



A Safeguarding Guide for Volunteers

**Working with Children, Young People and
Vulnerable Adults**

IMPORTANT

A copy of St Matthew's Church Safeguarding Policy is available on the Safeguarding Notice board in St Mathew's Church and on the website <http://stmatthews-bristol.org.uk>, under the 'About us' tab. Make sure you are able to locate a copy so that you can follow the guidance on what to do should there be a safeguarding concern.

Updated July 2018

Terminology used in this booklet

The term 'Group Leader' is used to refer to the person with overall responsibility for a group or activity and who is answerable to the Parochial Church Council

Useful contacts

Parish Safeguarding Officer (PSO)	Julia Wright dbs-admin@stmatthews-bristol.org.uk
Nominated person	Val Jeal dbs-admin@stmatthews-bristol.org.uk
Diocesan Safeguarding Advisor (DSA)	Adam Bond adam.bond@bristol.diocese.org (secure email) 0117 9060100
CCPAS	For any urgent out of hours concerns. Helpline 0303 0031111 CCPAS staff will advise on whether an issue should be reported to a Local Authority, Police or other agency and on immediate management of any concern. Please say that you are calling from the Diocese of Bristol.
First Response (Children's Social Care)	If a child is at risk of harm. 0117 9036444
Care Direct (Adult's Social Care)	If an adult is at risk of harm. 0117 922 2700 8.30am to 5pm Monday to Friday (answerphone outside office hours).
Police	If a child or adult is in immediate risk of harm dial 999
NSPCC	24 hour Helpline: 0800 800 5000 (free from a landline) Asian Languages Helpline: 0808 800 5000 (free from a landline) Text helpline: 88858 (service is free and anonymous)

Guidelines for Volunteers

You should

- Treat all children, young people and vulnerable adults with respect and dignity
- Ensure that your own language, tone of voice and body language is respectful
- Always work within sight of another adult. One on one situations with children and young people must be avoided
- Ensure another adult is informed if a child needs to be taken to the toilet
- Ensure that children, young people and vulnerable adults know who they can talk to if they need to speak to someone about a personal concern
- Respond warmly to a child, young person or vulnerable adult who needs comforting, but make sure there are other adults around. Sideways hugs must be used and do not sit children or young people on your knee.
- If you need to touch a child, young person or vulnerable adult, for example to help them up if they fall over, make sure you ask them if it is alright to do so first and get their agreement. All physical contact should be an appropriate response to the need of the child, young person or vulnerable adult
- If any planned activity requires physical contact, ensure that the child, young person or vulnerable adult and parents/carers are aware of this and its nature beforehand
- Refer administration of any necessary First Aid to those with the appropriate qualification
- Record any concerns about a child, young person, vulnerable adult or the behaviour of a member of the church on the record form (available from the back of St Matthew's Church or from the St Matthew's Church Safeguarding Policy) and forward immediately to the Parish Safeguarding Officer

You should not

- Initiate physical contact. Any necessary contact (e.g. for comfort, see above) should be initiated by the child, young person or vulnerable adult
- Invade the privacy of a child, young person or vulnerable adult while washing or toileting
- Play rough physical or sexually provocative games or use any form of physical punishment
- Be sexually suggestive about or to a child, young person or vulnerable adult even in fun
- Scapegoat, ridicule or reject a child, young person or vulnerable adult
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying
- Show favouritism to any child, young person or vulnerable adult
- Allow a child, young person or vulnerable adult to involve you in excessive attention seeking that is overtly physical or sexual in nature
- Smoke tobacco in the presence of children or young people
- Drink alcohol when responsible for children, young people or vulnerable adults
- Invite a child, young person or vulnerable adult to your home alone
- Arrange social occasions with children, young people or vulnerable adults (other than family members) outside those organised by the church
- Allow unknown adults access to children, young people or vulnerable adults. Visitors should always be accompanied by a recruited volunteer
- Give lifts to children, young people or vulnerable adults on their own or allow strangers to give lifts

E-safety

- Ensure all electronic communications are appropriate and professional
- Do not take any photographs/videos on your own personal devices. Leave the taking and displaying of photographs and videos to Group Leaders
- If using e-technology as a group activity, ensure that an adult volunteer knows and understands what is happening within the group
- Do not make contact with any individual child, young person or vulnerable adult through social media, email, text or telephone except for urgent church related matters. In this case make sure a parent, carer, relative or Church Leader is copied in.
- Group communication for church related matters must be copied in to your Group Leader

Transporting children, young people and vulnerable adults on behalf of the church

Drivers

- All those who drive children, young people or vulnerable adults on church-organised activities should have held a full driving licence for over two years
- Drivers who are not recruited volunteers must go through the normal recruitment process
- Any driver who has an endorsement of 6 points or more on their licence should inform the Group Leader and the Parish Safeguarding Officer
- Any driver who has an unspent conviction for any serious road traffic offence should not transport children, young people or vulnerable adults for the church
- Drivers must always be in a fit state i.e. not over-tired; not under the influence of alcohol; not taking illegal substances; not under the influence of medicine which may induce drowsiness

Private car

- 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
- All cars that carry children, young people or vulnerable adults should be comprehensively insured and have informed their insurance company that they are using the car for volunteering purposes. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.
- All cars that carry children, young people or vulnerable adults should be in a roadworthy condition
- All children, young people or vulnerable adults must wear suitable seat belts and use appropriate booster seats. If there are insufficient seat belts, additional children, young people or vulnerable adults should not be carried
- At no time should the number of children, young people or vulnerable adults in a car exceed the usual passenger number
- There should be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child or young person on his or her own, the child or young person must sit in the back of the car