

Safeguarding Children & Young People Policy & Procedural Guidance 2024

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
Version.8	19.01.24	Amended post holders Amended contact details Updated categories of abuse Removed duplications and clarified procedures	By end of January 2025



Safeguarding Children and Young People

Policy and Procedural Guidance 2024

for those working with children and young people

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

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 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. PSO means the Parish Safeguarding Officer 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

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

DBS Disclosure and Barring Service

PCC The Parochial Church Council

Issues of Health and Safety are covered by the Health and Safety policy of the PCC. Risk assessments for all activities of youth and children's groups are reviewed annually.

Safeguarding records are securely kept - access by Nominated Clergy, Y&C Leader and PSO.

Key Contacts

Parish

- Nominated Clergy, Rev Ian Birkinshaw 01904 768006 (Until 31.3.24)
The Rectory, Chestnut Close, Huntington, York YO32 9RD
E: Ian.Birkinshaw@huntingtonparish.org.uk
- PSO, Dot Bevington 01904 760573
11 New Lane, Huntington, York YO32 9NS
E: safeguarding@huntingtonparish.org.uk
- Youth & Children's Leader, to be appointed
- The Parish Office, St Andrew's Church, Huntington Road, York, YO32 9PX
01904 768006
E: office@huntingtonparish.org.uk

Diocese of York

- Ven. Sam Rushton, Archdeacon of York, 1 New Lane, Huntington, YO32 1NU
01904 758241
- Rob Marshall, Diocesan Safeguarding Officer (DSO), Diocesan House, Aviator Court, Clifton Moor, York, YO30 4WJ, 01904 699524 / 07914 668907
E: safeguarding@yorkdiocese.org
- Sara Dickinson, Assistant DSO, address as above. 01904 699524 / 07521 433801
E: safeguarding@yorkdiocese.org

City of York Multi Agency Safeguarding Hub (MASH)

- T: 01904 551900
- E: mash@york.gov.uk
- Safeguarding Children Board and Local Authority Designated Officer (LADO)
01904 551783
E: lado@york.gov.uk
Outside office hours, at weekends and on public holidays contact the **emergency duty team** telephone: 0300 131 2131

Other

- In an emergency phone Police 999
- Thirtyone: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 Care and IT 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 & Children's 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 PSO, 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. The Parish Safeguarding Officer (PSO) is appointed by the PCC to assist in this task. The PSO, 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 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 (see 3.1) to ensure their suitability including a Criminal Records check from

the DBS. They will be given training, including safeguarding, and will be supervised and reviewed on a regular basis. Other associated national organisational groups, such as The Church Lads' and Church Lasses' Brigade, 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 PSO. Anyone observing questionable behaviour towards children should raise their concern with the PSO 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 'Thirtyone: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, PCC members and volunteers involved in work with young people are invited to make suggestions of ways in which it may be possible to further safeguard the welfare of children. The PSO initiates risk assessments with leaders in youth and children's work 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. If this is unexpectedly not possible, record details and notify the PSO. 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 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 Activity leaders should 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 If a child is joining a regular activity, their details should be added to the register and a permission form sent home to be completed and returned the next time they attend. No child should ever be taken on a trip away from the church site without a parental consent form for that event.

1.3.7 If an U11 attends worship unaccompanied by an adult, make sure they are looked after by a safer-recruited adult leader who should enquire whether a parent/carer knows where they are and endeavour to contact them.

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, make dated contemporaneous notes of the disclosure, without making a judgement on how plausible what you are hearing might be.

1.3.9 If a complaint is made about someone in the church, this must be referred to the PSO or Nominated Clergy who will take appropriate action by contacting the Diocesan Safeguarding Officer for advice (see page 4). If the complaint is about the PSO or clergy, the complainant may contact the Diocese or in an emergency the Police or LADO (see page 4).

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.

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. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

Online abuse / grooming / sexting. There is a continual rise in the use of the internet and social media to target, groom and abuse children. The downloading, keeping or distributing of indecent images of children are all classified as sexual offences. 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.

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.

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.

Spiritual Abuse

Spiritual abuse is when inappropriate expectations are imposed on children and young people, especially if it involves conveying to children in a bullying and fearful way the dire consequences of sinfulness. This is not to stilt the message of a loving and caring God who wants each of us to respond to His love. Instead allow reflection to consider carefully what is being taught and the freedom to make their own choice.

Radicalisation

Radicalisation is the process through which a person comes to believe, support or be involved in extremist ideologies. It can result in a person being pressured to do things that are illegal, or change their behaviour or beliefs.

Discriminatory Abuse

Discriminatory abuse includes forms of harassment, slurs or similar treatment, because of race, gender and gender identity, sexual orientation, age, disability or religion.

FGM (Female Genital Mutilation)

Female Genital Mutilation (FGM) is when a female's genitals are deliberately altered or removed for non-medical reasons. It is a form of violence against women and girls which is a criminal offence, and in the latter case it is child abuse.

2.2 What to do if abuse is suspected

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 PSO or Nominated Clergy. The PSO 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. Any individual may make direct referrals to child protection agencies or police (see page 4).

2.2.2 If the complaint is about the PSO and / or clergy the complainant may contact the Diocese or in an emergency the Police or LADO (see page 4).

2.3 Allegations of any form of Abuse

2.3.1 On receiving allegations of abuse of any kind the PSO will contact the Nominated Clergy initially. The PSO will record the facts as they are known and agree action in consultation with the DSO (see page 4). It may also be helpful to contact other organisations listed on page 4.

2.3.2 Under no circumstances will the PSO attempt to carry out any investigation into the allegations or suspicions of abuse. S/he will collect the precise details of the allegation or suspicions and forward this information to the agency which has legal responsibility to investigate.

2.3.3 The absence of either the PSO or Nominated Clergy should not delay referral to the Social Services Department or Police.

2.3.4 The PCC will support the PSO 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.

2.4 Responding to a Child at Disclosure

2.4.1 Make notes immediately and inform the PSO, Nominated Clergy or Social Services directly.

2.4.2 When immediate action is needed it is the responsibility of Social Services or the police to put into effect safety measures for the child(ren).

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. It is accepted that these people have spiritual needs which should be ministered to, but the prime responsibility is to protect children from harm. It is important to note that research has shown child sex offenders have major problems in breaking their patterns of sexual behaviour.

2.6.2 The research also 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 so it is vital to be diligent in resisting such assaults. While that diligence must include prayer and spiritual warfare, it is irresponsible if not to act to minimise risk to children and young people.

2.6.3 There are two areas which should be considered in order to combat assaults on 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, whether the abuse is recent or historical.

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
PSO
Youth and Childrens Leader
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 these 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 PSO 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 <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 the names of both 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 PSO if it relates to safeguarding or Dave Barker in case of an accident.

3.1.4 Within the process of normal group activities each leader should expect ongoing support in their role from the Youth & Children's Leader.

3.1.5 Each leader should complete a review form on an annual basis and submit it to the Youth & Children's Leader who will follow up any issues raised. The Youth and Children's Leader is also reviewed by a nominated member of the clergy.

Conclusion

The PCC takes seriously the issues raised in this paper and expects all members to play 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.