

Home Office Code of Practice

Safe from Harm Guidelines

1. Adopt a policy statement on safeguarding the welfare of children. *(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 may occur. *(eg Ensure that an adult is not left alone with a child or young person 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 may talk with an independent person. *(See the church notice board for information)*
4. Apply existing procedures for protecting children 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. *(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 and young people.)*
7. Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.
8. Gain at least one reference from a person who has experience of the applicant's paid work or volunteering with children.
9. Explore all applicants' experience of working or contact with children in an interview before appointment.
10. Find out whether the applicant has any convictions for criminal offences against children.
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 the guidelines issued by the Methodist Church)*
13. Train paid staff and volunteers, their line managers or supervisors and policy makers in the prevention of child 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)

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