



CHAPLAINCY OF AQUITAINE

SAFE FROM HARM

Good Practice for Adults in Young People's Ministry

It is our policy to safeguard our members from physical, sexual and emotional harm.

PLEASE KEEP THIS GUIDANCE DOCUMENT IN A SAFE PLACE FOR QUICK REFERENCE.

As an adult in Ministry, it is expected that you should always:

- Respect everyone as an individual.
- Provide a good example of acceptable behaviour.
- Respect everyone's right to personal privacy.
- Be available as a listening ear and, if necessary, refer for more appropriate help.
- Be sensitive to other people's likes and dislikes.
- Ensure that your actions are always above reproach.
- Plan to have more than one adult present during activities.
- Adhere to and uphold the Diocese in Europe child protection policy.
- Remember that you are accountable to the children, their parents/guardians and to the Chaplaincy of Aquitaine.

You should never:

- Permit abusive behaviour e.g. bullying, ridiculing or taunting.
- Have inappropriate physical or verbal contact with others.
- Jump to conclusions or make assumptions about others without checking facts.
- Encourage inappropriate attention-seeking behaviours or 'crushes'.
- Show favouritism to anyone.
- Make suggestive remarks or actions, even in jest.
- Deliberately place yourself or others in a compromising situation;
- Think 'it could never happen to me'.

IF you suspect that a child is being abused physically, sexually or emotionally:

- Keep calm. Do not be shocked. Try to act normally.
- Do not investigate – do not question.
- Do not challenge parents/guardians about your concerns.
- Tell the Chaplain and/or the Chaplaincy of Aquitaine Safeguarding Officer of your concerns. Initially a phone call or email is acceptable but the report must be

- handwritten.
- Record all details which support your suspicions. Sign, date and keep these details in a safe and secure place that is not available to other people.
 - Agree with the Chaplain and/or the Chaplaincy of Aquitaine Safeguarding Officer and any other responsible person whom it has also been decided should be involved as to what action, if any, should be taken.

If a child talks to you about abuse by someone else, listen carefully to what the child tells you, accepting what is said, and:

- Offer immediate support, understanding and reassurance, explaining that you cannot keep it a secret. Tell them, 'I believe you', 'It's not your fault' and 'I am going to help you;'
- Tell the Chaplain and/or the Chaplaincy of Aquitaine Safeguarding Officer of your concerns.
- Record all details which support your suspicions. Sign, date and keep these details in a safe and secure place that is not available to other people.
- If you judge the situation to be such that it merits immediate action then contact either the police or social services.
- In such a case, immediately inform the Chaplain and/or the Chaplaincy of Aquitaine Safeguarding Officer of the action you have taken.

If there is an allegation or suspicion of abuse by someone involved in Ministry, including yourself:

- Inform the Bishop's Advisor on Child Protection of your concerns. Tel: 0044 20 78 98 11 55.
- Inform the Chaplaincy of Aquitaine Safeguarding Officer, Janis Adams, on 05 53 91 32 89 or janadams2807@gmail.com
- Otherwise keep the matter confidential to yourself.
- Record all details as you know them, sign and date them, and keep them in a safe and secure place that is not available to other people.

You must refer. You must not investigate.