

SAFE IN YOUR HANDS



Safeguarding:
What you need to know





Thank You

for being a good leader!

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' (Proverbs 31v8).

Our vision at the Stewards' Trust is to '**Equip, Nurture, Grow & Connect**'. Safeguarding is a key part of our nurturing responsibility but looking after people really well enables all of our vision to be worked out. We steward the precious truth that all people are made in the image of God and therefore deserving of the best possible love and care. We want to prevent harm and respond wisely and compassionately to any harm we uncover.

Our policy and this guide

At the Stewards' Trust we take these responsibilities very seriously. This booklet flows 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 through our website and must be read by the event Designated Safeguarding Host ('DSH') and group leaders. We highly recommend that all helpers familiarise themselves with it; this leaflet is not a substitute but rather an overview for those who are helping on events.

How to act

All leaders and helpers at Stewards' Trust events are expected to take seriously their safeguarding responsibilities and 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, and which follows our Code of Conduct.

At every residential event, we will have an identified 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**

Stewards' Trust Values



Love

- Above all things we are called to love God and people



Family

- Open to everyone, all ages, all stages of life and faith, enabling whole of life discipleship



Spirit & Truth

- Spirit-led and shaped by Scripture



Encouragement

- Inspiring, equipping, empowering and releasing a new generation of Christian leaders



Joy

- We take our faith seriously, but we don't take ourselves too seriously



Code of Conduct

General Guidelines:

- No adult will be a lone helper with children out of the sight of others.
- 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.
- Where possible the gender of adults should reflect that of the group: ie at least one man if boys are present and one woman if girls are present.
- No person under 18 years of age will be left in charge of children of any age.
- Young leaders will be supported at all times in their roles by adult leaders.

Procedures:

- 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 leaders. Such records must be passed to the DSH and be kept in a secure place.
- Any incidents or accidents should be recorded on the appropriate webform. Parents/older children should be asked to review and confirm the record.



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 (e.g. 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

Managing toileting:

- 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 and Instagram posts (where there are multiple followers) and Tweets.



Keep records:

i.e. don't delete any communication between yourself and a young person.

'Following' and being 'followed':

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 ST if you need our help in arranging consent.

The Stewards' Trust does not use Snapchat as a method of communication with young people.

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 Event Leader only. It is not your story to share

Abuse

It is our responsibility to protect young people from abuse and neglect, and to report any abuse suspected or discovered.

Types of abuse and possible signs you might see:

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 - being withdrawn or aggressive - ongoing health problems

Spiritual - fear and paranoia regarding faith

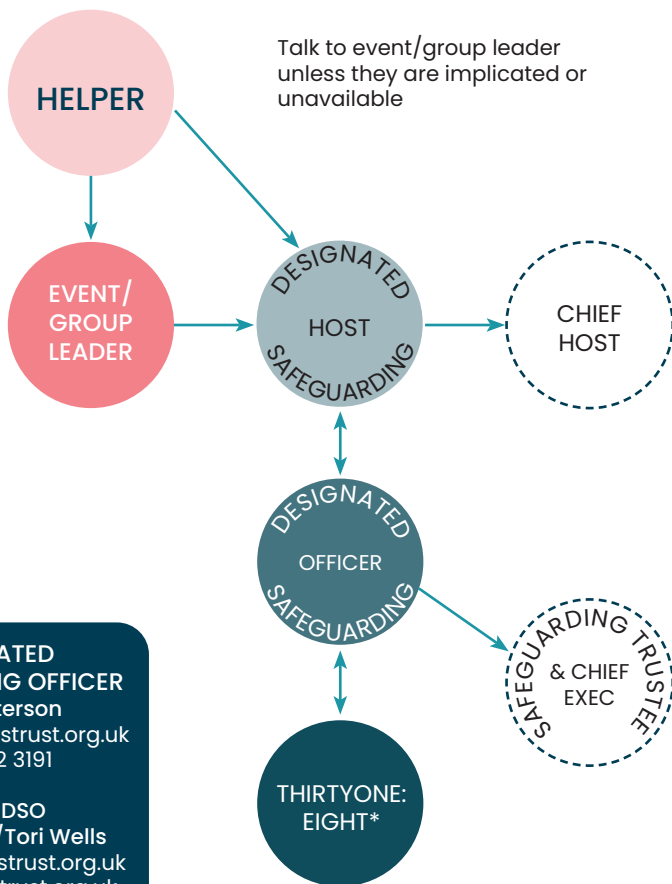
Children may not be being abused but could still be at **RISK OF HARM**. Any disclosures on the following issues or ones like them, ought to be treated as related to Safeguarding and passed on in the appropriate way.

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

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

BE CAREFUL, BE WATCHFUL AND IF IN DOUBT, PASS IT ON APPROPRIATELY!

Passing on a concern




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NSPCC
0808 800 5000

 - for information only.

thirtyone:eight* - Independent safeguarding specialists.