3. Don't stop someone who is talking freely about what has happened.

4. Don't ask leading questions.

5. Reassure the person they have done the right thing by telling you.

6. Avoid making comments or judgements.

7. Tell the person what will happen next; explain that other people will have to be told and why.

8. Record using the person's own words and noting any important dates and times.

9. Report to the person to whom you are responsible, your Minster and/or the Safeguarding Officer (see below).

**Contacts**

**Church representatives:**

* Minister: *Rev. Andy Lindley* Tel: 01904 784545
* Safeguarding Officer: *Kath Weston* Tel: 01904 700986

**Local Services:**

* *City of York Council Children’s Services Team*

Tel: 01904 551900 (Outside office hours, tel. 01609 780 780)

<http://www.saferchildrenyork.org.uk/>

* *Police* Tel: 101 (or 999 in an emergency)

**National Helplines**

* *NSPCC* Tel: 0808 800 5000
* *Childline* Tel: 0800 1111
* *Support Line* Tel: 01708 765200
* *Safeline, Young People’s Helpline* Tel: 0808 800 5007
* *Mosac (Mothers of Sexually Abused Children)* Tel: 0800 980 1958



 (Bishopthorpe Road, York, YO23 1NX)

Safeguarding Guidance - Children and Young People

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This leaflet has been prepared for:

* volunteers working with children and young people in the name of Southlands Methodist Church;
* individuals and organisations who use Southlands Methodist Church premises.

The leaflet sets out expected standards of behaviour, alongside unacceptable conduct, around children and young people. In addition, it provides key instructions for what to do if there are concerns about possible abuse and how to respond to a child, young person or adult who shares information about abuse. Finally, the leaflet includes contact details for church representatives, local services and national helplines.

Please read this leaflet and keep a copy for future reference. For further information please see the Southlands Safeguarding Policy at *www.southlandsmethodist.org.uk/about-us/safeguarding-policy/*

**You should:**

• treat all children and young people with respect and dignity

• ensure that your own language, tone of voice and body language is respectful

• always aim to work with or within sight of another adult

• ensure another adult is informed if a child needs to be taken to the toilet (toilet breaks should be organised for young children)

• ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern

• respond warmly and appropriately to a child who needs comforting but make sure there are other adults around

• if any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand

• administer any necessary first aid with others around

• obtain consent for any photographs/videos to be taken, shown or displayed

• record any incidents of concern and give the information to your group leader (records must be signed and dated)

• always share concerns about a child or the behaviour of another worker with your group leader and/or the Safeguarding Officer (Kath Weston).

**You should not:**

• initiate physical contact; any necessary contact (e.g. for comfort, see above) should be initiated by the child

• invade a child’s privacy whilst washing or toileting

• 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 one 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 their own or on your own

• 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

• arrange social occasions with children (other than family members) outside organised group occasions

• allow unknown adults access to children (visitors should always be accompanied by a known person)

• allow strangers to give children lifts.

**What to do if you have concerns about possible abuse**

1. Consult the person to whom you are responsible.

2. Decide together whether to seek advice or to make an immediate referral.

3. Keep a record of what happened, your concerns and your actions.

4. Tell your Minister and/or the Safeguarding Officer (see contacts below).

5. Only tell others who need to know. In an emergency respond immediately.

**Responding to a child, young person, parent or other adult who shares with you about abuse**

1. Never promise to keep a secret.

2. Stay calm, listen attentively, be aware of your non-verbal messages.