

## Kings Norton Team Parish

### Safeguarding Guidelines for Individual Workers

#### **You should:**

- treat all children and young people with respect and dignity;
- ensure that your own language, tone of voice and body language is respectful;
- always aim to work within sight of another adult;
- ensure another adult is informed if a child needs to be taken to the toilet; Toilet breaks should be organised for young children;
- ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern;
- respond warmly to a child who needs comforting, but make sure there are other adults around;
- if any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand;
- administer any necessary First Aid with others around;
- obtain consent for any photographs/videos to be taken, shown or displayed;
- record any concerning incidents and give the information to your group leader. Sign and date the record;
- always share concerns about a child or the behaviour of another worker with your group leader and/or the Parish Safeguarding Children Co-Ordinator / Incumbent.

#### **You should not:**

- initiate physical contact. Any necessary contact (e.g. for comfort, see above) should be initiated by the child;
- invade a child's privacy while washing or toileting;
- play rough physical or sexually provocative games;
- use any form of physical punishment;
- be sexually suggestive about or to a child even in fun;
- touch a child inappropriately or obtrusively;
- scapegoat, ridicule or reject a child, group or adult;
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- show favouritism to any one child or group;
- allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature;
- give lifts to children or young people on their own or on your own;
- smoke tobacco in the presence of children;

- drink alcohol when responsible for young people;
- share sleeping accommodation with children;
- invite a child to your home alone;
- arrange social occasions with children (other than family members) outside organised group occasions;
- allow unknown adults access to children. Visitors should always be accompanied by a known person;
- allow strangers to give children lifts.

## **Touch**

Church-sponsored groups and activities should provide a warm, nurturing environment for children and young people, while avoiding any inappropriate behaviour or the risk of allegations being made. Child abuse is harm of a very serious nature so that it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse. All volunteers must work with or within sight of another adult.

Very occasionally it may be necessary to restrain a child or young person who is harming her/himself or others.

Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded and the information given to the Parish Safeguarding Children Co-Ordinator and/or incumbent.

All physical contact should be an appropriate response to the child's needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

## **Additional guidelines for group leaders**

In addition to the above the group leader should:

- ensure any health and safety requirements are adhered to;
- undertake risk assessments with appropriate action taken and record kept;
- keep register and consent forms up to date;
- have an awareness, at all times, of what is taking place and who is present;
- create space for children to talk – either formally or informally;
- liaise with the Parish Safeguarding Children Co-Ordinator / Incumbent / Bishop's Adviser for Children's Ministry over good practice for safeguarding;
- always inform the Parish Safeguarding Children Co-Ordinator and/or Incumbent of any specific safeguarding concerns that arise. The Parish Safeguarding Children Co-Ordinator or Incumbent should liaise with the Bishop's Safeguarding Children Adviser;
- liaise with the Church Council.