

## **Code of practice for those working with Children or Vulnerable Adults**

Everyone has the following needs and rights which should be respected by all who work with them:

- the need for physical care and attention
- the need for intellectual stimulation
- the need for love and emotional security
- the need for social contact and appropriate social relationships
- the right to have their needs met and safeguarded
- the right to be protected from neglect, abuse and exploitation
- the right to be protected from discrimination
- the right to be considered as an individual, be listened to and have their wishes taken into account when decisions are made concerning them.

### **Equal Opportunities**

Children and adults should be protected from discrimination on any grounds including ability. Everyone should be valued and treated as individuals.

Comments and behaviour which discriminate should be challenged.

Activities should be designed as far as possible to include everyone and children or adults with specific difficulties should be given appropriate support to allow their participation.

### **Good practice guidelines**

These guidelines are for the protection of vulnerable people and for the protection of those working with them. **Everyone has a responsibility to ensure their actions are not open to misinterpretation and to report any breaches of these guidelines by others to the safeguarding officer or incumbent.**

Avoid being in a one to one situation with a child or vulnerable adult.

If administering first aid have a witness present and ensure the incident is recorded in the accident book.

Socially acceptable physical contact in a public place is quite proper and appropriate where it can be readily seen by others and is not hidden away. Physical contact should be:

- Minimal
- Intended to meet the needs of the receiver rather than the giver
- Understood and welcomed by the receiver
- Open to the scrutiny of others

This might include for example the need to restrain a child to avoid immediate harm to themselves or others, the need to comfort a distressed child or to assist an elderly person with a task they now find difficult.

See the diocesan website or contact the parish personnel listed for more detailed guidelines covering those organising children's activities or visiting adults at home.

### **Photography**

Permission should always be sought before taking photos or videos and the purpose of making the image should be made clear at the time. Explicit consent should be sought if photos are to be put on social media or elsewhere on the internet.

Electronic versions of photos or videos should not be stored for any longer than is necessary for the intended purpose.

## **Safeguarding**

All those who come into regular contact with children or vulnerable adults have an obligation to protect them from harm, in all contexts not just at the point of immediate contact with the child or adult.

If anything worries you about the treatment of a child or adult or their behaviour gives you cause for concern over their welfare you should speak to the parish safeguarding officer or the incumbent.

If a child or adult tells or indicates to you that they are being abused in some way, or have been the victim of abuse in the past, it is important that you respond appropriately. Your role is to *listen* to them, *support* him or her and *refer* any concern to an appropriate authority.

This means:

DO take time to listen: reassure them that it is ok to tell: make it clear that you believe them: reassure them that it is not their fault.

DON'T promise to keep secrets or promise not to tell; interrogate or ask leading questions; cast doubt on what you have been told; make them feel in any way responsible for what has happened; allow your own emotional response (anger, distress etc) to show.

As soon as possible make a written record of the conversation, including the date, time and place. Include direct quotations if possible. Pass on your information to one of the benefice safeguarding officers, the incumbent, or the diocesan safeguarding officer who will take appropriate next steps. **If you feel someone is in immediate danger you should contact the police.**

Use the '5 R's'            **Receive, Reassure, React, Record, Refer**

Remember it is not your responsibility to investigate further or to confront an alleged abuser. It is better to be calm and measured than to act in haste, but you must act rather than do nothing.

## **Current contact details**

### ***Incumbent***

The Revd Dr Adam Carlill  
Tel: 0775 341 1989  
email: adamcarlill@me.com

### ***Benefice safeguarding officer:***

St Mary Magdalen  
Lesley Sutcliffe  
Tel: 0118 941 4643  
email: [lesley@sutcliffe.org.uk](mailto:lesley@sutcliffe.org.uk)

***Diocesan Safeguarding Advisor: Richard Woodley***

Tel: 07391 868478

email: [richard.woodley@oxford.anglican.org](mailto:richard.woodley@oxford.anglican.org)

or [Safeguarding@oxford.anglican.org](mailto:Safeguarding@oxford.anglican.org)

Diocesan safeguarding documents are available at:

[www.oxford.anglican.org/mission-ministry/safeguarding](http://www.oxford.anglican.org/mission-ministry/safeguarding)

February 2021 Review Date February 2022