



Parish of Dunstable

Guidelines for Working with Children and Young People

We hope these Guidelines are helpful with the work you have offered to do

Do

- Treat all children and young people with respect
- Respect a young person's right to personal privacy
- Always seek the parent's and child's consent if he or she is very young or disabled and needs help to go to the toilet
- Remember that it is okay to touch children in a way which is not intrusive or disturbing to him or her, or to others
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Make sure there are opportunities for children and young people to talk to others about any concerns they may have

- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Recognise that caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse
- Make sure that any work or activities with children and young people involves more than one adult, or at least takes place within the sight or hearing of others
- Ensure there is separate sleeping accommodation for leaders and young people, if activities involve any overnight stays
- Make sure that any allegations or suspicions are recorded and acted upon

Do Not

- Engage in rough physical games including horseplay
- Touch a child in an intrusive or sexual manner
- Make sexually suggestive comments to a child, even as a joke

- Do things of a personal nature that a child can do for themselves, such as going to the toilet or changing clothes
- Show favouritism to any individual
- Permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying)
- Use your own home as the venue for activities unless two adults are present
- Rely on just your good name to protect you
- Believe 'it could never happen to me'

Try to avoid

- Spending too much time alone with just one child or young person
- Giving a child a lift in your car if no one else is present

If either of these situations is unavoidable, try to get parental permission first. If this is not possible, make sure you let parents know what has happened as soon as you can

**What you should do...
...if you suspect a child is
being abused:**

1. **Record the facts as known to you** – including when and where conversations took place as well as what was said and being careful to distinguish facts from allegations and opinions
2. **Speak to the Safeguarding Co-ordinator or the member of the clergy responsible for your church**, who will consult with the Diocesan Safeguarding Adviser about appropriate action
3. **Tell the Police or Children's Services** (previously known as Social Services/Children's, Schools & Families) if you cannot contact the Safeguarding Co-ordinator or member of the clergy responsible for your church and you believe immediate action is required

N.B. The number that children can ring if someone has harmed them or they think someone might be going to harm them is **Childline on 0800 1111**

**Family Lives - previously Parentline
0808 800 2222**

...if a child tells you something which suggests they have been abused:

1. **Listen to the child** rather than asking direct questions or pressing for details
2. **Do not stop the child** while they are freely recalling significant events
3. **Reassure the child** (who may have been threatened, told to keep what is happening secret, or told that no one will believe them) that they have done the right thing in telling someone, and that they are not to blame
4. **Let them know that there are other people who need to be told** so that they can help them
5. **Record the facts and tell someone** (as listed above in 'if you suspect a child is being abused')

6. **Do not delay or decide to give the benefit of the doubt** to parents or others
7. **Detailed enquiries must be left to the investigating agencies**

...if an allegation is made against you:

Inform the Safeguarding Co-ordinator or the member of the clergy responsible for your church



SAFEGUARDING CONTACTS

Diocese Safeguarding Adviser:

Jeremy Hirst 01727 818107
07867350886

Parish of Dunstable Clergy

Revd. R Andrews 01582 703271
Revd Lynn Money 01582 675422

Parish Safeguarding Co-Ordinator:

Jackie Roberts 01582 477401

St Augustine's:

Safeguarding Officer

Barry Fowler 01582 523230

Safeguarding Deputy

Elaine Woolhead 01582 608162

St Fremund's:

Safeguarding Officer

Georgina West 01582 667113

Safeguarding Deputy

Tanya Gordon 01582 604288

St Katherine's:

Safeguarding Officer

Ann Hassell 01582 690641

Safeguarding Deputy

Georgina West 01582 667113

St Peter's:

Safeguarding Officer

Tanya Gordon 01582 604288

Safeguarding Deputy

Jan Bailey 01582 521898

Central Bedfordshire Council

Emergency contact numbers:

Children's Intake and Assessment Team (08:45-17:20):

0300 300 8149

Adult Social Services (08:45-17:20):

0300 300 8122

Emergency Duty Team (Out of Hours):

0300 300 8123

Local Police:

01582 401212