

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. Paul's community and ministries. Thank you!

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### **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;*
- *Follow toilet procedures as follows: Orange Splash – one leader takes child to find parent. Leave door to classroom open – or check in Red Splash for another adult to be in room while 2nd adult is away. For older children: do not accompany a child into the toilet.*
- *Ensure that children, young people, and vulnerable adults know who they can talk to (Safeguarding Officer and/or Chaplain – see page 4 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 necessary First Aid;*
- *Obtain consent for any photographs/videos to be taken, shown or displayed;*
- *Record any concerning accidents or incidents and give the information to the Splash Coordinator or Safeguarding Officer; 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 SPLASH Coordinator at BSB; in kitchen by first aid kit in Church Centre)

## **You should not (“things to avoid”)...**

- *Initiate physical contact. Any necessary contact (e.g. for comfort, see above) should be initiated by the child.*
- *Invalidate a child’s privacy while washing or toileting;*
- *Change a “nappy” in Crèche. Parents should be informed and asked to do the changing.*
- *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 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. All volunteers must work with or within sight of another adult.

Very occasionally it may be necessary to restrain a child or young person who is harming her/himself or others. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded and the information given to the church Safeguarding Officer.

*All physical contact should be an appropriate response to the child’s needs not the needs of the adult.  
Colleagues must be prepared to support each other,  
and/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 e-mails 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, or WhatsApp.
- 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 on 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 Paul's event of anyone under 18 on our personal social media page.

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## **Responding to child protection concerns...**

**Do not try to deal with any child protection concern on your own.** Always tell your Group Leader and Safeguarding Officer or Chaplain. Agree between you who will take what action and when.

**Always make notes about a possible child protection incident or disclosure as accurately as possible, as soon as possible.** Cover what has happened, in what context and anything that seemed particularly significant. Quote the child's words exactly when possible. Try if possible to note the child's full name, age, address, and phone number. Remember to sign the record and add your name, role, date of incident, and date of recording.

## **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.
- Tell the Safeguarding Officer, or the Chaplain(s), of your concerns.
- Record all the details (in writing) which support your suspicions. Sign, date and give these records to the Safeguarding Officer or the Chaplain(s).
- Agree with the Safeguarding Coordinator or the Chaplain(s) what action, if any, should be taken.

## ***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 Officer or the Chaplain as soon as possible.
- Record all the details (in writing) of the occurrence. Sign, date and keep these records.
- If the situation merits immediate action and the St Paul’s Safeguarding Coordinator is not available, contact the Police, then inform the Bishop’s Safeguarding Manager of the action you have taken. See next page for contact information.

## ***Safeguarding contact information:***

**St. Paul’s Safeguarding Officer:** Ms. Meredith Head

GSM: 0496 279 064 Email: [safeguarding@stpaulstervuren.be](mailto:safeguarding@stpaulstervuren.be)

**St. Paul’s Safeguarding Administrator:** Ms. Jo Mueller

GSM: 0472 903 522 Email: [safeguarding@stpaulstervuren.be](mailto:safeguarding@stpaulstervuren.be)

### **Chaplains of St. Paul’s:**

Rev. Simon Tyndall

Phone: 02 309 7506 (home) 02 767 34 35 (office)

+44 7762 837 308 (UK cell – use only in emergency)

Email: [simon.tyndall@stpaulstervuren.be](mailto:simon.tyndall@stpaulstervuren.be)

Rev. Nathan Gregory

Phone: 0470 856 721 Email: [nathan@stpaulstervuren.be](mailto:nathan@stpaulstervuren.be)

**Tervuren Police: 02 767 3000** (Monday 7:00-21:00; Tues-Fri 7:00-19:00; Weekends 8:00-12:00) **or 101 or 112** at other times.

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

- ✓ Inform the Bishop’s Safeguarding Manager, Ian Carter of your concerns at: +44 (0)773 940 5235 (direct line); [ian.carter@churchofengland.org](mailto:ian.carter@churchofengland.org) or [ian@homeemail.com](mailto:ian@homeemail.com), or his assistant, Mark Gregory, at: +44 (0) 207 898 1159 or [mark.gregory@churchofengland.org](mailto:mark.gregory@churchofengland.org).
- ✓ Record all the details in writing which support your suspicions. Sign, date and keep these records.

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