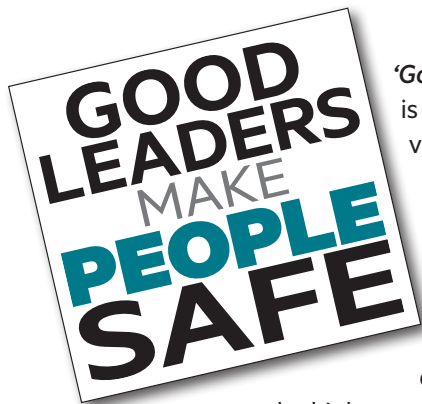




# Safe in your hands

the  
**stewards'**  
TRUST

**Safeguarding:**  
What you need to know



*'Good leaders make people safe'. Proverbs 31v8 is a biblical mandate to 'Speak up on behalf of the voiceless and for the rights of all who are vulnerable'.*

Our vision as the Stewards' Trust is to 'Equip, **Nurture**, Grow and Connect' and Safeguarding is a key part of our Nurturing responsibility. We also hold strongly to the value of **Stewardship** - taking good care of the people and resources God has entrusted to us - so it is only right we should have

the highest standards of care and thoroughly thought-through procedures in this area of Safeguarding.

---

At the Stewards' Trust we take these responsibilities very seriously. This 'Safe in your hands' booklet stems from our full safeguarding policy which aims to keep young people, volunteers and staff safe and beyond reproach. We also want to create a culture of openness and accountability with clear boundaries to operate within. We want our policy and practice to be a catalyst for young people, leaders and helpers to thrive and make the most of the significant discipleship opportunities in front of them. Our full policy is available on our website and must be read by Designated Safeguarding Hosts, Chief Hosts and youth and children's Group Leaders. We recommend that all helpers familiarise themselves with its key points; this leaflet is not a substitute but rather an overview for those who are helping on events.

At every residential event, we will have an identified Designated Safeguarding Host (DSH) who is there to ensure our high standards are met and as a first point of contact for any concerns or queries.

**AS A VOLUNTEER, PLEASE TAKE RESPONSIBILITY TO READ, DIGEST AND RETAIN THIS INFORMATION.**

---

**All leaders and helpers at Stewards' Trust events are expected to take seriously their position as a role-model to the children and young people they are looking after. All should commit to act in a way which promotes and affirms ST values.**

# Stewards' Trust Values



**Loving** - above all things we are called to love God and people



**Family** - part of God's family, open to everyone, all ages, all stages of life and faith, enabling whole of life discipleship



**Open** - to the guiding power of the Holy Spirit and to pioneering new things



**True** - committed to sound biblical teaching and discipleship



**Stewards** – taking good care of the people and resources God has entrusted to us



**Joyful** - we have 'good news' to share and we enjoy doing it



**Empowering** - fully equipping and nurturing current and future leaders by our commitment to releasing them in their ministries



Making  
**the event**  
**SAFE**

# Code of Conduct

## General Guidelines:

- No adult will be a lone helper with children out of sight of others.
- Where possible the gender of adults should reflect that of the group: i.e. at least one man if boys are present and one woman if girls are present.
- If for any reason a helper is alone with a child, eg accompanying a young child to the toilet, they should ensure that a team leader knows where they are and has given approval.
- No person under 18 years of age will be left in charge of children of any age.
- A register of children or young people should be kept and a register of helpers.
- A record should be kept of any unusual activity or comments by children or young people (e.g. throwaway sexual comments, or particularly difficult behaviour). This protects children and workers. Such records must be passed to the DSH and be kept in a secure place.
- Any incidents or accidents should be recorded on appropriate sheets, kept with registers. Parents/older children should be asked to sign the sheet.
- Young leaders will be supported at all times in their roles by adult leaders.



Keeping  
**yourself**  
**SAFE**



## Guidelines on touch:

- Keep everything public.
- A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the helper/leader.
- Touch should be age-appropriate and generally initiated by the child rather than the leader/helper.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Team members should monitor one another in the area of physical contact. The team should be free to help each other by pointing out anything which could be misunderstood.
- It is best to err on the side of caution with regard to engaging in physical play (eg wrestling/swinging children around) even when this kind of behaviour may be appropriate in another context. For example if you know the children outside of this event.



## Additional information for leaders and helpers working with babies & toddlers

- Any help with toileting children should be provided with the knowledge and agreement of the child's parents/carers.
- When taking children to the toilet, leaders should always consider the dignity of the child and ensure that as much privacy as possible is given.
- Children should be encouraged to use their own toilet cubicle.
- Leaders should avoid doing things for the child that the child is able to do for themselves.

# Social Media

Only engage in **open communication** which means others can see what is being communicated. You wouldn't shut yourself away with a young person in real life, so don't do it online. Examples of open communication include Whatsapp groups, Facebook groups, Instagram posts (where there are multiple followers) and Tweets.

**Gender controls:** As far as is practically possible, only male employees/volunteers should be communicating with boys, and female employees/volunteers communicating with girls once parental permission has been granted.

**Keep records:** ie don't delete any communication between yourself and a young person eg a direct message.

Volunteers should not submit, nor should they respond to **'friend' and 'follow' requests** from young persons [under 18] without the express knowledge and consent of their parents. Please contact the Stewards' Trust if you need help in arranging consent. Please see our full social media policy for further details.

## Handling a disclosure

### DEFINITION

*'Disclosure'*

*Information that is shared which tells of harm or the risk of harm. It could be related to abuse.*

- Listen carefully, don't panic and don't react judgmentally.
- Don't investigate.
- Don't promise confidentiality.
- Make careful notes.
- Pass it on to the DSH or your Event/Group Leader only. It is not your story to share.

# Abuse

It is our responsibility to protect children and young people from physical, sexual, emotional and organised abuse and neglect, and to report any abuse suspected or discovered.

## Possible Signs of abuse

**Physical** - unexplained or hidden injuries - lack of medical attention

**Emotional** - reverting to 'younger' behaviour - nervousness - sudden underachievement - attention seeking - running away - stealing or lying

**Sexual** - preoccupation with sexual matters - being sexually provocative - disturbed sleep, nightmares, bedwetting - secretive relationships with adults or children

**Neglect** - appearing ill cared for or unhappy - being withdrawn or aggressive - ongoing health problems

Children may not be being abused but could still be at **risk of harm**. Any disclosures on the following issues or ones like them, ought to be treated as related to Safeguarding and passed on in the appropriate way.

Self-harm, bullying (cyber or face-to-face), sexting, perceived threat of abuse, depression, anxiety, eating disorders.

**If in doubt, talk to the Designated Safeguarding Host.**  
**Concerns shared build up a picture.**

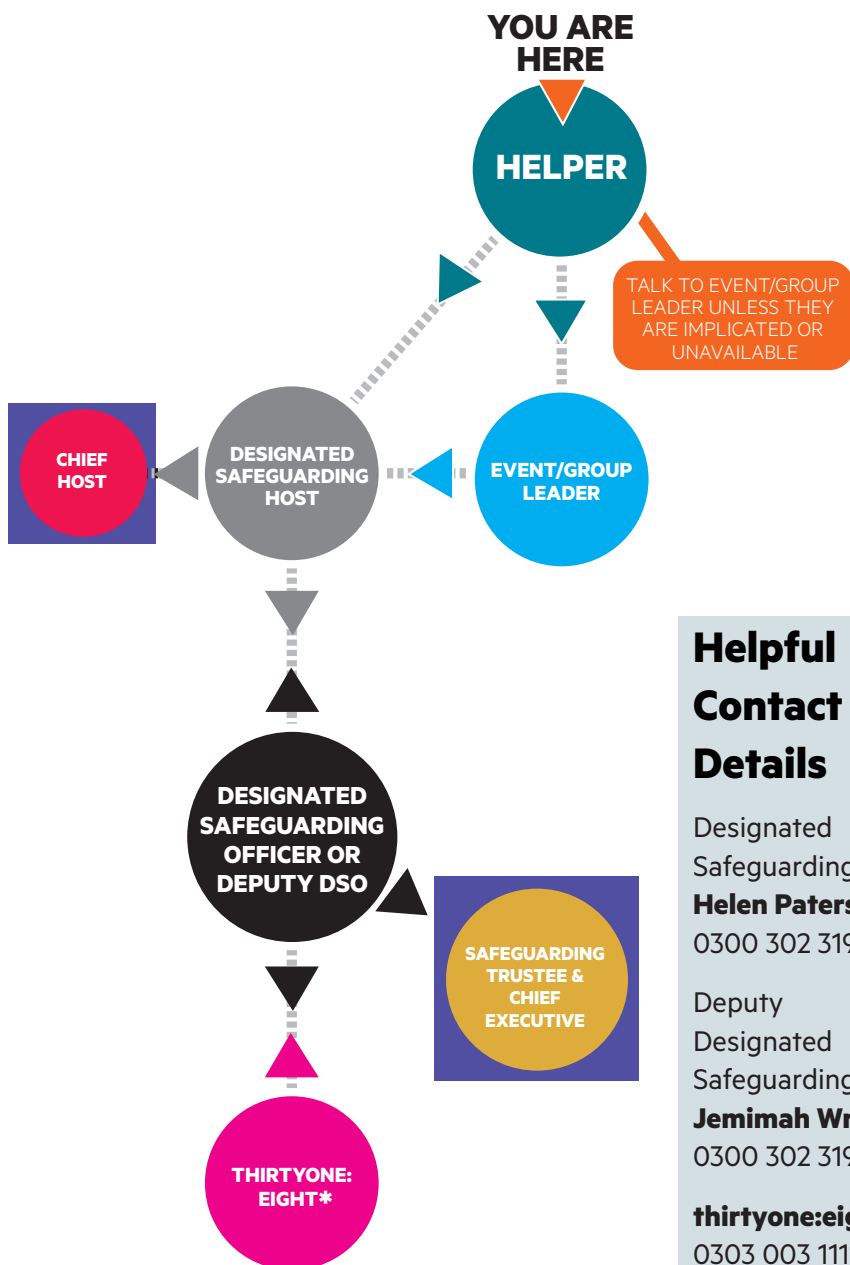
## Remember

- be careful,
- be watchful,
- and if in doubt,  
*pass it on appropriately!*





# Passing on a concern



## Helpful Contact Details

Designated  
Safeguarding Officer  
**Helen Paterson**  
0300 302 3191

Deputy  
Designated  
Safeguarding Officer  
**Jemimah Wright**  
0300 302 3191

**thirtyone:eight**  
0303 003 1111

**NSPCC**  
0808 800 5000

■ For information only

■ \* Independent Safeguarding Specialists