

The FOUR R's of responding well

RECOGNISE possible abuse, or someone reporting a concern.

RESPOND quickly and appropriately to concerns. Allow anyone speaking to you speak without interruption. Be reassuring without promising confidentiality.

REPORT your concerns to the Safeguarding Officer or the group leader as soon as it is safe and appropriate to do so.

RECORD your observations and concerns by writing careful notes of what you witnessed, heard or were told, using the actual words spoken wherever possible. Pass these notes to the Safeguarding Officer, making sure you sign and date them.

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Ruth Hutchings (Deputy Benefice Safeguarding Officer and Growing Younger Minister)
ruth@northwestmorland.church, 07436 199924

Stephen Tudway (Priest-in-Charge)
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Sarah Banks (Benefice Safeguarding Officer)
safeguarding@northwestmorland.church, 01931 712801

Any Concerns?

Safeguarding Guidance for Volunteers

Our Benefice wants to protect and care for everyone we work with and minister to by protecting them from neglect and all forms of harm.



If someone is at immediate risk of significant harm, contact the police (999). Tell the safeguarding team afterwards.

If you are concerned about a person's safety or well-being, someone else has a concern, or you suspect a young person is being abused, a person confides in you, someone has a concern, complaint or allegation, it is your duty to report it. You should follow the 4R's below:

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

- Treat all individuals with respect and dignity.
- Respect people's rights to personal privacy.
- 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 the Benefice Safeguarding Officer. All written records should be signed and dated.
- Ensure we have written consent for any photographs or videos to be taken, shown, displayed or stored.
- 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.
- 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 of its nature before the activity takes place.

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

- 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 them in excessive attention seeking.
- Allow unknown adults access to children, young people, or adults who may be vulnerable.
- Befriend children, young people, or 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.
- Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances: 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 you are responsible for.
- Arrange social occasions with children or young people (other than events which also include family members/carers) outside organised group occasions.

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