Eastcote Methodist Church: Harrow & Hillingdon Circuit

Safeguarding Best Practice Guidelines

We hope these Guidelines are helpful with the work you have offered to do.

Do

- Treat all children and young people with respect
- Respect a young person's right to personal privacy
- Always seek the parent's and child's consent if he or she is very young or disabled and needs help to go to the toilet
- Leave doors open where possible for observation
- Remember that it is okay to touch children in a way which is not intrusive or disturbing to him or her, or to others. Keep this public and never behind a closed door
- Encourage young people and adults to feel comfortable and confident enough to point out attitudes and behaviours they are concerned about.
- Children should not be driven without parental consent and should be seated in the back seat of the car.
- 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 dealing with bullying, bereavement or abuse.
- Be aware of position of fire exits, fire extinguishers & first aid equipment.
- Provide an example you wish others to follow.
- Make sure that any work or activities with children and young people involves more than one adult, or at least takes place within the sight/hearing of others
- Ensure separate sleeping quarters for leaders and young people, if activities involve overnight stays.
- Make sure that allegations or suspicions are recorded and acted upon immediately.

Do Not

- Engage in rough physical games including horseplay
- Touch a child in an intrusive or sexual manner
- Make sexually suggestive comments to a child, even as a joke
- Use physical discipline
- Help a child with things of a personal nature that they can do for themselves, such as toileting or changing clothes etc
- Show favouritism to any individual
- Permit abusive youth peer activities (e.g. initiation, ridiculing, bullying)
- Rely on your good name to protect you
- Believe 'it could never happen to me'
- Spend too much time alone with just one child or young person
- Give under 18's overall responsibility

What you should do...

...if you suspect a child is being abused:

1. Record the facts as known to you -

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 Church Safeguarding Officer the Minister or the District Safeguarding Officer. Do not discuss with people who do not need to know.

3. It may be in certain exceptional circumstances that the police need to be contacted immediately.

4. Always consider whether immediate medical attention is required.

N.B. The number children can 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 tells you something which suggests they have been abused:

1. **Listen to the child** rather than asking direct questions or pressing for details

2. **Do not stop the child** while they are freely recalling significant events

3. **Reassure the child** (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 someone** (as listed above in 'if you suspect a child is being abused')

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**

Revised September 2023
Contact details updated October 2026

...if an allegation is made against you:

Inform the Church Safeguarding Officer or the Minister and in <u>every case</u> the District Safeguarding Officer MUST be informed as soon as possible.

Contact Details for Eastcote Methodist Church

Church Safeguarding Team:
Church Safeguarding Officer: Jill Wells
O7796 044204
Email: safeguardingemc@gmail.com

Minister:
Rev'd Dr Lynita Conradie tel: 0208 866 1743
e-mail Lynita.conradie@methodist.org.uk

Hillingdon Council:
Hillingdon Stronger Families Hub
Tel: 01895 556006

Police:
Non-emergency: 101
Emergency: 999

District Safeguarding Officer:
Claire De Stefano 07799 900472
Email: safeguarding@methodistchurch.org.uk

Thirtyone:eight - previously The Churches' Child Protection Advisory Service:
0303 003 11 11