

Safeguarding Consideration List for Parents, Carers and Faith groups

When you are choosing a group for a child, yourself or someone you care for, how do you make sure they/you are safe?

Is your group doing everything it can to keep everyone safe whilst attending the group?

Do you know there is a consideration list available, which will help you as either:

- An organisation to carry out some simple checks to ensure your group is doing everything possible to safeguard individuals whilst they are attending your faith group; or
- A parent/carer to carry out simple checks on how well the faith group is run?

The consideration list below is designed to help you to consider the key points and ask the right questions, when choosing a group or activity. This should give you peace of mind and ensure everyone is safe, whilst attending the faith group.

What do I do, if I have any concerns or questions about a faith group?

Should you have any concerns about a Child or an Adult with Care and Support Needs and wish to speak to someone, please contact Family Connect on **01952 385385**.

1. Policies	
Points for consideration for Groups and Parents	What you can expect to see.
<ul style="list-style-type: none"> • Does the group have a Safeguarding policy/procedure (for both Children and Adults)? • Is there a clear procedure on how to raise concerns about unacceptable behaviour by staff/volunteers? • Are safeguarding concerns or complaints recorded or monitored? • Are regular reviews planned for all policies & procedures? • Is there a clear complaints policy? 	<p><i>Groups should have a safeguarding policy, with a clear procedure for dealing with concerns about possible abuse.</i></p> <p><i>Parents and carers should be advised on how to access the policy.</i></p>
<ul style="list-style-type: none"> • Does the group have a Whistleblowing policy and display a whistleblowing poster? 	<p><i>Groups should have clear whistleblowing procedures, which are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting the welfare of all to be addressed.</i></p>

<ul style="list-style-type: none"> • If you or the person participating have any worries, is there someone who you can talk to? • Is there a Designated Safeguarding Person in the group? 	<p><i>Every group should have a named Welfare Officer and promote their contact details.</i></p> <p><i>The group should be prepared to listen and tell you what to do if you have any concerns.</i></p> <p><i>They should have information about local or national services that can also offer advice and support.</i></p>
<ul style="list-style-type: none"> • Does the group have a written code of behaviour or code of conduct? 	<p><i>There should be a written code of behaviour (or conduct) showing what is required of staff, volunteers and participants.</i></p> <p><i>Groups should not permit bullying, shouting, racism, sexism or any other kind of oppressive behaviour.</i></p> <p><i>Any unacceptable behaviour should be challenged and dealt with in a professional manner by the group.</i></p>
<ul style="list-style-type: none"> • What boundaries exist concerning group relationships? 	<p><i>The group should have clear guidelines about physical contact and social activities between staff, volunteers, participating children/adults, and parents. This would include accepting or giving gifts.</i></p> <p><i>Find out who in the group you can speak to if you have concerns about boundaries not being observed.</i></p>
<ul style="list-style-type: none"> • What ratio of supervising adults to children is there? 	<p><i>Find out what the recommended supervision ratios are for your child's /adults chosen activity. It is recommended that more than one member of staff or volunteer is present when in charge of young people.</i></p>
<ul style="list-style-type: none"> • Does the group ask for signed parent's consent (where applicable) and emergency details? 	<p><i>Are you asked to complete a consent form? This should ask for emergency contacts, key medical information (allergies, asthma etc) and whether there are any other issues the group needs to know about in order to help your child get the most out of their participation.</i></p>
<ul style="list-style-type: none"> • Is there a safeguarding plan for trips & transporting Children/Adults with Care & Support needs? 	<p><i>The group should inform you about the event arrangements, including transport to and from the venue. You should also be given information about the venue itself. If it's a long way from home, you should be given a contact number for use in emergencies.</i></p>

<ul style="list-style-type: none"> • Is there guidance on photography, social media texting or emailing? 	<p><i>You may sign a statement as part of the registration, which will give consent for your child to be photographed and the reason why the photographs will be used.</i></p> <p><i>There should be statements instructing you and other parents/carers on the use of any pictures you may take.</i></p>
<h2 style="margin: 0;">2. Recruitment of staff and volunteers</h2>	
Points for consideration for Groups and Parents	What you can expect to see.
<ul style="list-style-type: none"> • Have all staff been selected through a recruitment process and had reference and DBS checks? • Have all volunteers had DBS checks? 	<p><i>This should include interviews, references and police checks for staff working with Children and/or Adults with Care & Support Needs. There should be someone in charge to supervise staff and volunteers at all times.</i></p>
<ul style="list-style-type: none"> • What training has been provided for staff and volunteers? • Do the staff have the relevant qualifications? • Do staff update their safeguarding training regularly? 	<p><i>All staff and volunteers should have up-to-date recognised safeguarding training.</i></p> <p><i>Your child's/adult's teacher/leader should have a recognised qualification to clarify they are qualified and have the technical competence in the activity at the right level.</i></p>
<h2 style="margin: 0;">3. Health and Safety</h2>	
Points for consideration for Groups and Parents	What you can expect to see.
<ul style="list-style-type: none"> • Does the group have a First Aid box and a qualified First Aider? 	<p><i>The First Aid box should be visible, suitably marked and easily accessible. A notice detailing who are the trained First Aiders should be in place.</i></p>
<ul style="list-style-type: none"> • Is there a procedure for reporting and responding to injuries or accidents that occur within group time? 	<p><i>The procedure should be available upon request.</i></p>
<ul style="list-style-type: none"> • Are there arrangements for drinks? 	<p><i>There should be arrangements for either providing drinks, or being able to top up drinks bottles, if requested to provide their own.</i></p>
<ul style="list-style-type: none"> • Are there arrangements to disseminate and administer medications? • Do they, where applicable, ask for consent? 	<p><i>There should be clear arrangements for dissemination or administering of medications, including requesting parental consent, where applicable.</i></p>

<ul style="list-style-type: none"> • Do the premises satisfy fire regulations? • Does the group have Insurance Liability certificates? 	<p><i>A visible fire certificate displayed on a notice board, if there are fixed premises.</i></p> <p><i>Fire Extinguishers and a Fire Alarm system should be visible, along with confirmation of regular checks.</i></p> <p><i>If not at a fixed address the leaders/teachers should make all participants aware of the fire evacuation procedures at the beginning of the session.</i></p> <p><i>A visible Insurance certificate displayed on a notice board.</i></p>
<ul style="list-style-type: none"> • If the person, requires assistance with using the toilet, support to eat, feeding or administering medication is there an Intimate/Personal Care Policy? 	<p><i>Agreement should be made with the group as to how these personal care needs will be addressed.</i></p>

Further Information

[NSPCC's Safeguarding Children and Young People within Faith Settings:](#)

[Children Threshold Document](#)

[Adult Threshold Document](#)

Local information on Safeguarding:

- Telford & Wrekin Safeguarding Children Board: <http://www.telfordsafeguardingboard.org.uk>
- Telford & Wrekin Safeguarding Adults Board: <http://www.telfordsafeguardingadultsboard.org/>

Together we can help keep everyone safer