

***'Safeguarding is about nurturing wellbeing, helping individuals realise their potential and ensuring everyone is safe and protected from harm and abuse.
The Catholic Church in England and Wales is working to ensure that everyone in its Parishes[is] competent in safeguarding matters so that we can all have confidence, knowing the young and the adults at risk will be cared for.'***



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PARISH OF THE SACRED HEART

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SAFEGUARDING INFORMATION

Common sense should govern all our activities and there will almost inevitably be cases when discretion has to be exercised.

However, there are some general guidelines which we need to keep in mind in order to ensure that we all operate in a safe environment.

The following checklist is based on national and Diocesan guidelines.

DO

- Make sure that consent forms are completed and are available at every meeting.
- Keep a register of names and dates for every meeting.
- Keep a record of any accidents/incidents/suspicions.
- Make sure that you have a Risk Assessment and that people are aware of its contents.
- Ensure that adult supervision considers age, gender and medical needs.
- Make sure that there are enough adults present to provide cover if anyone has to leave, e.g. because of a medical emergency.
- Ensure that children are aware of a nominated adult with whom they can discuss concerns.

DON'T

- Take photographs/videos without written permission of the carer and the child.
- Publish photographs/videos without written permission of the carer and the child.
- Attach names to any published photographs/videos.
- Allow supervision in any one room to drop below 2 DBS checked adults.
- Take children into an enclosed space. Doors of rooms such as the Fr. Ord Room should be left open.
- Allow children to leave with anyone other than nominated carers. Children should be accompanied to and from the hall by a nominated person.