

# Lighthouse Thame & Villages 2014

## Safeguarding children and vulnerable adults guidelines for Helpers

(reviewed July 2014)

### **THE LIGHTHOUSE TEAM**

All members of the Lighthouse Team are required to provide the names of two referees, one of whom should be a church leader or member of the Lighthouse Thame Committee. These referees will be asked to provide references.

All team members will be asked to provide a valid Enhanced Disclosure from the Criminal Records Bureau.

Lighthouse Thame is required by law to have a written policy on safeguarding children and vulnerable adults. These guidelines explain the expectations we have of all those working with children, young people and vulnerable adults during the week. We are seeking proactively to prevent anyone involved in Lighthouse Thame causing or being accused of causing harm of any kind to any individual in their care. Copies of our full policy are available, and will be on display in the admin area for parents to access.

As part of the Lighthouse Team, you should:

- Treat all children, young people and vulnerable adults with respect and dignity
- Be aware of your own language, both body and verbal
- Always aim to work within sight of another adult
- Ensure that the individuals you work with know who they can talk to if they need to speak to someone.
- Respond warmly to a person who needs comforting but make sure there are other adults around.
- Ensure that any necessary First Aid is administered by a team First Aider
- Record any concerning incidents and give the information to the Lighthouse Chairperson.

You should not:

- Invade a child or vulnerable adult's privacy whilst washing or toileting
- Play rough physical or sexually provocative games
- Allow a child, young person or vulnerable adult to involve you in excessive attention

- Be sexually suggestive to or about an individual, even in fun
- Touch a child inappropriately or obstructively
- Scapegoat, ridicule or reject a child, young person or group
- Show favoritism to a child, young person or group
- Not use any form of physical punishment to discipline children – this is illegal
- Invite a child or young person to your home alone
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying
- Allow unknown adult's access to children. Visitors should always be accompanied by a known person
- Allow strangers to give children lifts to or from site.

## **GUIDELINES ON TOUCH**

One of the aims of this policy is for Lighthouse Thame to provide a warm nurturing environment for children and young people whilst avoiding any inappropriate behaviour or the risk of allegations being made. All volunteers must work with or within sight of another adult.

- There must be no physical punishment of any kind nor should any sanction ridicule or humiliate a child
- Avoid rough physically rough games
- Avoid unnecessary informal touching
- There will be times when you need to take children to the toilet, make sure another team member is aware, try to organize a toilet break for a group.
- Children and young people may sometimes need comforting; make sure they are responded to warmly but with other adults around.
- First Aid should be administered with others around
- Very occasionally it may be necessary to restrain a child or young person who is harming him/herself 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 Lighthouse Chairperson

All physical contact should be an appropriate response to the child's needs not the need of the adult. Team members must be prepared to support each other and act or speak out if they think any other team member is behaving inappropriately.

## **REGISTRATION OF CHILDRENS GROUPS**

Any group that includes children who are under 8 years old and that meets regularly for more than 2 hours in any one day or for more than 6 days a year must register their group. Whilst Lighthouse Thame does not require registration with OFSTED, we aim to work within the relevant standards for workers as well as the premises and try to ensure that children do not come into contact with unsuitable people.

A Registration Form should be completed for every child or young person.

A daily register of children and adults on site will be kept. No child will be allowed to enter or leave the site without being signed in and out.

## **HEALTH AND SAFETY**

- Insurance, First Aid Kit and fire precautions should be checked.
- Premises - Meeting places should be warm, well lit and well ventilated. They should be kept clean and free of clutter. Electric sockets should be covered.
- Toilets and hand basins should be easily available. Hygienic drying facilities should be provided.
- Ensure you have enough space available for the intended activity.

- Drinks should always be available.
- There will be a phone on site in order to call for help if necessary. (Mobile No 07722088895)
- Adults should be aware of the fire procedures. Fire extinguishers should be regularly checked and smoke detectors fitted throughout the premises. A fire drill should be carried out regularly.
- Smoking is not permitted on site.
- Alcohol and illegal substances will not be permitted on site.
- Unaccompanied children and young people should not walk to or from the Lighthouse site along dark or badly lit paths.
- A First Aid kit and accident book are available on site. The contents of the First Aid Kit will be stored in a waterproof container and be clearly marked. Lighthouse Thame has a First Aid coordinator and team of first aiders. All accidents must be recorded in the accident book.

### **ADDITIONAL NEEDS**

Lighthouse Thame welcome children and young people with special needs. We try to make the premises, toilets and access suitable for people with disabilities. Where necessary you should ask the parent about how best to meet the child's additional needs, and do not see this as the responsibility only of the child's parent.

### **HEARING A CHILD ABUSE DISCLOSURE**

If a child asks to talk in confidence **do not** promise confidentiality – you have a duty to refer a child / young person who is at risk. Explain that you may have to get other people to help if they are being harmed.

Ensure that you have as much privacy as possible but try to have another adult present when the child is speaking to you.

- Stay calm, try not to appear shocked by anything you are being told
- Listen to the child attentively
- Maintain eye contact
- Allow the child to talk but do not press for information
- Tell the child that they are not to blame for anything that has happened
- Reassure the child that they were right to tell
- Let the child know that other people will have to be told so that the abuse can stop
- Try to explain what will happen next in a way the child can understand
- Reassure the child that he or she will continue to receive support during the difficult time to come
- Make a written record, quoting the child's actual words. Sign and date this.

## **REPORTING SUSPECTED CHILD ABUSE**

- 1 If you have any concerns for a child or young person then speak to one of the appointed child protection officers who will be available at every session. Report the disclosure to Mike Hill, Ulrike Kibble, Linda Newton, Paddy Harris as soon as possible. (For Halo:gen please contact Kathryn Shorter)
- 2 They will discuss with you what happens next.
- 3 You will be asked to follow up any conversation with notes / completed referral forms or letters.
- 4 The child & family should, wherever possible be informed and consent to the referral unless this will put the child's welfare at risk. However, if you have serious concerns, the absence of consent should not prevent a referral. The Duty Social Worker will give you advice over this if necessary.
- 5 Be prepared to have further discussions with the social work team or the police investigation team.

In all cases, make notes as accurately as you can, of the details of the allegation, all that happens and anything that was said which struck you as particularly significant. Ensure the admin team are asked to provide a copy of the registration record. The notes must be kept in a safe secure place. You should seek support for yourself from an appropriate person within the Lighthouse Thame team, or your local church.

Do not discuss any suspected abuse widely within the Lighthouse Team or community.

## **IMPORTANT PHONE NUMBERS**

Thames Valley Police (all enquires)	101
Oxfordshire Social Services	0800 833408
John Radcliffe Hospital	01865 741166
CHILDLINE	0800 1111