



## Home Office Code of Practice *Safe from Harm* Guidelines



As the people of Trinity United Church, Ringwood we are concerned with the wholeness of each individual within God's purposes for everyone. We seek to safeguard all members of the community of all ages. It is the responsibility of **EVERYONE** to prevent the physical, sexual or emotional abuse of all people. As a hirer of our premises we trust that you have similar aims. Please read and take note of these common sense 'best practice' guidelines below and sign that you have read and understood them at the bottom of the booking form.

1. Adopt a policy statement on safeguarding the welfare of children and vulnerable adults. (A copy of the Church's policy is available for your information and guidance)
  2. Plan the work of the organisation to minimise situations where the abuse of children and vulnerable adults may occur.  
(e.g. Ensure that an adult is not left alone with a child, young person or vulnerable adult where there is no opportunity for the activity to be observed by others – ideally have at least two adults present with a group; ensure appropriate arrangements are in place to bar access to unwanted visitors; encourage parents to deliver and collect their children)
  3. Introduce a system where children and vulnerable adults may talk with an independent person. (See the notice board for information)
  4. Apply existing procedures for protecting children and vulnerable adults to all paid staff and volunteers
  5. Give all paid staff and volunteers clear roles.  
(Leaders and helpers should have a brief written description of their task and responsibility)
  6. Use supervision as a means of protecting children and vulnerable adults. Leaders and helpers should meet regularly to plan and review activities. Leaders should find opportunities for observing those for whom they are responsible as they work with children, young people and vulnerable adults.
  7. Treat all paid staff and volunteers as job applicants for any position involving contact with children and vulnerable adults.
  8. Gain at least one reference from a person who has experience of the applicant's paid or volunteer work with children and/or vulnerable adults.
  9. Explore all applicant's experience of working or contact with children and vulnerable adults in an interview before appointment
  10. Find out whether the applicant has any convictions for criminal offences against children and vulnerable adults.
  11. Make paid and voluntary appointments conditional on the successful completion of a probationary period.
  12. Issue guidelines on how to deal with the disclosure or discovery of abuse.  
(See guidelines issued by the Methodist Church)
  13. Train paid staff and volunteers, their line managers or supervisors and policy makers in the prevention of abuse.
- NB** A detailed analysis of the implications of the above guidelines, together with suggestions about appropriate responses to them, are contained in 'Safeguarding – Good practice for the church in the care of children and young people'. (Methodist Publishing House 2003)

A copy of 'Safeguarding' is available for you to look at in the Trinity Centre office.