

# **Safeguarding Children and Young People**

## **Policy and Procedures**

### **The Parish of St Leonard, Wollaton**

## Principles of the House of Bishops' Policy for Safeguarding Children

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

### Principles

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and all adults.
- The safeguarding and protection of all children, young people and adults when they are vulnerable.
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

We will carefully select and train all those with any responsibilities within the Church, in line with safer recruitment principles, including the use of the Disclosure and Barring Service.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

In all these principles we will follow legislation, guidance and recognised good practice.

This principle statement will be renewed annually and progress in carrying it out will be monitored by **The Safeguarding Coordinator who is: Rachel Higginson**

She may be contacted at: **[slsafeguarding@gmail.com](mailto:slsafeguarding@gmail.com)**

# PROCEDURES FOR IMPLEMENTING THE PARISH POLICY

## The parish of St Leonard, Wollaton

A copy of these procedures will be given to all youth and children's workers, volunteers and employees who have responsibility for children or young people. They should sign a declaration afterwards saying that they have read and understood them.

### 1. CONTACTS

Our Safeguarding Coordinator is **Rachel Higginson**

email: [slsafeguarding@gmail.com](mailto:slsafeguarding@gmail.com)

Or contact the **Parish Office** – 0115 837 2420

### 2. The following ratio of adults (over 18 years old) to children should be:

Age	Number of Leaders
0 to 2 years	1 person for every 3 children 1 : 3
2 to 3 years	1 person to every 4 children 1 : 4
3 to 8 years	1 person to every 8 children 1 : 8
Over 8 years	1 person for the first 8 children then 1 extra person for every extra 12 children

Each group is to have at least 2 adult youth workers present and a gender balance should be maintained in mixed gender groups.

Our uniformed organisations follow their own recommendations and rules.

There is a National Safeguarding Policy for Bell Ringers.

### 3. Introduction:

This document outlines the diocesan procedures for safeguarding children and young people and dealing with allegations of abuse. These procedures aim to be in line with national policy, guidance from within the Anglican Church, and Local Authority multi-agency policies.

The overall policy of the Anglican Church for safeguarding children and young people is set out in "Protecting all God's Children" (PGC). All parishes should have a copy of this for detailed reference. Please see link

<https://www.churchofengland.org/sites/default/files/2017-11/protectingallgodschildren.pdf>

#### 4. Our commitment:

The church, in all aspects of its life, is committed to and will champion the safeguarding of children, both in society as a whole and in its own community. It fully accepts, endorses and will implement the principle first enshrined in the Children Act 1989: the welfare of the child should be paramount. (PGC p 8)

We are committed to actively work within the framework of good practice set out in the Nottingham and Nottinghamshire inter-agency framework of standards for good practice.

Further guidance is available at <https://www.nottinghamcity.gov.uk/ncscb>

#### 5. Identifying Abuse

Abuse is a violation of an individual's human and civil rights by any other person or persons.

##### Examples of Abuse:

National guidance identifies four examples of abuse in relation to children:

- (i) **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing harm to a child. Physical harm may also be caused when a parent or a carer fabricates the symptoms of, or deliberately induces, illness in a child.
- (ii) **Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve: seeing or hearing the ill-treatment of another, for example in domestic violence situations: serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- (iii) **Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbating, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- (iv) **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
  - Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
  - Protect a child from physical and emotional harm or danger;
  - Ensure adequate supervision (including the use of inadequate care-givers); or

- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## 6. Safe Recruiting

Those responsible for an appointment to a post involving direct contact with children and young people should follow the guidance to be found in the **Parish Safeguarding Handbook**. The latest version of this can be accessed at [www.churchofengland.org/safeguarding](http://www.churchofengland.org/safeguarding)

## 7. Good Practice Guidelines

Every volunteer and paid worker with children and young people should make themselves familiar with the content of the **Parish Safeguarding Handbook** (available at the link above or from the church office).

## 8. Procedure to follow in the case of suspicion and disclosure of abuse

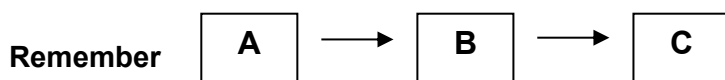
The following referral process is to be followed if (see flow chart on next page):

- there is an allegation of abuse
- you are concerned about a young person
- you are concerned about the behaviour of an adult
- it comes to your notice that someone may be committing abuse

### The A to B to C process

'A' gives information to 'B' who contacts 'C'

Person having concern/taking disclosure	= A
Parish Safeguarding Coordinator/clergy/Paid Lay staff	= B
Safeguarding Adviser for Diocese	= C



Please **record** what you have heard, what your concerns are and what action taken.

### Recording – the 4 W's

**Who** was involved (name the key people)

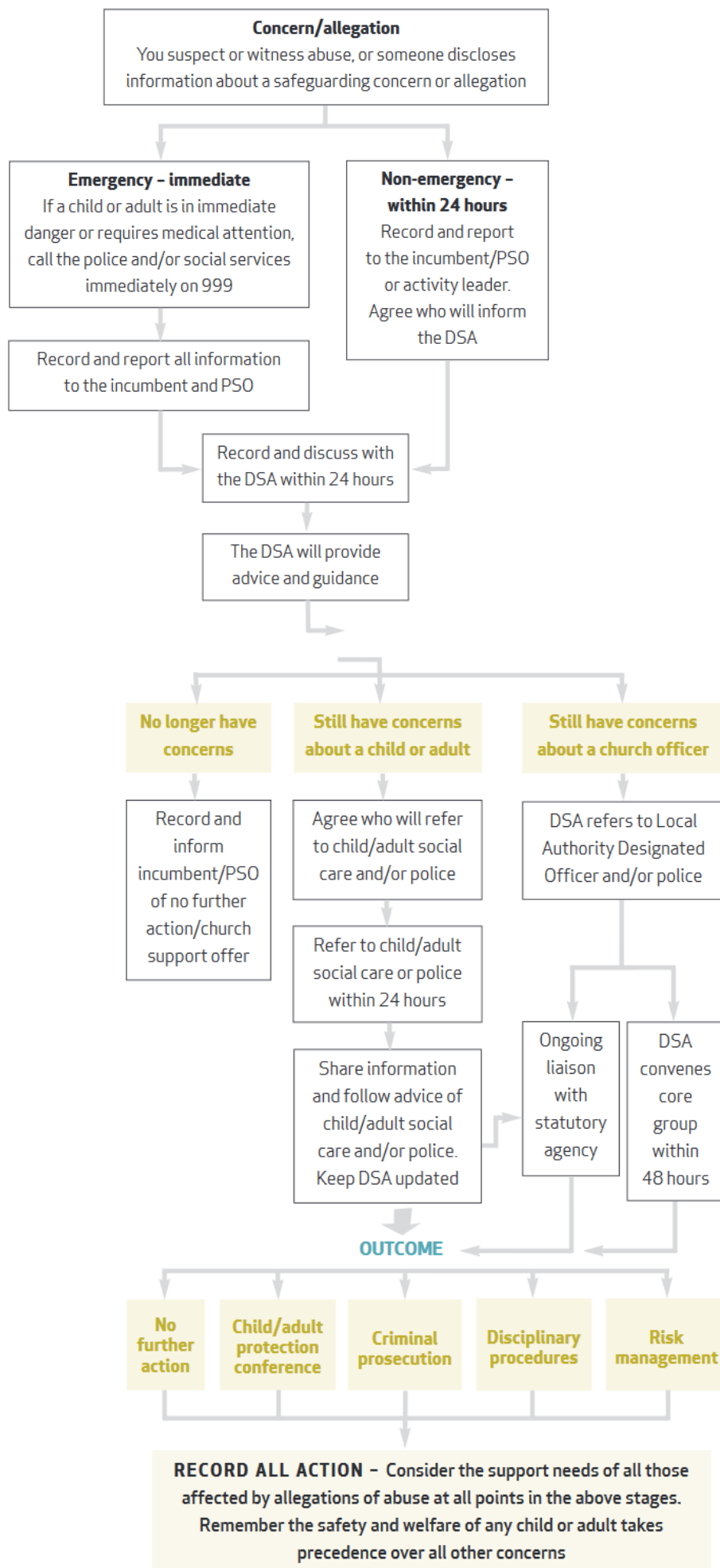
**What** happened (facts, not opinions)

**When** did it happen (date & time)

**Who** was it referred to?

**Remember** sign and date the referral including the year

Children should be given every opportunity to learn that no-one has the right to do anything to them that makes them feel uncomfortable.



## 9. Activities away from the church premises

- No child can be taken off-site for activities without the consent of their parent/guardian/ carer.
- Details of the event must be given and permission slips with a request for medical details must be filled in.
- Before events take place please see your parish Safeguarding Coordinator to check over all the arrangement details.
- Seek the permission of the Parochial Church Council, following a risk assessment, for approval of the event so that it is covered by parish insurance or because of the nature of the activity additional insurance and safeguarding procedures may be required.
- When taking children off-site, a detailed programme and list of contacts should be left with someone in the parish.

The Parish Safeguarding Coordinator has a sample of a form for such events.

## 10. Providing lifts to Children for Church Activities

We understand that sometimes, for children to participate in church activities, our leaders may need to provide lifts. When this is necessary we follow clear guidelines to ensure safety and peace of mind.

- **Arrangements and parental consent:** All lifts must be arranged directly with parents in advance. Their permission and understanding of the arrangement should be clearly communicated in a group WhatsApp chat that includes other leaders from that children's or youth group.
- **Direct communication:** Children should never be used as intermediaries to arrange lifts. All communication about transport must be directly between the leader and the child's parent or guardian.
- **Number of adults:** Where possible it is expected that there should be two adults and there should never be a situation in which a single adult is alone with a single child who is not their own.
- **Safety in the Vehicle:** When giving a lift, children should always sit in the back seats of the car and must wear seat belts at all times.

## 11. Streaming in Church services

At St Leonards, we are committed to ensuring the safety and well-being of everyone, especially children and vulnerable adults, during our streamed services. Our AV team carefully positions cameras to primarily capture adults who have provided explicit consent for filming. When children are prominently featured at the front of the church (e.g., during readings or presentations), we display a slide notifying our online audience. We also require specific parental permission for any child to be filmed and featured in our broadcasts. This allows select children to participate actively, such as reading from the Bible, while ensuring their privacy and protection.

## **12. Support, supervision and training of children's workers and youth workers.**

Everyone should avoid working alone with children and there should always be more than one responsible adult available so that there is mutual supervision. Should one of the adults become ill or get called away, the other adult should call for additional help.

Children's and youth workers are given the opportunity to review their work with the leader of their group or another named adult. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.

The church or diocese hold Safeguarding training events or offer online training. Church staff, PCC members, youth and children's team paid workers and volunteers and the Parish Safeguarding Coordinator are required to undertake certain specified training courses applicable to the roles they hold. A record will be kept by the Parish Safeguarding Co-ordinator. Leaders who do not have up to date training will not be able to lead Children's work.

## **13. The passing on of information to new screeners and/or incumbents.**

After a children's/youth worker or volunteer has resigned, information on their children's/youth work will be kept for an indefinite period, in case it is needed for references for a new position at another church or for working with children elsewhere.

Confidential/sensitive information will be passed on only by the incumbent (or a churchwarden during an interregnum). For advice please contact the Diocesan Safeguarding Adviser.

### **Passing on Concerns**

If the PCC or church organisation has to remove someone from working with children and young people you **must** consult the Diocesan Safeguarding Adviser (Julian Hodgson Tel. **01636 817200**). We have a **legal duty** to refer certain information to the Disclosure and Barring Service (DBS) and consult the Local Authority.

## **14. Implementation of the Policy.**

The Parish Safeguarding Coordinator will be responsible for monitoring the policy to see that it is being practised. This includes ensuring that all helpers are aware of good practice guidance and making sure new work is properly risk assessed.

## **15. Procedure for regular reporting to the Parochial Church Council**

The Parish Safeguarding Coordinator will be requested to submit a safeguarding report to each meeting of the Parochial Church Council.

## **16. Useful contacts**

- (a) Diocesan Safeguarding Team  
Diocese of Southwell and Nottingham **Tel: 01636 817200**

Diocesan Safeguarding Adviser  
Julian Hodgson **Tel: 01636 817200**

E-mail [safeguarding@southwell.anglican.org](mailto:safeguarding@southwell.anglican.org)



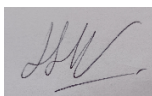
- (b) Nottingham City Council Children & Families Direct.  
**Contact number: 0115 876 4800**  
Contact details on City Council web-site: [www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk)
- (c) Nottinghamshire County Council Adult and Children's Social Care.  
**Contact number: 0300 500 8080 8.30 – 6pm**  
Local offices listed on County Council web site: [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)  
**Emergency Duty: 0300 456 4546 out of hours**
- Nottinghamshire now has a Multi-Agency Safeguarding Hub, designed to help agencies work together on safeguarding cases. The MASH is the **single point of contact for all professionals** to report safeguarding concerns. Passing information and concerns to the MASH is best done by the Diocesan Adviser.
- (d) Nottinghamshire Police,  
In Emergency, 999  
If less of an emergency Central Switchboard, 101

### **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

**The procedures and guidelines were last reviewed and agreed by the Parochial Church Council on 11 August 2025**

**Signed by the incumbent:**

**Signed by the Lay Chair of the Church Council or a Churchwarden:**



### **Date for policy review**

The children's and youth committee/leaders and the Parochial Church Council will review this Safeguarding Policy and how it is to be implemented by **August 2026**

**Diocesan Safeguarding Adviser: Julian Hodgson**  
email: [safeguarding@southwell.anglican.org](mailto:safeguarding@southwell.anglican.org)  
**Diocese of Southwell and Nottingham, Jubilee House,**  
**8 Westgate, Southwell Nottinghamshire NG25 OJH**