

HCC Safeguarding Policy Quick Reference guide

We have a duty of care to protect children and vulnerable adults in our care. Safeguarding policy guidelines protect you against false allegations as well as ensure anyone in our care is supervised and cared for responsibly.

1. Never allow yourself to be unattended alone with a child or vulnerable adult, always ensure at least 2 volunteers are present.
2. If a young person wishes to speak to you privately about a concern, move to a quiet area within the same room as other people. If this is not possible, notify another team leader of the situation, keep the door open at all times, and ensure you are always within sight of another team leader.
3. Physical contact is sometimes appropriate, for example, in order to comfort someone. It is worth remembering that the contact should be for the benefit of the child or adult at risk, rather than the worker. Do not encourage or ask for hugging or affectionate attention from children or vulnerable adults.
4. Do not private message, connect via social media or give your telephone number to children or vulnerable adults. All communication should be via churchsuite where communication is authorised and controlled with consent.
5. Do not arrange to meet up with children or vulnerable adults outside of church meetings without notifying another team leader and arranging another team leader to be present with you.
6. Do not offer to give lifts unattended with children or vulnerable adults; see our safeguarding policy on travel guidelines.
7. If you have any concerns of a safeguarding matter report it immediately to your ministry lead.
8. If a child or vulnerable adult discloses a concern to you, make sure to listen but do not promise confidentiality. Please refer to the forms in the safeguarding policy appendix, or the Baptist union's Gateway to level 2; Excellence in safeguarding booklet (both found on church website and churchsuite) to direct you on how to respond to disclosure of a safeguarding issue in more detail.
9. If you suspect a young person or vulnerable adult to be at risk of immediate direct harm, notify the police and the ministry team leader. Other safeguarding concerns can also be directed to our Designated Person for Safeguarding (Chris Atkinson; 07791278254), Safeguarding trustee (Claire Atkinson; 07791964175) or Deputy Designated Person for Safeguarding (Naomi Dawson; 07954543348)