

# St Clement's Parish Church

## Child Safeguarding Procedure

This policy relates to all young persons under the age of 18 attending activities organised by St. Clement's Church, The Broadway, Leigh-on-Sea, Essex. This policy is in conjunction with the Diocese of Chelmsford Child Protection Policy.

### **Child Protection Co-ordinator – Mrs. Jill Healey 07854959389**

#### **The Child Protection Co-ordinator will:-**

- Receive completed D.B.S. forms from volunteers
- Keep a 'Strictly Confidential' file for all records relating to Child Protection and potential abuse.
- Discuss concerns with Social Services whenever necessary.
- Contact Social Services/Police/N.S.P.C.C.
- Liaise with the Young People's workers, Incumbent and with the Police following any allegation against a volunteer.

#### **Individual Volunteers.**

When an incident or a disclosure has occurred, the individual volunteer will contact the Child Protection Co-ordinator without discussing the matter with anyone else.

#### **The individual Volunteer will respond to a disclosure by: -**

- Listening to the young person (rather than questioning them directly)
- Never stop a young person who is openly recalling significant events.
- Reassuring the young person that they are doing the right thing by talking to the worker.
- Not promising confidentiality – anyone responsible for the welfare of children has a duty to refer a young person who is at risk.
- Trying to alleviate any feelings of guilt that the young person may display.
- React only as far as is necessary in order to establish whether or not the matter needs to be referred. There should be no 'interrogation' for more details.
- Asking only 'open' questions.
- Offering no criticism of the perpetrator.
- Not asking the Young Person to repeat everything to another volunteer. In the event of a disclosure then next person a young person discusses the issue with should be a social worker.
- Explaining to the Young Person what has to be done next and who the volunteer will need to speak to.
- Informing the Child Protection Co-ordinator as soon as possible.
- Trying to keep in contact with the Young Person and maintaining their confidence.

**The individual volunteer will respond to an allegation against another volunteer by: -**

- Following the guidelines as for responding to disclosures

**Record Keeping**

- Brief notes should be made at the time of the disclosure which should then be written up as soon as possible – within 24 hours maximum. Original notes should be kept as they may be required by a court.
- On the Child Protection Record Sheet (available from the Co-ordinator) the date, time and context of the disclosure should be recorded along with what was said using the young person’s own words and terminology and any noticeable non-verbal behaviour. The diagram should be completed to indicate the position of any physical injury.
- Recording should be objective and should include only statements and observable things rather than any personal interpretations or assumptions.
- Any subsequent events before the interview with the social worker should also be recorded.
- All original notes and recordings will be kept in a ‘Strictly Confidential’ file. The only persons who will have access to this file will be the Child Protection Co-ordinator, Social Services, the Police, the N.S.P.C.C.

**Confidentiality**

- All confidential matters relating to potential abuse should not be discussed with anyone other than the Child Protection Co-ordinator.
- Daily notes and records should not contain reference to potential abuse. Records of disclosures must be written separately as indicated above and strict confidentiality must be maintained.

**Support**

- The volunteer should try to keep in touch with the young person and maintain their confidence.
- If an interview with Social Services is to follow the young person should have the opportunity to have ‘support person’ present if they wish. This may be the volunteer to whom the original disclosure was made.
- The volunteer should access support for themselves without disclosing confidential information about the young person to fellow workers.
- The Priest-in-Charge is available for support whenever necessary.

Reviewed by the P.C.C. July 2018

P.C.C. Chairman.....Fr. Clive Hillman (signed).....

Churchwarden... Elizabeth Stoneman (signed).....

Churchwarden.....Jill Healey (signed).....