



Safeguarding Children and Young People

Policy and Procedures



The Parish of Chilwell

(Christ Church Chilwell and St Barnabas Inham Nook)

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 18th March 2026

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints Sally Meadows (Adults) and Laura Ottewell (Children & YP) as the Parish Safeguarding Officers.

Incumbent 

Churchwardens 

Date 27/04/2026



PROCEDURES FOR IMPLEMENTING THE PARISH POLICY

The parish of Christ Church Chilwell.

A copy of these procedures will be given to all youth and children’s workers, volunteers and employees who have the responsibility for children or young people. They will confirm afterwards saying that they have read and understood them, either by email or signing a declaration.

<p>Our Safeguarding Coordinator for CHILWELL PARISH for children and young people is Laura Ottewell Email: lauraottewell@chilwellparish.org.uk or safeguarding@chilwellparish.org.uk</p>
<p>Our safeguarding contact at St Barnabas (Nominated Person) is Marion MacDonald marion.stbs@gmail.com</p>

YOUTH or CHILDRENS GROUP	Regulated or Unregulated Group	DBS/TRAINING REQUIRED C0 = Basic, C1 = Foundations
Explorers	Regulated activity	Enhanced DBS Volunteer helper - training C0, C1
Discoverers	Regulated activity	Enhanced DBS Volunteer helper - training C0, C1
Adventurers	Regulated activity	Enhanced DBS Volunteer helper - training C0, C1
Pathfinders	Regulated activity	Enhanced DBS Volunteer helper - training C0, C1
C3Y	Regulated activity	Enhanced DBS Volunteer helper - training C0, C1
Inspire	Regulated activity	Enhanced DBS Volunteer helper - training C0, C1
Our Space	Regulated activity	All Enhanced DBS. Volunteers - training C0, C1.
Happy Tots	Unregulated activity	Two DBS checked people present at event. Volunteer training - at least C0 for all who plays 1:1 or holds children.
The Shelter (Wednesday)	Unregulated activity	Two DBS checked people present at event. Volunteer training - at least C0
The Shelter (Thursday)	Regulated activity	All DBS checked people present at event. Volunteer training - at least C1
St Barnabas after school club	Unregulated activity	Two DBS checked people present at event. Volunteer training - at least C0
Renew Wellbeing Cafe	Regulated activity	Enhanced DBS and barring for Children Safeguarding training C0, C1

Leaders / supervisors of work with children / vulnerable adults (paid or volunteer) require C2 training

The following ratio of adults (over 18 years old) to children should be

Age	Number of Leaders
0 to 2 years	1 adult for every 3 children 1:3
2 to 3 years	1 adult to every 4 children 1:4
4 to 8 years	1 adult to every 6 children 1:6
9 to 12 years	1 adult to every 8 children 1:8
13 to 18 years	1 adult to every 10 children 1:10

Each group is to have at least 2 adult youth workers present and a gender balance should be maintained in mixed gender groups.

A register must be taken at all meetings of groups where the church are responsible for those under 18

Our uniformed organisations follow their own recommendations and rules.

Groups with a mixture of adults and children (for example parent and toddler groups, messy church and special events) - unregulated and public facing activities
Safeguarding principles will be applied by ensuring two DBS checked leaders / staff members are in charge / present. Parents will supervise their own children and young people during these events (unless specified).
See flow chart of Regulated and Unregulated activities.

1. Introduction

This document outlines the parish procedures for safeguarding children and young people and dealing with allegations of abuse. These procedures aim to be in line with national policy, guidance from within the Anglican Church (The Parish Safeguarding Handbook), and Local Authority multi-agency policies. The overall policy of the Anglican Church for safeguarding children and young people is set out in Promoting a Safer Church.

<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>

<https://www.churchofengland.org/sites/default/files/2017-11/protectingallgodschildren.pdf>

2. Our commitment

The church, in all aspects of its life, is committed to and will champion the safeguarding of children, both in society as a whole and in its own community. It fully accepts, endorses and will implement the principle first enshrined in the Children Act 1989 and then in the Children's Act 2004 'Working together to safeguard children': the welfare of the child should be paramount.

3. Definitions of Abuse

The abuse of children and young people can take many forms. They have the same right to protection regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. Children and young people from minority ethnic groups and those with disabilities (physical, sensory and/or learning difficulties) are especially vulnerable and need special care and protection.

Statutory definitions

The UK central government document 'Working Together to Safeguard Children' categorises and defines abuse in terms of:

- Physical abuse including hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
- Emotional abuse including conveying to a child that they are inadequate, humiliation, blaming, controlling, intimidation, verbal abuse, isolation, seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying).
- Sexual abuse including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. It may include involving children in looking at, or in the production of, sexual images, watching sexual activities, or grooming a child in preparation for abuse.

Neglect including failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm or danger, to provide adequate supervision and/or access to appropriate medical care or treatment. It may occur during pregnancy as a result of maternal substance abuse.

Domestic abuse

Witnessing domestic abuse is child abuse 17, and teenagers can suffer domestic abuse in their relationships.

Sexual exploitation

Child Sexual Exploitation (CSE) is a type of sexual abuse. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation.

Bullying and cyberbullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at anytime of day or night.

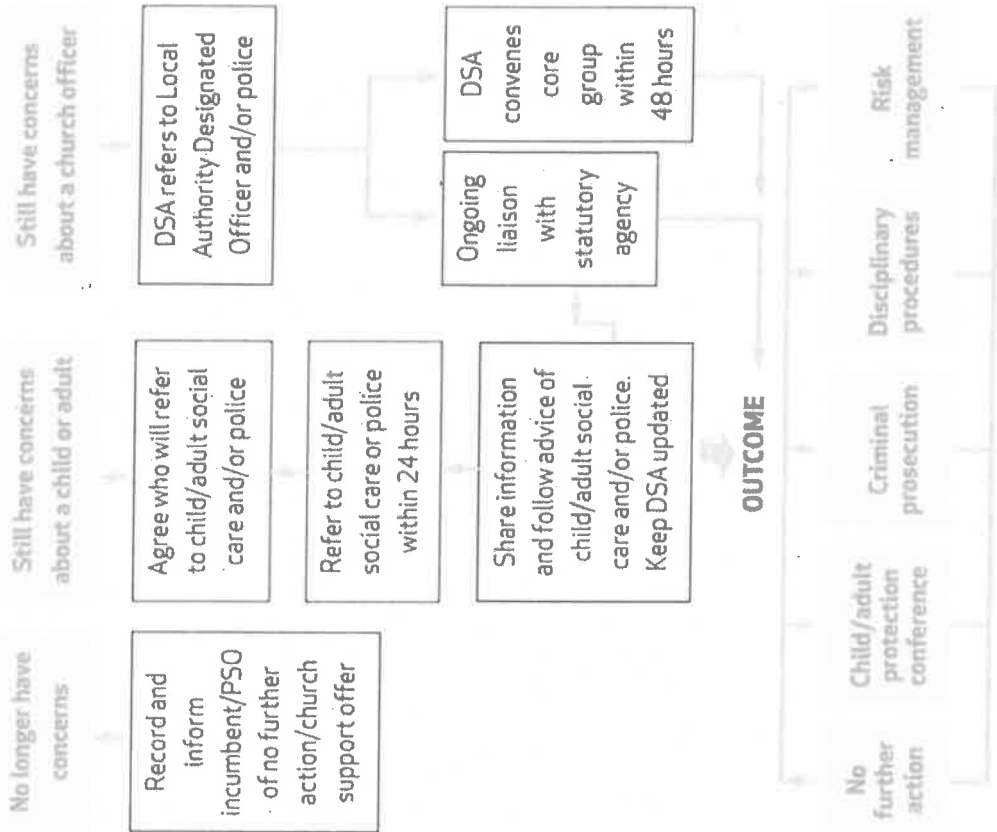
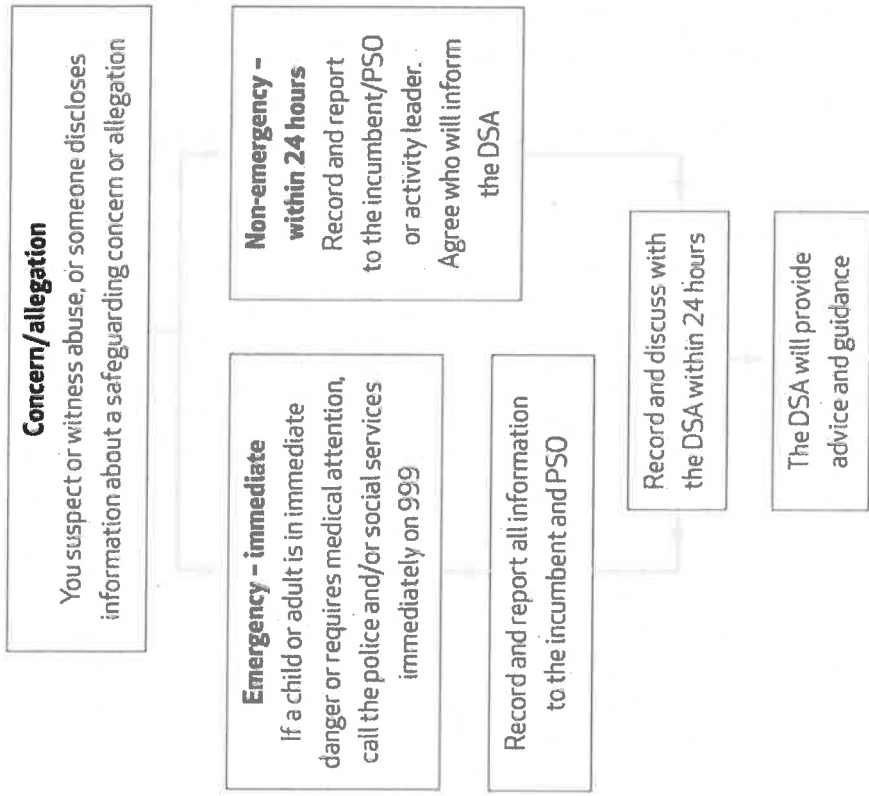
Online abuse

With the ever-growing use of the internet, mobile telephones and online gaming (e.g. Xbox/ PlayStation), there has been a corresponding rise in the use of the internet and other electronic communication to target, groom and abuse children. Adults may target chat rooms, social networking sites, messaging services, mobile phones, online gaming sites and the internet generally. Children are particularly vulnerable to abuse by adults who pretend to be children of similar ages when online and who try to obtain images or engineer meetings.

Electronic images

The downloading, keeping or distributing of indecent images of children are all classified as sexual offences 18 . Such offences are sometimes referred to as non-contact sexual offences. However, it must be remembered that children will have been abused in the making of the images. The texting of sexual messages and photographs (sometimes referred to as 'sexting' – see Fact Sheet – Sexting) can be particularly problematic and abusive amongst children and young people.

4. Procedure to follow in the case of suspicion and disclosure of abuse



RECORD ALL ACTION - Consider the support needs of all those affected by allegations of abuse at all points in the above stages. Remember the safety and welfare of any child or adult takes precedence over all other concerns

For more detailed information refer to page 19-22 of the Parish Safeguarding Handbook
Respond well to the victim/survivor, if it is a direct disclosure, to ensure they feel listened to and taken seriously. Explain what will happen next and check out support requirements. They should be informed that their identity and the identity of the respondent will be shared with key church officers, and may be shared with the statutory agencies, if there is any current risk to children or adults. The concern or allegation should not be shared with anyone other than those who need to know (e.g. the statutory agencies and appropriate church officers). Check your wallet card for details if you work in a regulated activity in church.

The following 4 R's are helpful to remember when thinking about raising safeguarding concerns:

Recognise

- Accept and take seriously what is being said, without displaying shock or disbelief.
- Let the person tell their story and don't push for information or ask leading questions.
- Do not interrogate or decide if they are telling the truth.
- Be alert to signs and symptoms of abuse.

Respond

- Reassure the individual that they have taken the right step in sharing this information and they are not to blame.
- Be honest; never make promises to keep what you are being told confidential. If abuse is involved, you will need to tell someone.
- Tell them what you will do with the information they have shared, and that they will be kept informed.
- Do not introduce personal information from either your own experience or that of others.
- Do not investigate the matter any further for yourself, or approach the person about whom allegations may have been made.

Record

- Write down, concisely, exactly what is seen, said or heard and make clear where you have added your views or interpretation. Remember that this is your information, and that you are responsible for passing it on to the person with safeguarding responsibility. Be mindful that your written comments may be needed in the event that further legal or disciplinary action is taken.

You may find it helpful to use the 4 W's, as follows:

- WHO was involved? Name the key people.
- WHAT happened? Facts not opinions.
- WHEN did it happen? Date and time.
- WHO have you referred the issue on to?

Only pass the information on verbally if it is an emergency situation. Even so, you must also find time as soon as possible to write it down and send it on to the relevant person.

Refer

- Pass the information to the Safeguarding Lead or Diocesan Safeguarding Advisor in your setting within 24 hours.
- In case of an emergency call the Police or dial 999.

FYI: Nottinghamshire Multi-Agency Safeguarding Hub (MASH) is the single point of contact for all professionals to report safeguarding concerns. Passing information and concerns to the MASH is best done by the Diocesan Safeguarding Adviser by telephone: 0300 5008090.

Members of the public can contact them on 0300 5008080. Or out of hours phone 0300 4564546.

<https://www.nottinghamshire.gov.uk/care/safeguarding/mash>

5. Safer Recruitment

Those responsible for an appointment should follow the principles outlined in chapter 5 of the Parish Safeguarding Handbook. see also

<https://tools.parishdashboards.org.uk/storage/app/media/Resources/parish-safeguarding-handbook.pdf>

And the Flowcharts approved by the PCC,

1. FLOWCHART C of E safer-recruitment process
2. Flowchart Regulated Unregulated Decisions from Diocese V10
3. SAFEGUARDING - KW - Safer recruitment flow chart reg and unreg activities Chilwell Parish Flowchart V4
4. SAFEGUARDING - KW Handout 4 -Regulated Activity Decision Making Flowchart Options 1 and 2

In outline the following steps must be followed:

- Job description for paid roles/Role description and Volunteer Agreements for volunteers.
- Advertise for volunteers in notices/church services. Permanent paid roles advertise more widely.
- Applicants complete application form (separate volunteer and paid role application forms) and provide contact details for two referees. Best practice is for one reference to be from outside the church.
- Appropriate interviews/conversations held as appropriate to the role.
- References followed up.
- Before appointment, the appointee should have the appropriate level of DBS check undertaken by the parish, part of this is completing a Confidential Declaration Form, these checks are carried out by our DBS co-ordinator. These checks need to be satisfactory. Where applicants have spent time overseas ask the applicant to obtain criminality information from the country where he/she was resident, where this is not possible, defer to the DSA.
- For volunteer roles, confirm volunteer is happy to and is suited to the role. Give volunteer the Volunteer Agreement
- For paid roles confirm the appointment in writing.
- Induct new paid workers. This should include expectations in relation to behaviour (Code of Safer Working Practice, see below). Ensure supervision/support is in place and arrange for attendance on the Church of England safeguarding training. For volunteers arrange introductory sessions to the activity/group (preferably 2/3) Check in with volunteers that they are happy in the role.
- Volunteers need different levels of training, see PSO for advice if your role is not in the training matrix.

6. Code of safer working practice (from Section 11 of Parish Safeguarding Handbook)

All those working on behalf of the parish with children, young people and adults must:

- Treat all individuals with respect and dignity.
- Ensure that their own language, tone of voice and body language are respectful.

- Ensure that children, young people and adults know who they can talk to about a personal concern.
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or Parish Safeguarding Officer. Sign and date the record.
- Obtain written consent for any photographs/videos to be taken, shown, displayed or stored (see model consent form – photographs – images)
- Administer any First Aid with others around.

In addition, for children and young people and vulnerable adults, workers must:

- Always aim to work with or within sight of another adult.
- Ensure another adult is informed if a child needs to be taken to the toilet. Toilet breaks should be organised for young children. (See toileting policy for further information)
- Respond warmly to a child who needs comforting but make sure there are other adults around.
- Ensure that the child and parents are aware of any activity that requires physical contact and its nature before the activity takes place.

All those working on behalf of the parish with children, young people and adults must not:

- Invade an individual's privacy whilst washing and toileting.
- Use any form of physical punishment.
- Be sexually suggestive about or to an individual.
- Scapegoat, ridicule or reject an individual or group.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Show favouritism to any one individual or group.
- Allow an individual to involve you in excessive attention seeking.
- Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person.
- Allow strangers to give children, young people and adults who may be vulnerable in the group, lifts.
- Befriend children, young people and adults who may be vulnerable on social media.
- Take photographs on personal phones or cameras as this means that images are stored on personal devices.(see Social Media Policy)

In addition workers, for children and young people, must not:

- Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity).
- Smoke or drink alcohol in the presence of children and young people.
- Arrange social occasions with children and young people (other than events which also include adult family members/carers) outside organised group occasions.
 - See also appropriate touch/contact section of code of conduct.
 - Safe working practice for regulated groups document held in group files/teams

Acceptable Touch

- Ask permission before you touch someone;

- Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention)
- Touch should be in response to a person's needs and not related to the worker's needs.
- Touch should be age appropriate and should always be in the presence of another adult leader/helper.
- Let the child initiate any physical contact.
- For older children side to side hugging may be appropriate, but not front to front, or front to back.
- Keep everything public. A hug in the context of a group is different from a hug behind closed door.

NOTE: for the avoidance of doubt this document does not apply to church services, including Holy Communion.

7. Safeguarding training of children's workers and youth workers

Safeguarding training is provided by the Diocese, Basic and Foundation training can be delivered by Laura Ottewell on behalf of the diocese, dates can be arranged with her directly. Training dates and venues can be obtained from the diocese safeguarding training manager

at safeguardingtraining@southwell.anglican.org

or Tel: 01636 817200. You can now register for the Southwell and Nottingham Learning Hub, which provides direct access to safeguarding training

[Safeguarding Training - Diocese of Southwell & Nottingham Learning Hub \(anglican.org\)](https://safeguardingtraining.cofeportal.org/)

Online training via <https://safeguardingtraining.cofeportal.org/> C of E Training Portal

Everyone who is working with children, young people or vulnerable adults will need to attend a Church of England safeguarding training course either in person or online, with refreshers every 3 years, in order to continue in the role.

The Basic awareness (C0) course is the introductory course which is the basis for the other courses. The Foundation (C1) course is the module for anyone working in a Lay capacity with children, young people or adults who might be vulnerable, or at risk, and also for anyone in a leadership role or with governance responsibility (ie PCC members). The Leadership course (C2) is to be completed after C1 and is for the person in overall charge of children's work, Pastoral teams and Church Wardens. Domestic Abuse Awareness to be completed as per the Safeguarding training matrix.

8. Recording, data protection and information sharing

Follow the procedures in The Parish Safeguarding Handbook 7.7 page 26

9. Activities away from the church premises

- Undertake a health and safety risk assessment (see Model Activity Risk Assessment Template).
- A registration form must be completed for every child or young person or adult at risk who attends groups or activities which should include up-to- date information on parents' contact numbers, medical information (e.g. allergies) and any special needs (see Model Registration Form – Activities and Trips).
- An attendance register must be kept and be available at all group meetings.
- A First Aid kit must be available on any premises that are used by children / yp / adults at risk.

- An accident and incident logbook must be available, and all accidents recorded. The logbook should be stored in a secure place. Any significant incidents must be recorded (e.g. a fight between children).
- There should be access to a telephone, if possible.
- In premises where children's groups meet, the Childline and Family Lives telephone numbers should be displayed (see section 13).
- Parents / family carers must sign a consent form before children / adults at risk are transported in a private car, and before any photography or images are taken (see Model Consent Form – Transport).

In addition, when taking children / adults at risk offsite:

- The church leadership must be informed and agree to the activity.
- Details of the activity and any itinerary must be given in advance to parent/s / family carers and consent forms received in advance of the activity taking place.
- Details of the activity and a list of contacts must be left with someone in the church.
- Details of the activity and arrangements must be given to the incumbent and/or PSO.
- A risk assessment must be undertaken, and confirmation obtained that the activity is covered by PCC insurance.
- A leader must be designated to take responsibility for First Aid.

10. Photograph best practice

Any photographs where children can be identified, taken by or on behalf of the church, may not be published in any form without written consent of a parent/carer. As general guidance any such photographs should be group photos and not close-ups of individuals.

Please note that this guidance relates to how photographs are published – this is a different matter from whether or not photographs are taken in the first place.

There is no guidance to state that individuals should not take photographs at events where there are children present where those photos are for individual/family collection. However, as a matter of courtesy people should be encouraged to ask informal permission before taking photos of other people's children.

Photographs of children or young people should not be put on Facebook or other social media sites without specific permission from a parent or guardian.

<https://www.churchofengland.org/resources/digital-labs/blogs/filming-and-photography-churches-consent-and-gdpr>

- See also Use of Social Media Policy

11. Implementation of the Policy

The Parish Safeguarding Officer will be responsible for monitoring the policy to see that it is being practiced.

12. Procedure for regular reporting to the Parochial Church Council

The Parish Safeguarding Officer will report to each PCC meeting on safeguarding matters and training needs. They will also write an annual report for the APCM.

The procedures and guidelines were last reviewed and agreed by the Parochial Church Council on the 18th March 2026.

Signed by the incumbent:

Andy Tufnell



Signed by the church wardens:

Anne Willmot



John Gibbon



Date for policy review: March 2027

Policies and Resources

<https://nottinghamshirescb.proceduresonline.com/index.html>

Practice Guidance: Safer Recruitment
[safeguarding safer recruitment practice guidance 2016.pdf \(churchofengland.org\)](#)

"Disclosure and Barring Service: "Safer recruitment protecting the vulnerable",
<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Through the Roof 'Be a Roofbreaker'

The Parish Safeguarding Handbook
<https://tools.parishdashboards.org.uk/storage/app/media/Resources/parish-safeguarding-handbook.pdf>

Policies and Templates on the Diocesan Website
<https://southwell.anglican.org/resources/resources-safeguarding/parish-safeguarding-resources/>

For the Following Useful Templates and Forms:

[Model Parish Safeguarding Policy](#)

[Promoting a Safer Church A3 poster for parishes \(with logo space](#)

[Promoting a Safer Church A3 poster for parishes \(without logo space](#)

[Model Consent Form – Transport](#)

[Model Activity Risk Assessment Template](#)

[Model Parish Recording Template](#)

[Model Parish Safeguarding Checklist](#)

[Model Personal Risk Assessment tool](#)

[Model Registration Form – Activities and Trips](#)

[Model Risk Assessment Checklist for Home Visiting](#)

[Model Volunteer Driver Agreement](#)

[Parish – Who's Who](#)

[Application form template](#)

[Model interview template](#)

[Model volunteer job role](#)

[PSO Job Description](#)

[PSO New Recruiter Form Jan 22](#)

