



Safeguarding Guidelines for Volunteers

Please read through these important reminders. Keep this sheet available for easy reference. Your partnership is essential to the safety of children, youth and vulnerable adults within St. Alban's community and ministries. Thank you!

You should ("Best Practices")...

- Treat all children, young people and vulnerable adults with respect and dignity;
- Ensure that your own language, tone of voice and body language are respectful;
- Always aim to work within sight of another adult;
- Married couples should always have a third adult helping.
- Follow toilet procedures- one leader takes child to find parent. Leave door to classroom open. Older children may go on their own.
- Ensure that children, young people and vulnerable adults know who they can talk to (Safeguarding Officers and/or Chaplain – see page For contact information) if they need to speak to someone about a personal concern;
- Respond warmly to a child who needs comforting, but make sure there are other adults around, and only when initiated by the child;
- If any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand;
- Ask parent or legal guardian to administer any non-emergency necessary First Aid;
- Obtain consent for any photographs/ videos to be taken, shown or displayed;
- Record and concerning accidents or incidents and give the information to the Safeguarding Officers, sign and date the record*;
- Always share concerns about a child or the behaviour of another worker with your Group Leader and/or the Safeguarding Officer.

(*Forms available through the Safeguarding Officers or the Chaplain)

You should not (“things to avoid”)...

- Initiate physical contact. Any necessary contact (e.g. for comfort, see above) should be initiated by the child;
- Invade a child’s privacy while washing or toileting;
- Nappy
- Play rough, physical or sexually provocative games;
- Use any form of physical punishment;
- Be sexually suggestive about or to a child, even in fun;
- Touch a child inappropriately or obtrusively;
- Scapegoat, ridicule or reject a child, group or adult;
- Permit abusive peer activities, e.g. initiation ceremonies, ridiculing or bullying;
- Show favouritism to any child 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 your own or allow strangers to give children lifts;
- Smoke tobacco in the presence of children;
- Drink alcohol when responsible for young people;
- Share sleeping accommodation with children;
- Invite a child to your home alone;
- Allow unknown adults access to children. Visitors should always be accompanied by a known person;

Touch...

Church- sponsored groups and activities should provide a warm, nurturing environment for children, young people and vulnerable adults, while avoiding any inappropriate behaviour where allegations could be made. Very occasionally it may be necessary to restrain a child, young person or vulnerable adult who is harming her/himself or others. Use the least possible force and inform the parent and Safeguarding Officers as soon as possible. All such incidents should be recorded and given to the church Safeguarding Officers.

All physical contact should be an appropriate response to the child’s or vulnerable adult’s needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

Guidelines for Communicating with Children using Technology

Our procedure for the use of technology is in line with our best practice of working within sight of another adult. Therefore:

- We should not send private emails or direct messages on social network to anyone under 18 without copying in a child's parent(s) or another member of your children or youth team. This includes text messages (SMS), Snapchat, WhatsApp, Facebook Messenger etc.
- We should not initiate a 'Friend' request on Facebook, and if we receive one from anyone between 13 and 18 years old we will seek permission from a parent of the child before accepting. We should never accept a 'Friend' request from anyone under 13 years old.
- Posts in a Facebook 'wall', Twitter Feed or similar can be used as these are in public view.
- We should not post photos taken at a St. Alban's even of anyone under 18 on our personal social media page.

If you have a child protection concern or if you suspect a child, young person or vulnerable adult is being abused physically, sexually or emotionally:

- Keep calm. Do not be shocked. Try to act normally.
- Do not investigate – Do not question.
- Do not challenge parents/guardians about your concerns.
- Do not try to deal with any child protection concerns on your own.

Always tell the Safeguarding Officers or Chaplain who will then take the appropriate next steps.

Recording Details

Always make notes about a possible child protection incident or disclosure as accurately as possible, as soon as possible. This must be factual, not your interpretation. Cover what has happened,

- What you saw or heard
- Who did what
- Who said what
- What was reported to you as a third person

Quote the child's words exactly when possible. Note the child's full name. Remember to sign the record and add your name, role, date and time of incident and date and time of recording. Pass this onto the Safeguarding Officers or Chaplain. You can keep a copy securely.

If a child, young person or vulnerable adult talks to you about abuse by someone else:

- Stay calm, listen attentively and maintain eye contact.
- Allow the individual to talk, but do not press for information or ask leading questions.
- Do not initiate any physical contact.
- If the individual asks to talk in confidence, do not promise secrecy- you have a duty to refer a child/ young person/ vulnerable adult who is at risk.
- Offer immediate support, understanding and reassurance. Tell them, " I believe you", "It's not your fault", and, " I am going to help you."
- Contact the Safeguarding Officers or the Chaplain as soon as possible.
- Record all details (in writing) of the occurrence. Sign, date and keep these records.
- If the situation merits immediate action the St. Alban's Safeguarding Officers or Chaplain is not available, contact the Police, then inform the Bishop's Safeguarding Manager of the action you have taken.

Safeguarding Contact Information:

Safeguarding Officers: safeguarding@st-albans.dk

Christopher Osborn: Email- byfieldb@gmail.com

Telephone- 22 39 57 44

Alice Thomas: Email- alicelullu12@gmail.com

Telephone-

Chaplain of St. Alban's Church:

Revd. Smith Prasadam

Email – chaplain@st-albans.dk

Telephone-

Copenhagen Police: Report online via <https://politi.dk/en/report-a-crime>

Or Call 33 14 14 48

In case of emergency dial 112. Dial 114 in all other cases.

If there is an allegation or suspicion of abuse by someone involved in the ministry of St. Paul's (including yourself):

- ✓ **If you have any concerns regarding the safety and welfare of a child or vulnerable adult, you can speak to:**
Andrea Watkins, Safeguarding Advisor/ Manager for the Diocese in Europe
Email: andrea.watkins@europe.anglican.org
Diocesan Office Telephone: +44 (0)2078981146
- ✓ **For urgent and non-urgent enquiries of a safeguarding nature during operational hours, (10am-6pm Mon-Fri) please call: the Diocesan Safeguarding Team +44 (0)207 898 1163**
- ✓ **For enquiries outside operational hours of an urgent safeguarding nature please call our partners Thirtyone:eight (formerly Churches Child Protection Advisory service (CCPAS)) help line desk on +44 (0)303 003 1111. You will be able to get confidential advice, guidance and support.**
- ✓ **Record all the details in writing which support your suspicions. Sign, date and keep these records as mentioned above.**

Together we seek to make St. Alban's a community of faith known for its commitment to be a Safe Place for all people...