



**ALL SAINTS WESTON
CHILDREN'S AND
YOUTH WORK
Safeguarding
Handbook**

**This document is to be read in
conjunction with the latest
'Promoting a Safer Church' Parish
Safeguarding handbook.**

Contents

Introduction		
Section 1	About this document & Key Contacts	Page 4
Recruitment		
Section 2	Safeguarding and Safer Recruitment	Page 5
Section 3	Recruitment of Volunteers	Page 8
Section 4	Development of the Worker	Page 9
Section 5	Complaints Procedure against a Worker	Page 9
Section 6	Disciplinary Procedures for Workers	Page 10
Good Practice		
Section 7	Professional Practice Guidelines for working with children and young people	Page 12
Section 8	Inclusion Policy and Equal Opportunities	Page 16
Section 9	Detached Youth Work	Page 17
Section 10	One to one support/Mentoring	Page 19
Section 11	Offsite Activities/Trips	Page 21
Section 12	Dealing with challenging behaviour in Young People	Page 22
Section 13	Drugs and Alcohol	Page 24
Section 14	Communication and Social Media	Page 25
Section 15	Parental consent and communication with parents/carers	Page 27
Section 16	Confidentiality and Data Protection	Page 28
Section 17	Record Keeping and Follow Up	Page 31
Section 18	Insurance	Page 32

Health & Safety		
Section 19	Risk Assessments	Page 32
Section 20	First Aid	Page 33
Section 21	Fire Procedures	Page 34
Section 22	Transport Guidelines	Page 34
Section 23	Food Hygiene	Page 35

Please email office@allsaintsweston.org.uk if you wish to view the following appendices that accompany this handbook.

Children's Consent and Medical Form Youth
Consent and Medical Form
Volunteer Job Description
Volunteer application form
Young Volunteer Agreement
Example Risk Assessment
Safeguarding Flow Chart
Accident Form
Incident Form
Concern Form
Mentoring/121 activities Agreement
Mentoring/121 activities Consent Form
Offsite Activity Consent Form
Detached youth work evaluation form

1. ABOUT THIS HANDBOOK & KEY CONTACTS

The purpose of this handbook is to inform anyone involved in working with Children and Young People in any capacity, of the expectations, standards and professional boundaries we uphold. This document will use the terms 'children' and 'young people' to refer to those under the age of 18. This handbook advises on the appropriate processes, procedures and structures necessary to ensure that all our work respects and protects the children and young people, the workers, the environment being worked in, the equipment and the wider community. It is the responsibility of every worker to check with the Children's/Youth Worker if they are unclear about what is acceptable or if their particular situation is not covered within these guidelines.

Failure to adhere to any guidelines will be looked into and may become a disciplinary matter. Refer to the 'Disciplinary Procedures for Workers' in Section 6 for further information.

Jo Tucker – Children and Family Team Leader 07765883470
jo.tucker@allsaintsweston.org.uk

Theo Holden – Youth Team Leader 07397 190284
theo.holden@allsaintsweston.org.uk

**Contact via the Church Office – 01225 447663,
office@allsaintsweston.org.uk**

Pete and Alison Tucker – Safeguarding Team
safeguarding@allsaintsweston.org.uk

Tom Yacomeni – Rector at All Saints Weston
tom.yacomeni@allsaintsweston.org.uk

2. SAFEGUARDING & SAFER RECRUITMENT

The Church of England is committed to promoting the safeguarding of children, young people and vulnerable adults. It fully accepts and endorses the Children Act 1989 & 2004 & The Protection of Freedoms Act 2012.

Christian communities should be places where all people feel welcomed, respected and safe from abuse. Issues which need to be considered include both the physical environment and the attitudes of workers and volunteers including awareness of situations that create vulnerability.

A person (adult or child) who might be considered vulnerable has the right to:

- Be treated with respect and dignity.
- Have their privacy respected.
- Be able to lead as independent a life as possible.
- Be able to choose how to lead their life.
- Have the protection of the law.
- Have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background.
- Be able to use their chosen language or method of communication.
- Be heard.

In any situations where there may be a difference of opinion about priorities, the welfare of any child or vulnerable adult should be the paramount concern.

This parish will work with the Diocesan Safeguarding team, statutory bodies, voluntary agencies and other faith communities to promote the safety and well-being of children, young people and vulnerable adults.

We are committed to acting promptly whenever a concern is raised about a child, young person or vulnerable adult or about the behaviour of an adult in a position of trust, and will work with the Diocesan Team, and the appropriate statutory bodies when an investigation is necessary. We are also committed to the support of those who have been abused and to listening to the voices of those who have experienced abuse and learn from lessons of the past.

This statement of principles applies to children, young people and adults.

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and adults.
- The safeguarding and protection of all children and adults.
- The establishment of a safe, caring community which provides an environment where there is a culture of informed vigilance regarding the dangers of abuse, and where victims of abuse can report or disclose abuse and find support.

The safeguarding and protection of children, young people and vulnerable adults is everyone's responsibility, not just parents or those who have formal leadership or caring responsibilities.

Procedures and formal processes alone, though essential, will not protect children and adults. The community, including all its members, needs to be aware of the dangers and be prepared to report concerns and take action if necessary.

We will carefully select and train all those with any responsibility for children, young people and vulnerable adults within the church in line with safer recruitment principles, including taking up references, interviewing potential volunteers and the use of DBS criminal records checks.

The suitability of an applicant or nominated volunteer for work with children, young people or vulnerable adult should not be solely dependent upon Disclosure & Barring Service (DBS) disclosures and vetting checks. Someone whose DBS disclosure is clear may still be unsuitable. Hence the requirement for an interview and references.

As part of the Safer Recruitment process, it is the policy of this Parish that:

All those who work with children, young people and vulnerable adults including those who work on a rota or only occasionally, should have enhanced DBS checks.

This Parish accepts that, through its workers and volunteers, it is responsible for children, young people and vulnerable adults when in a church building, on church property and other premises being used by the church and during church activities. Responsibility extends to travel between places, when it is organized by the church. However, a church is not responsible for private arrangements.

The term 'complaint' can cover an allegation, disclosure or statement, something seen or something heard. The complaint need not be made in writing but once received it must be recorded and acted upon. Complaints can be taken from alleged victims and third parties.

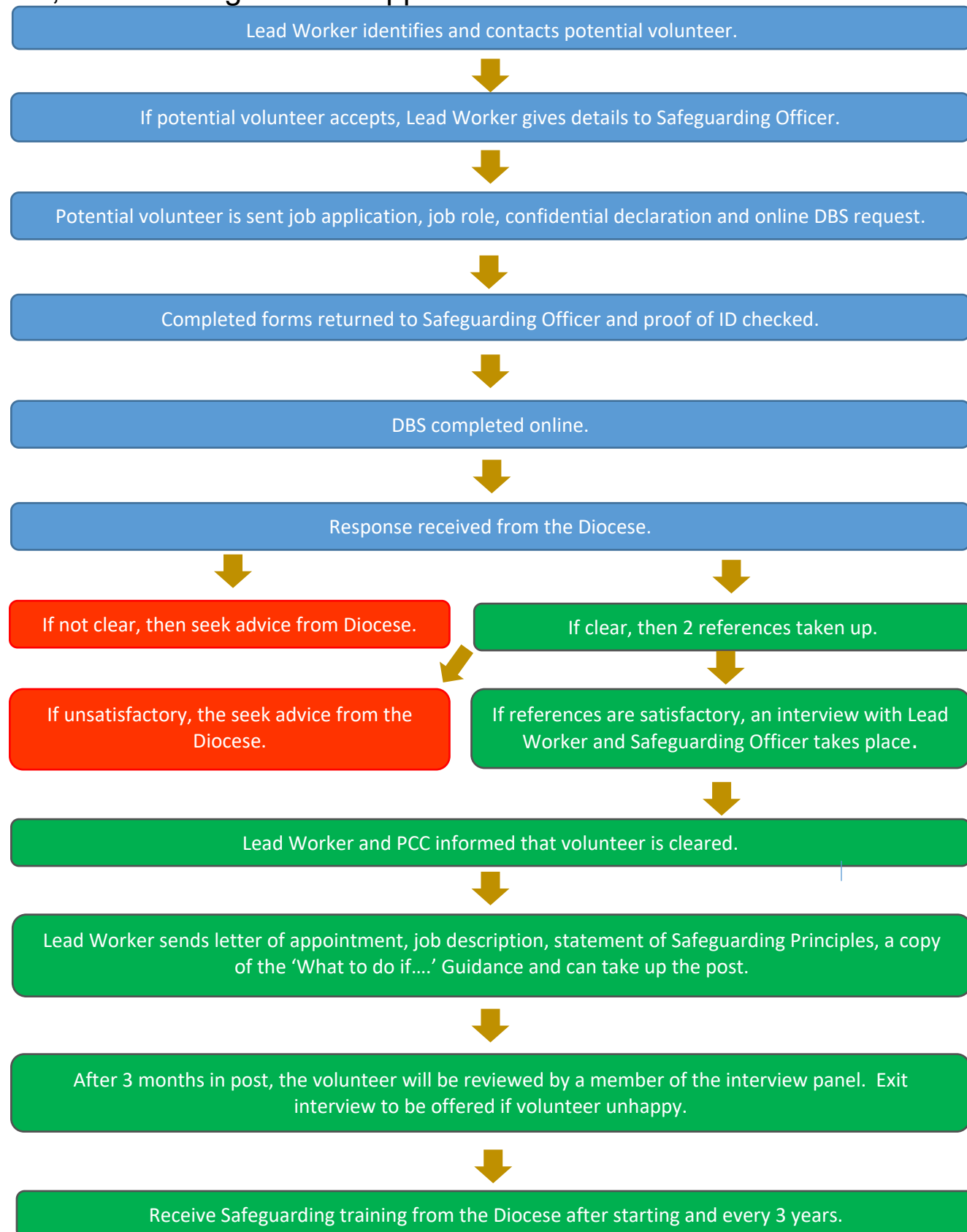
If a child, young person or vulnerable adult comes to notice as having suffered abuse in the past, church officers will notify the DSL (designated safeguarding Lead) and the Diocesan Safeguarding Team and appropriate authorities to ensure that the matter is on record. Support will be offered to adult survivors of child abuse, who will also be encouraged to make a statement to the Police if they have not done so before.

We recognise that anyone can be a victim of abuse in any setting, including in their own home, and in a church environment, and will work hard to make our church a safe place for people to disclose any concerns they have and receive appropriate support. We will seek to protect survivors of abuse from the possibility of further harm and abuse and offer pastoral care and support where appropriate. We will seek to challenge any abuse of power, especially by anyone in a position of trust and responsibility, where they are trusted by others.

We will seek to offer pastoral care and support, including supervision, and referral to the appropriate authorities, to any member of our Church community known to have offended against a child, young person or adult who is vulnerable. We will supervise their attendance to reduce the risk of further harm. This parish agrees to follow the Practice Guidance from the House of Bishops on safeguarding matters, and to adopt the Diocese of Bath and Wells Safeguarding Policies.

3. RECRUITMENT OF VOLUNTEERS

All volunteers should be recruited using the safer recruitment documents detailed in the Safeguarding Children, Young People and Vulnerable Adults Policy 2011 issued by the Diocese of Bath and Wells (also with reference to Safer Recruitment CofE 2015). One supervised observation session is permitted, then once a volunteer has indicated their commitment to a post, whether on a rota basis or not, the following should happen:



4. DEVELOPMENT OF THE WORKER

It is essential that all workers have sufficient training (initial and ongoing) and are monitored, supported and encouraged. The safeguarding and wellbeing of the young person is always the primary responsibility of the worker. In order to ensure that this is the case, the following should be carried out:

Ongoing training and supervision:

Youth and Children's workers will have up to date safeguarding training and regular supervision within staff team and with line manager. There will be teams in place to monitor the Youth and Children's work and wider teams for accountability and strategic planning and vision for the work.

Specific responsibilities

A specific Job Description should be given to each worker at the point of taking on a role with All Saints Weston Children and Young People's work. This should be monitored and reviewed accordingly.

5. COMPLAINTS PROCEDURE AGAINST A WORKER

What is a complaint?

In this context, a complaint is a person expressing justified or unjustified dissatisfaction against a worker. This may be made by a young person, a parent, a member of the community or a fellow worker. Examples of complaints may include matters deemed to be of a Safeguarding issue, the delivery and/or standard of work and inappropriate language or behaviour.

Handling complaints:

We will treat all complaints seriously and can receive them by email or letter or a Complaint Form (see appendices). All parties will be treated with respect and fairness. The complaint will be received and logged. A complainant can usually expect a formal reply within five working days. Depending on who the complaint is against, the formal reply will come from either a paid worker with responsibility for the worker involved, PCC member or the Rector. All complaints will be recorded on a Complaint Form and kept in a safe place where confidentiality is kept under the Data Protection Act 1998.

6. DISCIPLINARY PROCEDURES FOR WORKERS

If a complaint is made against a worker, they may be subject to:

- An inquiry involving children social care.
- A decision made by the employer that the worker begins disciplinary procedures, such as suspension pending a further investigation.
- A Police investigation.

Whether the worker is paid or unpaid, the same procedures will have to be followed through. Suspension of a worker may be necessary due to their presence impeding the investigation or their presence causing risk to a child, young person, or vulnerable adult. Suspension is neutral and there to allow the investigation to proceed. It is not a reflection of the guilt or not of the individual.

The Informal Stage

If a worker's performance is unsatisfactory or there is minimal misconduct that has happened for the first time, the worker will be given a verbal warning by the Children or Youth Team Leader. Parameters for improving their conduct will be stated and timescales given. The worker will be told of the consequences of their actions and failure to improve their conduct; if the worker does not adhere to these parameters for improvement then the matter will go on to further stages of the disciplinary procedures. This will be recorded for up to a period of 6 months by the Children/Youth Team Leader who will be in constant communication regarding this, with their Line Manager, the Rector, Tom Yacomeni.

The First Formal Stage or A first written warning

If there is a continuation of unsatisfactory performance or misconduct, then a formal note will be made in the worker's personal file and this will remain there for at least 12 months however after a period of 6 months a review of performance will take place. The worker will receive a letter outlining the problems with any behaviour or conduct taken, the required changes of behaviour, any consequences or actions to be taken, the timescale, and the right to appeal. The letter will also inform the worker that if no improvement is made within 6

months then there will be a Final Written Warning issued, as outlined in the second formal stage below.

The Second Formal Stage

If the offence is considered serious enough or there is still no improvement in behaviour, then a Final Written Warning will be given. This will be in the form of a letter and will be recorded in the worker's personal file permanently; it will outline that failure to change performance will result in dismissal. A review will take place after 3-6 months depending on the gravity of the offence.

The Third Formal Stage

If the worker has still not improved their behaviour and conduct or they have committed a serious offence then the worker will be dismissed, suspended or demoted depending on the severity of the situation and the final decision will be made by the Children/Youth Team Leader and their superiors. They will get a letter outlining the reasons for their dismissal, the date on which their employment (paid or unpaid) will terminate, and their right of appeal.

If a worker is accused of gross misconduct, they may suspend for up to five working days while the situation is investigated. If the decision is made that gross misconduct has occurred, then they will be dismissed without notice or payment in lieu of notice.

Appeals

If the worker wants to appeal a disciplinary procedure taken then this must happen within five working days of it being issued. The Children/Youth Team Leader will look at all of the appeals made in any situation and will make a decision. They should address their appeal to the Children/Youth Team Leader and copy the All Saints PCC in any correspondence.

7. PROFESSIONAL PRACTICE GUIDELINES FOR WORKING WITH CHILDREN AND YOUNG PEOPLE

General principles

Workers have an important role which brings with it ethical and practical responsibilities which they must respect and adhere to.

Children and young people, who may be vulnerable and in need of support, may place trust in the relationship that they develop with a worker. Workers must not abuse the balance of power in the relationship and must be very careful to establish and maintain clear boundaries to the relationship, which are understood by the young person. It is important to ensure that neither the young person nor the worker become dependent on one another; it is vital that there is trust on both sides of the relationship.

In order to maintain proper professional standards therefore, workers must NOT:

- Develop inappropriate relationships with young people associated with the work.
- Develop friendships outside of working time with young people with whom they are working. However, we recognise that workers may be, or may have been at some stage, young people who attended groups and therefore may have friends within the groups that they are working in. Obviously, these friendships may be maintained but workers should not be developing new friendships with those attending sessions where they are involved.
- Use language that is inappropriate or behave physically in a manner that could be misconstrued by children and young people.
- Condone, or participate in, behaviour exhibited by young people that is illegal, harmful, discriminatory or disrespectful.
- Take photographs of children or use them on social media without parental consent.

Ethical Principles

Those working with children and young people have a commitment TO:

- Treat children and young people with respect.

- Respect and promote children and 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 children and young people.
- Contribute towards the promotion of social justice for children and young people and in society generally.

Duty of Care

- Workers must recognise that they have a responsibility towards the safety of the children and young people with whom they are working.
- It is the responsibility of all workers to minimise the risk of harm; this duty of care may, in some circumstances, override other considerations, such as confidentiality.
- Workers should not operate when their functioning is impaired nor must they consume or work under the influence of alcohol or illegal drugs.

Ratios

OFSTED prescribes minimum staff–child ratios for those groups which are required to register with it. For those groups not subject to registration these ratios are advisory and should be seen as minimum standards:

- 0–2 years 1 person for every 3 children.
- 2–3 years 1 person for every 5 children.
- 3–8 years 1 person for every 8 children.
- 1 person for the first 8 children and then 1 extra person for every extra 12 children.

Each group should have a minimum of two adults and it is recommended that a gender balance be maintained if possible. If a person who has been assigned to help staff a group is prevented from attending at short notice, then workers should try to secure the services of another suitable person with a current DBS or to make other appropriate temporary arrangements so that the group can still run as scheduled.

Challenging groups and groups participating in outdoor activities will need lower ratios.

How workers interact with children and young people:

Workers should not invite children and young people to their house except for planned activities, with appropriate safeguarding permission and risk assessments.

Verbal interaction:

It is important that workers are aware, at all times, of the way in which they speak to children and young people or about others. This must not be demeaning or belittling, or putting people down. Jokes should never be made at the expense of another person and neither should they be of a derogatory or discriminative nature. Swearing should also be avoided at all times.

Workers should not divulge confidences shared by a child or young person to other children or young people nor should they share information about other children and young people or any personal feelings towards a situation caused by a child or young person. The same goes for sharing information about other workers.

Workers also need to be very careful that what they say cannot be misconstrued, and should avoid innuendo.

Unplanned situations

No group should open with fewer than two workers. If working with a particularly challenging group, then two workers may be insufficient. Whenever possible, a clear notice of closure should be displayed with the reason for the closure, and communicate this to parents as soon as possible. If staffing is sufficient to open, but not enough to run a full programme, then a limited programme should be agreed. This may mean not opening parts of the building to avoid children and young people being unsupervised.

Taking young people home at the end of a session:

A worker should not routinely take a young person home by themselves and this should be avoided if at all possible. However, if the worker believes that it is detrimental to allow the young person to take home by

themselves (for example, due to them being unwell or it is late at night) they should ideally obtain parental permission (with an electronic paper trail) ideally with another co-worker present.

Children asking to use a worker's phone:

If a child or young person wishes to use a phone and there is no other available, they may use the paid worker's work phone as a last resort and as long as the call is taken within earshot.

Cigarettes, alcohol and illegal substances.

- **Cigarettes.** Workers may only smoke at an appropriate time during the session, off site and out of sight of children and young people.
- **Alcohol.** Workers should not drink alcohol while working. If a worker arrives at a project under the influence of alcohol they will immediately be sent home and could face disciplinary action.
- **Illegal substances.** Illegal substances are not permitted during any activities or on the premises while the activities are being run. Workers are not allowed to be at work under the influence of illegal substances. Failure to adhere to this will result in disciplinary action being taken. When workers use illegal substances outside of work, but it impinges on work, this also becomes a disciplinary matter.

Workers should never buy cigarettes or alcohol on behalf of child or young people whether while working or any other time.

8. INCLUSION POLICY & EQUAL OPPORTUNITIES

The All Saints' Children and Young People team recognise that everyone is different, with different needs, desires and requirements, and that sometimes society discriminates against people. We recognise our responsibility to provide equal access to all for all our services.

All young people have a right to be treated with respect, fairness and dignity by workers and other young people regardless of any special or educational needs.

We expect:

- All workers and participants are to respect difference and diversity, and show respect to others.
- All people involved are to support and positively encourage inclusive practice, and consistently challenge discriminatory behaviour.

Physical Access

We will endeavour to use fully accessible premises for all activities. Where this is not possible, we will make it clear in any communication.

9. DETACHED YOUTH WORK

What is Detached Work?

Detached Youth work involves workers going on to the streets and is free from the constraints of building based work.

Why do Detached Work?

To meet with young people who may not attend our groups or to engage with young people we would normally see at a group when it may not be open.

Good practice guidelines for Detached Work

- Detached work should never be done alone and should ideally be done with 2 workers (ideally 1 male and 1 female).
- If while talking to different groups of young people or if the group becomes split, the workers should always stay in sight of one another.
- Workers must always wear their identification badges and make them clearly visible.
- Workers must always ensure that they carry a Kit Bag between them - the contents of which are outlined below.
- Workers should familiarise themselves with the attached risk assessment before going out.
- Mobile phones should be carried by each worker and workers should have each other's numbers.
- If workers don't feel safe going in to an area, they shouldn't go. If a situation arises which makes you feel unsafe, workers should leave the area.
- Workers should not become separated while out.
- If an incident occurs, physical intervention should be avoided wherever possible and workers should try and calm the situation. Where necessary, the Police should be called.
- Workers should not overstay their welcome and should move on when appropriate.
- First Aid should not be administered unless by a qualified First Aider.
- Workers should never enter private property with young people.
- A debrief at the end of the session should always take place and an evaluation form should be filled in.

Suggested contents of kit bag:

- 1 torch per worker.
- Pencil.
- Notepad.
- First aid kit (only when have qualified First Aider).

Additional optional contents:

- Flyers about groups and events we run.
- Soft drinks and snacks.
- Cups and flask.
- Playing cards or other similar activities.
- Frisbee.
- Football.
- Panic alarms.

10. ONE-TO-ONE SUPPORT/MENTORING

Overview

Mentoring enables young people to spend time with an authorised youth mentor on a one to one basis. This gives the young person a chance to talk and reflect on their lives and devise strategies to deal with challenges they may be facing. The discussions vary depending on the circumstances of the young person however they will be based primarily on accountability, discipleship, spiritual direction, prayer and developing their personal journey with God.

This could be a regular formal mentoring arrangement agreed to by both the parents/carers, a youth worker and the young person themselves. It could also work through informal, irregular one to one meetings from time to time. It is widely accepted that this form of support can help a child or young person to grow and flourish.

Procedures

1. Mentors will be safely recruited with enhanced DBS checks validated by the Parish safeguarding team.
2. Mentors will be authorised, trained and supervised by the Youth Team Leader and Mentoring Lead.
3. If a young person asks to be mentored or is offered the opportunity to be mentored, an email and consent form should be sent to their parents/carers to explain what is involved. The signed consent form needs to be received, approved and logged before mentoring takes place.
4. Mentors need to be aware of special needs, neurodiversity needs and medical needs of mentees before proceeding.
5. Parents need to agree to meeting locations and timings notified by the mentor.
6. Both the mentor and mentee will also sign and date a mentoring agreement which will explain that the content of mentoring meetings will be kept confidential, except where there may be a risk of harm or other safeguarding concern. The agreement will also state that the mentoring relationship can be ended at any time by either party, and that any information and agreements will be stored appropriately according to GDPR and privacy policy guidelines.

7. Mentors should not meet in the home of the young person. One to one mentoring should always take place in a public place, where other people are present or in communal areas of the ASW Centre covered by CCTV.
8. Any safeguarding concerns should be reported to a Parish Safeguarding Officer, the Youth Team Leader or Mentoring Lead as appropriate.
9. Youth Mentors should write up some brief notes after each mentoring session to outline any concerns or things to note that would be useful to the mentee or mentoring relationship (i.e. Mentee seemed low in mood, check in with them, on their mood next session). These notes should be kept confidential and locked away in between sessions.

11. OFFSITE ACTIVITIES/TRIPS

The activity that is to be carried out off-site needs careful planning and preparation. There needs to be a sufficient period of time to enable the necessary paper work to be completed such as risk assessments, consent forms/permission slips and insurance.

A risk assessment should take place to ensure that the worker(s) have considered all areas of 'risk' and that thought has been given as to how the risk can be reasonably reduced. This risk assessment should be shared with the other adults in the group.

Whoever is responsible for an overnight or high-risk offsite activity, must inform the PCC within reasonable time.

Written parental permission must be obtained prior to the activity taking place.

- Girls and boys must sleep in separate accommodation.
- Leaders must not enter the rooms of young people unless there is another adult present.
- Leaders must not share a room with anyone other than another leader.
- All leaders will have emergency contact details for parents/carers and any important medical information about the young people with them at all times.

On the day of the visit:

- The ratio of adults to children/young people must adhere to the ratios listed in this document.
- A list of all the young people taking part in the off-site activity must be given to an appropriate person.
- The register and all registration forms (which include emergency contact telephone numbers) should be taken on the visit. The worker responsible for the activity must also carry a mobile phone which should remain switched on at all times.

12. DEALING WITH CHALLENGING BEHAVIOUR IN YOUNG PEOPLE

Behaviour Guidelines

Here are some general common sense guidelines which ensure that the activities are run safely and for the enjoyment and benefit of the young people:

- Workers must be consistent in their treatment for behaviour that is not acceptable. Under no circumstances must workers respond through physical contact or undue harsh language when responding to unacceptable or challenging behaviour.
- Aggressive or abusive behaviour, physical or verbal, both to other young people or workers, will not be tolerated and will be dealt with under the warning system lined out below.
- Young people should not bring to the session any item or substance that is likely to be dangerous or potentially cause harm to the health of themselves or others.
- Excessive and continuous swearing and/or fighting will not be tolerated and will be challenged immediately.
- The playing of music with explicit or derogatory lyrics will be turned off.

Responding to inappropriate behaviour

It is not our policy to ban people from our sessions unless all other options have been exhausted. Instead, workers should follow the guidelines below:

First Verbal Warning

In the first instance, any young people behaving in an unacceptable manner must be told to stop. If necessary, explain why their behaviour is unacceptable.

Second Verbal Warning

If the inappropriate behaviour continues, the young people in question should be told that if they don't stop, then the session may have to close. Talk to them calmly to them and help them understand the situation.

Closure of the session

If inappropriate behaviour still continues, then the session should be closed to ensure the safety of all present. It is important to make sure that parents are informed to pick up their children immediately so that no one is left unsupervised, particularly if of a younger age group.

Final warning

If an individual or a group of young people are consistently behaving inappropriately and have not responded to any of the procedures as outlined above or if their behaviour is so inappropriate that it is putting others or themselves at risk of harm, then more drastic action should be taken. They should be told that should they not change their behaviour, a letter will need to be sent home informing their parents of the situation and that their parents will be asked to keep them away from the sessions until the agreed time. The length of ban should be consistent with the 'offence'. This action should be taken with 2 workers present. In certain circumstances, it may need a worker to ring the parent of the young person in question and ask them to come and collect them.

Recording

Any inappropriate behaviour should be recorded along with how the behaviour was responded to and any course of action taken on an Incident Form.

13. DRUGS AND ALCOHOL

Drugs and alcohol consumption

Drugs and alcohol must not be consumed by young people or workers during any activities involving children and young people. Workers under the influence of drugs or alcohol will not be allowed to attend the activity even if this means closing the session due to insufficient leaders. Young people attending a session under the influence of drugs or alcohol will be dealt with in a discretionary manner taking in to consideration their safety and wellbeing as well as that of other people.

Possession of alcohol

If a young person has alcohol on them at a session, they will be asked to leave the session and return without it.

Possessing drugs/volatile substances (glue, gas, aerosol cans)

A young person in possession of illegal drugs (with exception of Class A) will be asked to leave the premises and can return once it's not on their person. The police will be informed if a young person is found to be supplying or dealing any of the drugs outlined below.

Young people will be made aware that they may be charged with possessing/supplying an illegal substance if they're caught with drugs, whether the drugs belong to them or not.

Cigarettes and e-cigarettes

During sessions, the smoking of cigarettes or e-cigarettes must be off the premises and out of sight of those attending sessions. It should also not cause any harm or discomfort to the general public.

Use of Other Drugs:

The use of other substances involving the use of volatile substances, such as glue, gas, aerosol cans etc may present a risk to other children and young people, workers or the individual and should be dealt with in a discretionary manner in keeping with the above.

Suspicion of abuse

If a worker is told about drug use or possession during a session, they should inform the lead worker at that session and the person in question should be monitored discretely throughout the session and over the coming weeks. It should also be logged on a Concern Form.

14. COMMUNICATION and SOCIAL MEDIA

WhatsApp Communications

Overview

WhatsApp has emerged as the preferred messaging platform for group communications within All Saints Church, including ASW Youth.

WhatsApp is now legal for 13+ year olds.

All social media and messaging groups related to ASW will have a named admin who will monitor content on behalf of ASW and refer any safeguarding concerns to a Parish Safeguarding officer.

WhatsApp has been used for the various Adults groups for some time but WhatsApp is now also used for the following Youth and Children's work-related groups:

- ASW Children's Groups Team
- ASW SEN support
- ASW Tumblers Crèche Group
- ASW Rendezvous parents
- ASW Toast Parents
- **ASW Youth Rendezvous (Y9+ announcements)**

Guidelines for the use of WhatsApp for ASW Youth and Children's work

1. All Saints paid Youth and Children's workers are given a separate All Saints work mobile phone to use for communications. All messages (WhatsApp or text messages) on ASW work phones are backed up to an ASW email address and if necessary, can be accessed by the Safeguarding Team.
2. Parents need to give written consent for their child over 13 to be added to the ASW Rendezvous group chat. Signed Consent forms will be stored in a file and records electronically tagged in Churchsuite.
3. Only Adult youth team members who have completed the following steps may be added to the ASW Youth Rendezvous WhatsApp group.
 - a) Been safely recruited for All Saints Youth work
 - b) Successfully received a clear enhanced DBS check
 - c) Been explicitly approved by Parish Safeguarding Team
4. The Administrators of the group will be the ASW Youth Team Leader, plus a named Safeguarding Media Monitor.

5. Any photos taken and shared to the group should have consent, be appropriate and comply with the Parish Imagery and Privacy policies.
6. The ASW Rendezvous group is not a general chat forum. Non-essential commenting will be discouraged, and Parish Safeguarding Handbook Social Media guidance applies to appropriateness of content.
7. ASW Youth team members will not engage in one-to-one communications with youth except for Authorised Mentors arranging mentoring meetings with mentees with prior written consent from parents.
8. If an inappropriate call or text message is received from a young person, the worker should not respond. They should inform the Youth Worker and the Safeguarding Team. A written record should be made on an incident form, which will be stored securely in the church centre and it may be necessary to discuss the issue with the young person and/or their parents.

Use of WhatsApp for organising special events and off-site activities

WhatsApp is sometimes used for creating groups of DBS approved youth leaders for organising events and off-site activities. The Safeguarding Media monitor should be added to these groups. Any Photos taken during the event or activity and shared to the group should have consent, be appropriate and comply with the Parish Imagery and Privacy policies. Photos should not be forwarded or shared to social media except where explicit permission has been obtained. To comply with GDPR guidance Groups should be deleted when no longer in use.

Social Media

Workers will only communicate with young people via “official” channels: for example, via work email address. They will not give their personal contact details to young people; this includes personal email addresses or personal social media sites. Workers will not add/like/follow a young person (under 18) as a ‘friend’ on a social networking site or accept friend requests from them.

15. PARENTAL CONSENT AND COMMUNICATION WITH PARENTS/CARERS

Data Protection Consent and Medical Forms

It is important that we have up to date information about the children and young people in our care to ensure that we can (as far as possible) meet their needs and ensure their safety.

Data Protection Consent and Medical Forms should be given to young people to take home and they should be completed and signed by their parents/carers. They should be returned when the child or young person next attends the group. Children should be accompanied to Sunday church groups by someone over the age of 16. Additional **Offsite Activity Consent Forms** should be completed for any activities taking place away from the regular group locations. Data Protection Consent and Medical Forms are required for structured, group activities or any young person who is regularly attending.

Copies of completed Data Protection Consent and Medical Forms Data Protection Consent and Medical Forms and Offsite Activity Consent Forms (where necessary) should always be present when the groups take place but should not be accessible to anyone other than the workers. When groups are not running, any information about young people should be securely stored and workers should not retain any information for themselves.

Workers should familiarise themselves with information on the consent forms - particularly around health issues, allergies, medication and any special needs prior to sessions including consent for photos to be taken.

Information on Data Protection Consent and Medical Forms should be checked every 12 months to make sure that they are up-to-date and young people/parents/carers should be encouraged to inform us of any changes to circumstances as and when they happen.

If taking photos at any sessions, Data Protection Consent and Medical Forms must be checked for parental permission. If permission has not been granted, this must be respected even if this goes against the young person's wishes.

16. CONFIDENTIALITY AND DATA PROTECTION

We are committed to providing a safe environment for young people and volunteers. We recognise that trust is essential for good youth and children's work and is the foundation for all relationships within the work. Maintaining confidences is an integral part of building trust between young people, volunteers and the organisation and will be respected at all times, apart from where it conflicts with reporting child protection concerns.

In addition, the Data Protection Act places an obligation on all organisations to implement the 8 guiding principles when obtaining, handling and storing personal information. These are:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless –
 - (a) at least one of the conditions in Schedule 2 is met, and
 - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and

against accidental loss or destruction of, or damage to, personal data.

8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Children and Young People

We are committed to ensuring that children and young people are able to share information with youth workers in a confidential manner.

Children and young people can expect that any information they give to a worker is treated as sensitive and confidential and will not be shared unless:

- The worker believes that the child or another child, is in danger or is being harmed. In this case the young person will be told that the information has to be shared with the appropriate agencies and encouraged to agree with this.
- The young person discloses that they are involved, or plan to become involved in acts of terrorism.

Workers

All workers are expected to uphold the organisations commitment to confidentiality. This means that youth and children's workers are expected to:

- Keep records, files and documents stored in a safe and secure manner.
- Not discuss any information given by a child or young person in confidence, unless they have a child protection concern or the child or young person gives their permission.
- Tell a child or young person when information cannot be kept confidential (i.e. a child protection concern).
- Encourage a child or young person to talk to other people (e.g. parents or guardians) or professionals where they feel it would be in the young person's interest.

Workers can expect that the organisation will:

- Provide them with a suitable means for storing confidential documents.
- Ensure that their own information (e.g. medical or emergency contact information, information contained in their PVG Scheme Record) is stored securely, is kept confidential and only seen by colleagues in relation to their role.
- Safely destroy personal information when the worker ceases to work for the organisation.
- Take disciplinary action where the Confidentiality Policy is not upheld (unless due to child protection concerns or a court order has been issued).

Parents/Guardians

Parents/Guardians of young people attending All Saints Weston Children and Young People's activities can expect that the information they provide (e.g. medical information, contact information) will:

- Be kept in a secure, confidential manner and only used for the purpose provided (i.e. to safeguard the health and wellbeing of the child/young person).
- Ensure that parents receive information from the sessions that is necessary e.g. newsletters, letters and emails regarding information about upcoming events, fundraising activities, and club activities.
- Not be sold.
- Will not be shown to organisations without prior consent.

17. RECORD KEEPING AND FOLLOW UP

The importance of record keeping

It is imperative that any accidents, incidents, concerns and complaints are recorded at the time of them taking place. This is so that people can see that the matter has been dealt with properly and that it can be referred back to if necessary.

Incident Forms

An incident form should be available at all sessions and all workers informed of its purpose and its whereabouts. The purpose of an incident form is to record any incidents that happen during the session. Recording incidents may show that there are certain patterns or themes to a young person's behaviour or attitude. The incident should be written on the form along with any action that was taken and any further action needed as well as being signed by the worker who witnessed the incident and the lead worker responsible for the session. If it is a serious incident or a recurring incident, the Lead Worker and the DSL.

Accident Forms

An Accident Form should be completed as soon as any accident has been dealt with. The Accident Form should be completed by the appointed person responsible for First Aid. This applies whether it is a young person or worker requiring first aid. First Aid should not be administered by anyone who has not had the necessary First Aid training and has a certificate to do so.

Concern Forms

Anything that is shared by a young person that a worker feels is putting the young person or anyone else at harm, must be recorded on a Concern Form and the matter discussed with the Lead Worker who will respond in the necessary way with accountability of superiors.

If a young person shares any information about themselves that a worker is concerned about but is not necessarily a Safeguarding issue, a Concern Form should also be filled in. In addition to this, a Concern Form should be completed if a young person is behaving in a way not consistent with their normal behaviour or if they have any marks on them – even if they explain that they occurred the marks in an innocent way. These could be signs of abuse and must be recorded. Once

recorded, the Concern Form can be put to the back of the relevant session folder but should then be stored and locked centrally. If a similar thing happens in the future, the matter may need to be investigated further.

Complaint Forms

If a complaint is made by a young person, a parent, a fellow worker or a member of the public against a worker, a Complaint Form should be completed by a different worker and the matter discussed with the person responsible for the session and the Lead Worker. This may lead to further investigations.

Registers

A note should be made of all of the young people that attend each session. This will help us to see who is attending regularly and, more importantly, who has not been coming along for some time. This will enable us to contact them if that is felt the right course of action.

18. INSURANCE

The Children and Young People's work is covered by Ecclesiastical Insurance. Before driving/giving lifts to children and young people, workers, paid or unpaid members of staff and volunteers must have business insurance, a valid MOT, a valid up to date driving license, and written consent from parents/carers.

19. RISK ASSESSMENTS

The Management of Health and Safety at Work Regulations 1999 places a duty on employers to assess the risks which their work activities and workplaces pose to themselves, employees and others (including members of the public, contractors etc), that significant findings are recorded in writing and that they are reviewed regularly. The law says they should be 'suitable and sufficient' – which means that it identifies the risks from or in connection with the work, ignores trivial risks and those associated with life in general, and contains details in proportion to the level of risk and uses specialist information when necessary.

Risk assessments are kept in the group folders and must be kept up-to-date. They should be conducted for any new session or piece of

work, whether on-site or off-site, or any trip or outing that is planned. It is the responsibility of the Lead Worker to ensure that all risk assessments are carried out, but to be effective all Workers should contribute to the process and be aware of them.

20. FIRST AID

Who can administer First Aid?

Only a worker with a certificate in First Aid should administer First Aid to any person. A list of qualified first aiders will be kept in group folders.

No medication (unless it is in the case of an emergency) will be administered by workers without prior parental consent.

It is essential that parents/carers provide up to date information with regard to their child's medical conditions (as appropriate) through the use of data protection consent and medical form (where appropriate).

A person with relevant first aid experience/nominated person and qualification should be present. A well-stocked first aid kit should be present at every activity whether in a building or for an off-site activity. Workers are responsible for ensuring that this remains up to date.

If it is known that a child or young person may require emergency medical treatment (e.g. due to an allergy or asthma attack), there will be a first aider/nominated person who will administer the treatment.

For other types of emergency medical treatment, it will be the responsibility of the First Aider/appointed person to assess the injury and to administer appropriate treatment. It is expected that it will be this person who will also contact the emergency services if they consider it necessary.

All treatment must be recorded on an Accident Form and the parents/carers informed. If hospital treatment is required, the parents/carers should be contacted immediately. If they are not available, an adult from the group should accompany the child to hospital while another adult from the group continues to try and contact the parents/carers. It may be necessary to stop the session that is in progress depending on how many workers are on duty.

21. FIRE PROCEDURES

In the event of a fire, the Lead Worker for that session needs to ensure that everyone vacates the building in line with the building's fire procedures and therefore should be familiar with them. Fire evacuation procedures are practised regularly so that they are familiar to all.

22. TRANSPORT GUIDELINES INCLUDING LIFTS

We commit ourselves to transporting children and young people in the safest way possible. Necessary insurance must be in place for the transportation to take place.

To ensure that this is carried out, the following is a list of guidelines for anyone driving children or young people to or from a church organised event or activity.

- The driver must be over the age of 21 with at least one year's driving with a full license.
- The vehicle being used to transport young people must be roadworthy (hold a current MOT certificate) and be taxed.
- Any motoring convictions must be reported to the Parish Safeguarding Officer Team.
- The Children's/Youth Worker should be made aware of when children or young people are being transported.
- The car should only carry the number of passengers that fitted fully functional seatbelts will allow.
- All speed limits should be kept to.
- It is advised that you carry at least two passengers in your car at one time wherever possible.
- A child/young person should not be alone in a car with a worker.
- Mobile phones should not be used by drivers for the duration of the journey.
- The driver is responsible for ensuring that passengers wear their seatbelts.
- Under no circumstances should anyone drive whilst under the influence of alcohol, drugs or medication with any side effects that may affect your ability to drive safely.
- It is illegal to smoke in cars when there are persons under the age of 18 inside.

Parents/carers should always be notified when young people are being transported by members of the youth & children's team and prior consent should always be given – preferably in writing.

Additional guidance has been used for those times when the church uses a minibus to transport children and young people:

The Paid Children's/Youth Worker is responsible for:

- Ensuring that the hire of the minibus is from a reputable company or organisation.
- Ensuring that the driver has had the relevant training from the hirer.

The driver is responsible for:

- Ensuring all checks stipulated by the hiring company when picking up the vehicle are carried out.
- Adhering to the above guidelines.

23. FOOD HYGIENE

In accordance with the All Saints Weston Health & Safety Policy

These procedures have been vetted and agreed by the local Environmental Health Officer (from B&NES) who also regularly inspects our kitchens and procedures.

We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.

All food handlers should be supervised by selected members of staff or volunteers with the necessary training and certification. .

We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.

Before any preparation commences all surfaces coming into contact with food must be washed down and disinfected.

To prevent contamination raw and cooked foods must be kept apart at all times

A food thermometer is provided to ensure food is cooked and reheated to the correct temperature.

Food stuffs may only be prepared in the main kitchen, kitchen adjacent to Courtyard Room, kitchen in Upper Room and kitchen in Garden Room.

We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

Thank you for reading this safeguarding booklet. To read our appendices please email office@allsaintsweston.org.uk and these can be sent to you for your perusal.