



## **Guidelines for Working with Children and Adults who may be vulnerable.**

*We hope these Guidelines are helpful with the work you have offered to do. For further details consult the full policy documents at [www.christchurchware.co.uk/safeguarding/](http://www.christchurchware.co.uk/safeguarding/)*

### **Do**

- Treat all children and adults who may be vulnerable with respect.
- Respect children and adult's rights to personal privacy.
- Always seek the parent's and child's/adults consent if he or she is very young or disabled or are adults who may be vulnerable, and needs help to go to the toilet.
- Remember that it is okay to touch in a way which is not intrusive or disturbing to him or her, or to others.
- Encourage children 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 adults who may be vulnerable 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 adults who may be vulnerable 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 children, if activities involve any overnight stays.
- Make sure that any allegations or suspicions are recorded and acted upon using the appropriate documentation.
- Follow best practice appropriate to the activity.

### **Do Not**

- Engage in rough physical games including horseplay.
- Touch a child or vulnerable adult in an intrusive or sexual manner.
- Make sexually suggestive comments, even as a joke.
- Do things of a personal nature that a child/adult can do for themselves, such as going to the toilet or changing clothes
- Show favouritism to any individual.
- Permit abusive 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'.
- Spend too much time alone with just one child or vulnerable adult.

- Give a child or vulnerable adult a lift in your car without someone else present.

If either of the final two situations are 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 or vulnerable adult is being abused:**

- 1. Record the facts as known to you using our standard form-** 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 Parish Safeguarding Officer,** as soon as possible.

**NB The number for children to 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, young person or vulnerable adult tells you something which suggests they have been abused:**

- 1. Listen to the child or vulnerable adult** rather than asking direct questions or pressing for details.
- 2. Do not stop, prompt or interrupt** while they are freely recalling significant events.
- 3. Reassure them** (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 Parish Safeguarding Officer**
- 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 Parish Safeguarding Officer and the Vicar.**

**Contact Numbers:**

**Parish Safeguarding Officer: Christine Evans**

**Home: 01920 464658**

**Mobile: 07775622810**

**Vicar: The Reverend John Hookway**

**Office: 01920 487267**

**Children's Services (HCC) 0300 123 4043**

**Police Non-emergency 101**

**Emergency 999**