

## ST PETER'S CHURCH - AYLESBURY

### Volunteer Agreement

(Children and /or adults experiencing, or at risk of abuse or neglect)

Print Name: \_\_\_\_\_

Volunteer Role: \_\_\_\_\_

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately report it.

#### Principles

Workers with children and/or adults experiencing, or at risk of abuse or neglect must have a commitment to:

- Treat individuals with respect;
- Recognise and respect their abilities and potential for development;
- Promote their rights to make their own decisions and choices, unless it is unsafe;
- Ensure their welfare and safety;
- The promotion of social justice, social responsibility and respect for others; and
- Confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern must **always** be reported to the Police or Social Care services and Diocesan Safeguarding Adviser.

#### Responsible to (named contact for support and resolution of any difficulties):

The Priest (or his / her named representative) and through them to the PCC.

#### Key responsibilities and accountabilities:

- To work with vulnerable people (children and adults experiencing, or at risk of abuse or neglect) in a way that meets and develops their personal, spiritual and social needs, exercising active pastoral concern.
- To represent the needs and views of vulnerable people to the PCC or, where appropriate, enable them to do this for themselves.
- To maintain a link with parents and carers.
- To work in accordance with the church's policy on safeguarding.

- To undertake any other work that has been agreed and is seen to be appropriate.

**As a volunteer you can expect that we will do our best to ensure that:**

We provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with training.

**Person specification**

1. Able to demonstrate an ability to work with people who are /may be vulnerable; and
2. A willingness to develop their skills and training

As a volunteer working regularly with people who are/may be vulnerable, this post may be eligible for a criminal record check which will be renewed at least every five years.

This letter is binding in honour only; it is not intended to create a legally binding contract between us and it may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.

Volunteer Agreement

I have read and endeavor to abide by the attached Code of Conduct

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

TO BE KEPT BY THE VOLUNTEER

## **Safeguarding Code of Conduct**

You should:

- Treat all children and young people with respect and dignity.
- Watch your own language, tone of voice and body language.
- Ensure all communications with and about children are appropriate in their tone.
- Do not use physical punishment to discipline children – this is illegal.
- Always aim to work within sight of another adult.
- Ensure another adult is informed if a child needs to be taken to the toilet.
- If known in advance, seek a parent's permission if a child or young person is to be seen on their own. Another adult must be nearby and the child or young person must know this.
- Ensure that each group includes a female helper if possible.
- Ensure that children and young people know who they can talk to if they need to speak to someone.
- Respond warmly to a child who needs comforting but make sure there are other adults around.
- Administer any necessary First Aid with others around.
- Respond to accidents and make a note in the Accident Book.
- Record any concerning incidents and give the information to the Children and Families Worker. Sign and date the record, and also print your name in capital letters.

You should not:

- Invade a child's privacy whilst washing or toileting.
- Play rough physical or sexually provocative games.
- Be sexually suggestive about or to a child or young person even in fun.
- Touch a child inappropriately or obtrusively.
- Scapegoat, ridicule or reject a child, young person or group.
- Show favouritism to any one child, young person or group.
- Allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature.
- Give lifts to children or young people on their own or on your own.
- Share sleeping accommodation with young people.
- Invite a young person to your home alone.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Allow unknown adults access to children. Visitors should always be accompanied by a known person.
- Allow strangers to give children lifts.
- Behave in work or in your private life in a way which would bring your role or the church into disrepute.

### **Transporting Children By Private Car**

- Transport and travel arrangements are the responsibility of parents if they make informal arrangements among themselves. They are the responsibility of the church if church workers organize or provide them.
- 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 giving lifts to and from a church activity.
- All those who drive children on church-organised activities should normally be over 25 and should have held a full driving licence for over two years.
- All cars that carry children should be comprehensively insured. The insured person should make sure that their insurance covers the giving of lifts during church activities. Insurance company should be informed that lifts may be given. Driving minibuses requires separate arrangements.
- All cars that carry children should be considered to be clean and in a roadworthy condition.
- All children must wear suitable seat belts and use appropriate booster seats. If there are no seat belts children should not be carried.
- At no time should the number of children in a car exceed the usual passenger number. There must be a seat belt for every passenger.
- If a child is known to have a disability or special need, consideration should be given whether to have a non-driving adult in the car. This adult should sit in the back, behind the driver, with the child in the seat beside him or her.
- Any driver who has an endorsement of 6 points or more on their licence should inform the Parish Safeguarding Officer.
- Any driver who has an “unspent” conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway should not transport children.
- There should preferably be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car.

### **Registers and Consents**

- A Registration Form should be completed for every child or young person who attends groups.
- A Register should be kept of all children and young people’s groups that meet regularly. For one-off events a list of the children should be kept.
- All Registers and lists should be retained.
- Written parental consent should be obtained for all activities that involve leaving the church premises.

### **Recommended Staffing Levels**

The minimum recommended staffing levels for children's groups are given below. More help may be required if children are being taken out or undertaking physical activities.

<i>0-2 Years</i>	<i>1 Person for every 3 children</i>	<i>1:3</i>
<i>2-3 Years</i>	<i>1 Person for every 4 children</i>	<i>1:4</i>
<i>4-8 Years</i>	<i>1 Person for every 8 children</i>	<i>1:8</i>
<i>Over 8 Years</i>	<i>1 Person for the first 8 children and 1 extra person for every further 12</i>	<i>1:12</i>

Each group should have at least 2 adults and it is recommended that there should be at least one male and one female.

If groups are in the same room or adjoining rooms with doors open then one person per group is allowed.

Young people aged 16 and 17 may help with groups but should be supervised by an adult helper who will be responsible for ensuring good practice and that child protection procedures are followed.

Additional adults may help on one or two occasions but must be responsible to an appointed worker. Thereafter they should become part of the team and be properly appointed through the normal recruitment process.

### **Special Needs**

Welcome children and young people with special needs to the group. Try to make the premises, toilets and access suitable for people with disabilities. Ask the parent about how best to meet the child's special needs, and do not see this as the responsibility only of the child's parent. If premises are being designed or refurbished, take the opportunity to anticipate the possible special needs of future children and adults; advice is available.

### **Health and Safety**

Insurance, First Aid Kit and fire precautions should be checked at least once a year and reported. Written risk assessments should be made before taking children on activities outside the premises.

These are the recommended standards for premises:

- Meeting places should be warm, well lit and well ventilated. They should be kept clean and free of clutter. Electric sockets should be covered.
- Toilets and hand basins should be easily available. Hygienic drying facilities should be provided.
- Ensure you have enough space available for the intended activity.

- If food is regularly prepared for children on the premises, the facilities will need to be checked by the Environmental Health Officer and a Food Handling and Hygiene Certificate acquired. Children's packed lunches should be kept refrigerated. Drinks should always be available.
- Groups must have access to a phone in order to call for help if necessary.
- Adults should be aware of the fire procedures. Fire extinguishers should be regularly checked and smoke detectors fitted throughout the premises. A fire drill should be carried out regularly.
- No smoking should be permitted in the areas where there are children.
- Alcohol or intoxicating drugs must not be used by those who have children and young people in their care or at a time when their use could affect their care.
- Unaccompanied children and young people should not walk to or from your premises along dark or badly lit paths.
- A First Aid kit and Accident Book should be available on the premises. All accidents must be recorded in the accident book.

### **Types of Abuse**

There are officially four types of abuse:

*Physical Abuse* shapes and influences the child's behaviour, and their emotional and educational development. It may vary in degree of injury, directly or indirectly from physical injuries, brain damage, disability or death. Possible signs of abuse: Hitting, shaking, scalding, throwing, poisoning, drowning, fabricating or inducing illness by an adult, unexplained or hidden injuries, bruising in unusual places (around mouth), fingertips, grip marks, injury at odds with history or child's development.

*Emotional Abuse* is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's mental health, behaviour/self esteem. It may involve conveying to children that they are worthless/unloved/inadequate. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, exploitation or corruption. May occur with other types of abuse or alone. Possible signs of abuse: reverting to younger behaviour, nervousness, change in behaviour, sudden under achievement, attention seeking, running away, stealing, lying, not wanting to go home, self harming.

*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. It may involve physical contact, including penetrative or non-penetrative acts. It may involve children in looking at/being involved with pornographic material or children behaving in sexually inappropriate ways. Possible signs of abuse: preoccupation with sexual matters through pictures/words/ play, disturbed sleep, nightmares, bedwetting, regression, secretive relationships with adults, unexpected pregnancy, self-harming, socially withdrawn, overly compliant.

*Neglect* is the persistent failure to meet a child's basic and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve failing to provide adequate food, shelter or clothing, protecting from physical danger, failure to access medical treatment and also not meeting their emotional needs. A distinction needs to be made when this occurs due to financial poverty vs emotional neglect. Severe neglect can result in death. Possible signs of abuse: Ill cared for and unhappy, withdrawn/ aggressive, lingering injuries or health problems, poor concentration, low self-esteem, poor personal hygiene/clothing.

### **Hearing a Child Abuse Disclosure**

- If a child asks to talk in confidence do not promise confidentiality – you have a duty to refer a child or young person (under 16) who is at risk. Explain that you may have to get other people to help if they are being harmed.
- Ensure you have as much privacy as possible but try to have another adult present when the child is speaking to you.
- Stay calm.
- Listen to the child attentively.
- Maintain eye contact.
- Allow the child to talk but do not press for information except to clarify what has happened.
- Do not use leading questions (questions which imply a certain answer).
- Tell the child that they are not to blame for anything that has happened.
- Reassure the child that they were right to tell.
- Let the child know that other people will have to be told so that the abuse can stop.
- Try to explain what will happen next in a way the child can understand.
- Reassure the child that he or she will continue to receive support during the difficult time to come.
- Make a written record, quoting the child's actual words. Sign and date this.
- Discuss with your Safeguarding Officer but do not delay if they are unavailable.
- Make a referral to the local authority children's social care service for your area. See next page.
- If unsure whether to refer, consult the children's social care service.
- Inform the Diocesan Safeguarding Adviser of your referral.

### **What To Do If You Suspect A Child Has Been Abused and You Need To Take Urgent Action**

- Make a telephone referral to the Local Authority Children's Social Care service (formerly Social Services).
- Describe the event or disclosure and give information about the child & family e.g. the child's name, date of birth, address, telephone number and GP (if known)
- Follow up your telephone call with a completed referral form, letter or email.

- Remember that the child and family should, wherever possible, be informed about and consent to the referral unless this will put the child's welfare at risk. However, if you have serious concerns, the absence of consent should not prevent a referral. The Duty Social Worker will give you advice over this if necessary.
- Be prepared to have further discussions with the social work team or the police investigation team.
- For out of hours referrals, call the Emergency Social Work Team.
- Notify the Children and Families Worker and Safeguarding Officer, and the Diocesan Safeguarding Advisor, John Nixson.
- Notify your incumbent if you have not already done so. If your incumbent is implicated, inform the area bishop.

### **Less Urgent Situations**

If the child is not in immediate danger, if you are not sure if child abuse is involved, or if you have concerns about a child and you need someone to talk things over with, then contact either:

- the Church Leader or Safeguarding Officer, or
- your local Children's Social Care or
- Stuart Nimmo, the Diocesan Safeguarding Adviser (contact details below)

In all cases, make notes, as accurately as you can, of the details of the allegation, all that happens, and anything that was said, which struck you as particularly significant. Ensure you note from the church's registration records the child's name, age, address, telephone number and GP (if known). Remember that, under the Data Protection Act, you will need to make any notes available to the child & family if they request them.

- The notes must be kept in a safe, secure place indefinitely.
- Notify the Children and Families Worker if you have not already done so.
- Seek support for yourself from an appropriate person within the church.

### **IMPORTANT TELEPHONE NUMBERS**

#### *STATUTORY AGENCIES:*

Thames Valley Police (all non-emergency Enquiries) Tel: 101

Multi-Agency Safeguarding Hub or MASH [www.oxfordshire.gov.uk/cms/content/report-child-abuse](http://www.oxfordshire.gov.uk/cms/content/report-child-abuse)  
Tel: 0345 050766 Tel: 0800 833408 (out of hours emergency)

#### *DIOCESAN CONTACTS:*

Stuart Nimmo, Diocesan Safeguarding Adviser. Tel: 01865 208290



Yvonne Morris, Diocesan Children's Adviser Tel: 01865 208255

Ian Macdonald, Diocesan Youth Adviser Tel: 01865 208253

*PARISH CONTACTS:*

Rev. Pete Wheeler – Church Leader. Tel: 07720 410322

Vi Heritage - St Peter's Church Safeguarding Officer. Tel: 01296 483375

Sue Newling - Aylesbury Parish Safeguarding Officer. Tel: 07875 443463

*CHARITIES:*

ChildLine [www.childline.org.uk](http://www.childline.org.uk) Tel: 0800 1111

NSPCC Helpline [www.nspcc.org.uk](http://www.nspcc.org.uk) Tel: 0808 800 5000

Kidscape [www.kidscape.org.uk](http://www.kidscape.org.uk) Tel: 020 7730 3300

Further information is available on the Diocese of Oxford website <http://www.oxford.anglican.org/mission-ministry/safeguarding/>