



**Saint
Philip's
Church**

**St Philip's Church Sheffield
Safeguarding Children Policy &
Procedures**

Based on the Diocese of Sheffield Safeguarding Policy

Updated October 2020



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Aims

We will work together to

- To provide a safe and loving environment in which children feel welcomed and accepted.
- To help and encourage children and young people in their Christian discipleship.
- To nurture and encourage the innate spirituality in our children.
- To enable children to experience the love of God.
- To enable children to be part of Christian community and experience the love of others and of God through Christian community.
- To encourage children to take a full part in the Church's life and worship.
- To provide a safe place for older children and young people to ask questions of faith.
- To provide lots of opportunity for play mainly indoors, and outdoors when we are able.
- To encourage young people to become responsible adults.
- To promote equality of opportunity for all.

Principles

We will work to implement the [House of Bishops "Promoting a Safe Church" Policy](#) which is based on 5 foundations and offers 6 overarching policy commitments:

1. Promoting a Safer environment and culture
2. Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the Church
3. Responding promptly to every safeguarding concern or allegation
4. Caring pastorally for victims/survivors of abuse and other affected persons
5. Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
6. Responding to those that may pose a present risk to others.

Policy

All team members and visitors shall be given a copy of St Philip's Safeguarding Policy and must agree to abide by it to be accepted onto team.

Sheffield Diocese Safer Working Practice Guidelines

We shall:

- Treat all children with respect & dignity;
- Ensure that our 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;
- Organize toilet breaks for young children;
- Ensure that the children & young people know who they can talk to if they need to speak to someone about a personal concern;
- Respond warmly to a child that needs comforting and offer appropriate physical comfort. All physical contact should be in public;
- If any activity especially requires physical contact, ensure that the child and parents are aware of this & its nature beforehand;
- Administer any necessary First Aid with others around;
- Obtain parental consent for any photographs/videos to be taken, shown or displayed;
- Support children with special needs by discussing with their parents how we can best meet the child's special needs.

We shall not:

- Initiate physical contact where not welcomed. All children should have their physical boundaries respected.
- Invade a child's privacy whilst washing or toileting;
- Play rough physical or 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, bullying;
- Show favouritism to any child or group;
- Allow a child or young person to involve us in excessive attention seeking that is overtly physical or sexual in nature;
- Smoke tobacco in the presence of children;
- Drink alcohol when responsible for children
- Share sleeping accommodation with children;
- Allow visitors access to children without a team member present. Visitors must always be accompanied by a team member;
- Allow strangers to give children lifts in their car

Additional guidance for group leaders

In addition to the above, the group leader shall:

- Ensure any health and safety requirements are adhered to;
- Undertake risk assessments with appropriate action taken and record kept;
- Keep the 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;
- Liaise with the Safeguarding Children Lead over good practice for safeguarding;
- Always inform the Safeguarding Children Lead of any specific safeguarding concerns that arise. The Safeguarding Lead will liaise with the Diocesan Safeguarding Adviser. In the absence of the Safeguarding Lead or Team Leader the Diocesan Safeguarding Adviser or the Archdeacon should be contacted directly;
- Liaise with the St Philip's Church Trustees when necessary.

Activities involving children

At St Philip's we gather together as a whole church twice a month to worship together and throughout the rest of the month there are many different expressions of church.

Gatherings at the Printhouse

Morning Church Gathering

On the first and third Sunday of each month, 10:00 –12:00 pm
Children and babies under three are cared for by their parents.
The Sanctuary and the Lounge are used for Children's Work

Events

Other events at The Printhouse, the home of St Philip's, are advertised on the St Philip's website and St Philip's Facebook page.

Missional Communities and Mission Teams

Our main way of gathering as a Church is in Smaller Missional Communities and Mission Teams. Children are part of these gatherings and are the responsibility of the parent or guardian, unless it is a regulated children's group.

These missional communities meet throughout the month.

Parson Cross Missional Community

Meet at various points throughout the month in each other's homes and at St Paul's vicarage on Wheata Road.
They also run an after-school club at Montenev Primary School.

Other Missional Communities

New Missional communities are currently forming in Pitsmoor, and in the S10 and S6 areas of Sheffield.

The details of all regulated activities with children are given to the Safe Guarding Lead and where relevant are advertised on the website, or on facebook or locally.

If any new regulated activities for children are planned, they will be planned in consultation with The Safeguarding Lead. Due process, as outlined in this policy, will be followed for the recruitment of team.

Team Members and Visitors

Recruiting Team

We will appropriately recruit all team members according to safer recruitment practice.

This involves an interview and taking two character references for each applicant: one from a current employer or previous church and another from someone who has known the applicant for at least two years.

DBS

Each of our team members will have an in-date DBS clearance from the Diocese of Sheffield.

Safeguarding Policy

All team members are expected to be familiar with the St Philip's Safeguarding Policy and refer to it as a working document.

Training

We shall ensure that training in safeguarding children is available for our team members. (It is recommended that this is renewed at 3 yearly intervals.)

Team Supervision

"Children & young people are best protected from potential abuse when those working with them do not feel isolated, and are trained and supported." (Safer Working Practice: Diocese of Sheffield Safeguarding Policy).

Team will meet for informal peer supervision after each session to celebrate good points, discuss and document concerns and support each other. The team leaders will then also liaise regularly with the St Philip's Safeguarding Lead to discuss concerns, receive support, look at how to support the team and identify any individual or team training needs.

Helpers under 18

Helpers under 18 are a valuable source of assistance but should not take any formal responsibility. Helpers aged 16 & 17 should be interviewed and asked to sign an agreement to follow the St Philip's Safeguarding Policy. They must always be supervised by a team member. Once they turn 18, they should apply to become part of team, including a DBS check.

Visitors

Visitors can be a real asset. Adults who come to help by using particular skills may be treated as visitors for the specific occasion, but they must be supervised by a team member. If they begin to help regularly, they must then go through the regular team recruitment procedure.

Guidelines for Running and Managing Groups and Activities

Ratios

There shall be a minimum of 2 adults for each group, although it is recommended to have 3. Volunteers who are under 18 years-old are not counted in the requirement to fulfil ratios. With mixed gender groups, there should be male & female team members where possible. It is recommended that wherever possible at least one team member is female. There must be at least one female leader for all-female groups.

Required Ratios		
Age Group:	Team Members	Children
0-2 years	1 for every	3
2-3	1 for every	4
3-8	1 for every	8
Over 8	1 for the first 8 and then one for each additional 12	

Registration

We shall keep a register of when & which children have attended any activities. If a new child attends an activity we shall establish their full name, address and contact details and ask parents for consent to attend the group. We shall then include them on the register. We will also keep a record of team members present at any given time. Paper Registers will be transferred to digital registers at least every term and the paper register destroyed.

Consent

Consent for children's activities will be obtained from a parent or carer in writing. Consent is required for children under the age of 18.

Health & Safety

We shall ensure that a Risk Assessment is carried out for all the regulated activities with children that St Philip's runs, to assess the suitability of the space to be used and to reduce the risks to the children involved in the activities. We shall ensure that there is a First Aid kit & accident book available for sessions. At least one team member will have a phone on them at all times. The meeting place should be warm, clean, well lit & well ventilated.

Fire Safety

Fire detectors & extinguishers should be fitted and regularly checked, exits kept clear, hazards removed, a meeting point agreed and other relevant fire safety procedures followed.

Insurance

We shall ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of St Philip's.

Physical Contact

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Workers should avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid (or applying sun cream, etc), workers should encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.

Personal Tasks

It may be sometimes necessary for workers to offer help of a personal nature for children, particularly if they are very young or have special needs. These tasks should only be undertaken after discussion with the parents/carers, and it is advised that parents are asked to sign a consent form for this. Workers undertaking such tasks should always inform another worker at the time they are carrying out the task. In an emergency, which requires such assistance, parents should always be fully informed as soon as possible as to any action taken.

Restraint

In very extreme circumstances it may be necessary to restrain a child or young person who is harming, or threatening to harm, him/herself or others. It may also be necessary to summon the help of police if the situation gets out of hand. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded with the details of any witnesses noted and the St Philips' Safeguarding Lead should be informed. Further consultation with the Diocesan Safeguarding Adviser should take place if the behaviour continues.

Unaccompanied Children

Sometimes children may attend worship or children's groups apparently without the knowledge of their parents. No hard and fast guidelines can be given, as each situation is different, but the following advice may assist:

- Establish whether the child attends with their parents' knowledge, or at least without their parents' objections.
- Seek to establish their full name, address and contact details. Include them on the register.
- Where suitable provide information about the group for the child to take home.

- Seek to obtain parental consent to the child's involvement, preferably by direct contact with the parent rather than by using the child as an intermediary.
- Bear in mind the child may have some personal or family difficulty which they may not wish to disclose, which may require sensitive handling.
- Do not include the child on trips away from the usual place of meeting without explicit written parental consent.
- If the child stops attending after having attended frequently, it may be appropriate to undertake some level of outreach, but this should be done very carefully and only after discussion with group leaders.

Inappropriate Behaviour by Children Towards Adults

If a child makes a suggestive approach to a member of the team:

- Make it clear to the child/ young person, with sensitivity, that this is inappropriate.
- Tell the team who will feed back to St Philip's Safeguarding Lead & make a plan to try to prevent a recurrence.
- Record the incident (sign & date).

Adults who pose a threat

We will ensure that adults who may pose a threat to children and young people are effectively monitored and managed. If we have any concerns regarding exploitation of a child in the community by an adult, we will inform the **South Yorkshire Police on 101/online** and/or local **Child Protection Social Services at Sorby House (0114 203 9591)**.

Essential Information for Each Group

Each regulated group will have a folder including the following documents:

- A copy of the St Philip's Safeguarding Policy
- A copy of the risk assessment for that group
- A Register
- A list of special requirements of any children
- Contact details of parents, where parents are away from the building.

Safeguarding Guidelines for home-based youth groups

Underlying Principles and values

When working with young people there are ethical principles and values which underpin the work. The following are based on those found in 'Ethical Conduct in Youth Work' (N.Y.A. 2000) and 'Youth Work Values' (DES 2003). They apply equally to work within a home-based or cell group structure. They reflect not only the Christian roots of youth work, but also the respect which Christians should have for others.

Ethical Principles

All those engaged as workers with young people, on behalf of St Philip's Church, should have a commitment to:

- Treat young people with respect, valuing each individual and avoiding negative discrimination;
- Recognise and respect individual young people's spirituality and faith development;
- Respect and promote young people's rights to make their own decisions and choices, unless the welfare or legitimate interests of themselves or others are seriously threatened;
- Promote and ensure the welfare and safety of young people, while permitting them to learn through undertaking challenging educational activities;
- Contribute to the promotion of social justice for young people and in society generally, towards encouraging respect for equality and diversity and challenging discrimination.

Good working practice

It is important that all home-based groups operating within the auspices of St Philip's are properly accountable to the church and the safeguarding policy. It is important that this area of work is helped to flourish, and that initiatives such as these are also well-supported and able to protect those involved in these groups. Given that the members are both children in the eyes of the law, but approaching young adulthood with the increasing independence of this stage of development, a balance has to be maintained between protection and encouraging that development. However, there are good safeguarding principles that have to be maintained, and the paramountcy principle, the principle that the welfare of the child is paramount, has to be upheld.

These Guidelines have been compiled in an attempt to assist those in this area of work to maintain the balance.

1. Recruitment for group leadership should be done carefully, with particular attention given to a role description and person specification. Home-based youth groups should have an adult leader who is the responsible person for the keeping of records and ensuring that safeguarding guidelines are adhered to.
2. The issue of staffing ratios is probably the most contentious area in safeguarding young people in home-based youth groups. All current safeguarding advice says that two adults, properly recruited and checked, should be present for each group.

3. When the group is in planning the issue of insurance cover should be checked with the church.
4. Registers contact details and parental consent for attendance and group activities should be kept as with any area of children's work. Please make note of the Unaccompanied Children element of this document.
5. The safeguarding children representative, should be informed about the group and be able to include it in their usual monitoring, including the report to the board.
6. The provision of host premises is an area for careful consideration. Home-based youth groups on school or church premises are responsible to those bodies, and those bodies have a duty of care to the group. Cell groups also meet in host family homes. Where this is approved by the Safeguarding Lead, consent from the hosts should be obtained. Adults acting as hosts should be expected to complete the same recruitment process as any other group leader. In these circumstances, the parent host could act as the second adult for staffing ratio purposes, provided that an "open door" policy is adopted. The parent hosts should be given access to of the relevant Safeguarding (child protection).

Policy and expected to adhere to it. At least one parent host should remain on the premises during a meeting and if unable to do so must inform the adult leader so that a second authorised adult can be present.

7. Home-based youth groups are likely to organize activities outside the host premises. These may well be similar activities to those taking place in the members' other social networks, but it should where possible be made clear to parents/carers of the nature, time and cost of the activity, including transport arrangements and with a contact telephone number for emergencies. Where group activities are outside the normal social activities, such as street clean-ups, direct action etc. a risk assessment should be carried out by the adult leader of the activity and that risk assessment, along with the consent form, should be submitted to church and made available for parents.
8. Careful attention should be given to the issue of transport provision, and particularly that of newly qualified drivers. It would be sensible to have a discussion with parents of group members on the issue of giving lifts, and for everyone to be clear about the risks, both in terms of accidents and of the potential grooming of group members. The guidelines for transport in this document still apply to leaders.
9. Supervision of group leaders is an important part of the work and should be offered regularly.

One to One working with kids

One to one working consists of meeting up with a young person on a one to one basis outside of youth club, school, small group, etc. Though not a major element of the work at St Philip's it is a useful way of working on occasion. There are however risks involved with this type of working for both the young person and the youth worker. Thus, one to one work must be practiced safely, appropriately and within agreed guidelines, procedures and considerations which our laid out below:

Anyone wishing to undertake one to one work must, in addition to normal requirements:

- have proved their willingness to work within the policy and procedures of the Safeguarding Children Policy
- have undertaken Safeguarding training within the last three years.
- have demonstrated their capacity to respect appropriate boundaries in their relationships with children and young people
- be given express permission to undertake one to one working by the Missional Team Leader or Missional Community leader

Anyone undertaking one to one work must follow the following procedures on each occasion

- They must email their team leader to obtain permission informing them of: which young person they are meeting, where they are meeting, when they are meeting them and how long they expect to be meeting the young person.
- Verbal parental consent must always be obtained and details of where and when the one to one work will take place must be given.
- All meetings should take place at a suitable venue in a public place in view of other adults.
- If meeting the young person there consider how the young person will travel there. Otherwise travel together by public transport or walk together.
- Meetings should be at suitable times between 10am – 7:30pm (and not while a young person should be in school)
- As a general rule one to one working should be done with members of the same gender. Though in a few circumstances a member of the opposite gender may be more appropriate, this must be discussed with the Safeguarding Lead.
- Where seen as necessary a contract will be drawn up between the child and the team leader making explicit the aim of the time and the expected behaviour.
- A record will be kept of the meeting, with the date, time and location and any significant conversation.

Considerations must be made for:

- The frequency and content of meetings. Ensuring you are working within your capabilities and that the young person is not developing a dependency.
- The behaviour and existing relationship with the young person as there will not be other team for support.
- Signposting and referring to other agencies when appropriate.

Trips

Any trips that are planned outside of the remit of the normal regulated activity of a group must first be discussed with the Safe Guarding Lead. If the trip is agreed upon then:

- A risk assessment must be completed & insurance arrangements made.
- For outdoor adventure activities, check the centre is currently licensed by the AALA (Adventure Activity Licensing Authority).
- Copies of the risk assessment and full details of the arrangements for the trip must be given to the Safe Guarding Lead.
- Parents must be given full details of the trip including:
 - date & duration
 - venue, accommodation, supervision
 - travel arrangement
 - name & contact details of group leaders
 - information about financial & medical arrangement.
 - Consent forms must be completed & returned to team leader.
- The leader should have a list of those they are taking on the trip on their person, including emergency contact details and any relevant medical information. A replica list should also be left behind with another responsible person, such as the Safeguarding Lead or Community Leader.
- Emergency contact details for the children should be held by the team leader or a designated responsible person.
- A licensed mini-bus or coach driver with adequate insurance must be used. The vehicle must be safe to drive and have up-to-date vehicle documentation.

Use of Cars

- Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity.
- Two adults should be present. There should be a non-driving team member as well as the driver. If in an emergency a driver must transport one child on his or her own the child must sit in the back of the car.
- Children should wear seat belts or appropriate car seats for children under 12 years old or less than 135cm tall.
- Drivers must have the appropriate insurance. This will usually be comprehensive insurance for volunteers and business insurance for paid employees.
- All those who drive children on church-organised basis must be over 25 years old and have held a full license for at least 2 years.
- Any drivers with 'unspent' convictions for any serious road traffic offence must not transport children for the church. Any driver who has an endorsement of 6 points or more on their licence should inform the group leader and the Safeguarding Lead, so a decision can be made about their suitability for transporting children.
- Cars used to transport children must be road-worthy.

- Regular drivers who are not children's workers should be recruited for the task through the normal recruitment process, including a DBS check.

Use of a minibus or coach

Sometimes the use of a mini-bus or coach for transporting children and young people for a trip. The guidelines below should be used in addition to the above guidance for transport.

- Drivers of a mini-bus must ensure that they are they are licensed to do so. The European Directive requires most drivers to take a test before they can drive a mini-bus with more than eight passengers, other than one used purely for social or voluntary purposes.
- Adequate insurance cover must be arranged for the driver, passengers and the vehicle.
- You must be satisfied that the vehicle documentation is up to date and the vehicle is safe to drive. The mini-bus must have forward facing seats and three-point diagonal seat belts throughout.
- The mini-bus needs to be appropriate for its user group e.g. with wheelchair adaptation if necessary. Any luggage should be secured. Driving times should be reasonable. Ensure there is a qualified co-driver if the journey is more than six hours in total. You should be accompanied by another adult in any event. If the driving has been outsourced to a professional travel company, then you may follow their protocols.
- The vehicle should be covered by breakdown cover and access to a mobile phone is essential.
- Workers and helpers should sit among the group and not altogether. If noise or behaviour appears to be getting out of control, stop the vehicle until calm is restored.

Outdoor Adventure Activity

If a group is providing any outdoor adventure activities as part of a group activity, the team leaders should check that the centre or hostel being used has adequate insurance, qualified instructors and is currently licensed by the Adventure Activity Licensing Authority. This can be checked by visiting their website <http://www.hse.gov.uk/aala/>

Overnight stays

- A consent form must be completed. For overnight stays, special activities or hazardous activities it is essential that parents or carers complete the consent form and the details of the activity must be specified. No child should be allowed to participate in such activities if a consent form has not been completed and returned to the group leader.
- Parents must be given full details of the event, including:
 - Aims and objectives of the activity,
 - date and duration,
 - details of the venue including arrangements for accommodation and supervision,
 - travel arrangements,
 - name of group leaders and contact numbers.
- A full risk assessment must be completed and should be given to parents and carers upon request.
- Ensure your group has adequate and appropriate insurance cover.
- Always have separate sleeping arrangements for leaders and young people.

Making and publishing images of children

The making and publishing of images of children is something which is enjoyed by children, parents and carers and those involved in children's work, and can bring positive publicity to church activities. However, there are issues to be borne in mind when such activity is planned. The issues are the same, whether the images are still photographs, digital images or films.

Images count as personal data under the Data Protection Act 1998 and therefore the principles of that Act apply. It is important that the consent of children and their parents/carers is obtained for the making and use of images of children.

Those taking photographs need to bear in mind that there may be good reason for withholding consent, such as:

- some children may have been involved in legal disputes, local authority proceedings or adoption and their whereabouts should not be too widely known
- if individual children are identified by name it would be possible for potential abusers to use them to target potential victims
- images made using digital cameras can be manipulated to produce indecent or abusive images.

Good Practice is therefore:

- Obtain consent from parents and children before making images. Consent need not be in writing if it is not proposed to publish the pictures in any way, but if they are to be displayed or used in publicity then specific written consent should be obtained.
- If the event is a church event that is to be filmed, then an oral notice can be given out at the beginning of the service/activity asking any parent who does not agree to images being made of their child to remove them from the view of the camera, and to ask the group leader afterwards to ensure that any image inadvertently taken is not used.
- Where possible, each child should be part of a group.
- If the image is to be published, avoid naming the child. If a name is used, use only first names.
- If a child is named in full, avoid using their image.
- Avoid images of scantily clad children, such as at swimming parties.
- Be clear if the image is to be retained for further use.
- Store the image securely, and destroy it if there is no further use for it.

Internet & E-technologies

Communication through the use of technology can be useful for both parents and children but needs to be done with careful consideration and within set boundaries.

Communicating to Parents

Where appropriate and only where consent is given we will communicate with parents about up and coming events using e-communication.

Communication to Children

We will not email, text or message children of primary school age but communicate directly with parents about arrangements.

We will only email, text or message young people aged eleven to thirteen if we have received permission from their parents to communicate with these young people in this way and if the child has requested this communication. We will communicate with them in this way for practical arrangements only. Parents will also receive communications about these practical arrangements.

Children over the age of thirteen can give their consent to certain information being stored and used by St Philip's Children's Team. We will only email, text or message young people aged thirteen and above if we have received their permission. We will communicate with them in this way for practical arrangements only. We will also seek consent from their parents to communicate with these young people in this way, wherever possible.

Further guidelines about the use of electronic communication

e- mail: Where ever possible ensure any communication is public, not private. Staff should use their work emails. Send group e-mails rather than individual ones if possible.

Text Messaging: Take great care when using this medium. Ensure you save text messages as text files, if possible, so that a record exists.

Social networking sites and group forums

Keep everything public and accessible to all users. Check that the chat room is moderated and that there is appropriate access and password verification. If using social networking sites (e.g. Facebook, Twitter, Instagram) ensure that the page you are using is one used for professional, work purposes and not your personal page. Remind yourself of appropriate boundaries before you send your message. Ask yourself, how could this message be interpreted by the recipients and any onlookers? Be wary of slippage between how you would use this facility with friends and how you use it professionally. It is the responsibility of the adult worker to monitor themselves and other users in terms of appropriateness of language, content and style.

Refer also to the Diocese of Sheffield, Social Media Guidelines.

<https://www.sheffield.anglican.org/UserFiles/File/Safeguarding/8.2.17-Social-Media-Guidelines-DOS.pdf>

Specifically:

If social networking sites are used to communicate with young people, this will be done on a separate public account or group. Everything will be kept public and accessible to all users. Team members will check that the chat room is moderated and that there is appropriate access and password verification for young users.

If using social networking sites (e.g. Facebook, Twitter, Instagram) ensure that the page you are using is acceptable for professional, work purposes and does not contain any offensive material, nor material that would bring the church into disrepute.

Do not initiate friendship with young people.

The public account will be monitored carefully for any inappropriate use of language and pictures by the young people interacting with the account and posts will be deleted as soon as possible when this is necessary.

Further to this

- Only team members will be able to act as administrators of any site that is set up.
- We will not add the children as friends on Social Media.
- We will not private message the children.

Confidentiality

In public blog updates (etc.) about children's activities, we will not use children's names without written consent from the parents.

Guidelines for the use of the internet and other e-technologies during regulated activities

We shall not allow children to use personal phones, tablets or computers.

If a computer is accessible to children for a particular activity, we shall:

- fit a locking device or password on the computer/ phones to prevent unauthorised access of the internet
- ensure programs or games being used are age appropriate.
- use filtering software,
- closely supervise the children & young people whilst on the computer
- keep a log of use

Concerns for a child's welfare

Communicating with Parents

It is good practise to talk with parents or guardians about any safeguarding concerns, including those that are going to be communicated to the Safe Guarding Lead, the Diocese or the authorities. Seek to do this as soon as possible, unless it is felt that doing so would endanger the child.

What to do if you suspect abuse

Unless it is considered that communicating with the parents will endanger the child Complete the Cause for Concern form (Diocese of Sheffield Safeguarding Children Policy Appendix 6.1) & refer to church Safeguarding Lead for whether to contact Social Services.

Incidents

Record any concerning incidents with signature & date. Share concerns with team or leader who will discuss these in supervision/refer to Social Services/Police.

Concerns about a child: Appropriate Reporting

We shall ensure that any concerns about a child or the behaviour of an adult are appropriately reported when it comes to our attention, by following the Sheffield Safeguarding Referral Flow Chart (Diocese of Sheffield Safeguarding Policy: Section 7: Dealing with concerns).

What to do in case of a disclosure

- Listen & keep on listening
- Don't ask leading questions or press for information
- Accept what you hear without judgment
- Do not promise to keep secrets
- Tell the child what you are going to do
- Write down what has been said as soon as possible & keep a copy (Use Disclosure Form)
- Refer to St Philip's Safeguarding Lead or in an urgent situation, refer to the local authority Children's Social Care Services
- Do not contact the person against whom the allegation is made.
- Do not talk to others (except the above) about the allegation.



Members of the St Philip's Team

Team Leaders

David Ducker dave@stphilipssheffield.org
and Sarah Ducker sarah@stphilipssheffield.org

Leadership Team

Anna Mansergh
Ben Ashworth

Church Administrator

Heidi Franks admin@stphilipssheffield.org

Church Wardens

Matt Atkins
Jennifer Vernon-Edwards

Church Council

Hannah Rona

Safeguarding Lead

Sarah Ducker

Parson Cross Team Leader

Jonny and Jo Edwards



Important Numbers

If you have a safeguarding concern about a child or adult you should contact **Cheryl Henry-Leach**, the Assistant Diocesan Safeguarding Adviser (DSA) on:

01709 309155 – direct line to Cheryl Henry-Leach

01709 309100 – Church House reception (if no response on the direct line)

0303 003 11 11– for 'out of hours' urgent safeguarding advice please contact Thirtyone:eight. Inform Thirtyone:eight that you are calling on behalf of Sheffield Diocese.

Email cheryl.henry-leach@sheffield.anglican.org – for non-urgent advice

If you are unable to contact the Assistant DSA and you are concerned about the immediate safety of a child or adult, contact your local social care duty team or the police.

Sheffield Child Protection Social Services, North Team: 0114 203 9591

Police: 101/ online incident report

Childline: 0800 1111

Family Lives: 0808 800 2222 (formerly Parentline Plus)

For enquiries about safeguarding training please contact the training administrator in the first instance at: sue.lamprell@sheffield.anglican.org