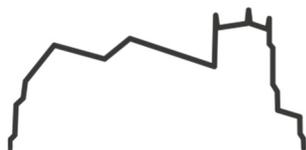


MOTTRAM PARISH CHURCH SUNDAY SCHOOL: SAFETY AND SAFEGUARDING GUIDANCE



'The Church on the Hill'

We want to offer fun, trips and teaching in a way which is safe and promotes the well-being of children, young people and adult volunteers. This leaflet provides you with key information: keep it handy!

Mottram Parish commits to safeguard children, young people and the adults who work with them. We all do this by:

- Preventing abuse and reporting any which is discovered or suspected;
- Protecting those who work with children and young people and supporting them in carrying out that work safely;
- Promoting the growth of all within the love and nurture of the church community.

SAFE BEHAVIOUR: CODE OF CONDUCT FOR SUNDAY SCHOOL TEACHERS

As a volunteer you must:

- Respect everyone as an individual;
- Provide an example of positive behaviour;
- Be ready to listen and, if necessary, refer to more appropriate help;
- Be sensitive to other people's likes and dislikes;
- Ensure that your actions cannot be misunderstood or cause offence and are acceptable within a relationship of trust;
- Show understanding when dealing with sensitive issues;
- Know that you are accountable for your actions to the children, their parents and the Parochial Church Council.

You must not:

- Permit abusive behaviour such as bullying, ridiculing or taunting;
- Have inappropriate physical or verbal interaction with others;
- Jump to conclusions or make assumptions about others without checking facts;
- Encourage inappropriate attention-seeking behaviour or "crushes";
- Show favouritism;
- Make suggestive remarks or actions, even in jest;
- Believe "It couldn't happen to me".

A SAFE PLACE: HELPERS AND VOLUNTEERS

- Helpers and volunteers are recruited following the Parish Safer Recruitment processes. This involves the provision of references, a self-declaration that you are a fit and proper person, and a check with the Disclosure and Barring Service (DBS), as well as ongoing supervision and support.
- If your relevant circumstances change, or if you have a background which is unusual, you should discuss this with Pat, James or Claire. The church is committed to safeguarding. It is also committed to equality and inclusion, and you may still be able to contribute following a suitable risk assessment and appropriate safeguards.

A SAFE PLACE ONLINE

Do not share photographs or videos of children on any website or social media without written parental permission, and if you do share, do not identify the children publicly.

A SAFE PLACE: CONCERNS FROM CHILDREN AND YOUNG PEOPLE

Children may disclose that they are being mistreated at home or elsewhere. It is important to know your responsibilities if that happens, or if you have concerns about a child's well-being.

- NEVER agree to keep a secret: follow the Safeguarding Policy guidance
- KEEP CALM. Do not show shock. Reassure the young person that they have done the right thing in telling you.
- NEVER ask additional questions or investigate. Contact Pat, Claire or James who will take the appropriate action.
- RECORD what happened as soon as you can so it is fresh in your mind. Sign, date and keep these notes securely.
- If you need to TALK to someone, ask Pat, Claire or James about this. Do not talk to family or friends what has occurred (but you may want to tell them that something confidential and upsetting has happened).

Read the Parish Safeguarding Policy and Guidance at

<https://www.mottramparish.org.uk/content/pages/documents/1433431080.pdf>

A SAFE PLACE: CONCERNS AND COMPLAINTS

It is important that any complaints or concerns are dealt with fairly, consistently and in the best interests of everyone concerned.

- DO stay calm: DON'T take it personally
- DO listen carefully: DON'T interrupt
- DO show concern: DON'T patronise
- DO explain what will happen next: DON'T give false assurances of confidentiality

A SAFE PLACE: ACCIDENTS

Accidents happen. It is important to deal with them effectively:

- Call the emergency services if appropriate;
- Ensure that the rest of the group is safe and supervised throughout;
- Let the home contact know if this happens outside the usual meeting place or time;
- Record details of the accident in the Accident Book.

A SAFE PLACE: RISK

You should help identify potential hazards in any place you meet or visit. Before planning an activity, check whether there is a risk assessment. If not, check the activity is covered by the church's insurance policy and then ensure a risk assessment is completed.

Risks can be reduced by checking for:

- Clear access;
- Adequate space for activities;
- Fire/emergency procedures;
- Temperature control;
- Potential damage to property or equipment;
- Physical hazards (eg uneven surfaces, dangerous items);
- Specific individuals' needs (eg allergies, support or access).

You should also check:

- Traffic and parking;
- Weather forecast;
- Security;
- Animals;
- Bodies of water;
- Boundaries – hedges, fences.