



An initial briefing on the essentials of safeguarding for a new worker

This information is to be communicated verbally by a Group/Ministry Leader to the Volunteer in a 10 to 15 minute conversation, early in the recruitment process. (See FORM 1 CHECKLIST: Stage 5)

1. Safeguarding children/young people/adults with care and support needs is a legal requirement for the church, but it is also something that we want to do because we care for people. It's consistent with our ethos and message.
2. The recruitment process may seem to be bureaucratic, but it does enable us to recruit workers and helpers as safely as possible and is reassuring to people who entrust their children/young people to us.
3. All workers should be familiar with our Safeguarding Policy, put it into practice, and make use of the appendices and forms which can be downloaded from our website.
4. Safeguarding issues should be raised with either the Safeguarding Co-ordinator or a Deputy. Currently, these are: Safeguarding Co-ordinator - Graham Hooke (Pastor)
Deputy Safeguarding Co-ordinators – Elizabeth Hebson (Administrator), John Kay (Elder).
5. If a situation arises in which you are concerned about potential abuse taking place, inform the Safeguarding Co-ordinator or a Deputy straightaway.
6. Refer to the Safeguarding Policy if you need to clarify your understanding of what the different forms of abuse and neglect are.
7. Remember that most abusive situations occur at the hands of someone who is known to the child.
8. If a child or young person starts to open up to you revealing a possibly abusive situation, allow them to talk but don't conduct your own investigation. It is not your place to do this. If you investigate you may jeopardise a future investigation by Children's Services or Police.
9. Allow a child to talk by listening well. Reflect back to the child what they have told you. Do not make any suggestions or lead the child to any speculative conclusions.
10. Keep a confidential record of the conversation and report it to the Safeguarding Co-ordinator or a Deputy at the earliest opportunity.
11. Do not talk to anyone else about this situation.
12. Remember that while it is important to be vigilant and aware, there is no need to become paranoid!

ANY QUESTIONS? The Recruiter will do their best to answer any questions.
If in doubt, check the policy or ask the Safeguarding Co-ordinator or a Deputy.