



SAFEGUARDING

Reference Guide

A top-down view of a child with blonde hair, wearing a blue shirt, sitting on a green mat and playing with colorful blocks. The child's hands are visible, reaching towards the blocks. The background is a mix of teal and yellow curved shapes.

What is safeguarding?

Safeguarding means enabling people to live their lives free from harm, abuse and neglect, and to have their health, well-being and human rights protected.

Safeguarding is everyone's responsibility. Here at Parklands we:

- Recognise
- Respond
- Record
- Report

All the information in this reference guide can be read in full on our website.



Recognise

The different types of abuse

Physical abuse

This could be hitting, slapping, pushing, kicking, misuse of medication, inappropriate restraint and other physical interventions

Sexual abuse

This includes rape, sexual assault, sex trafficking, being made to watch pornography, engage in any form of sexual activity where the person lacks the capacity to consent, or is pressured to do so, and disclosure of sexual abuse as a child.

Psychological abuse

This may involve bullying, teasing, harassment, hurtful behaviour repeated over time, threats of harm or abandonment, humiliation, verbal and / or racial abuse.

Verbal abuse

This is any language or behaviour that seeks to pressure its victim and cause them to doubt themselves. It may also involve blatantly offensive language designed to humiliate, manipulate, and gain power over the victim.

Financial/Material abuse

This could be fraud, theft, undue pressure to change a will, property or inheritance; misuse or misappropriation of benefits; or 'forcing' people to beg for money for the perpetrator.

Neglect or acts of omission

This involves the failure to access medical care or services; as well as not allowing a dependent to take acceptable risks, failure to give prescribed medication, poor nutrition and lack of heating.



Respond

If a disclosure is made you must :

- Remove any immediate risk of harm and make sure the individual is safe.
- Let the individual know you are concerned for them and that you need to speak to someone about this if you can do so.
- Accept what the person says and believe them – it's not our place to decide on whether abuse has taken place.
- Contact your lead person immediately for advice. Don't promise to keep information secret. You must pass it on.
- Listen carefully and sympathetically. Do not ask leading questions. Open questions for clarification are acceptable.



How to respond to disclosures :

- Stay calm.
- Listen carefully, gently and patiently rather than asking questions.
- If you do ask for more information, use TED (open questions)
 - T – Tell me
 - E – Explain to me
 - D – Describe
- Encourage the person to talk and listen to them.
- Be non-judgmental.
- Start with an open mind and tell the individual that you are taking what they say seriously.
- Allow them to recall events and describe what has happened in their own time.
- Reassure them that they are doing the right thing by telling you and reassure them they are not to blame.

- Be clear about your own position and what action you must take, such as not promising to keep it confidential and who you will need to share this with.
- Write down what you have been told, using their exact words, including the date, time and place and people present which you sign and date. It's good to confirm with the individual that what you have documented is an accurate reflection of what they have said.
- Make sure you preserve any evidence, keeping it safe (e.g. no washing of clothes) and uncontaminated.
- Report the concern.
- Ensure the individual has contact details so they can ask any question.
- Ensure the individual stays in control of the process and they are aware of what happens at each stage as far as possible.





How NOT to respond to disclosures :

- Don't show shock, disgust or disbelief.
- Don't judge.
- Don't prompt or ask detailed or leading questions.
- Don't make assumptions or put words in their mouth.
- Don't promise them it will never happen again.
- Don't interrupt them or stop them from freely recalling events.
- Don't make them repeat their account unnecessarily.
- Don't pressure them for more details.
- Don't ignore what you have been told.
- Don't promise to keep secrets, or make promises you can't keep.
- Don't contact or confront the alleged abuser.
- Don't contaminate or remove any evidence.
- Don't dismiss your concerns or worry that you may be mistaken.
- Don't discuss the case with anyone apart from those who need to know.
- Don't investigate the concerns.

Record

Record carefully what you see, hear and do and keep any notes that you take in case they might be needed at a later stage. Accurately write it down, and sign and date it. Share this record with the safeguarding team.

Report

Once you have recorded the information, it is important to report it.

First point of contact

The first point of contact should be the Team Leader for the activity during which the disclosure was made. Without sharing any details, they should inform their Team Leader that a disclosure has been made. The team member should then complete the relevant form on the website.

Designated safeguarding team at Parklands

If your team lead is unavailable, or the information relates to a leader within the church, please follow the relevant procedure as outlined in the policy, and complete the correct form on the webpage.

Meryl Williams

meryl.williams@parklandschurch.org.uk

Jane De Rooy

jane.derooy@parklandschurch.org.uk

Further Reporting

If you feel unable to report a concern to us directly for any reason, then you can use the following agencies:

Thirty-one:eight

PO Box 133, Swanley, Kent.BR8 7UQ
www.ccpas.co.uk
Telephone: 03030031111

Adult Safeguarding

Tel: 01792 636854
Email: AdultSafeguardingTeam@swansea.gov.uk

Child Safeguarding

Tel: 01792 635700
Email: singlepointofcontact@swansea.gov.uk

Urgent Out of Hours Social Worker

Tel: 01792 775501



Safe Practice Guidance



Regardless of numbers, there should be a minimum of two team members per group, three is recommended.

Team members must not be alone with a child/ren at any time. They must always be in view of another team member.

Team members must not leave children alone.

Ratios must be maintained:

0-2 years = 1:3

2-3 years = 1:4

3-7 years = 1:8

8-11 years = 1:10

12-17 years = 1:15

During events, children may use the accessible toilet alone, with a team member outside in the corridor in view of other team members to ensure safety. Toddlers or children who cannot go to the toilet themselves must be accompanied by their own parent or carer.

Physical contact with a child or young person should always consider their needs and preferences. Children and young people have the right to say no to physical contact. Adults should always seek consent from the child or young person, before initiating physical contact. Offering a 'high five' or 'fist pump' is an alternative way to greet a child and allows them to make a choice.

Team members should not take children/young people alone in a vehicle on any journeys.

Team members should not use their personal mobile phones during events or gatherings with children or young people, unless there is an emergency.

Photos, images or videos of children and young people should not be taken on personal mobile phones.

Those on the Child and Youth teams should not add or accept requests to follow or friend young people (under 18) from personal profiles if your relationship with them is only as a team member. Do not engage in conversations with a child or young person over email, text or online communication.

Inappropriate posts on social media can be part of a larger spectrum of issues (family abuse, peer-to-peer abuse, severe mental health concerns etc.) that others may be aware of, even if you are not. Any disclosures of abuse reported through a social networking site must be dealt with in accordance with the Parklands Safeguarding policy.

Looking after yourself

Everyone has limitations and we need to ensure we protect our own well-being when working with children and young people.

It is OK to pass on responsibility to the safeguarding officers if someone has disclosed abuse to you.

You do not have to stay involved after someone discloses, however if you do provide support, it can be a long process with many ups and downs.

Taking care of yourself will enable you to stay involved for longer and to keep well.

Be self-aware and note any changes in your own thought patterns, physical behaviours and / or emotional behaviours.

Rely on support from your team leaders as well as the pastoral team. Seek advice if you are concerned about your own well-being.