



Diocese of York – Children and Youth Policy Documents
Child Protection and Safeguarding Policy and Procedures

Name of group/club	
Associated with (Name of Church)	

The Diocese of York is part of the Church of England, whose Archbishops, Bishops, clergy and leaders are committed to safeguarding as an integral part of the life and ministry of the Church (www.churchofengland.org/safeguarding).

As an associated group/club, this policy therefore commits this group/club to abiding by the policies and guidance of the Church of England by taking appropriate steps to maintain a safer environment for all and respond sensitively and compassionately to keep the children and young people it is engaging with safe from harm. This policy applies to all staff and volunteers associated with this group.

This means we will:

- Keep up to date with the latest safeguarding guidelines from the Church of England’s National and Diocesan Safeguarding Team
- Practice safe recruitment and ensure that all staff and volunteers have the correct and up-to-date DBS checks and safeguarding training
- Respond swiftly and appropriately to all suspicions or allegations of abuse – for brief definitions of abuse see Appendix One
- Have procedures (laid out below) that all staff and volunteers are familiar with for dealing with concerns about possible abuse
- Contact the Diocesan Safeguarding team swiftly about any concerns or disclosures
- Will have a designated safeguarding officer who will liaise with the Parish Safeguarding Officer
- Display on the premises and any website the details of who to contact if there are safeguarding concerns or support needs.
- Ensure that health and safety policy and procedures are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually
- Carry out appropriate risk assessments for all activities and events the group/club undertakes
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the group

This policy applies to all staff and volunteers associated with this group.

Procedure if abuse is suspected

CSE 16/11/21

- If any member of staff or volunteer has concerns that a child or young person is experiencing some kind of abuse they must report these to the designated safeguarding officer of the group/club (see contact details below) as soon as possible. Suspicions should not be discussed with anyone else apart from those listed below
- This person will act on behalf of the group/club in referring the allegations or suspicions of neglect or abuse to the Parish Safeguarding officer and/or statutory authorities (see contact details below)
- If this is not possible or the suspicions relate to the designated officer then a report must be made directly to the Parish Safeguarding Officer or the Diocesan Safeguarding team
- If it is an emergency and an immediate threat, or the reporter feels that the group/club is not responding appropriately to their concerns then the police or child protection agencies should be contacted directly

Procedure if a child or young person makes a disclosure to a member of staff or volunteer

- As soon as possible after the conversation the member of staff or volunteer must make notes of the conversation, writing down exactly:
 - the time and place of the conversation
 - what the child or young person said
 - what was happening immediately beforehand.
- These notes need to be passed to the designated safeguarding officer as soon as possible. If they are absent then contact the Parish Safeguarding Officer or the Diocesan Safeguarding Team.
- Once a child has talked about abuse the designated person must consider if it is safe for a child to return home to a potentially abusive situation. This decision should be reached in liaison with the Diocesan Safeguarding team if possible. On a rare occasion it might be necessary to take immediate action to contact social services and/or the police to discuss putting into effect safety measures for the child so that they do not return home
- All details of child protection concerns will be recorded on paper or virtually and stored securely according to the Parish Safeguarding policy
- Allegations against staff or volunteers will be investigated by the Diocesan Safeguarding Team. Where there are concerns that a child has been put in danger of abuse, or has suffered abuse owing to the actions of a member of staff or volunteer social services or the police will be contacted.
- Details of any allegation which has not resulted in a referral will be kept securely in the same way as described above.

Procedure if a child or young person has an injury which may be caused by abuse

- If a child has an injury which may be a non-accidental injury, or symptoms of neglect and a referral is to be made then the designated safeguarding office should contact social services.
- If there has been a deliberate injury or where there are concerns about the child's safety the child's parents should not be contacted before first consulting with social services.
- Where emergency medical attention is necessary it should be sought immediately. The designated person should inform the doctor of any suspicion of abuse.

- If there is ambiguity about the nature of an injury that does not need urgent medical treatment then the designated safeguarding officer must seek advice from the Diocesan Safeguarding team

Procedure if there is an allegation of sexual abuse

- The designated safeguarding officer will contact the Diocesan Safeguarding Team and the Child Protection Services immediately. They will not speak to the parents – this will be dealt with by the appropriate agencies
- Under no circumstances will any member of the team attempt to carry out any investigation into the allegations or suspicions of sexual abuse. The role of the designated safeguarding officer is to sensitively collect the exact details of the allegations or suspicions and provide these to the Child Protection Services who will investigate the matter under the Children Act 1989.

Contact Details of relevant people and agencies

Designated Safeguarding officer for the group/club	
Parish safeguarding officer	
Diocesan safeguarding team	
North Yorkshire Children’s Social Care Team	Tel: 0845 034 9410

I have read this document and agree to abide by the policy and procedures

Name	
Signature	
Date	

Appendix One – Brief definitions of abuse

PHYSICAL ABUSE

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institution or community setting; by those known to them, or more rarely by a stranger. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the children that they are worthless or unloved, inadequate, or valued only insofar as they meet the need of another person. It may involve causing children frequently to feel frightened or in danger, other exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts.

They may include non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

NEGLECT

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. It may involve a parent or carer failing to provide adequate food shelter and clothing, failing to protect a child from physical harm, or danger or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness, to a child's basic emotion.