

**POLICY DOCUMENT OF THORPE HESLEY HOLY TRINITYLEP, ROTHERHAM**  
**SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS.**

**POLICY DATE: JULY 2024 (REVIEWED AND UPDATED BY JANE HORE)**

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**As a Church Council we adopt the following statement:**

**“We the people of Holy Trinity, seek to safeguard all members of the Church community, of all ages. It is the responsibility of each of us to prevent the physical, sexual or emotional abuse of children, young people and vulnerable adults” (def: appendix 1)**

**GUIDELINE 1**

**Always plan the work of the organisation so as to minimize situations where abuse can occur:**

- a) An adult should never be left alone with a child, young person or vulnerable adult.
- b) Ensure that leaders do not meet children or young people at any time without their parents being aware or visit vulnerable adults alone.
- c) There should always be at least two adults present in a group.
- d) A group should never be taken off the premise without at least two adults present and a Risk Assessment should be in place for this.
- e) The movement of children back and forth from Church to the TCC building should always be supervised.
- f) Where groups of children are being supervised in the TCC building, appropriate security measures should be in place to safeguard movement in and out of the premises – closing and locking of doors and only admitting persons who need to enter the premises for genuine reasons. These persons should not have direct access to the children unless monitored.
- g) Where groups of vulnerable adults are meeting in the TCC building appropriate security measures and health and safety measures should be in place following Health and safety guidelines.
- h) When children, young people or vulnerable adults have to be transported to events or given lifts home, the appropriate adults should ensure that they are never left alone with them in a car.
- i) The leaders of groups should check that all drivers transporting children, young people or vulnerable adults should have a valid driving licence and insurance certificate that allows them to do so. When checked the information should be passed on to **Jane Hore, Caroline Stokoe or Rev. Lynn Broadhead.**
- j) Safeguarding will be on the agenda at each Church Council meeting and each ACM.
- k) The Safeguarding Policy will be displayed at all times on the notice board in the Narthex and a copy will be sent to all Church Council members . It is available on request for anyone to read from **Jane Hore or Caroline Stokoe.**

**GUIDELINE 2**

**Ensure that a system is in place whereby a child may talk to an independent person.**

The Child-line number is displayed in Church and in the T.C.C building for children and young people to access and should be pointed out to them at regular intervals. They should know who the safeguarding Officers are – **Jane Hore and Caroline Stokoe** – their pictures will be displayed in the Narthex to allow children to identify them.

### **GUIDELINE 3**

All adults working with, supervising or volunteering in a regulated activity\* (**appendix 2**) with children, young people and vulnerable adults should have a full and enhanced DBS Certificate and the Safeguarding Officers must ensure these are in place before an individual will be allowed to work or volunteer with these groups. A DBS certificate should be renewed every four years.

### **GUIDELINE 4**

All adults working with, supervising or volunteering with children, young people or vulnerable adults must conduct themselves in an appropriate manner and must not be under the influence of alcohol or any other substances which may impair their ability to care for them. Anyone taking medication (prescribed or otherwise) which may also impair their ability should make this aware to the person in charge who will contact the Safeguarding Officers as appropriate. A decision will be made as to whether the adult is considered safe to work with these groups of people.

### **GUIDELINE 5**

**All paid staff and volunteers should be given clear roles.**

- 1) All those working with, supervising and volunteering with children, young people or vulnerable adults should be given a clear job description which is updated as and when appropriate.
- 2) Leaders should meet once a term to plan and review their work and at these meetings Safeguarding should always be on the agenda.
- 3) Church Leaders should ensure that all children's workers/helpers, and those working/helping with vulnerable adults are given adequate training/guidance for their role where appropriate.
- 4) At least one reference should be sought for any person wishing to work with children, young people or vulnerable adults (paid or unpaid work).
- 5) Church Leaders should explore all previous work undertaken by the individual. Their name and job description should then be taken to the Church Council for validation.
- 6) All paid and voluntary appointments should be conditional on the successful completion of a probationary period of 6 months. If after this time there are concerns with the suitability of the Worker or Volunteer the Safeguarding Officer should be notified and the Church Council should make a decision about their continuing of the role.

### **GUIDELINE 6**

The Safeguarding Officers will undertake to keep up with all new guidelines and information. They will attend training courses when necessary and keep up to date on current Safeguarding measures. All adults working with, supervising or volunteering in a regulated activity\* (**appendix 2**) with children, young people and vulnerable adults should have Safeguarding Training. Likewise all members of the Church Council in their capacity as Trustees also require Safeguarding Training. There are three levels of Training:- Basic Awareness; Foundation (C1); and Leadership (C2). Training is obligatory and should be updated every 3/4 years.

### **GUIDELINE 7**

All adults should be aware of Social Networking. It is not permitted to contact children, young people or vulnerable adults in your care on a personal level via Facebook, Twitter, TikTok etc; email or text. Only information which is necessary to publicise events, arrange contact for meetings etc is permissible. Always be aware of anything that you may post on these sites, and never give out personal or confidential details about individuals or those regarding any discussions that have taken place in a group context. Please report any activity on such sites that you are concerned about.

## **GUIDELINE 8**

Children's photos should not be taken under any circumstances without prior consent from Parents or Guardians and where photos are allowed, permission must be also be given to use these images on the Church website or through any other media.

## **GUIDELINE 9**

- 1) When Church is open to the public there will always be two adults present.
- 2) If you are alone in the Church for any reason then always lock the doors but remove the key from the lock. Always ensure that you tell someone where you are and update them if you are delayed for any reason.

## **GUIDELINE 10**

When there is a special event e.g. Holiday Club, children's party, outing, meeting of a group involving vulnerable adults then Safeguarding guidelines must be followed and any additional procedures taken into account e.g. risk assessments of the activity and the volunteers who help. DBS checks must be in place for the leaders of the group. Volunteers will always be supervised and not left alone with children, young people or vulnerable adults. Vigilance must be taken to ensure that if photographs of children are taken they are done so with prior Parental permission.

## **GUIDELINE 11**

When a member of the Church who is considered to be a 'Vulnerable Adult' requests a visit or is deemed to be in need of a visit by the Church in their own home, (for reasons of pastoral care or Home Communion) there should be two people taking part in the visit. This is to ensure safeguarding protection and protocol for both parties.

## **GUIDELINE 12**

### **HIRE OF CHURCH PREMISES AND TCC**

All groups who make bookings to hire the Church premises or the TCC building to host group activities are required to abide by the Parish Safeguarding Policy. A copy of the Safeguarding Policy must be obtained from the TCC Manager beforehand and signed for prior to the event taking place. Group leaders are subsequently responsible for ensuring that the Safeguarding Policy is read, understood and the guidelines followed correctly. Group Leaders are responsible for the safeguarding of children and vulnerable adults within their care during the group activity, at all times. Any Safeguarding issues that occur however must be reported within 24 hours to the TCC Manager or Safeguarding Officer whose information will be on the form for Hiring of the premises. An Accident book will be available at the premises and must be completed in the event of an accident taking place.

## **GUIDELINE 13**

### **HOW TO DEAL WITH ANY SUSPECTED SAFEGUARDING ISSUES**

- 1) All adults working with, supervising or volunteering with children, young people or vulnerable adults should be vigilant to the signs and symptoms of abuse – whether sexual, physical, emotional or neglect. In order to do this they need to have some knowledge of what to look out for. The Church of England Parish Safeguarding Handbook has a list of the signs and symptoms in section 3 and 4 which adults should familiarise themselves with before working with, supervising, or volunteering with children, young people or vulnerable adults.
- 2) If abuse is suspected it should be reported in the first instance to the Safeguarding Officers **Jane Hore, Caroline Stokoe or to Rev. Lynn Broadhead**. This should be done within 24 hours after the event in order to minimise a further Safeguarding situation.

- 3) If all of the above people are on holiday then any issues should be reported to the Church Wardens or Stewards.
- 4) Once the incident has been reported it will be followed up immediately to the appropriate authorities and any action will be taken with guidance from the Safeguarding Officers within the Diocese.
- 5) If an adult has an allegation of abuse made against them this must be reported within 24 hours to the Safeguarding Officers. This adult may then be suspended temporarily from working with, supervising or volunteering with children, young people or vulnerable adults until the allegation is investigated. This may be an internal or external investigation depending on the severity of the allegation.

### **Appendix 1. Definition of a Vulnerable adult**

'A person who is 18 years of age or over, and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of themselves, or unable to protect themselves against harm or serious exploitation.'

### **Appendix 2. Definition of regulated activity\* (more than 3 days in a 30 day period)**

#### **Children**

- Providing healthcare/personal care
- Teaching, training and instruction – unsupervised (Parents not present)
- Caring for or supervising – unsupervised
- Providing advice or guidance on physical, emotional or educational wellbeing.
- Driving children under arrangement
- Moderating website service e.g. Facebook, TikTok
- Registering to be a Childminder
- Registering to be a Foster carer

#### **Adults**

- Providing healthcare/personal care
- Teaching, training and instruction.
- Assistance with day to day financial running of adult's household
- Assistance with conduct of an adult's affairs
- Conveying an adult

#### **Please note:-**

This Safeguarding Policy is specific to Thorpe Hesley Holy Trinity LEP.

This is written with reference to the **Church of England Parish Safeguarding Handbook 'Promoting a Safer Church'** which should also be adhered to and used as a reference point at all times. It can be found on the Diocese of Sheffield website and it provides more detailed information on all aspects of Safeguarding, including:-

**Section 1: Parish Roles and Responsibilities**

**Section 3: Abuse and Neglect of Children**

**Section 4: Abuse and Neglect of Adults**

**Section 7: Responding Promptly to Every Safeguarding Concern or Allegation**

**Section 11: A Safe Environment and Activities**

Reviewed and updated July 2024

Signed: *Jane Hore, Caroline Stokoe*