

The Indian (Malankara) Orthodox Church
Diocese of UK- Europe & Africa

Safe Guarding Children & Adults

Policy Document

2022

Safeguarding Children, Young People & Adults Operational Policy

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Contents

| | Contents | Page Number |
|-------|--|--------------------|
| 1.1 | Foreword by the Bishop of UK, Europe and Africa | 3 |
| 1.2 | Introduction | 4 |
| 1.2.1 | Policy Statement | 4 |
| 1.2.2 | Purpose | 4 |
| 1.2.3 | Equality Statement | 5 |
| 1.2.4 | Legal Framework | 5 |
| 2.1.1 | Safeguarding Children Definition | 5 |
| 2.1.2 | Why is safeguarding important | 6 |
| 2.1.3 | How might children be harmed | 6 |
| 2.1.4 | Who might harm a child? | 7 |
| 2.1.5 | What is the impact on children? | 7 |
| 2.2 | Categories and definitions of abuse | 7,8,9 |
| 2.2.5 | Why children don't tell and adults don't act | 9 |
| 2.3 | Procedures to follow if there is a concern about a child | 10,11 |
| 2.4 | Safeguarding responsibilities | 12,13 |
| 2.4.4 | UK Diocese Church Managing Committee (CMC) | 13 |
| 2.4.5 | Code of safer working practice | 14 |
| 2.5 | Safeguarding Roles | 15 |
| 2.6 | Selecting, Recruiting and Supporting Workers | 15,16 |
| 2.7 | Good practice in Safeguarding Children and Young People | 16,17 |
| 2.8 | Contact Addresses and References | 18 |
| 3.0 | First Aid Guidance | 18,19,20 |
| 4.0 | Off Site Visits | 20-25 |
| 5.0 | Safe Guarding Form | 26-30 |

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1. Foreword by the Bishop of UK- Europe and Africa

2. Introduction

The Diocese UK–Europe and Africa of the Indian (Malankara) Orthodox Church is committed to safeguard and promote a safe environment for all those who gather to worship in our premises.

Section 11 of the children’s act 2004(1) / Safeguarding vulnerable groups Act 2006 and the protection of Freedom Bill places a statutory duty on organisations and individual to safeguard and promote the welfare of children. This policy sets out the key operational arrangements for safeguarding and promoting welfare of children, young people and adults at risk and preventing people who are deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work. This policy is exclusively compiled for the UK region (England, Wales, Scotland and Northern Ireland) of the Diocese of UK-Europe and Africa.

The Diocese of Indian Orthodox Church UK- Europe and Africa are committed to ensure a safe, nurturing environment for all who gather to worship. Abuse in any form or shape is totally unacceptable and we will work together to prevent any form of abuse from happening.

As a Diocese,

- We commit ourselves to nurture, protect and safeguard all our members, particularly children, young people and adults at risk.
- We recognise that safeguarding is the responsibility of the whole church community. We undertake to exercise proper care in the selection, appointment, training and support of those working in a paid or voluntary position with children or adults at risk, including the use of criminal records disclosures and making appropriate referrals to the Independent Safeguarding authority.

- We will respond without delay to concerns or allegations that a child or adult at risk may have been harmed, cooperating with the police and social care services in any investigation.
- We will challenge any abuse of power by anyone in a position of trust.
- We will seek to offer pastoral care and support to anyone who has suffered abuse, developing with them an appropriate healing ministry.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member /clergy of our church community known to have offended against a child, young person or adult at risk.
- We will ensure our Child Safeguarding Practice Review Panel will regard any guidance given by the Secretary of State in connection with its with its functions (section 16K of the Children Act 2004, as amended by the Children and Social Work Act 2017)
- **1.2.2 Purpose**

The Purpose of this document is to ensure that all involved with children and vulnerable adult are aware of:

- Their individual responsibilities in relation to the safeguarding of children, young people & vulnerable adults at risk.
- The Processes/framework in place that ensures when a concern is raised about a child, young adult or adult's at risk when gathering for worship in our premises/parishes.
- The requirements and procedures of recruiting and undertaking DBS checks for persons involved with children, young people and adults at risk.
- Necessary training available for persons involved with Children, young people & adults at risk.

1.2.3 Equality statement

The Diocese of Indian Orthodox Church UK, Europe and Africa are committed to ensure that all children and young people have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity (The UN Convention on the Rights of the Child 1989).

We are committed to anti-discriminatory practice and we recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.

1.2.4 Legal Framework

This Framework is drawn up from the basis of law and guidance that seeks to protect children namely,

- Children's act 2004
- Section 16B(7) of the Children Act 2004, as amended by the Children and Social Work Act 2017, states that the Child Safeguarding Practice Review Panel must have regard to any guidance given by the Secretary of State in connection with its functions according to the UN Convention on the Rights of the Child (1989)

- Working Together to Safeguard Children (2010)
- Safeguarding vulnerable groups Act 2006
- HM Government Rehabilitation of Offenders Act 1974
- The Care Act 2014 (Act in relation to safeguarding adults).
- National action plan to tackle child abuse linked to faith or belief

Safeguarding in the Diocese of UK-Europe and Africa- UK Region policy document: Chapter Two

2. Safeguarding Children and Young People

The safeguarding of children and adults is an integral part of the life and ministry of the church. This safeguarding children and young people policy sits together with the safeguarding adults 'policy. This policy is drawn from the policy for safeguarding children in the Church of England, Protecting all God's Children 2010 (4th edition).

It provides the basis for ensuring that within our diocese we provide the safest possible environment to enable our children to grow and flourish.

It represents therefore the Diocese of UK-Europe and Africa- UK Region commitment to safeguarding children and young people and reflects our policy statement and guiding principles.

The Diocese believes that the welfare of the child is paramount and that all children should be protected from harm or abuse.

To do so we will work in partnership with children, parents, carers and other agencies to promote and safeguard the welfare of our children.

2.1 Child protection and child abuse

2.1.1 What is safeguarding?

Safeguarding is the broader activities through which we are vigilant and responsive to promoting the welfare of our children and young people.

The primary concept in safeguarding is recognising and responding to the potential significant harm of children.

Significant harm is any single or multiple maltreatment or impairment to the health and development of a child and is determined by careful assessment.

2.1.2 Why is safeguarding important?

For too long children have died or been abused at the hands of those who should have protected them.

Therefore the work of safeguarding children and young people is now guided by a significant body of legislation and policy (The UN Convention on the Rights of the Child (1989). They serve to reinforce the importance of this work and the basis from which we should be operating.

The UN Convention on the Rights of the Child (1989) challenges us to take measures to protect children from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse.

Within England this is reflected in the Children Act 1989 which provides the statutory powers for the Local Authority to investigate and intervene where there are concerns for significant harm to a child.

More specifically, statutory and voluntary organisations are guided by Working Together to Safeguard Children (2010), HM Government, which provides specific guidance for faith organisations.

This policy has been developed in accordance with this legislation.

2.1.3 How might children be harmed?

Children can be harmed in many ways. Maltreatment of a child occurs where: their health, physical, emotional, intellectual, sexual, spiritual or social development is damaged by other people.

All abuse is a betrayal of trust and a misuse of relationships and power.

Church communities must be particularly vigilant to identify the inappropriate use of any religious belief or practice which may harm somebody spiritually, emotionally or physically.

Abuse can be an act of commission, such as sexual abuse, or omission, such as neglect or failure to protect.

Child abuse affects girls, boys, transgenders, babies and young people of all ages up to 18, including children with learning difficulties, children with physical disabilities and children from all kinds of family background.

It occurs in all cultures, religions and classes.

Digital technology such as the internet and mobile phones are being increasingly used as a medium for abuse.

Amongst their peers children may experience 'sexting' or be enticed to have taken or send explicit photographs of themselves.

With adults it may also take the form of the production and distribution of photos or video displaying abusive images of children. Children can be entrapped by these practices.

2.1.4 Who might harm a child?

Children may be abused in a family or in an institutional or community setting, by those known to them, or, more rarely, by a stranger.

They may be abused by an adult or adults, or by another child or children, including bullying and abuse through the use of digital technology and internet based social media.

Someone may abuse or neglect a child by inflicting harm or by failing to act to prevent harm.

Most child abuse is perpetrated by an adult, who is well known to the child, often a family member.

Such trusted adults may be in the child's community; they may be trusted professionals, Clergies, leaders or members of a child's Parish/ Church.

2.1.5 What is the impact on children?

Child abuse can result in a child suffering significant harm and the need for court proceedings to safeguard their welfare.

Abuse prevents children from achieving their full potential and undermines their dignity and rights.

The harm it causes will affect children both while it is happening and in later life.

It can be educational, emotional, psychological and relational. Historic accounts are therefore to be responded to with the same diligence.

When abuse occurs within the context of the Church or by a Christian, it may affect the person's faith and spiritual development.

Children may suffer both directly and indirectly if they live in households where there is domestic violence.

Domestic violence includes any incident of threatening behaviour, violence or abuse between adults or young people, who are or who have been intimate partners, family members or extended family members, regardless of gender and sexuality.

If there is domestic violence it is now accepted that there will always be at least emotional abuse of any children in the household, and there may also be direct abuse of them.

2.2 Categories and definitions of abuse

There are four categories of abuse described in Working Together to Safeguard Children 2010, from which the following definitions are taken.

2.2.1 Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child.

2.2.2 Sexual abuse

Child sexual exploitation abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

2.2.3 Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

Provide adequate food, clothing and shelter (including exclusion from home or abandonment).

- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care-givers).
- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

2.2.4 Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child which causes severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or ridiculing what they say or how they communicate.

Emotional abuse may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's developmental capability, as well as over-protection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

These may also include forceful or compelling act or intuition to follow certain rules or customs that may affect the physical or mental health of a child.

It may also involve: seeing or hearing the ill-treatment of another, for example in domestic violence situations; serious bullying (including grooming, cyber-bullying); causing children frequently to feel frightened or in danger; exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child but it may occur as the sole or main form of abuse.

2.2.5 Why children don't tell and adults don't act

It is commonly believed that a child or young person would resist abuse at all costs or immediately tell a trusted adult.

In fact children often need to overcome a number of barriers which may be emotional or intellectual but are very real for them.

Children and young people often don't tell because they:

- Are scared because they have been threatened.

- Believe they will be taken away from home and put in care.
- Believe they are to blame.
- Think it is what happens to all children.
- Feel embarrassed and guilty.
- Don't want the abuser to get into trouble.
- Have communication or learning difficulties.
- May not have the vocabulary to explain what happened.
- Are afraid they won't be believed.

All of us have a natural revulsion upon hearing someone has maltreated a child and must resist our inclination to dismiss it's possible truth in favour of a more comfortable rationale.

The reasons adults do not share their concerns may be because we:

- Find it hard to believe what we are seeing or hearing.
- Cannot believe the suspicion that may be about someone we know.
- Fear we might 'get it wrong' or make it worse.
- Fear the consequences of getting it wrong – for the child, young person or vulnerable adult, their family and/or for ourselves.
- Simply 'don't want to be involved'.
- Believe we do not have the information on what to do or who to contact.

2.3 Procedures to follow if there is a concern about a child

2.3.1 What to do with disclosures and concerns?

- Concerns about a child or young person may present themselves in a number of ways.
- The flow chart below will guide the response in specific situations.

The core actions that should always be taken are:

- Take any emergency action needed to alleviate any immediate risk to life or limb.
- Discuss your concerns with your Parish Safeguarding Officer.
- Make a brief factual note of what you have seen, heard or become concerned about (within an hour when possible).
- Listen, don't ask any leading questions.
- Ensure safeguarding action is taken.

All situations of actual or suspected child abuse should be reported without delay (within 24 hours) to the Diocese Safeguarding Team and their advice shall be sought.

Making a referral to Children's Social Care

If it is agreed that a referral should be made to your local Social Care office, this will normally be done by the Parish priest(Vicar)/Trustee(Treasurer)/Secretary, Parish Safeguarding Officer or a member of the Diocesan Safeguarding Team (DST).

The following points should be kept in mind:

- Give the social worker as much detail as possible: descriptions, dates, times, and what was actually said.
- Distinguish between fact and opinion and between what you have seen and what others have told you.
- Follow up your contact with the children's social care by a letter confirming what you have said to them (within 24 hours).
- Keep a record.
- Be prepared to have further discussions with the social services and / or a police investigation team
- Continue to support the child.
- You may need support for yourself - from others in the parish who know what is happening or from your Vicar.

2.3.2 Allegations against church officers

The guidance below relates to circumstances where it is alleged that a church officer has:

- Behaved in a way that has harmed, or may have harmed, a child.
- Possibly committed a criminal offence against, or related to, a child.
- Behaved in a way that indicates that he or she is unsuitable to work with children.

Where there are concerns for the behaviour of or allegations against a church worker these should be directed immediately to the Church Safeguarding Officer who will confirm the appropriate next action.

These concerns will be addressed drawing on the relevant policy procedures guiding paid and voluntary workers by the Church / [Parish safeguarding officer.

This may involve: providing advice, supervision and training, the use of disciplinary and statutory processes or a combination of these.

In England, any allegation against those working with children must be reported to the Local Authority Designated Officer (LADO) where any of the three circumstances identified above exists.

This is a useful means of consultation as the LADO will advise if the situation meets the criteria and contains sufficient information to proceed and will provide support throughout the process.

2.3.3 Caring for those who may or have harmed children

For the purpose of work with children or adults at risk, no offence is considered spent under the Rehabilitation of Offenders Act 1974.

It is the policy of The Indian Orthodox Church, Diocese of UK-Europe and Africa that all people with positive criminal records checks should undergo a risk assessment proportionate to their role and the matters disclosed.

Old, minor and unrelated offences will not prohibit otherwise suitable people from working with children.

The Diocesan Safeguarding Team should always be involved in this.

As well as people with cautions and convictions against children there are others whose behaviour may be considered to pose a risk to children.

A protocol for 'Managing Offenders' should be completed for those with cautions or convictions.

A 'Covenant of Care' agreement should be completed with those who may potentially present a risk to children even where they have not been cautioned or convicted of an offence.

2.3.4 Why should the Church be concerned?

Research from the Lucy Faithful Foundation has indicated that a higher proportion of convicted offenders against children may be found in church congregations than in the population generally.

It is therefore probable that congregations will have people who have abused children among their worshippers, some of whom will be known.

Not all will have committed sexual offences; some will have been guilty of neglect, physical or emotional abuse. They may still present a risk to children.

The Church is a community of sinners being forgiven, and has a duty to minister to all people.

This imposes a particular responsibility to not place people in the way of temptation, and not to compromise the safety of children.

2.4 Safeguarding responsibilities

Safeguarding is a shared responsibility and most effectively undertaken when all are working within their clear roles and responsibilities.

Within the Diocese of UK, Europe Africa, safeguarding responsibilities are held by the Diocese, Diocesan Councils (DC) and in the Episcopal Areas, the Diocesan Metropolitan (The Bishop.)

At Parish level, safe guarding responsibility is held by Parish Managing committee, Vicar and named safe guarding officer for the parish.

2.4.1 Safeguarding Children, Young People and Vulnerable Adults

The safeguarding of children and adults is an integral part of the life and ministry of the church.

This safeguarding children and young people policy sits together with the safeguarding adults 'policy.

This policy is drawn from the policy for safeguarding children in the Church of England, Protecting All God's Children 2010.

It provides the basis for ensuring that within our diocese we provide the safest possible environment to enable our children to grow and flourish.

It represents therefore the Diocese of UK-Europe and Africa (UK Region) commitment to safeguarding children and young people and reflects our policy statement and guiding principles.

The Diocese believes that the welfare of the child is paramount and that all children should be protected from harm or abuse.

To do so we will work in partnership with children, parents, carers and other agencies to promote and safeguard the welfare of our children.

2.4.2 Diocese of Indian Orthodox Church, UK- Europe and Africa

In line with Diocesan Council guidance the Diocese has:

- Adopted this policy in line with the Church of England's national House of Bishops' safeguarding children policy (Protecting All God's Children, 2010).
- Provided a structure to manage safeguarding in the Diocese.
- Established a Diocesan Safeguarding Team (DST) to coordinate the management of all aspects of safeguarding.
- Provided a code of 'Safer Working Practice' for all in the Diocese to follow.
- Ensured the appointment of Episcopal Area Safeguarding Coordinators.
- Ensured safeguarding training and development opportunities are available to all.

2.4.3 Episcopal Areas

Metropolitans (Bishops) hold area responsibility for safeguarding on behalf of the Diocese.

This responsibility is to ensure that it is carried out in accordance with the safe guarding policies of the Diocese of UK-Europe and Africa and the Diocesan Council guidance.

Episcopal Areas therefore play a key role in ensuring that safeguarding is consistently and appropriately undertaken.

To that end their role is to:

- Coordinate, with the Diocesan Safeguarding Team, the management of safeguarding across the Area.
- Ensure the proper flow of safeguarding information to and from the Diocesan Safeguarding Team.

- Ensure that the code of safer working practice is being followed across the Area.
- Identify and support training needs and promote good practice in safeguarding across the Area.

2.4.4 Parish Managing Committee (PMC)

Parish Managing Committee play a core role within our worshipping communities.

Their influence and good management of safeguarding is fundamental in keeping all within our churches safe.

Each parish should therefore:

- Formally adopt and implement the Diocesan joint policy for safeguarding children, young people and adults at risk 'Safeguarding in the Diocese of UK-Europe and Africa (UK region)' and the associated procedures provided by the Diocese.
- Parish Managing Committee are strongly advised not to amend the suggested Policy Statement provided.
- Where helpful, Parish Guidelines which implement your adopted policy may be developed and appended.
- One copy of this policy statement should be kept with the PMC minutes, another copy sent to the Diocesan Safeguarding Team and one copy displayed prominently in the Parish Notice Board.
- Appoint at least one Parish Safeguarding Officer to work with the parish priest and the PMC to implement the policy and procedures.
- The Parish Safeguarding Officer should attend the PMC at least twice a year.
- Safeguarding should be on the agenda at the first PMC meeting held after the Annual General Body meeting
- Appoint a person, who should be different from the Parish Safeguarding Officer, to be a Children's Champion. This should be someone children know they could talk to about any problems, if they so wish
- Display in church premises where children's activities take place, the contact details of the Parish Safeguarding Officer and Children's Champion with, 'Child line' **0800 1111** and 'Parent line Plus' **0808 800 2222** and NSPCC Helpline **0808 800 5000** numbers
- Ensure that all those authorised to work with children are appropriately recruited according to safer recruitment practice and are trained and supported
- Ensure that there is appropriate insurance cover for all activities which involve children undertaken in the name of the parish
- Ensure all those hiring church premises undertake to fulfil their safeguarding responsibilities towards children young people and vulnerable adults

- Review the implementation in the parish of the safeguarding children policy, procedures and good practice, at least annually.
- The report should be presented to the PMC by the Parish Safeguarding Officer.
- Where working within Local Ecumenical Partnerships (LEPs), agree which denomination or organisation's safeguarding children policy to follow, including where to seek advice in urgent situations. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership
- In the event of a specific safeguarding concern, ensure that all the LEP partners are also notified.

2.4.5 Code of safer working practice

This code is provided for all those across the diocese to follow in working with children, young people and adults at risk.

The code represents the behaviours which constitute safe practice. As such it will assist those working with children and adults at risk to do so safely and responsibly enabling each to monitor their own standards of integrity and good practice.

You should:

- Treat all children, young people and adults with respect and dignity, keeping your own language, attitude and body language respectful.
- Actively communicate with children, young people and adults at risk and involve them in planning and running activities where possible.
- Avoid being alone with a child and always aim to work within sight of another adult and keep others aware of your actions.
- Develop a culture where workers, children and adults at risk feel comfortable to point out inappropriate attitudes and behaviour in each other.
- Make it plain who someone can speak to about a personal concern, and be proactive in addressing concerns and allegations.
- Never use illicit drugs or alcohol when responsible for a child or adult at risk.
- Keep physical contact specific to the needs of the activity and always seek permission first.
- Obtain consent for any photographs/videos to be taken, shown or displayed.
- Never use rough play, sexually provocative words and games or any forms of physical punishment.
- Never scapegoat, ridicule or reject a child, group or adult or allow others to do so.
- Avoid showing favoritism to any one child, adult or group or doing anything to reinforce their infatuations towards you.

- Never give lifts to children or young people on their own or on your own or allow unknown adult's access to children.
- Never share sleeping accommodation with children or invite them to your home alone.
- Always operate within the Diocesan principles, procedures and guidelines, clarifying these when.

The above set clear expectations of behaviour and codes of practice which serve to reduce the incidence of positions of trusts being abused or misused. More detailed guidance on safe working practices such as when to gain consent, working with and transporting children, can be found in section 4.

2.5 Safeguarding Roles

Below are details of the Parish Safeguarding Officer and the Diocesan Safeguarding Officer.

2.5.1 Diocesan Safeguarding Officer

The Diocesan Safeguarding Officer is a member of the Diocesan Safeguarding Team (DST). Their role is to coordinate all the mechanisms for safeguarding practice across the Diocese through the provision of specialist advice, support, administration and monitoring.

2.5.2 Parish Safeguarding Officer

- The Parish Safeguarding Officer is responsible for ensuring the coordination of any concerns about a child, or the behaviour of an adult working with children.
- Their role is to ensure that these are appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Team.
- They should attend the Parish Managing Committee at least twice a year and work with them to ensure the proper implementation of the safeguarding policy.

Where the Parish Safeguarding Officer becomes aware of a suspicion or concern about abuse the following steps should be followed:

- If the child is in immediate need of medical treatment or protection, contact the ambulance service or the police (very few situations will fall into this category)
- Inform the vicar/priest-in-charge (unless there is a valid reason not to)
- Inform the Diocesan Safeguarding Team within 24 hours.

This will allow you to discuss your concerns with someone experienced, and seek advice and guidance to agree the most appropriate action to take in the best interests of the child and in line with the Child Protection policies and procedures.

The Local Children's Social Care Department and the NSPCC are available for consultation on concerns.

2.6 Selecting, Recruiting and Supporting Workers

Safer recruitment practices form part of a network of checks and balances which will minimise the possibility of appointing inappropriate individuals to work with vulnerable groups.

They are one of the four elements of 'safe care' practice, which are:

- Effective, clear appointment/recruitment procedures and practices
- Explicit and shared standards
- Clear, reliable supervision arrangements
- Access to appropriate training opportunities

Appointments to all roles should be in line with the Policies and Safeguarding Guidelines relating to Indian Orthodox Church, Diocese of UK-Europe and Africa.

Each appointment to a paid or voluntary post should be subject to a recruitment process, vetting checks and a mandatory six month probationary period.

Good appointment and support processes will therefore include:

- Clarity about what the post involves and the kind of person to occupy it
- Completion of confidential declaration forms enabling information to be openly explored.
- Consistent interviewing and assessment methods, where identity is verified.
- Using references to ascertain a person's suitability for the role.
- Checking and rechecking regularly that the individual is suitable to work with vulnerable people.
- Clear and thorough risk assessment to enable "safe" appointments to be made.
- Using the safeguarding declaration and codes of conduct to guide best practice.
- Provision of appropriate means of induction, supervision, training and support
- Ensure valid DBS (Disclosure and Barring Service) clearance of the person.

Those appointing should use the recruitment process as an opportunity to satisfy themselves that the person has the personality, experience and integrity for the work.

It is recommended that volunteers are not appointed to children's work until they have been regular members of the congregation for a sufficient length of time for them to become known and trusted by the wider church community.

More information on the safer recruiting can be found in section 4.

2.7 Good practice in Safeguarding Children and Young People

The following areas are included as being specifically relevant and useful to safeguarding children and young people's activities.

Further useful information can also found in Section 4, Additional Information.

2.7.1 Working with children and young people

The Holy Episcopal Synod policy on child protection requires all clergy and lay people (including volunteers) to maintain the highest professional standards in their work and relationships with children.

The Diocese has adopted a set of Guiding Principles and a Code of Safer Working Practice which are intended to serve to keep children and young people safe from harm and adults protected from false allegations or temptation.

We ask all to agree to abide by these.

2.7.2 Supervision and training

The Parish Managing Committee (PMC) should make sure that paid staff and volunteers have the opportunity to meet together regularly to discuss any concerns, and to receive support and be helped to review their work.

Supervision is the formal reviewing and planning of the work of employees and volunteers. Supervisors are responsible for making the work purposeful and focused.

Training is the on-going activity of learning for the purpose of carrying out one's responsibilities well and to the required standard.

All those working with children and young people should attend safeguarding training.

A programme of learning opportunities is annually provided via the Diocesan website.

2.7.3 Openness and accountability

Children and young people are best protected within environments and relationships that are trusting and open.

This can be achieved by colleagues supporting each other to keep their practice within the Diocesan 'Code of Safer Working', and acting without delay on behaviour that puts a worker or vulnerable person at risk.

2.7.4 Confidentiality and information sharing

The highest level of confidentiality should be maintained at all times in relationships with both adults at risk and children.

Concerns about abuse and maltreatment however, must not be kept secret or deemed confidential.

Where a child is suffering or likely to suffer harm information must be shared promptly in order to protect the child (advice sought / matter reported within 24 hours).

Research and experience affirm that keeping such secrets 'confidential' enables the abuse and its harm to continue and only serves to protect the abuser.

2.7.5 The hire of church premises

The welfare of children and young people is with those responsible for their care.

Where external organisations are using church premises, hire arrangements must make it clear and agreed that the organisations are to abide by the Diocesan Council safeguarding policy.

A copy of the policy to be used should be attached to the hire agreement.

Where and when a Parish hire external premises to conduct services or any other activities which involves Children, Young People and or Vulnerable adults, the landlord and hirers shall exchange the safeguarding policies of both the parties and agree to acknowledge that this has been seen and will be adhered too.

Hirers should be asked to sign a copy of the parish safeguarding policy, even when the organisation have their own, to acknowledge that this has been seen and will be adhered too.

2.7.6 Consent

It is important to ensure that children and young people can make an informed choice about whether to be involved in specific church activities.

This can be done by sending the children and young people a briefing document or meeting with them before the event / activity and talking them through what it involves.

Children and young people should be given the option at any time before or during an event or activity to say if they feel unhappy or uncomfortable with what is happening and they must be listened to.

Parental consent must be obtained for all children and young people up to the age of 18 years, unless they are 16 years or over and living and working independently to their parents/ guardians and are not part of the looked after system where the local authority should then be approached.

2.8 Contact Addresses and References

It is strongly recommended that a local contact sheet is developed.

A generic contact list template for this can be found in Section 5, Forms and Templates.

This should be updated annually by the Parish Safeguarding Officer and a copy sent to the Diocesan Safeguarding Officer.

3.0 First Aid guidance

It is advisable for all those working with children, young people or adults at risk to have a basic understanding of first aid.

One leader in each group should also have a current recognised First Aid qualification provided by agencies such as the British Red Cross or St John's Ambulance Brigade – some local authorities also offer these courses.

All Parishes should delegate a team of First Aiders duly trained and qualified to undertake First Aid.

A copy of the certificate issued should be held by the parish office.

In all the Parishes, there should also be a First Aid Box which is regularly checked to ensure that it contains everything it should. It should be easily identified within the meeting space and not in a cupboard.

Nearest Hospital contact details and address shall be displayed in all the premises.

St John Ambulance – www.sja.org.uk

3.1 First Aid Kits

The following is a list of suggested contents:

- 4 x HSE Medium (12x12cm) dressing in sterile plastic wrapping
 - 1 x HSE Large (18x18cm) dressing in sterile plastic wrapping
 - 2 x Non-woven Disposable Triangular Bandage (90x90x127cm)
 - 2 x No. 16 Eye Pad in sterile plastic wrapping
 - 4 x assorted pack of ten wash proof plasters
 - 1 x pack of ten individually wrapped antibacterial wipes impregnated with Certified (Alcohol free)
 - 1 x Micro porous Tape (1.25cm x 10m)
 - 6 x SJS Nitrile Powder Free examination gloves
 - 2 x Finger Dressings (3.5x3.5cm) in sterile plastic wrapping.
 - 1 x Revive Aid face shield with a one-way valve.
 - 1 x small (35.5 x 45.5cm) clinical waste Bag
 - 1 x Disposable Heat Retaining Blanket - metalized polyester film (210 x 160cm)
 - 4 x Pack of (25 x 20ml) Eye Wash Phials
 - 1 x Burn shield dressings (10x10cm) each containing Hydrogel which is nontoxic and non-irritant.
 - 1 x Heavy duty Tuff-Cut scissors
- An accident report book with forms

3.2 Serious Accidents

If a child, young person or adult at risk suffers any injury that appears to be serious, you must contact the emergency services immediately by dialling 999 or 111.

Appropriate first aid should be given (preferably by the qualified first aider) until help arrives, following any instructions given over the telephone when applicable.

If a child/young person/adult has been injured, their parents/carers must be contacted as soon as possible.

Record the details in the accident book at the earliest opportunity (within an hour).

3.3 Minor Accidents

If basic first aid needs to be administered to a vulnerable person, a second adult should be present where possible.

If this isn't possible, another adult must be aware of what you are doing.

Parents/carers must always be informed when first aid has been administered as soon as appropriate.

In cases of slight injury, this is likely to be when the vulnerable person is collected at the end of the session.

Ensure that all details are entered into the accident book before the end of the session.

3.4 Administering Medicines

As a general rule medicines should not be administered to children, young people or adults at risk.

If there is a need for regular medication due to health problems, a care plan should be drawn up and stored with the persons registration form.

This should include as a minimum: what the medication is, what the dose should be, how often it should be administered and the written consent (in the case of those under 18) from the parents /carers for the medicine to be administered.

As much independence as possible needs to be encouraged with regards to regular administration of medicines e.g. inhalers for asthmatics.

3.5 Next of Kin/Parents Contact Details

It is advisable to have parents/carers contact details readily accessible in case of emergencies.

It would also be wise to have any other relevant telephone numbers e.g. local hospital, local minor injuries units.

3.6 Accident Book

It is a requirement that an accident book is kept on all premises.

Full details of any accidents must be entered in here. An accident book should also be taken on any off-site activities.

4.0 Off-Site visits

4.1 Day Visits

It can be very beneficial for vulnerable people (children, young people and adults at risk) to make visits to places outside the usual meeting place.

These work very well when carefully planned. It is advisable to follow the following steps.

4.1.2 Before you go:

- Plan where you want to go and what you want to do and see while you are there.
- Ensure that the parish has adequate insurance cover for the activities.
- Send a letter with all relevant information to parents/carers along with a consent form (details should include: timings, accompanying adults, mode of transport, activities).

- Visit the venue and carry out risk assessments for the journey and all activities (some venues will have generic risk assessments that can be used as a starting point).
- Consider any additional risks/needs associated with those with consent to take part
- Ensure that all consent forms have been received (never take a child on a visit without consent)
- Compile a list of any specific medical needs and emergency contact numbers to take with you on the day.
- Copies of these details must be left with a nominated person in the parish. (This could be the Parish Safeguarding Officer, Children's Champion, Parish Administrator or Parish Priest/Vicar)
- Ensure that you have an adequate number of adults to meet supervision ratios for the visit and allocate groups of vulnerable people to each pair of adults.
- For some activities there will be a need for a higher ratio than in church halls. Try to include a trained First Aider.
- Ensure that a properly equipped first aid kit is available for the day

4.1.3 On the day:

Ensure that all adult leaders who are supervising have clear instructions for the day and know what to do in the event of an emergency or if they have a concern.

Ensure that all leaders have access to a mobile phone with contact details of the other leaders and the contact person in the parish.

Leave a list of those on the visit with the designated person in the parish (vulnerable people and adult leaders) along with an itinerary for the day.

Remember to take the First Aid Kit and emergency contact details/health information for participants.

4.1.4 Residential Visits

Most established residential centres will have carefully vetted staff through safer recruitment (including DBS disclosures) and will have carried out risk assessments for their activities.

They should also have a Safeguarding Policy. It is worth checking that this is the case and asking for sight of their policy.

The process is similar to that above with the addition of the following:

Once planned, full details of the proposed holiday along with a full risk assessment should be presented to the Church Managing Committee (CMC) for approval and to ensure the parish has adequate insurance cover

All leaders must have been recruited according to the Safer Recruitment Guidelines and be clear about their specific responsibilities during the visit.

Any serious incident must be immediately reported to the designated person in the parish.

Written confirmation should be obtained confirming that the premise has adequate:

- Insurance
- Food and Hygiene Certificates,
- First Aid Kit and First Aider on site,
- Fire Precautions, Employers and Public Liability insurances

On arrival, leaders should ensure that they are familiar with fire procedures and the location of fire exits.

Any risks identified should be reported immediately.

If not suggested by the venue, it is wise to carry out a fire drill soon after arrival.

Additional considerations for Residential Visits with children or young people.

4.1.5 General

- No child under the age of 8 should be allowed on a residential visit without being accompanied by a parent/carer.
- Parental consent must include the authority for the group leader to “act as a careful parent would” in case of emergency – this does not transfer parental rights in any way.

Information provided to parents/carers must include:

- The aims and objectives of the visit and activities to be carried out;
- The date of the visit and its duration;
- The details of the venue including accommodation to be used.

All travel arrangements;

- Name and contact details of the group leader (before and during the event).
- Information regarding financial, medical and insurance arrangements.
- An emergency contact number for someone in the parish who will be able to take calls for the duration of the visit.
- As with off-site day visits, you will need to be aware of where each child/young person is at any point both on and off the site on which you are staying.
- Record any significant incidents (it’s worth considering a Daily Log detailing activities etc.)
- All electrical equipment used must have been PAT (portable appliance testing) tested – children should be encouraged to bring only battery operated equipment when acceptable.

4.1.6 Supervision of activities for children

There must be a sufficient number of adults for the numbers of children to ensure the safety and well-being of everyone in the group.

Adult – child minimum ratios

The minimum number of adults leading a group should be two. The recommended ratios are:

| Age Group | Adult to Children Ratio |
|-------------|-------------------------|
| 0-2 years | 1:3 |
| 2 -3 years | 1:4 |
| 4-7 years | 1:6 |
| 8-11 years | 1:8 |
| 12-16 years | 1:10 |

4.2. Accommodation

- For mixed-gender groups, at least one female and one male leader should be present, if at all possible. This is essential if there is a need to supervise toileting or other personal care of younger children or in the context of overnight stays.
- Adults should not share sleeping arrangements with children/young people but should be in close proximity.
- Male and female members must have both separate sleeping accommodation and washing facilities.
- Mixed gender groups should have both male and female adult leaders to accompany the group on the visit.
- Until all children have settled down to sleep for the night, there should be two adults on duty (on a rota basis).
- Additional considerations for Residential Visits with Adults at Risk.
- Adults at risk should be given the information detailed above under point 3 in the general section.
- The adult at risk should be fully involved in the planning stage for any residential trip – if they are unable to voice their own opinions then they should have a representative to do this on their behalf (a family member for instance).
- There should be a minimum of two leaders but more should be involved in order to ensure that the visit is both safe and enjoyable.

Additional considerations need to be given to:

- An appropriate venue and accommodation.
- The length of the journey and transport used.

4.2.1 Affordability

How close the venue is to the facilities that may be required e.g. doctors, hospitals.

A written declaration of their health needs should be completed where complex needs exist and support will be required.

4.2.2 Sleepovers at church

Parishes sometimes want to organise sleepovers for young people or may want to use their buildings to provide overnight accommodation during pilgrimages or missions.

Children and young people enjoy the excitement of a sleepover and by taking a few sensible precautions all can enjoy the experience.

Similar processes need to be followed as with 'Residential Visits' above but the following issues will need to be considered in addition to these:

- The insurance cover on the building must be adequate – any limits on numbers must be taken into consideration.
- Fire exits and extinguishers must be accessible.
- The adult leaders should find out where water, electricity and gas can be turned off if necessary.
- A torch is a useful item to have to hand.
- There must be a qualified First Aider in attendance along with a correctly stocked First Aid kit.
- There must be an appropriate number of leaders attending, all of who should have been appointed through safer recruitment processes.
- Try to ensure the gender balance in leaders reflects those taking part (i.e. if there is a mixture of boys and girls, there should be both male and female leaders wherever possible).
- Adults should not sleep in the same room as children / young people unless it is appropriate for the care and supervision of the children / young people.
- Where adults are not sleeping in the same room / space, it may be appropriate to carry out random night patrols.
- Changing and showering facilities must be single sex and separate for adults and children to ensure privacy.
- If there are limited facilities, a timetable for the use of these will need to be drawn up.

4.3 Transporting vulnerable groups

In order to take part in off-site activities it may be necessary to use coaches, mini buses, parent's cars or public transport.

Where children, young people or adults at risk are being transported, the parish needs to ensure there are guidelines in place and that these apply to all drivers and journeys carried out on behalf of and with the knowledge of the parish.

This does not apply to private arrangements for transportation made, for example, between parents.

Consent must always be obtained from parents/carers before the activity takes place.

Adults at risk should also give their consent to being transported (prior consultation with carers may be necessary).

The following points should be taken in to account.

4.3.1 Coach Travel

- Only coaches fitted with seat belts should be used.
- Every passenger must have a seat.
- Seat belts must be worn throughout the journey.
- Care should be taken when assisting children or adults at risk when boarding / alighting coaches, both to ensure safety on the road and in considering any physical contact.

General Points on Voluntary Drivers

- All those driving children, young people or adults at risk on behalf of the church must be over 25 years of age and have held a full current driving licence for more than two years.
- Any driver who has endorsements on their licence should inform the Church Safeguarding Officer before undertaking any voluntary driving.
- Any driver with unspent convictions for unsafe driving (drink driving, dangerous driving or racing on the highway) must not transport children, young people or adults at risk.
- All those volunteering to drive children, young people or adults at risk in their own vehicles must complete the form below and produce their driving licence, insurance certificate and MOT certificate before they are allowed to volunteer in this way.

4.3.2 Mini Buses

- Ensure that the proposed driver is over 25 years of age, has current full driving licence and is entitled to drive a minibus.
- Ensure that there is a passenger escort to accompanying the driver.
- Any other accompanying adults should be distributed throughout the minibus.
- Children should not sit on front seats.
- All passengers must use a seatbelt (mini buses without seat belts must not be used).
- Any luggage should be stowed away securely without blocking any gangways or exits (or luggage transported separately).
- Ensure that leaders carry a mobile phone for emergency contact.

- Any defects or incidents should be recorded and fixed as soon as possible if the minibus belongs to the parish.
- Regular drivers of minibuses should be encouraged to take a Midas (Minibus Driver Awareness Scheme) test, organised by the Community Transport Association U.K. (CTA).

Further information is obtainable from www.ukroadsafety.co.uk/midas

4.3.3 Travel

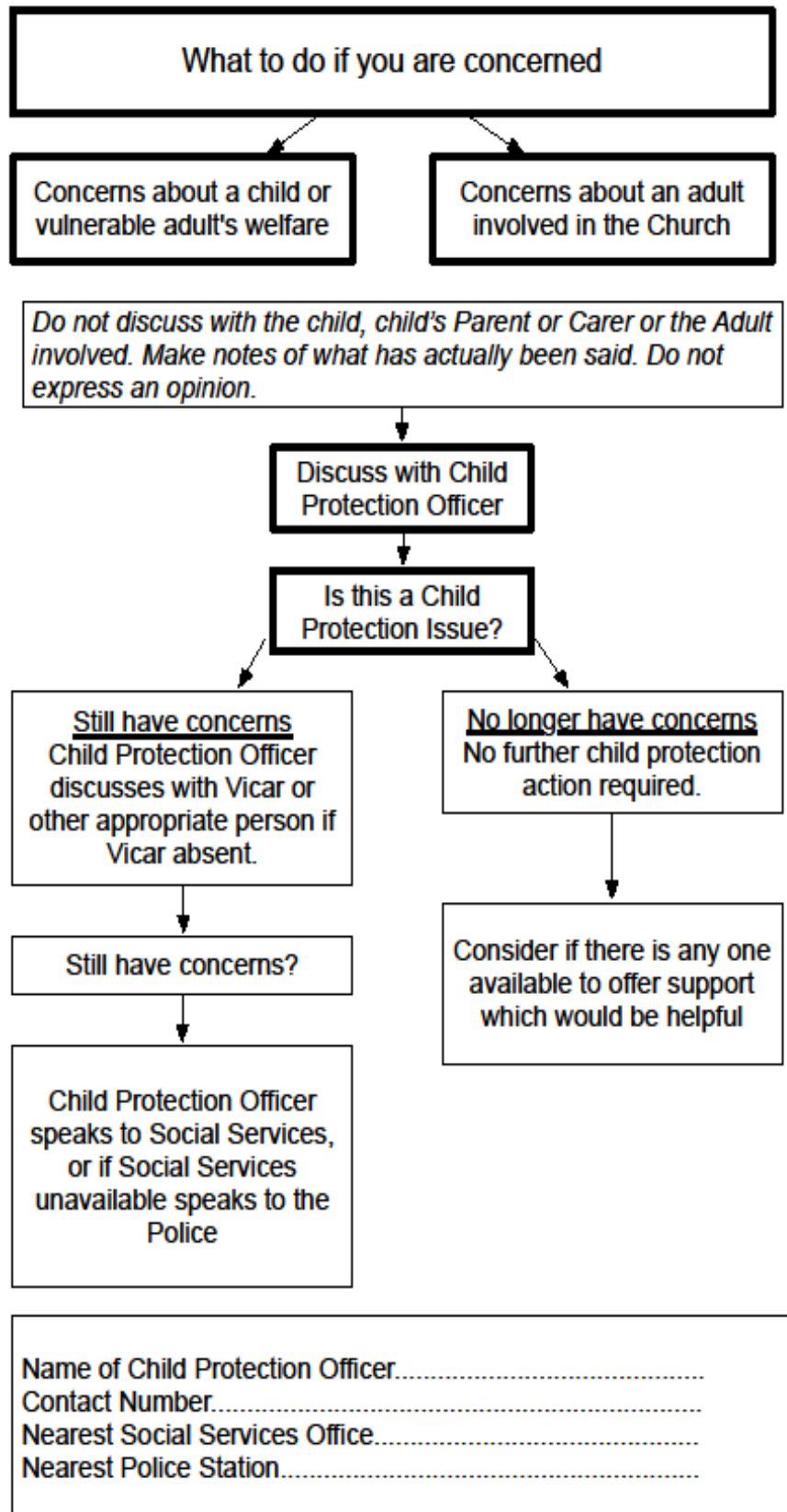
- All drivers must confirm in writing that they are adequately insured (this must cover voluntary work), that their vehicle has an up-to-date MOT certificate (if applicable) and that they have a full, current, clean driving licence.
- Only cars fitted with rear seat belts will be used.
- All children will travel in the rear seats and, where necessary (when a child is below the minimum height of 135cms/under 12 years of age) a booster seat is provided and used (together with a seat belt) throughout the journey.
- Every passenger will have a seat and wear a seatbelt throughout the journey.
- Ensure that children/adults at risk leave the car on the pavement side only.
- A second adult should accompany the driver in case of emergencies. In an emergency, if a driver has to transport one child or adult at risk on his/her own, the child or adult at risk must sit in the back of the car.

4.3.4 Travel on Public Transport

- Higher adult: child ratios are recommended.
- For trains the party should be distributed to use different doors but 2 groups to remain together to enable one adult to be first on/off and the other last on/off.
- Supervising adults will endeavour to negotiate seats, shared if necessary, for all children who, once seated, must then remain seated throughout the journey.
- Parents should be informed before giving their consent, that public transport seating cannot be guaranteed.
- Ensure that both children and adults are aware of where to report to/seek help from if a child gets lost.
- A car driver's declaration form is available to download from the bottom of this page.

5.0: Safe guarding Forms

1. Safe guarding Flow chart
2. Risk Assessment Forms/Level of Risk Estimation
3. DBS Declaration Form



Risk Assessment form

| | |
|--------------------------|--|
| Activity: | |
| Date & Time of Activity: | |
| Venue: | |

| | |
|--|--------------|
| 1. Potential Hazards | |
| 2. Attendees (which age group?) | |
| 3. Who is at maximum risk | |
| 4. How to minimise the above risks(what measures are/can be taken) List those measures | |
| 5. What arrangements are in place to cope with these hazards? List them. | |
| Level of Risk Estimation:(see reference on page 21) (Minimal/Acceptable/Moderate/Substantial/Unacceptable) | |
| Risk Assessment Completed (Print name): | |
| Signed: | |
| Date: | Review Date: |

Level of Risk Estimation

| | |
|--------------|---|
| Minimal | No Action to be taken. No recording necessary |
| Acceptable | No action required, however, monitoring and recording is required to ensure that controls are maintained. |
| Moderate | Efforts should be made to reduce the risk. If a risk is associated with harmful consequences, further risk assessment will be necessary |
| Substantial | The activity should not commence until the risk has been reduced or removed |
| Unacceptable | The activity should not be continued or started until the risk has been reduced or removed |

DBS Declaration form

NOTE:

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

| | |
|--|---|
| <i>For completion by the individual:</i> | |
| Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children? | YES / NO <i>(if Yes, provide information below):</i> |
| | |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | YES / NO <i>(if Yes, provide information below):</i> |
| | |
| Confirmation of Declaration <i>(tick box below)</i> | |
| <input type="checkbox"/> | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of working with children, young adults and vulnerable adults may be withdrawn if information is not disclosed by me and subsequently come to the organisation's attention. |
| <input type="checkbox"/> | In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. |
| <input type="checkbox"/> | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. |
| <input type="checkbox"/> | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children. |
| Signature: | |
| Print name: | |
| Date: | |

