St Francis at The Engine Room (The Engine Room)

Safeguarding Procedures

These procedures support the implementation of St Francis at The Engine Room's 'Safeguarding Policy Statement' and should be referenced in conjunction with that statement and the 'Policy for Safeguarding in the Diocese of London'.

St Francis at The Engine Room's aim is: safeguarding and promoting the welfare of children, young people & vulnerable adults involved in our work and this is defined as protecting children and vulnerable adults from maltreatment; preventing impairment of health or development; ensuring that people are living in circumstances consistent with the provision of safe and effective care; and taking action to enable all people to have the best chances.

Procedures content list:

1. Definitions used within safeguarding
2. Roles of people involved in The Engine Room in Safeguarding
3. Reporting a concern
4. Action on a concern
5. Recruitment of paid and unpaid (volunteer) staff
6. Hiring of centre space & safeguarding obligations
7. Safeguarding initial training & ongoing refresher training
8. Safe staffing levels for activities
9. Unaccompanied and uncollected children
10. Working in own home and lone working
11. Risk assessment - personal safety
12. Risk assessment - venue & activities
13. Communicating with children and others electronically
14. Safeguarding Contact telephone numbers

Forms and other supporting documents:

- Reporting a concern form
- Child registration record form
- Parish safeguarding information poster
- Parental consent for children form
- Personal safety risk assessment form
- Photograph and video consent form
- Reference request form
- Volunteer agreement
- Volunteer application form

1) Definitions and signs used within safeguarding:

Children and Young People: Anyone under the age of 18, even if they are living independently. For The Engine Room specifically this means any young people who attend church services, Engine Room onsite organised activities, any venue hirers activities on site and any other outreach activities The Engine Room is engaged in involving in partnership with others.

Vulnerable Adult: An Adult (a person aged 18 or over) who 'is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'. (Definition from 'No Secrets' March 2000 Department of Health). This could include people with learning disabilities, mental health problems, older people and people with a physical disability or impairment. It is important to include people whose condition and subsequent vulnerability fluctuates. It may include an individual who may be vulnerable as a consequence of their role as a carer in relation to any of the above.

Definitions of abuse used within safeguarding
Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and it may result in significant harm to, or exploitation of, the person subjected to it.

Definitions of abuse for children & young people
There are four defined types of abuse for children and young people which are:

Physical Abuse: This is when a child is hurt or injured by a child or an adult. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. It also includes giving a child harmful drugs or alcohol. Female genital mutilation is a form of physical abuse which is illegal in the UK. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child they are looking after. A person might do this because they enjoy or need the attention they get through having a sick child.

Emotional Abuse: This is when adults deny children love or affection, or constantly threaten or humiliate them. Sarcasm, degrading punishments and ignoring a child are also forms of emotional abuse and undermine a child's confidence and sense of self-worth. Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse: This is when a child is used sexually by an adult or young person. Sexual abuse can include kissing, touching the child's genitals or breasts, vaginal or anal intercourse and oral sex. Encouraging a child to look at pornographic

magazines or videos is also sexual abuse. Bullying, racism and other types of discrimination are forms of child abuse. Like other kinds of abuse they can harm a child physically and emotionally. Sexual abuse includes sexual exploitation, such as forcing or enticing a child or young person to take part in sexual activities, including prostitution. Boys and girls can be sexually abused by males and/or females, by adults and by other young people.

Neglect: Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born it may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failure to ensure adequate supervision (including the use of inadequate care givers) or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Definitions of abuse for vulnerable adults

There are 10 forms of recognised abuse regarding vulnerable adults:

Physical abuse: including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

Sexual abuse: including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, could not consent or was pressured into consenting.

Psychological abuse: including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawl from services or supportive networks.

Financial or material abuse: including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect and acts of omission: including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Discriminatory abuse: including race, sex, culture, religion, politics, that is based on a person's disability, age or sexuality and other forms of harassment, slurs or similar treatment and hate crime.

Institutional abuse: Institutional abuse although not a separate category of abuse in itself, requires specific mention simply to highlight that adults placed in any kind of care home or day care establishment are potentially vulnerable to abuse and exploitation. This can be especially so when care standards and practices fall below an acceptable level.

Domestic abuse: Home Office Definition 2004 'Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are, or have been intimate partners or family members, regardless of gender or sexuality.'

Multiple forms of abuse: Multiple forms of abuse may occur in an ongoing relationship or an abusive service setting to one person, or to more than one person at a time, making it important to look beyond single incidents or breaches in standards, to underlying dynamics and patterns of harm. Any or all of these types of

abuse may be perpetrated as the result of deliberate intent and targeting of vulnerable people, negligence or ignorance.

Possible signs of abuse

Physical signs of abuse:

- Any injuries not consistent with the explanation given for them,
- Injuries which occur to the body in places which are not normally exposed to falls or games,
- Unexplained bruising, marks or injuries on any part of the body,
- Bruises which reflect hand marks or fingertips (from slapping or pinching),
- Cigarette burns,
- Bite marks,
- Broken bones,
- Scalds,
- Injuries which have not received medical attention,
- Neglect-under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care,
- Repeated urinary infections or unexplained stomach pains.

Changes in behaviour which can also indicate physical abuse:

- Fear of parents being approached for an explanation,
- Aggressive behaviour or severe temper outbursts,
- Flinching when approached or touched,
- Reluctance to get changed, for example, wearing long sleeves in hot weather,
- Depression,
- Withdrawn behaviour,
- Running away from home.

Emotional signs of abuse

The physical signs of emotional abuse may include:

- A failure to thrive or grow particularly if a child puts on weight in other circumstances: e.g. in hospital or away from their parents' care,
- Sudden speech disorders,
- Persistent tiredness,
- Development delay, either in terms of physical or emotional progress.

Changes in behaviour which can also indicate emotional abuse include:

- Obsessions or phobias,
- Sudden under-achievement or lack of concentration,
- Inappropriate relationships with peers and/or adults,
- Being unable to play,
- Attention seeking behaviour,
- Fear of making mistakes,
- Self-harm,
- Fear of parent being approached regarding their behaviour.

Sexual Abuse The physical signs of sexual abuse may include:

- Pain or itching in the genital/anal area,
- Bruising or bleeding near genital/anal areas,
- Sexually transmitted disease,
- Vaginal discharge or infection,
- Stomach pains,
- Discomfort when walking or sitting down,
- Pregnancy.

Changes in behaviour which can also indicate sexual abuse include:
- Sudden or unexplained changes in behaviour e.g. becoming withdrawn or aggressive,
- Fear of being left with a specific person or group of people,
- Having nightmares,
- Running away from home,
- Sexual knowledge which is beyond their age or developmental level,
- Sexual drawings or language,
- Bedwetting,

- Eating problems such as over-eating or anorexia,
- Self-harm or mutilation, sometimes leading to suicide attempts,
- Saying they have secrets they cannot tell anyone about,
- Substance or drug abuse,
- Suddenly having unexplained sources of money or expensive gifts,
- Not allowed to have friends (particularly in adolescence),
- Acting in an inappropriate sexually explicit way with adults.

Neglect The physical signs of neglect may include:
- Constant hunger, sometimes stealing food from other children,
- Constantly dirty or smelly,
- Loss of weight or being constantly underweight,
- Inappropriate dress for the conditions.

Changes in behaviour which can also indicate neglect include:
- Complaining of being tired all the time,
- Not requesting medical assistance and/or failing to attend appointments,
- Having few friends,
- Mentioning being left alone or unsupervised.

2) Responsibilities of those involved in St Francis at The Engine Room in Safeguarding.

Church community and users of the centre:

It is the responsibility of all members of the church community and all users of the centre to report any concerns they have with anyone else involved with The Engine Room to either a designated leader, the Priest, the Director or Church Safeguarding Officer.

Employed Staff and Volunteers responsibilities:

St Francis at The Engine Room expects all employees to take all reasonable steps to ensure the safety of any child or adult involved in any activity or interaction for which they are responsible. Any person responsible for or working with children or vulnerable adults in any capacity, whether paid or unpaid, is considered both legally and morally, to owe them a duty of care. This includes a duty to behave in a manner that does not threaten, harm or put people at risk of harm from others. All employees also have a responsibility to conduct themselves in their private lives in a manner that does not compromise their position in the workplace or call in to question their suitability to work with children or vulnerable adults.

All members of St Francis at The Engine Room's workforce should:

- be alert to the possibility of abuse and neglect
- participate in relevant safeguarding training
- be familiar with local procedures and protocols for safeguarding children and vulnerable adults and follow the employer's and any relevant professional codes of conduct
- report any concerns about the safety or welfare of a child or adult.

The CSO officer offers advice and guidance and is responsible for ensuring procedures are followed regarding concerns about child/vulnerable adult abuse, including allegations against members of staff.

Clergy and other staff responsibilities:

All clergy who are licensed in the Diocese of London are expected to attend safeguarding training and to refresh this every three years. They are responsible, with their PCC and the assistance of the Church Safeguarding Officer, for ensuring that the correct policies, guidance and procedures are in place and for developing a 'safer culture'. This leadership in safeguarding issues extends to all other managers within the centre.

PCC trustee responsibilities:

PCC Board members, as trustees, have a key role to play within the charity to adopt a safeguarding policy, and to establish an action plan for its implementation. Their specific responsibilities are clearly outlined within the Safeguarding Policy.

Church Safeguarding Officer (CSO) responsibilities:

The Church Safeguarding Officer is responsible for ensuring the coordination of any concerns about a child, young person or vulnerable adult, or the behaviour of an

adult working with vulnerable groups. Their role is to ensure that these are appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Team.

Children's Champions responsibilities:
The Children's Champion is the voice of the children within the parish at CIO Board meetings. They don't have a direct role in safeguarding but are expected to work closely and confidentially with the Church Safeguarding Officer and clergy to inform / report / discuss any concerns, seeking their support and advice when necessary.

3) Reporting a concern

Concerns about a child or young person may present themselves in a number of ways including anonymous reports and could be from anyone involved in St Francis at The Engine Room.

If anyone has a concern they should speak:

- In an emergency - contact 999 and talk with the Police Following this or if no immediate danger:
- Speak to the activity leader, Church Worker, Director or Priest
- Phone the Church Safeguarding Officer (CSO) on 07702584100

Anyone who has a concern disclosed to them they should:

- If a young person or vulnerable adult is in immediate danger of harm ring 999 for police to report the issue straight away - then pass on concern internally to CSO.

- Make a brief factual note of what you have seen, heard or become concerned about (within an hour when possible).
- Listen, don't ask any leading questions and treat all information confidentially.
- Pass your concern to the Church Safeguarding Officer or Priest or Director who will then action the concern (including alerting the local statutory authorities and reporting to the Diocese of London Safeguarding team).

Ideally, concerns should be reported as soon as possible and recorded on a 'Reporting a Concern' form which needs to be passed to the Priest, Director or CSO.

4) Action on a concern

Activity Leaders or Church Workers must take the following actions:

- Any emergency action needed to alleviate immediate risk to life or limb (call 999)
- Record your concern on a 'Record of Concern' form
- Discuss your concerns with your Church Safeguarding Officer or Priest or Director, Priest or CSO or Director will:
- Discuss the concern with each other (unless one is involved in the situation)
- Report to Diocesan Safeguarding Advisor —Tony Gibney on 020 7932 1224
- All situations of actual or suspected child abuse should be reported without delay (within 24 hours) to the appropriate agency and to the Diocese Safeguarding Team.
- For additional advice out of diocese office hours ring CCPAS helpline 0845 1204550

Making a referral to Children's Social Care or Police

If it is necessary to make a referral, this will normally be done by the Priest Missioner, CSO or, occasionally, a member of the Diocesan Safeguarding Team (DST). The following points should be kept in mind:

- Give the social worker / police officer as much detail as possible: names, addresses, descriptions, dates, times, and what was actually said / seen distinguish between fact and opinion and between what you have seen and what others have told you.

- Follow up your contact with the relevant statutory agency by either a letter or email confirming what you have said to them (within 24 hours).

- Keep a record of all contact made, including the names of those you have reported to, regarding the concern be prepared to have further discussions with social services and / or a police investigation team.

- Continue to support the child and ensure they know what will happen you may need support for yourself and from others in the parish who know what is happening.

In summary:

RECOGNISE
the signs that could indicate abuse is happening to a child / young person / vulnerable adult
RESPOND
sensitively to the person and listen to what they have to say, don't ask closed questions or attempt to investigate
RECORD
what you have been told factually and accurately using the language used by the person disclosing within an hour
REPORT
immediately to your Church Safeguarding Officer who will know who to seek support from
REFER
to the appropriate statutory authority and the Diocesan Safeguarding Adviser

5) Recruitment and selection of paid staff and unpaid volunteers

This recruitment and selection process will be followed for all people who are to be appointed to roles which involve working, either paid or on a voluntary basis, with vulnerable groups - children/young people and/or adults at risk. All those in this position need to be carefully selected and trained in line with Safer Recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes through the Disclosure and Barring Service (DBS). Volunteers make up a huge part of the 'workforce' within The Engine Room's community and need to be treated in the same way as paid employees in relation to these guidelines.

Occasional volunteering with vulnerable groups

Where a volunteer's role is very limited, for example accompanying children on a day's outing once a year or helping at a one-off event, a DBS check would not be necessary providing that they are not left alone with vulnerable people at any time and are supervised by someone who does have a DBS disclosure that has been carried out by the Diocese. A Confidential Declaration form should always be completed and assessed.

Recruitment and selection for those supervising activities involving vulnerable groups including Activity Leaders, Church Workers, Clergy and CSOs

Following safer recruitment practices, our recruitment and selection process will be:

Before advertising:

- Ensure there is an updated role description (clarifying the expectations of the role) and person specification (kind of person potentially suited to the role).
- Ensure you know where the post will be advertised and that you have all of the relevant information for the advert, including a closing deadline. For a paid role, the position is likely to be advertised more widely than for a voluntary role which may just be advertised within The Engine Room in weekly notices.
- Ensure that you have a candidate information pack ready to send to any applicants, including: an application form, a job or role description, a copy of your safeguarding policy statement etc.

Before interview (formal or informal):

- Shortlist all applications.
- Ensure invited candidates know about times of interview and location.

Before selecting preferred candidate:

- Ensure a face-to-face interview is conducted (by at least two people) for all suitable candidates based on an objective assessment of their ability to meet the person specification and role description. For any role or work in the parish involving contact with children/young people or adults at risk (whether paid or voluntary) the potential candidates should be interviewed. If appropriate, a practical element can be included in the interview, for example a presentation or ask them to

plan a Junior Church session.

- Ensure that all questions are designed to gain the required information and to assess the person's suitability for the role. Interview questions should be evidentially based i.e. "Give me an example when you ..." (not hypothetical) and should cover areas such as: motivation, resilience and attitudes to working with children or adults at risk; professional boundaries and professional integrity, taking action to protect children, young people or adults at risk and developing and maintaining positive relationships with young people.

- Verify the applicant's identity (legal requirement). Ask to see an applicant's original birth certificate or passport to provide verification of full name and date of birth. If the individual does not have the right to work or volunteer in the UK then further identity checks are required and The Engine Room may not be able to appoint.

Before formally appointing:

Ensure that you are able to confidently select a candidate. If you can't, do not appoint.
Ensure that two references have been requested for the chosen candidate.

(References are valuable when made to work and should provide two perspectives which are an independent opinion on the suitability of the candidate so should not be from relatives or partners or close friends. If the role involves working with vulnerable groups, at least one of the referees should be in the position to comment on the candidate's suitability to work with such groups specifically. All references should be obtained using the standard Diocese of London Reference request form.)

- Carry out other necessary checks including a DBS disclosure where applicable and follow up references. The Office Administrator at The Engine Room is trained and authorized to process the necessary DBS application. If required, the person should be asked to go through the Disclosure process operated through the Diocese of London. We will be required to confirm that they have taken up references on the 'Personal Details Form' when applying for a DBS disclosure.

- Ensure that your preferred candidate knows that the offer of employment is conditional on receiving satisfactory information from all necessary checks.

The Engine Room will not allow anyone to be in post until all the elements of safer recruitment are complete including, when necessary, the receipt of a DBS disclosure.
Following appointment:

- Ensure that the individual receives a written contract (paid staff) or a Church Volunteer Agreement (voluntary staff) which includes a probationary period, keeping a signed copy on file. In any appointment (paid or voluntary), good practice suggests an explicit probationary

period followed by a review and appraisal before the appointment is confirmed. Six months is a common standard for probationary periods and monthly supervisory meetings are recommended as best practice when the individual is working regularly with children, young people or adults at risk.

- In accordance with the contract/agreement, provide a named supervisor and make sure that regular review meetings are set up.

- Give an induction including:
  * understanding of the disciplinary procedures and behaviour which may result in disciplinary action being taken;
  * understanding of The Engine Room and Diocesan policies relating to safeguarding, health and safety etc;
  * understanding of the conduct expected of them;
  * understanding what good practice is for the work they are involved in - including boundaries
  * organising both safeguarding and any other training identified as necessary.

- Ensure that the Code of Conduct is signed and a copy kept on file.

6) External Hiring of The Engine Room community centre space and safeguarding requirements

Ensuring the safety and welfare of children, young people and vulnerable adults lays with those responsible for their care. Where external organisations and individuals are using The Engine Room, hire arrangements must make it clear that the organisations and individuals are to abide by the PCC's safeguarding policy.

A copy of the PCC's policy statement forms part of the hire agreement and hirers should be asked to sign a copy of this, even when an organisation have their own, to acknowledge that this has been seen and will be adhered to and that all concerns about children, young people and vulnerable adults will be reported to the relevant statutory authority. If an organisation has their own policy, a copy of this should be requested and filed with the hire agreement.

7) Safeguarding training for staff and volunteers

All those who work with children, young people or vulnerable adults, or are responsible for those who do, as part of the work of The Engine Room, must take part in safeguarding training.

Basic online training should be completed by everyone involved with children, young people and vulnerable adults - all clergy, church workers, church safeguarding officers, PCC members, children's champions and those working with any vulnerable group (children, young people or vulnerable adults) and everyone should print out their certificate at the end of the course. This can be accessed via www.london.cofelearning.org using the parish code to register for this.

Clergy, Director, Managers and Church Safeguarding Officers are also required to do the one day initial training run by the Diocese of London safeguarding team and to repeat this training (update training) every three years.

Once a year at the PCC annual general meeting and occasionally during the year other safeguarding awareness sessions will be run for members of the community.

8) Safe staffing levels for activities

There must always be a minimum of two leaders who are unrelated, even if the group size is smaller than indicated in the table below and meet OfSTED minimum requirements:

Age of Children	Number of adults	Number of Children
0 - 2	1	3
2-3	1	4
3- 8	1	8
8+	1 11	for the first 8 children for every further 12

Please note that these ratios apply to activities in the church halls i.e. junior church, crèche, youth group and higher ratios are required for activities taking place offsite when travel is involved.

Good Practice points to follow:

- If groups are mixed gender, try to have both male and female leaders.
- Ensure 'Safer Recruitment Guidelines' are followed during recruitment and that all elements of these are completed satisfactorily before some starts in role.
- Ensure that all leaders are familiar with 'Safeguarding in the Diocese of London' and know what to do if they have any concerns including remembering 5 Rs: Recognise, Respond, Record, Report, Refer.
- If concerns arise, these should be treated as confidential and shared only with the Priest, Director or Church Safeguarding Officer in the first instance. In an emergency, always dial 999.
- A minimum of two leaders need to be in attendance from before the first child arrives until the last child has left. It is strongly advisable that these leaders are not related in any way.

- Young people (16 - 17 years old) can help with children's groups but they must work under the supervision of a suitably appointed adult leader and would also count in the ratios of adults : children above as a child. No person under the age of 18 years can be left in charge of an individual or group of vulnerable people of any age and must always be supervised by a properly recruited and checked adult leader.
- Make sure that the children are visible to leaders at all times and that leaders position themselves where they can clearly see the children.
- Ensure that children have access to the toilets without having to be in contact with other groups using the halls.
- Make sure there is a telephone available in case of emergencies - a mobile phone or easy access to a landline.
- Ensure that all accidents are recorded in the Accident Book.
- Try to make sure leaders know basic first aid.

- Ensure that, as far as possible, there are sufficient adults with the group that would allow an emergency or accident to be dealt with safely without putting the remainder of the group at risk or with inadequate supervision.

9) Unaccompanied and uncollected children

Children arriving at activities unaccompanied: children under the age of 11 years should always be taken to and collected from an activity for which they have been registered by their parents/carers. If a child is over 11 years of age, it is the responsibility of their parent/carer to make arrangements with their child for arriving at and leaving an activity. The adult leaders should always be aware of any children making their own way home and have written consent for this to happen as indicated on their registration form. Any concerns about these arrangements should be discussed with the child's parents/carers. It is possible that a child may begin to attend church or other activities without their parents/carers knowledge and/or consent. If this is happening regularly it could be a sign that something is amiss at home and children in this situation should always be listened to in case this is a sign of something more serious.

If an unaccompanied child attends a session we should take the following steps:

1. Make the child welcome and ensure that they are looked after by a 'safer recruited' adult leader.
2. Try to discover if their parents/carers know where they are and what time they are expected to return home. If this is before the session is due to end, encourage them to return home at this time unless their parents/carers can be contacted.
3. Try to establish their name, age, address and telephone number and complete a registration form with as much detail as the young person can provide.
4. If they know a contact telephone number, call their parents /carers to let them know that they are safe and ask for their verbal permission for the child to remain. Ensure they know what time the session finishes; try to encourage the parent/carer to come and collect their child at this time.
5. If the child is to return home unaccompanied, make sure they take with them details of the activity they have attended along with contact details, inviting the parent/carer to make contact. These could be contact details for the activity leader, Children's Champion or a member of the clergy

All adult leaders should be alert before and after services when children don't always stay with their parents in order to ensure that they remain safe.

Uncollected children: it is rare in church life for children to be left uncollected at the end of a session except in exceptional circumstances but occasionally this does happen, when this is the case, the following steps should be taken:

- Telephone the parents/carers and ask them to collect their child as soon as possible.
- If contact cannot be made, two leaders must wait with the child until this is possible.
- A child should not be escorted home, except in exceptional circumstances.

- If no contact can be made and the child appears to have been abandoned, the out of hour's duty social worker should be

contacted at your local authority. This number can be found on your local authority's web site and it is advisable to have this number recorded and easily accessible.

Another adult should not be allowed to take responsibility for a child without receiving parental consent, written whenever possible. Any safeguarding concerns should be reported immediately to the Church Safeguarding Officer.

10) Lone working and in own home

Lone working is an everyday practice for clergy and some church staff and working from home, being alone in an office and attending remote locations (for example carrying out a home visit) could all constitute lone working. The aim of this process to help everyone think about how Engine Room staff and volunteers to undertake lone working safely.

Pastoral Care and other visits
One to one contact with individuals in the context of pastoral care should be properly planned, its risks considered and recorded effectively. It is essential in pastoral care to acknowledge appropriate physical, sexual, emotional and psychological boundaries - inappropriate touching or gestures of affection must be avoided.

Some simple tips

- Whenever possible make prior arrangements to meet rather than meet 'on demand'
- Try to have someone else in the next room or nearby whenever possible
- Make the purpose and time of the meeting clear at the outset
- Don't take any unnecessary risks - if you feel uncomfortable at all, end the meeting and report your concerns to your supervisor or CSO
- Respect personal space and never do or say anything that could be misinterpreted
- If meeting off-site, ensure someone knows where you are and what time you expect to return; you should carry a mobile phone
- If there is any known risk, complete a risk assessment to ensure you remain safe
- Supervisors of pastoral visitors should occasionally visit, accompany or observe lone workers to ensure safe practice
- Automatic warning devices can be obtained for use in risky places or activities
- It may be appropriate for lone workers to be asked to check in once they have completed their task or have safely reached their home following it.
- After the pastoral encounter (face-to-face, emails, texts, telephone calls), always make a record - this can be in a diary or electronically - the following details should be included:

    - When and where the meeting / discussion took place
    - Purpose of the meeting / discussion
    - The time you / the other person arrived and left
    - Who else was present (if applicable)
    - A brief, factual account of what was discussed / agreed
    - Any potential or actual safeguarding concerns identified
    - Any actions taken / to be taken and any decisions made including advice taken and who shared with
    - Sign and date the record and store securely.

If a visitor identifies a safeguarding issue during a pastoral encounter then such issues cannot be kept confidential and have to be raised with the Priest Director or

CSO. If the matter is urgent the visitor should be made with the police or another statutory agency. Remember we have to:

RECOGNISE RESPOND RECORD REPORT REFER

Planning lone working: considerations for risk assessment

- Is lone working necessary? Confidentiality can be assured with other people within reach.
- If there are casual callers take precautions before opening the door. e.g. the use of a door chain.
- Who will be involved? And who else should know about it?
- When and where will it take place? Avoid making arrangements which could be misinterpreted.
- Is there a risk of violence? A good working definition of violence is: *Any behaviour which produces damaging or hurtful effects, physically or mentally, on people.*
- Are there any increased risks to the particular worker?
- Are there any known medical or other factors which could make either party more vulnerable? Some medical conditions can lead to disinhibition.

Using your own home for activities

Where activities are formally organised by The Engine Room, the following guidance should be noted. If however informal groups are organised by parents / other members of the congregation (e.g. baby-sitting circles or home groups), the responsibility remains with parents to ensure that the activity and those leading it are safe. Activities for vulnerable groups will normally take place on Engine Room premises however if meetings are to be held in a leader's own home the following points need to be considered:

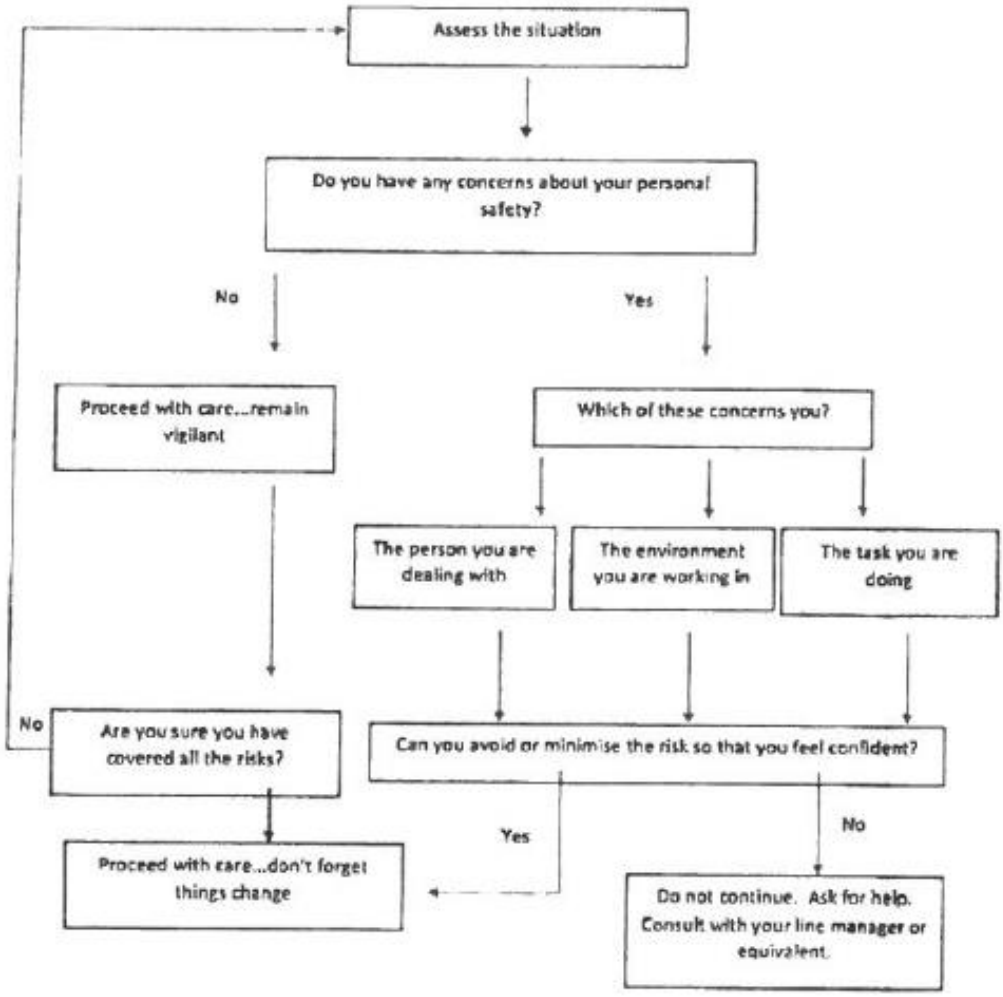
- Ensure you have the consent of the Priest or Director for the activity to take place and that there is adequate insurance cover

- Ensure that a risk assessment of the venue to be used has been carried out
- Ensure that two unrelated adults are present at all times (arriving before the first group member and not leaving until after the last group member has left)
- Never use inappropriate rooms i.e. bedrooms
- Ensure that the Diocesan and Engine Room policies are followed.

11) Risk Assessment - personal safety

Personal Safety Risk Assessment

All staff and volunteers should use this to assess your environment, and your working practices, as well as for an instant assessment of a situation. *From Personal Safety at Work, Suzy Lamplugh Trust 2008.*



12) Risk Assessments - venue and activities

Our first concern must always to be to protect those who are vulnerable - children, young people and vulnerable adults. Activities and environments always carry a risk; what we have to do is minimise these and by doing this we will not only be protecting the vulnerable but also our workers and The Engine Room.

A Risk Assessment is looking at an activity / environment to identify potential risks or hazards (things that could cause harm or go wrong) for vulnerable groups (and others) and then thinking about what will need to be put in place to eliminate or reduce the identified risks.

A risk assessment should

- be carried out for all activities which involve vulnerable groups before they take place.
- Regular activities should be risk assessed at the outset and then at regular intervals to ensure continued safety (at least annually).
- One-off activities should be assessed well in advance and if the activity is to take place off site, part of the assessment should be to visit the venue so that all potential risks both on the journey and at the venue can be identified effectively.

Five questions to ask when undertaking a risk assessment are:

1. What are the potential risks or hazards?
2. Who will be in attendance and may be at risk of harm?
3. What are the risks to these groups?
4. What has been done to reduce the risks?
5. Is there anything else you can put in place to minimise risks?

The standard diocesan risk assessment proforma will be used for all assessments and assessments kept on file in The Engine Room office.

13) Communicating with children and others electronically

The use of social media, mobile phones, emails and the internet are popular amongst children and young people and can be a normal part of their everyday life. These methods of communication can be efficient and easily accessed for most but it is important that certain safeguards are put in place by the parish to ensure safety and accountability. We need to keep contact on behalf of the parish via electronic means professional and separate from our private communications.

Vulnerable people often find it easier to communicate via electronic means rather than talking face-to-face.

This creates a false sense of security and can lead them to sharing more personal or sensitive information about themselves (or someone else) than if they were talking in person. Abusers know this and those who wish to abuse young people often start with electronic communications in order to bully or lure them into an unprotected face to face meeting.

This guidance is intended to raise awareness and provide recommendations for safer use of the various forms of electronic communications within our parishes and ensure that those who supervise and lead our young people hold themselves accountable.

14) Safeguarding Contact List Important Safeguarding Telephone Numbers

Police (all non-emergency enquiries)	101
Haringey Children's Social Care	London Borough of Haringey www.haringey.gov.uk 020 8489 4533 Monday to Thursday: 8.45am to 5pm; Friday: 8.45am to 4.45pm or multi-agency safeguarding hub (MASH) 020 8489 4470
Haringey Adults Social Care	Central (Harringay, St Ann's, West Green and Wood Green) Email adultscentral@haringey.gov.uk Call 0208 489 3814 East (Northumberland Park and Tottenham) Email adultseast@haringey.gov.uk Call 0208 489 3408 West (Alexandra Park, Crouch End, Highgate, Hornsey and Muswell Hill) Email adultswest@haringey.gov.uk Call 0208 489 1639
Haringey Children and Adult Social Care Out of Hours	0208 489 0000
Local Authority Designated Officer (LADO)	020 8489 2968 Email-lado@haringey.gov.uk
CHILDLINE	0800 1111
FAMILY LIVES (previously Parentline)	0808 800 222
Action on Elder Abuse	080 8808 8141
Domestic Violence Helpline (for females) Mankind (for males)	0808 2000 247 01823 334244
Stop It Now! (Lucy Faithfull Foundation)	0808 1000 900
Diocesan Safeguarding Adviser	020 7932 1224
CCPAS 24 hour helpline	0845 120 4550 (mention you're from the Diocese of London!)
NSPCC Helpline to be added. They provide advice on safeguarding matters and able to refer concerns on the respective authorities.	0808 800 5000

St. Francis at The Engine Room Unit A, Eagle Heights, Lebus Street, Tottenham Hale, London N17 9FU

The PCC has approved this procedure on the 31st March 2025 and will review it annually thereafter.

Signed:

Andrew G Johnston Director

09/04/25