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| Best Practice   * Treat all children, young people and adults with respect and dignity, keeping your own language and body language respectful. * Actively communicate with C&YP and involve them in planning and running activities where possible. * Avoid being alone with a child and always aim to work within sight of another adult, keeping others aware of your actions. * Develop a culture where workers, children and adults at risk feel comfortable to point out inappropriate attitudes and behaviour in each other. * Never use illicit drugs or alcohol when responsible for a child or adult at risk. * Obtain consent for any photographs/video to be taken, shown or displayed. * Keep physical contact specific to the needs of the activity and always seek permission first. * Never use rough play, sexually provocative words and games or any forms of physical punishment. * Never scapegoat, ridicule or reject a child, group or adult or allow others to do so. | * Avoid showing favouritism to any one child, adult or group or doing anything to reinforce their infatuations towards you. * Never give lifts to C&YP on their own or allow unknown adults access to children. * Never share sleeping accommodation with children or invite them to your home alone. * Always operate within Alderholt Chapel principles, procedures and guidelines, clarifying these with the group leader when unsure. * If you use a smart phone or social media please ensure you read our online Social Media & Networking policy.   **KEY SAFEGUARDING CONTACTS**  **Jane Fisher / Designated Safeguarding Lead (DSL)**  Phone: 07824 413053  Email: [safeguarding@alderholtchapel.org](mailto:safeguarding@alderholtchapel.org)  **Sarah Freeman / Deputy Designated Safeguarding Lead**  Phone: 07907 818748/ 01425 540928  Email: [safeguardingdeputy@alderholtchapel.org](mailto:safeguardingdeputy@alderholt.org)  **Service provider ‘thirty one:eight’ provides out of hours cover**  Phone: 0303 0031111  **Council Safeguarding team (MASH)**  Phone: 0300 456 0108 (office hours)  0300 456 0100 (out of hours) | **Alderholt**  **Chapel**    **Safeguarding**  **Guidance**  **Essential information for all**  **January 2023** |
| **What is abuse?**  A form of maltreatment of a person. A person may be abused or neglected by someone inflicting harm or failing to prevent harm. Anyone may be abused in the home or in an institutional or community setting by those known to them or more rarely, by others (e.g. via the internet). They may be abused by an adult/s or another child/children.  **There are five common**  **categories of abuse**   * Neglect * Physical abuse * Sexual abuse * Emotional abuse * Spiritual   It is important that workers understand these categories. There will be opportunities for safeguarding training, however it is also important the you read through the  **Chapel Safeguarding Policy**  The policy is available on the Alderholt Chapel website or the noticeboard at the top of the stairs in the church premises. | **What to do if …**   * You suspect abuse * Someone tells you they are being abused * A complaint is made about an adult   **IT IS YOUR DUTY TO REPORT THIS**  As a volunteer you are in a unique position and the importance of your relationship with all cannot be overestimated. Some people may find it the only place where they feel comfortable and able to talk.  **If someone confides in you:**   * Accept what is said. * Offer immediate understanding and reassurance, while passing no judgement. * Say you will offer support but that you must tell someone else. Don’t promise confidentiality. * Re-assure they were right to tell you. * Let them know what you are going to do. * Tell them you will let them know what happens.   **Seek support** from your team leader, Designated Safeguarding Lead (DSL), DDSL *(see reverse side for contact details).*  **It is Social Care’s responsibility to investigate. NOT ours.** | Tick **Do:**  Be mindful of everyone’s safety.  Remember someone else might misinterpret your actions, no matter how well intended.  Treat everyone with dignity and respect.  Avoid being drawn into inappropriate attention seeking behaviour e.g. tantrums/crushes.  Remember that people are vulnerable at different times in their lives e.g. at times of bereavements or feeling unwell, or if they are being bullied.  **Do not:**  Trivialise abuse.  Let allegations, suspicions or concerns about abuse go unreported/unrecorded.  Rely on your good name to protect you.  Form a relationship with any person in your care.  Engage in inappropriate behaviour or contact.  Make suggestive remarks or threats to a person, even in fun.  Use inappropriate language, texting, emailing or internet. |