

Policy	Safeguarding
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Author	Ms A Taylor (Parish Safeguarding Officer (PSO))

Useful contacts

Parish Safeguarding Officer (PSO)	dbs-admin@stmatthews-bristol.org.uk
Nominated Person for Safeguarding Vulnerable Adults	all-safe@stmatthews-bristol.org.uk
Diocesan Safeguarding Advisor (DSA)	0117 9060132
CCPAS	0845 120 4550 For any urgent out of hours concerns. 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.
First Response (Children's Social Care)	0117 9036444 If a child is at risk of harm.
Care Direct (Adult's Social Care)	Telephone 0117 922 2700 8.30am to 5pm Monday to Friday (answerphone outside office hours). If an adult is at risk of harm.
Police	101 or in an emergency 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)

What is Safeguarding?

Safeguarding is about more than the child and adult protection systems. It is about preventing harm to children and adults wherever possible- sometimes this results in needing to use the child and adult protection systems to address concerns, make someone safer and bring an offender to justice.

This policy reflects St Matthew's commitment to safeguard children and adults and is developed from legislation documents Working Together to Safeguard Children (2013), the Safeguarding Principles published by the Department of Health for Safeguarding Adults (2011) and Care and support statutory guidance 2014.

The Parish of St Matthew's is committed to working within the Safeguarding policy of the Diocese of Bristol and the Principles of the House of Bishop's Policies for Safeguarding (contained within 'Protecting all God's Children' 2010 and Promoting a Safer Church 2006).

Circulation

These guidelines are for the use of all clergy, volunteers, paid staff and visitors. The guidelines can be shared with the parents and carers of the children, young people and the adults to whom we offer a service. A copy of the policy is available on the safeguarding notice board in St Matthew's Church or on the church website <http://stmatthews-bristol.org.uk>

Aims

Children, young people and adults are part of the learning, worshipping, caring and changing community of St Matthew's.

We are committed to

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

(Protecting All God's Children 2010)

Duty of Parish

Everyone in the church community has a responsibility to ensure there is a welcome for all people and a responsibility for the safety, well-being and protection of others.

The PCC will

- Adopt and implement a Safeguarding Policy, accepting as a minimum the

House of Bishop's policies on Safeguarding Children and adults. This will be supported by the additional diocesan procedures and recommended good practice, while being responsive to local parish requirements

- Appoint a Parish Safeguarding Officer (PSO) and a Nominated person responsible for Vulnerable Adults. The PCC recognise that volunteers occupy both roles and who undertake tasks for which the PCC is responsible.
- Ensure that all those authorised to work with children, young people and adults are suitably recruited in accordance with safer recruitment practice, and are appropriately trained and supported in their role
- Ensure that there is appropriate insurance cover for all activities involving children, young people and adults undertaken in the name of the parish
- Review the implementation of the Safeguarding Policy, procedures and good practice, at least annually

The Parish Safeguarding Officer (PSO) will

- Will liaise with a Safeguarding Lead appointed on the PCC with this responsibility
- Report at least annually on the implementation of the safeguarding policy in the parish
- Comply with the responsibilities of the role as set out in the Diocese of Bristol *Role of the 'Parish Safeguarding Officer' (2015)*
- Ensure that the church premises has on display the contact details of the PSO and Nominated person for Vulnerable Adults, along with the telephone numbers for Childline, Family Lives (formerly **Parentline Plus**), Silverline, First Response (Children's Social Care) and Care Direct (Adult Social Care)

Procedures

Raising Safeguarding Concerns:

The earlier abuse is identified, the better the chance of recovery and appropriate treatment and or support for the child or adult. The signs of abuse are not always obvious and a child or adult may not tell anyone what is happening to them. Sometimes children and adults do not realise that what is happening to them is abuse. Children mature and develop at different rates and this must be considered, alongside the different development stage of adults. ***See Appendix 1 Categories, Definitions and Indicators of Harm***

St Matthew's will be responsive to possible signs of abuse and any specific issues relating to the church population and community in which the church is located.

If you have a concern it should be communicated to the PSO (**db-admin@stmatthews-brisol.org.uk**). In the absence of the PSO the DSA (0117 906 0132) can be contacted. For urgent out of hours advice contact CCPAS (0845 120 4550).

In the case where a child or adult is at immediate risk of significant harm do not delay. Contact **First Response 0117 9036444, for children or Care Direct 0117 922 2700, for adults or the Police 101 or 999.**

Guidance when talking with a child, young person or adult where disclosure or suspicion of abuse is a possibility

If a child or adult tells you about any form of abuse or neglect, do not be frightened to listen

- Allow them to **tell, explain and describe** events, T.E.D. questions
- Do not ask leading questions, abide by the T.E.D. questions
- Tell me what is happening?
- Explain what happened next?
- Describe to me what happened then?
You will need to use these questions to determine who carried out the abuse, where it took place, what happened and when it happened
- Do not promise to keep details confidential
- Make it clear from the start that the information must be shared
- Make dated, clear and factual notes of any discussion you have with the child, young person or adult on the Safeguarding Disclosure Form. **See Appendix 2 for the form to complete.** These notes may be used by other agencies. Please sign the record and use names, not initials. These must be handed to the PSO
- If possible, let the child, young person or adult know what you intend to do with this information
- Reassure the child, young person or adult that they are right to tell and that we are here to help
- Do not jump to conclusions, speculate or accuse anybody, make promises you cannot keep

For further contact details and advice go to

<http://www.bristol.anglican.org/parish-resources/safeguarding/>

“I’ve got a concern about the safety/wellbeing of a Child/Vulnerable Adult WHAT SHOULD I DO?”

Allegations

If the concern/complaint is against a person in a position of trust (minister, volunteer, staff member, churchwarden or PCC member) the diocesan ‘Allegations Management Procedure’ must be followed. It can be found on the diocesan website.

<http://www.bristol.anglican.org/parish-resources/safeguarding/policies-and-procedures/>

Report your concern as above to the Parish Safeguarding Officer or Diocesan Safeguarding Adviser or if urgent directly to the Local Authority or police. The PSO and DSA will then support in using the allegations management procedure.

Confidentiality

A duty of confidence arises where information, which is not already lawfully in the public domain is given on the understanding that it will not be shared with others. This understanding may be explicit, or it may be clear from the circumstances that there was a legitimate expectation on the part of the person giving the information that it would be held in confidence.

There is no breach of the duty of confidence where the person to whom the duty is owed has given consent to the disclosure. Where such consent has not, for whatever reason, been obtained, information may nonetheless be shared provided that this can be justified in the public interest. Where the information relates to the commission of a crime or where there is reasonable cause to believe that a child or adult may be at risk of serious harm if the information is not disclosed to the proper authorities, the public interest test is clearly satisfied.

In other cases, the key factors are necessity and proportionality. The person holding the confidential information must weigh up what might happen if the information is shared against what might happen if it is not, and make a decision based on a reasonable judgement as to whether the proposed sharing is likely to make an effective contribution to preventing or reducing a risk (e.g. of malpractice or incompetence) to which the public would otherwise be subjected.

Golden Rules for Information Sharing

The PSO and Nominated person for Vulnerable Adults shall work closely with the Vicar and will keep the PCC informed at all times.

- Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately
- Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so. A serious situation would override the wishes of the parents. If the PSO is concerned that disclosing information to parents would put a child or youth at risk, further advice will be sought from relevant professionals, including the Vicar, before making a decision to disclose maintaining duties of confidentiality, so far as applicable
- Seek advice if you are in any doubt, without disclosing the identity of the person where possible
- Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still

share information without consent if, in your judgement, that lack of consent can be overridden in the person's or the public interest. You will need to base your judgement on the facts of the case

- Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions. A complaint involving a serious criminal offence will always be referred to Children's or Adults Social Care or the police without further investigation within the Church. Consider the wishes of the child, youth or vulnerable adult who has complained, although a serious situation would override their wishes
- Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely
- Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose

Safer Recruitment:

- All recruitment is undertaken in line with the Church of England Safer Recruitment Policy 2015. All those involved in recruitment at St Matthew's are required to abide by and follow that policy.
- St Matthew's is committed to implementing safer recruitment practice in the recruitment of all licenced ministers, volunteers and employees. The relevant vetting scheme is that of the Disclosure and Barring Service (DBS). The suitability of an applicant to work with children or adults at risk is never solely dependent on the outcome of a DBS check and the full safer recruitment process will be used to determine suitability of the candidate for the role
- Those who work with children and/ or vulnerable adults, and those who supervise those workers, who are eligible for a DBS check will be required to undertake that check prior to starting in any role, whether employed or voluntary, within the Parish of St Matthew's as part of a safer recruitment process
- Those who are not eligible for a DBS check will be recruited in line with safer recruitment practice including the use of applications forms, references and interview where applicable
- Suitable induction, training and supervision will be provided to all those working with children and vulnerable adults
- St Matthew's has adopted the CCPAS DBS application process
- St Matthew's has policies on the Fair Recruitment of Ex Offenders and Handling of Disclosure Information
- The PCC is ultimately responsible for all recruitment.

Training

All staff and volunteers working with children or adults at risk complete at least Introductory/ Foundation level safeguarding training and updated every 3 years.

Staff with specific supervisory responsibilities will complete higher-level Safeguarding Training as directed by the Bristol Diocese.

<http://www.bristol.anglican.org/parish-resources/safeguarding/policies-and-procedures/>

Record keeping

All records must be kept securely. Records of safeguarding concerns will be kept by the PSO in St Matthew's Church.

Further guidance on record keeping, related to safeguarding, is available on the Diocese of Bristol website.

Ministering to those who may present a risk

Everyone is welcome in Church. But because such a broad cross section of people comes together, there are times when particular arrangements are needed to ensure that everyone is as safe as they can be. Where an individual is known to have harmed children or adults in the past Church of England Policy is that a written agreement is put in place with that person to agree support, supervision and boundaries.

Guidance on this is available on the Diocese of Bristol website.

<http://www.bristol.anglican.org/i/wp-content/uploads/2014/05/Ministering-to-those-that-may-present-a-risk.pdf>

Work with Children and Young People:

- St Matthew's will adhere to the principles laid out in All Gods Children 2010 and use as a guide "Guidance for Safer Working Practice for Adults who Work with Children and Young People" 2009

<https://www.churchofengland.org/media/37378/protectingallgodschildren.pdf>

<http://www.childrenengland.org.uk/upload/Guidance%20.pdf>

- A guide to expected behaviours by staff and volunteers is provided in a separate leaflet
- Paid staff and volunteers must pay particular attention to any activity that may carry additional risk e.g. 1-1 mentoring, youth peer groups, overnight stays, use of vehicles. **See Appendix 3 Ratios: Children and Adults**
- Pay regard to the risks associated with photography and use of social media. Safe Network provides a useful guide and sample policy and consent form regarding photography, www.safenetwork.org.uk. Diocesan advice on social

media can be found on the diocesan website

<http://www.bristol.anglican.org/parish-resources/communication/social-media-in-ministry-guidelines/social-media-the-risks/>

- Ministers and leaders must not to accept 'friend requests' on social media sites, such as Facebook and must not to communicate with people under 18 using text, social media or telephone except with the agreement of parents or carers. This form of contact should only be used for urgent church communication and parents must be copied in on all messages sent.

Work with Adults

St Matthew's adhere to the principles laid out in *Promoting a Safe Church 2006*.

<https://www.churchofengland.org/media/37405/promotingasafechurch.pdf>

Summary of the Policy do you need this as adults are included in the whole policy statement at the top?

- We are committed to respectful pastoral ministry to all adults within our church community
- We are committed, within our church community, to the safeguarding and protection of vulnerable people
- We will carefully select and train all those with any pastoral responsibility within the Church, including the use of Criminal Records Bureau disclosures where legal or appropriate
- We will respond without delay to any complaint made that an adult for whom we were responsible has been harmed, cooperating with police and the local authority in any investigation
- We will seek to offer informed pastoral care to anyone who has suffered abuse, developing with them an appropriate healing ministry
- We will challenge any abuse of power by anyone in a position of trust
- We will care for and supervise any member of our church community known to have offended against a vulnerable person

(Promoting a Safe Church 2007)

Additional Issues

Hire of Church Premises – the PCC will ensure that terms and conditions are clear that groups have their own safeguarding policy and risk assessment where relevant and that the premises are in a good, safe, condition for hiring.

Insurance Cover – the PCC will ensure that all activities are covered. Check with insurers before arranging trips or special events that may be beyond usual arrangements.

Other Policies to consider

At times safeguarding policy and procedure needs to work alongside other policies for example, Health and Safety.

Appendix 1

Categories, Definitions and Indicators of Harm (Last Updated July 2015 V2)

Type Of Harm	Definition	Examples	Indicators
Physical Adults and Children	<p>Non-accidental harm to the body. From careless rough handling to direct physical violence.</p> <p>Unlawful or inappropriate use of restraint or physical interventions.</p>	<p>Hitting, slapping, pinching, shaking, pushing, scalding, burning, dragging, kicking, physical restraint, locking an individual in a room or a car.</p>	<p>History of unexplained falls or minor injuries, bruising which is characteristic of non-accidental injury – hand slap marks, pinch marks, grip marks, bite marks, scalds, flinching, reluctant to undress.</p>
Sexual Adults and Children	<p>Direct or indirect involvement in sexual activity without capacity and/or consent. Individual did not fully understand or was pressured into consenting.</p> <p>Note: A child under 16 years old can never consent to any sexual act</p>	<p>Coercion to be involved in the making or watching of pornographic material. Coercion to touch e.g. of breasts, genitals, anus, mouth, masturbation of either self or others, penetration or attempted penetration of vagina, anus, mouth with or by penis, fingers and or other objects</p>	<p>Pregnancy in a women unable to give consent, difficulty in walking or sitting with no apparent explanation, torn, stained or bloody underclothes or bedding, Bleeding, bruising to the rectal and/or vaginal area, bruising. Behavioural changes, sexually explicit behaviour, explicit language, self harm, obsession with washing, fear of pregnancy may be exaggerated</p>
Emotional Adults and Children	<p>Behaviour which has a harmful effect on an individual's emotional well being or development, causing mental distress undermining their self-esteem and affecting individual's quality of life.</p> <p>Wilful infliction of mental suffering by a person in a position of trust and power.</p>	<p>Shouting, coercion, bullying, blaming, insulting, ignoring, threats of harm or abandonment, intimidation, harassment, humiliation, depriving an individual of the right to choice and their privacy, dignity, self-expression, deprivation of contact, undermining self-esteem, isolation and over-dependence. Failure to provide a loving environment for a child.</p>	<p>Loss of interest, withdrawn, anxious or depressed, frightened, avoiding eye contact, irritable, aggressive or challenging behaviour, unexplained sleep disturbance, self harm, refusing to eat, deliberate soiling, unusual weight gain or loss</p>

<p>Neglect</p> <p>Adults and Children</p>	<p>Failure of any person who has responsibility for the charge, care or custody of an adult at risk or child to provide the amount and type of care or treatment that a responsible person could be expected to provide.</p>	<p>Fail to meet basic needs including food, environment, access to health care and education, failure to provide for social needs.</p>	<p>Unwashed/ dirty appearance, clothes too small/big, untreated sores or infections, isolation.</p>
<p>Financial</p> <p>Adults</p>	<p>The unauthorised taking (theft), deprivation or misuse of any money, income, assets, funds, personal belongings or property or any resources of an adult at risk without their informed consent or authorisation.</p>	<p>Misuse of power of attorney or appointeeship. Money and possessions stolen, misuse or misappropriating money, valuables or property, possessions or benefits, undue pressure in connection with wills, property, inheritance or financial transactions, denying the adult at risk the right to access funds, unauthorised disposal of property or possessions, being asked to part with money on false pretences,</p>	<p>Unexplained or sudden inability to pay bills, Power of Attorney obtained and misused when a person lacks or does not lack mental capacity to understand, unexplained withdrawal of money with no benefits, person lacking goods or services that they can afford, extortionate demands for payments for services</p>
<p>Organisational</p> <p>Adults</p>	<p>Involves the collective failure of an organisation to provide safe, appropriate and acceptable standards of service to adults at risk.</p> <p>Mainly relates to health and social care provision but aspects may be relevant to Church settings</p>	<p>Lack of individualised care, inappropriate confinement or restriction, sensory deprivation, inappropriate use of rules, custom and practice</p>	<p>Whistle blowing policy not in place and accessible, insufficient employees training and development. Organisational standards not meeting those laid down by regulatory bodies, service users not treated with dignity and respect, diverse needs not recognized and valued in terms of age, gender, disability, ethnic origin, race or sexual orientation, services not flexible</p>

<p>Discriminatory Adults</p>	<p>Exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals.</p>	<p>Verbal abuse, harassment or similar treatment, unequal treatment, deliberate exclusion from services such as education, health, justice and access to services and protection, harmful or derisive attitudes, inappropriate use of language</p>	<p>Repeated exclusion from rights afforded to citizens such as health, education, employment and criminal justice</p>
<p>Modern Slavery</p>	<p>Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.</p>	<p>Adult or Child trafficked into UK or between places in UK for purpose of sexual abuse or labour. Adult or Child forced to work as domestic servant. Adult or child forced to work as sex worker, farm labourer, car cleaner.</p>	<p>Individual may not have their passport or Identity documents. They may not have access to or contact with friends and family. May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds. May not know where they are or who they are with.</p>
<p>Self Neglect</p>	<p>A wide range of behaviour involving neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.</p>	<p>May not react to or appropriately fulfil needs for health care, food, warmth. May live in an environment that is an environmental or fire risk and not take any measure to reduce risk or inadequate measures.</p>	<p>Environment which is poorly maintained, dirty, animal infested, cramped to the degree that it places the individuals wellbeing at risk. May have untreated or inadequately treated physical health issues.</p>
<p>Domestic Abuse</p>	<p>In 2013, the Home Office announced changes to the definition of domestic abuse: Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or</p>	<p>Includes: psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence; Female Genital Mutilation; forced marriage.</p>	<p>Appears to be afraid of partner / of making own choices, behaves as though she/he deserves to be hurt or mistreated, low self-esteem or appear to be withdrawn, appears unable or unwilling to leave</p>

	abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Age range 16+		perpetrator, makes excuses for or condones the behaviour of the person alleged to have caused harm, blames abuse on themselves
Spiritual Abuse	Inappropriate use of religious belief or practice	The misuse of the authority of leadership or penitential discipline, oppressive teaching or intrusive healing or deliverance ministries which may result in various types of harm.	Could be any of the above.

Some Additional Information:

Child Sexual Exploitation: All children and young people can be at risk of sexual exportation. This includes boys and girls of any age. This is a form of sexual abuse. Whilst young people can give consent to sexual acts from the age of 16 (so long as they have the capacity to do so) they continue to be a risk of sexual exploitation beyond their 16th birthday. **Any concern that a child or young person may be at risk of or experiencing sexual exploitation must be reported immediately to Children’s Social Care or the police.** Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive ‘something’ (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child’s immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person’s limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Female Genital Mutilation: Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. It has been estimated that over 20,000 girls under the age of 15 are at risk of female genital mutilation (FGM) in the UK each year, and that 66,000 women in the UK are living with the consequences of FGM. However, the true extent is unknown, due to the "hidden" nature of the crime. The girls may be taken to their countries of origin so that FGM can be carried out during the summer holidays, allowing them time to

"heal" before they return to school. There are also worries that some girls may have FGM performed in the UK. Any concern that a child or adult who may be vulnerable may be at risk of FGM must be reported immediately to the relevant Local Authority or directly to police.

Terrorism and Extremism: Any person may become drawn into extremism or sympathy with such views and into terrorism. This will often happen through contacts made via the internet but a culture that supports this can develop in any community, group, school or faith organisation. The Counter-Terrorism and Security Act 2015 places duties on certain bodies, not including Faith Organisations (excepting where such an organisation runs a school or other relevant premises) to have due regard to the need to prevent people from being drawn into terrorism. Everybody should be alert to any indication that a person or group may be developing or has developed an interest or ideology that may include harm to others. **Any concern related to this whether for a child or adult must be reported to the police without delay.**

Appendix 2

Safeguarding Disclosure Form

Part 1

Name of child/vulnerable adult:	Date of Birth:
Date:	Time:
Note the reason(s) for recording the incident:	
Record the following factually:	
Who was involved?	
What happened?	
Where did it happen?	
When did it happen?	
Signature of child/vulnerable adult if present when report is written:	

Part 2

Offer an opinion where relevant (how and why might this have happened?)

Substantiate the opinion. Note action taken, including names of anyone to whom your information was passed:

Name:

Position:

Print:

Signature:

Check to make sure your report is clear – and will also be clear to a stranger reading it next year.

PLEASE PASS THIS FORM TO THE

PARISH SAFEGUARDING OFFICER (PSO)

OR

NOMINATED PERSON FOR VULNERABLE ADULTS

(see notice board or web site for contact names)

Appendix 3

Ratios: Children and Adults

Specific ratios are recommended for the number of children to adults and it is necessary to be aware and plan for these levels. **There should always be two adults with any group of children, however small the group.** This also means that there should be at least two adults in any vehicle, which is being used on behalf of the Church to carry children/young people.

Specific activities, for example, swimming, may require different ratios.

In line with Ofsted we recommend

Age of children	Maximum group size with TWO ADULTS	ADDITIONAL adults required
Aged 0-2 years	4	For additional children up to a maximum of 2 – one additional adult
Aged 2-3 years	8	For additional children up to a maximum of 4 – one additional adult
Aged 3-8 years	16	For additional children up to a maximum of 8 – one additional adult
Over the age of 8 years	20	For additional children up to a maximum of 12 – one additional adult

Twenty children with only two adults might pose a risk; even **fifteen** could be a problem. You may also need a higher ratio of adults to children if there are no other activities going on in the building at the same time.

Don't forget there should be a minimum of two adults however small the number.

In a crèche the specific ages of children and any special needs or circumstances should be assessed at the beginning of each session. Necessary action should be taken if it is felt that the adults present would be unable to deal with the children if an emergency arises. *It is important to remember that you can only carry two babies at a time should you need to leave the premises in the event of an emergency.*