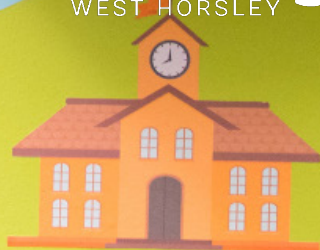


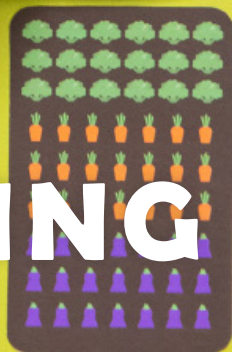


**St Mary's**  
WEST HORSLEY



# SAFEGUARDING POLICY

CHILDREN & YOUNG PEOPLE



# KEY CONTACTS

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Church Office

01483 281898

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## CHILDREN'S AND YOUTH COORDINATORS

Name

Name

## SAFEGUARDING CONTACTS

Rev. Phil Herrington  
(Rector)

01483 283 821  
rector@stmaryswesthorsley.co.uk

Hazel Black  
(Parish Safeguarding Officer)  
(PSO)

07786 391 301  
safeguarding@stmaryswesthorsley.co.uk

Diocesan Safeguarding  
Advisor

01483 790 379  
safeguarding@cofeguildford.org.uk

Thirtyone:eight  
(Churches' Advisory Service)

0303 003 1111

# POLICY CONTENTS

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# INTRODUCTION

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## WHAT IS SAFEGUARDING?

Safeguarding encompasses:

- Protecting children from abuse and maltreatment
- Creation of a safe and caring environment for children through:
  - ⦿ Treating children fairly and equally.
  - ⦿ Building trust and good communication.
  - ⦿ An awareness of individual needs (health, allergies, disabilities).
  - ⦿ Setting appropriate discipline and boundaries.
- Protection and accountability of the children's team

## WHO IS RESPONSIBLE FOR SAFEGUARDING?

Safeguarding is everyone's responsibility, and where abuse is discovered or suspected it must be reported. The safeguarding of children and young people is a high priority for us as a church.

## WHO OVERSEES SAFEGUARDING?

Our Parish Safeguarding Officer - Hazel Black is responsible for overseeing safeguarding

This includes ensuring that all children and youth leaders and helpers:

- Are DBS checked and are suitable to work with children.
- Have received safeguarding training, have been given a copy of this policy, and know what to do if they have any concerns.
- Are properly supervised, and that the safeguarding policy guidelines and procedures detailed in this booklet are followed.

## WHO DO I CONTACT FOR FURTHER INFORMATION?

If you have any questions or comments, please contact the PSO, contact details inside the front cover.

St Mary's Safeguarding Policy can be found at the link below on our website:

<https://stmaryswesthorsley.co.uk>

# RECOGNISING ABUSE

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## HOW IS ABUSE DEFINED?

The definition of abuse and neglect includes the maltreatment of a child or young person: whether by inflicting harm or failing to prevent harm. This can be inflicted in a family or institutional or community setting; by those known to them or more rarely, by a stranger.

## TYPES OF ABUSE

- **PHYSICAL ABUSE** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or young person. Signs of possible abuse include: injuries not consistent with explanation or in abnormal locations or that have not been treated.
- **EMOTIONAL ABUSE** is persistent emotional maltreatment. It may also involve seeing or hearing the ill treatment of another, for example when a child or young person witnesses domestic violence. This can also involve serious bullying (including cyberbullying). Signs of possible abuse include: changes in mood or behaviour; aggression; attention-seeking behaviour; nervousness, obsessions or phobias; persistent tiredness; running away/stealing/lying/self-harm.
- **SEXUAL ABUSE** includes forcing or enticing a child or young person to take part in any sexual activities, whether or not the child or young person is aware of what is happening (including viewing pornography). Signs of possible abuse include: allegations made by a child or young person; excessive preoccupation with sexual matters; detailed knowledge of adult sexual behaviour; severe sleep disturbances; eating disorders.
- **NEGLECT** is the persistent failure to meet a child's or young person's basic physical and/or psychological needs. Neglect may include the failure to provide adequate food, clothing, shelter, supervision, medical treatment or response to emotional needs. Signs of possible neglect include: children being out late at night, or left home alone for extended periods; health and other needs not being taken care of.
- **SPIRITUAL ABUSE** linked with

emotional abuse, could be defined as an abuse of power.

It involves manipulation or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.

#### HOW MIGHT I RECOGNISE ABUSE?

Recognising abuse can be difficult as the signs of abuse aren't always obvious, and a child might not tell anyone what's happening to them.

Children might be scared that the abuser will find out, and worried that the abuse will get worse. Or they might think that there's no-one they can tell or that they won't be believed.

Sometimes, children don't even realise that what's happening is abuse.

#### AFTER HEARING

If you have any concerns or suspect either abuse or neglect these must be reported as soon as possible to a safeguarding contact (contact details inside front cover).

The Safeguarding Contacts will contact the Diocesan Safeguarding Advisor and will follow the advice given.

# NSPCC

Visit [www.NSPCC.org.uk](http://www.NSPCC.org.uk)  
for more information.

## REPORTING PROCESS

Children's volunteer hears a disclosure or sees or notices something about which he or she is concerned



Volunteer tells their Group Leader



Group Leader and Volunteer then...



(1) Complete a written disclosure form within 24 hours of report being made



(2) Inform one of the safeguarding contacts



(3) If a safeguarding contact is not available, contact the Diocesan Safeguarding Adviser directly



The Safeguarding Contact seeks advice from the Diocesan Safeguarding Adviser or calls the police if the matter is urgent.

## HANDLING A DISCLOSURE MADE BY A CHILD

### THE DISCLOSURE:

1. Speak to your group leader and complete a disclosure form as soon as possible.
2. Write exactly what the child or young person said, along with other helpful details such as: the time and date and where the disclosure was made, what was happening at the time and who else was present. The form should be given to the PSO who will store them securely and keep them indefinitely.
3. Either the group leader or the volunteer will inform the PSO or Incumbent of the disclosure as soon as possible and within 24 hours (contact details inside the front cover).

## IMPORTANT

**Do NOT attempt to investigate or address the issue yourself.**

The safeguarding contacts will immediately contact the Diocesan Safeguarding Adviser and follow the advice given.

We follow strict safeguarding protocols and will always act on a safeguarding concern.

**Do NOT inform or return the child or young person to their parents/carers if they are the source of the danger.**

# APPOINTING CHILDREN'S & YOUTH WORKERS

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All those over the age of 16 regularly working with children and young people, whether in a paid or unpaid capacity, must complete all stages of our recruitment and selection process before they join the groups:

1. **Introduction** applicant has an introductory chat with the Children's & Youth Minister.
2. **Sign a Confidential Declaration**
3. **Church Application Form** applicant to complete application form with referees' names.
4. **Written Agreement** applicant to sign the church agreement.
5. **DBS Application** applicant to complete application form and ID check.
6. **Safeguarding Training** applicant to complete Diocesan online training which is to be repeated every 3 years.
7. **DBS Update Service** applicant to sign up for update service (voluntary).

a confirmatory email from the safeguarding team and will then be contacted by the Children's and Youth Minister.

## ELIGIBILITY CRITERIA

- If over 16 to have regularly attended the church for more than 6 months, or their previous church for at least 6 months.
- No history of violence or sexual offences.
- No concerns raised about their suitability to work with children or young people.
- Deemed suitable to work with children and young people by the safeguarding contacts.





# CODE OF CONDUCT

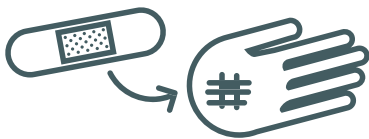
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Children and youth workers *must* always:

- Abide by our Safeguarding Policy and follow our Safeguarding Guidelines.
- Listen to, respect and value the children and young people at all times.
- Treat all children and young people fairly, without prejudice or favouritism.
- Challenge any unacceptable child behaviour in an appropriate way.
- Use language that is appropriate and not offensive or discriminatory.
- Behave in a way that is appropriate, and that avoids inappropriate relationships developing with any of the children or young people.
- Always inform their leader of any accident or safeguarding concern as soon as it happens.

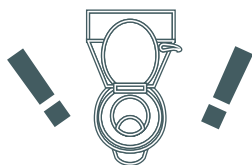
If you have any concerns about the actions or behaviour of other children's and youth helpers, these must be reported as soon as possible to a safeguarding contact (contact details inside front cover).

The safeguarding contact will investigate the concerns raised, and take appropriate action where required.



## SAFEGUARDING GUIDELINES

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## CHILD TO ADULT RATIOS

Supervising adults (one must be a Designated Leader)	Age of children	Maximum number of children	Ratio
2 minimum	0-2 years	6	1:3
2 minimum	2-3 years	8	1:4
2 minimum	3-8 years	16	1:8
2 minimum	8 years +	20	1:10

### Notes:

- These ratios are guidelines only: in certain situations it will be necessary to have a higher number of adults than those recommended above.
- There must always be two or more adults for each group, and where appropriate these should include both men and women where the group is of mixed gender.
- Where possible, if only two adults are supervising the two adults should not be related in order to protect the adults should an allegation be made.
- Additional Needs - ratio supervision will be appropriate to the numbers and the children's needs at a particular session, as designated by the group leaders.



## BEHAVIOUR MANAGEMENT

We aim to create a safe, caring and fun environment for all the children. Our goal is to encourage children and young people to develop respect, self-control, self-confidence, and sensitivity in their social interactions during the sessions.

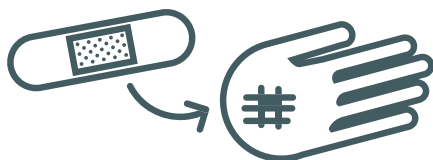
Clear instructions should always be given, so that children and young people know what is expected of them. Expectations should be enforced in a consistent and positive way.

A child who has hurt another should be shown how to say sorry to that child and helped to understand how they might be feeling. Children and young people who behave well should be praised.



## CONSENT FORMS

Consent Forms must be completed parents/carers for all activities and events. Once complete, they must be kept securely as they contain personal data, and remain readily accessible throughout the event. For regular events (such as Sunday children's groups) parents/carers need to complete the consent form.



## FIRST AID

As part of the organisation of all events, consideration must also be given to how to respond if a child becomes ill or needs medical attention. All incidents requiring first aid must be reported and an accident form completed and returned to the group leader or PSO on the day of the incident. The accident book is held at each venue.

Basic first aid kits are available at East Horsley Village Hall (EHVH). First aid boxes can be found at both the Wheelhouse and the Church.

Should medical assistance be required, this should be sought as soon as possible, and the child's parent/carer should be contacted.



## PHOTOGRAPHS AND VIDEOS

From time to time official photos and videos may be taken for church communications and publicity. Photos and videos of children and young people will only be taken with the church camera and stored on St Mary's owned devices. Parents/carers will be asked to agree, or not, to photographs and videos being used, when they complete the annual registration form for their child, and also on the consent form if there is an off-site event.

As a leader or helper no other photos of the children and young people should be taken, or stored on personal devices. On no account should photos be uploaded to any form of social media by anyone other than the person responsible for communications at St Mary's.



## PHYSICAL CONTACT

Physical touch must be related to a child's needs and not the adult's. Touch must therefore be age appropriate and initiated by the child, and it must always be in public.

Hugs should not be prolonged, and holding a child's hand or them sitting on an adult's lap is only appropriate for infants and toddlers. Tickling games and piggyback rides are not permitted, and any physical touch that could be misunderstood or misconstrued should be avoided.



## FACE-TO-FACE MEETINGS

Where a face to face meeting between a leader and a young person is required, this must be arranged in advance with the parent's or carer's consent. Mentors need to inform the relevant Children's and Youth Minister of the meeting, and all meetings must take place in a public setting, where the leader and young person are not alone. Discipleship and mentoring must only be done with children or young people of the same gender.



## PRAYER AND MINISTRY TIMES

Prayer with a child or young person should never be alone or in an unsupervised situation; always in a public setting.

The child should always be asked and never pressured to be prayed with. Prayer should be with same gender where possible.

Prayer with laying on of hands must only be done with children and young people of the same gender. This must be done only with the permission of the child, and only with a light touch on the arm or shoulder of the child.

If the adult feels they have a significant word of knowledge for a child this must be discussed with the group leader or parent/carer prior to any discussion with the child.



## SOCIAL MEDIA

Leaders and helpers must not have the children or young people that they supervise as contacts/friends on social media (unless they are family).

They must ensure that all content displayed on their profile or page is appropriate at all times (whether generated by them or by others).

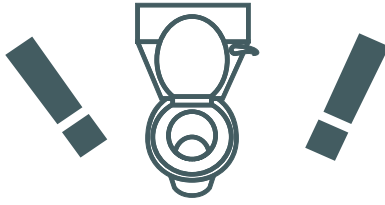
The only social media accounts we endorse are those created by St Mary's, West Horsley.

## COMMUNICATION TO UNDER 18s

We would expect that you do not communicate with any of the members within your group by email, social media, text, messaging or chat groups (unless they are family members) unless this has been previously discussed with your ministry lead.

Only nominated leaders will contact young people in their respective groups. All nominated leaders will adhere to social policy.

Should an issue of a pastoral nature be raised, an appropriate face-to-face meeting to discuss this should be arranged.



## TOILET TRIPS

Parents/carers should be encouraged to ensure their children have been to the toilet before bringing them to the group.

We follow strict DBS guidelines - only DBS checked adults accompany all trips to the toilet.

In situations where a child needs help, the cubicle door must be left open.

In Noah's Ark all parents/carers are required to change their own child's nappy.



## RISK ASSESSMENTS

Risk assessments must be carried out for all events by the person organising the event and steps taken to mitigate any key risks identified. All risk assessments need to be submitted to the Health and Safety Officer or Rector or PCC prior to the event for approval, using St Mary's Risk Assessment Form.



## TRAVEL

Travel to and from events is the responsibility of the parent/carer. If a child is waiting for a lift home there must always be two leaders present.

In the event of using the community bus or hiring a minibus the driver must have business insurance (or the agreement of their insurance company to drive for church purposes) for the vehicle being driven.

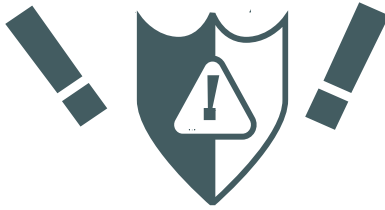
For any events that involve the group travelling, children and young people must not travel alone with a single leader. Seat belts must be worn where present.



## EMPLOYMENT RESULTING FROM CHURCH ACTIVITIES

If a parent invites you to help with their child outside of the church environment, or you receive offers of paid work, please speak to Children's and Youth Minister before you proceed. We are usually happy for this to go ahead, but we do need to know of any employment resulting from a contact made through your church work.

It is important that the parents understand it will be a private arrangement and not part of your church role.



## FIRE EVACUATION GUIDANCE

Fire evacuation procedures are detailed on internal signage around St Mary's Church and Wheelhouse. At East Horsley Village Hall procedures can be found on the Welcome Desk.

Group Leaders should always be aware of the fire evacuation procedure and the safe route from their room to the meeting points outside each building. During Sunday services, there will be church staff acting as safety officers who will co-ordinate the evacuation.

## USEFUL INFORMATION

If you wish to speak with someone outside the church, the following helplines will be of assistance.

NSPCC for adults concerned about a child - 0808 800 5000

Childline for children and young people - 0800 1111

24-hour National Domestic Violence helpline  
- 0808 2000 247

NAPAC offer support and advice to adult survivors of  
childhood abuse - 0808 8010 331

Stop It Now preventing child sexual abuse - 0808 1000 900

Cruse bereavement helpline - 0808 808 1677

Family Lives support and advice on family issues  
- 0808 800 2222

MACSAS for people who have been abused by church  
officers - 0808 801 0340

Samaritans for people struggling to cope and needing  
someone to talk to - 116 123

NSPCC helpline for those with experience of abuse within  
church - 0800 80 20 20

NSurvivorsUK - 0203 598 3898

National Rape Crisis Helpline - 0808 802 9999

The Survivors Trust - 0808 801 0818

DeafHope (BSL) Text Number - 07970 350366

National Association for People Abused in Childhood  
- 0808 801

# NOTES

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# NOTES

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This document is for use by St Mary's Church, West Horsley

JANUARY 2026