

# Guidance for Youth and Children's Helpers



St Andrew's and All Saints  
Partnering with God  
in the flourishing of our communities



Thank you for volunteering to help with the children's and young people's work at St Andrew's and All Saints.

Every child is precious to God and part of our role is to demonstrate the love of God by protecting them from harm. You are precious to God too and part of Safeguarding is making sure you are equipped and protected. That is why Safeguarding is so important.

If you are 16 or over you will be expected to complete a DBS check every three years. After completion of your initial check through the Diocese, you will be asked to complete the online Basic Awareness and Foundation Level safeguarding training. You are then required to renew the Foundation level training every three years.

Whistleblowing: Safeguarding involves the whole of church life. If you have any concerns about anything, don't keep quiet. Talk to someone in leadership. Neither silence nor gossiping are acceptable alternatives.

The welfare of the child or young person is at all times paramount and takes precedence over all other considerations.

Safeguarding is part of our core faith and an integral feature of Christian life in our parish churches.

With regard to Safeguarding Policy and Guidelines a child is anyone aged under 18.

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## ABUSE AND DISCLOSURE

### **Responsibility**

**If you are concerned or suspect abuse, speak up.**

The church and all its appointed children's and youth workers are committed to the protection of children from any form of abuse.

Remember:

**Recognise**

**Respond**

**Record**

**Report**



## ABUSE AND DISCLOSURE

If you have any safeguarding concerns about a child or young person, share them with the Youth Leader, the Rector or the Parish Safeguarding Officer.

### What is abuse?

The abuse of children can take many forms. They have the same right to protection regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. Children and young people from minority ethnic groups and those with disabilities (physical, sensory and/or learning difficulties) are especially vulnerable and need special care and protection.

Forms of abuse include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Domestic Abuse
- Sexual Exploitation
- Bullying and Cyberbullying
- Online Abuse
- Electronic Images
- Spiritual abuse



## WORKING SAFELY

- **Privacy**
- **Photos and Videos**
- **Supervision**
- **Communication**
- **One to One Meetings**
- **Actions**
- **Teamwork**

### **Privacy**

#### **Toilets**

Respect a child's right to personal privacy. Where possible when taking children to the toilet, wait outside and remain visible to others.

Inform another adult if it is necessary to go in.

#### **Photos & Videos**

Photos & videos including children and young people under 18 years of age should only be taken by the Youth Ministry Leader, the Children and Families Worker, the incumbent or curate, or someone designated by them to take photos on their behalf. A personal mobile phone should not be used.

#### **Accountability: Supervision**

You should never be alone with a child where there is little or no opportunity of the activity being observed by others. Never leave anyone else in that situation either.

#### **Communication**

Any one-to-one communication with a young person should be conducted through a messaging service e.g .text message or email, so that there is a clear audit trail of the conversation.

#### **One-to-one Meetings**

If a child or young person needs pastoral support that requires one-to-one meetings, please refer your concern to your team leader.





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### **Integrity**

**Would I do or say this if the parent was watching?**

#### **Actions**

Remember that someone else might misinterpret your actions, no matter how well intentioned.

Make sure that physical contact is appropriate. You may allow a child to hug you - but don't prolong it.

Be mindful of your body language.

Treat all individuals with respect and dignity.

You should behave and dress in a manner appropriate to the role.

Don't:

- make suggestive remarks or gestures
- use physical punishment
- scapegoat, ridicule or reject
- show favouritism
- give or receive presents other than small tokens of appreciation or ones given through official channels

#### **Teamwork**

We are working as a team together. Encourage and support each other. If you see a member of staff or volunteer acting in a way that is inappropriate or might be misconstrued, speak to them or to the Youth Leader or Children and Families Worker. Allow others to speak to you in the same way.



## WORKING SAFELY

### Use of:

- **Mobile Phones**
- **Email**
- **Social Media**
- **Video Conferencing**

## Use of Mobile Phones, Email, Social Media and Video Conferencing

For many, especially young people, using media is an extension of physical face to face relationships. It is therefore important that we also engage with our community through these platforms. This must be done safely to avoid the risk of:

- forming inappropriate relationships.
- saying things you should not, such as offensive, sexual or suggestive comments.
- blurring the boundaries between public work/ ministry and your private life.
- grooming and impersonation.
- bullying and harassment.

### Mobile Phones:

Volunteers may use their own phone and social media profiles in accordance with this guidance and guidance on the Safeguarding Guidelines issued to all people working with children, young people or vulnerable adults.

Texts that raise concerns should be saved and passed on to a line manager/ supervisor or approved third party within the organisation. Such conversations should be discussed as soon as possible.



## WORKING SAFELY

### Use of:

- **Mobile Phones**
- **Email**
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- **Video Conferencing**

### **Email and Instant Messenger:**

Be aware of who has access to computers, or other devices, used for communication between workers/leaders and young people or vulnerable adults.

There should be a 'curfew' on instant messenger communication and this should only take place during normal working hours, no later than 9pm.

Workers/leaders need to log and save all conversations and regularly review these with their line manager/supervisor.

Make sure that young people and vulnerable adults know that line managers/supervisors have access to the conversations.

Voice messenger conversations should be conducted in public so that other people are aware of what the worker/leader is doing and to whom they are speaking.

### **Video Conferencing with children or young people**

This should always be set up and overseen by a leader. Helpers should follow the leader's guidance at all times.



## Social Media & Young People

It is recommended that:

- If a worker/leader expects to communicate with young people in the group via email, messenger, social networking sites (e.g. Facebook) or texting, written permission from the young person's parents/guardians should be given.
- One-to-one communication between a worker/leader and a young person should normally be avoided: all communication should be in a page or group context.
- Clear and unambiguous language should be used in all communications. Avoid abbreviations that could be misinterpreted.
- Do not seek to add (Facebook) or follow (Instagram) a young person under 18 on social media.
- If a young person chooses to add (Facebook) or follow (Instagram) your personal profile it is your choice to accept this request. Please consider your boundaries, the vulnerability of that person, and the content of your profile carefully – remember you are a role model and leader who represents St Andrew's and All Saints.
- Never “stalk” a young person on social media (i.e. dig through their personal pages for information).

Further details can be found in our 'Use of Social Media with Children and Vulnerable Adults Policy'.



## WORKING SAFELY

### Use of:

- Mobile Phones
- Email
- Social Media
- Video Conferencing



## WORKING SAFELY

### Safety:

- Potential Danger
- Fire
- Transport
- Additional Needs
- First Aid
- Offsite and Overnight Activities

## Safety

### Potential Danger

Faulty equipment should be taken out of use and given to the group leader for action.

Any accidents, incidents or near misses should be reported using an accident report form.

### Fire

Helpers should make themselves aware of fire exits, fire equipment and fire exiting procedures.

### Transport

Parental permission must always be sought for youth or children to be given a lift.

As far as possible have more than one adult, or more than one child, in the vehicle.

The young people should sit in the back of the car.

Those transporting young people must have a clean licence. Paid staff must have car insurance for Business use and be over 21.



## Safety continued

### Additional Needs

At St Andrew's and All Saints we welcome everyone. Reasonable adjustments should be made where necessary to ensure that everyone can participate as fully as they desire. In some cases this may require extra risk assessments and support. If you believe that a child or young person needs one-to-one support to participate effectively, discuss the situation with your team leader.

### First Aid

If possible, First aid should only be administered by approved trained first aiders and in a visible place. A record of any first aid administered should be kept using an accident report form.

### Off-site and overnight activities (excluding local use of the common on foot)

When working off-site you should be aware of the site's own Safeguarding, Health and Safety and First Aid policies (e.g. in Schools or at Festivals).

For overnight events, appropriate segregation of the sexes for sleeping must be maintained.

## WORKING SAFELY

### Safety:

- Potential Danger
- Fire
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- Additional Needs
- First Aid
- Offsite and Overnight Activities

# Contact Information

## Church Contacts

Children and Families Ministry Leader: Helen Attree, Tel: 07775 735668

Youth Ministry Leader: Nathan Shipton, Tel: 07453 091456

Team Rector: Dave Bruce, Tel: 01684 565490

Parish Safeguarding Officer: Val Fane, Tel: 01684 566601

## Worcester Diocese

Diocesan Safeguarding Team:

email: [safeguardingadvice@cofe-worcester.org.uk](mailto:safeguardingadvice@cofe-worcester.org.uk)

## In emergency

Worcestershire Social Care – Children: 01905 822666

Out of Hours: 01905 768020

simplifying IT

All relevant policies are available on our church website: [www.chaseteam.org/safeguarding/](http://www.chaseteam.org/safeguarding/).

