders have major problems in breaking their patterns of sexual behaviour.

2.6.2 We also note the research which shows that people who sexually abuse children go to great lengths to get themselves into positions of trust where they can have easy access to children. Regrettably, churches have a sad history of involvement in child abuse and we must be diligent in resisting such assaults. While our diligence must include prayer and spiritual warfare, it is irresponsible if we do not act to minimise risk to children and young people.

2.6.3 There are two areas in which we see ourselves as combating assaults on our children. One is the pastoral oversight of any known abusers; the second is by the careful selection, supervision, training and review of those commissioned to serve and minister to children and young people.

2.7 Helping victims of abuse

2.7.1 As a church we are committed to supporting victims of abuse and encouraging them in their faith through pastoral care and ministry.

2.8 The Pastoral Oversight of Abusers

2.8.1 If there are allegations against a church member, or they have convictions for offences against children, it is important for the person, and his/her family, that the minimum number of people are aware of such a record. However, such confidentiality must be consistent with ensuring children are protected. To this end it seems necessary that the following are included within the confidential briefing and anyone else who the PCC deems to be at risk:

The Clergy
Church Wardens
Youth and Pioneer Leader
Children and Family Worker
Relevant team leaders

Where abusers are placed within small groups:

Small Group Leader
Members of small groups who have children

2.8.2 It is important that the Nominated Clergy take the primary role in informing the above, in the most sensitive and caring way, to ensure the person can maintain a place within the fellowship and be supported in full knowledge of past failures.

2.8.3 It seems proper for the person to be fully aware of the actions being taken and the reasons for them. The Nominated Clergy should therefore meet with the individual and discuss boundaries that the person may be expected to keep. We recognise the power of the Holy Spirit to renew and change lives and thus emphasise the church's desire to help him/her avoid future failures of this nature, while protecting children with whom contact may be made. It is also necessary to make clear that whatever declaration of remorse or repentance may be forthcoming, the former offender cannot be considered as a youth or children's leader or have any contact with children, e.g. they should decline offers of hospitality where children are in the house, not go into areas where children are in the church, to sit where directed etc. although other tasks will be found within the fellowship.

Part 3 Procedures for appointment and supervision

3.1 Selection, Supervision, Training and Review of Youth and Children's Leaders

3.1.1 All those interested in working with children and young people will have an appropriate interview, complete an application form providing proof of identity and a confidential declaration form. *In addition, references should be requested from two referees with a detailed knowledge of their suitability.* One of whom should, if possible, be the current employer or the incumbent of the present or previous church. Enhanced Disclosure checks from the DBS will also be carried out in accordance with the policy of the Diocese. Leaders will be given a role description to sign and agree to.

3.1.2 Training is overseen by the Representative and should include a full introduction to the policies set out in this document as part of the initial induction training programme. All new leaders are required to complete the online training provided by the Church of England: 'Safeguarding: Basic Awareness C0' <https://safeguardingtraining.cofeportal.org/>. All leaders should repeat this online training every three years and a group Safeguarding training session will be arranged annually. All leaders are provided with written guidelines relating to safeguarding children and how to handle any issues. Failure to complete this training satisfactorily should be sufficient reason to

ask people to withdraw from work with children and young people.

3.1.3 All groups have a register which records both the names of children and leaders who are present at any given meeting. This ensures protection and safeguards from false allegations. With the register is an incident book or incident forms where any significant events must be recorded and signed by all workers who witnessed the incident. The form should be submitted to the Representative.

3.1.4 Within the process of normal group activities each leader should expect to be observed and be subject to questions and advice from an appointed group leader who will act as mentor.

3.1.5 Each leader should undertake a review of their role on an annual basis with either the Youth & Pioneer Leader or the Children and Family Worker. This will provide the opportunity to talk through issues arising, discuss training opportunities or other factors affecting their performance and include a consideration of how they have dealt with any matters of safeguarding, and how effectively they care to safeguard themselves and children from harm or allegations. Leaders will also be given an opportunity to confirm their continuing calling by God and the church to work in the field of children and youth.

Conclusion

The PCC takes seriously the issues raised in each part of this paper and asks all members to accept their part in ensuring no harm comes to the children and young people who are a part of the life of All Saints and St Andrew's.

Acknowledgements

In compiling this document note has been taken of current best practice, and the following sources have assisted our thinking. 'Working Together Under The Children Act 1989', HMSO; 'Taking Care: A Church Response to Children, Adults and Abuse', National Children's Bureau; 'Allegations of Abuse: The Church's Responsibilities', Evangelical Alliance; 'Diocese of York Parish Child Protection Policy (updated June 2013); Diocese of York 'Child Protection and Safeguarding: Making the Policy Work' (February 2015), the Church Of England House of Bishops Parish Safeguarding Handbook (2018)