



## SAFEGUARDING POLICY

Seahouses Hostel provides residential and activity facilities in a faith based environment. The hostel is in North Sunderland, Seahouses, north Northumberland.

### WE RECOGNISE THAT ALL PEOPLE HAVE THE RIGHT TO:

- live in a safe secure, stable and loving environment
- be protected from all forms of harm, including abuse and exploitation
- have a voice, and to be heard
- be valued and respected, regardless of race, ethnicity, gender, age, ability or other distinction
- be treated as an individual with particular needs and particular gifts.

### CREATING A SAFE SPACE

#### WHAT DOES THIS MEAN WHEN YOU HIRE SEAHOUSES HOSTEL?

- **People** who are chosen / recruited with care, are trained for their role and supported and supervised.
- **Procedures and Guidelines**, to be clear which information you need to give us prior to and during your visit.
- **Good Practice** where activities are managed and run properly and safely in line with the Newcastle Diocese guidelines.
- **Safe Place / Premises** where the building has been assessed and reviewed for its suitability and safety.
- **Support**, if requested when dealing with challenging situations so that the appropriate response may be made.



The Hostel Management Committee and Staff are committed to **Creating a Safe Space** for all who visit the hostel, attached buildings and outside environment including the Church of St Paul's and the Church grounds. A member of the Hostel Management Committee, **The Ven. Peter J A Robinson, has been appointed to ensure correct safeguarding procedures. He can be contacted on 01670 503810**

In addition to the information outlined in this document the Management Committee adopts the guidelines published in the **Newcastle Diocesan Safeguarding Guidelines**.

You may download this from the website:

<http://www.newcastle.anglican.org/safeguarding/introduction.aspx>

**We will also provide, on request:**

- Copies of our Fire and Insurance policies.
- Generic risk assessments to which you should add your own programmed activities, if needed.
- Access to a suitable independent listening service in the hostel alongside Childline posters

**In addition to following the guidelines in our Newcastle Diocesan Safeguarding Handbook we expect all those who hire Seahouses Hostel to adhere to the following conditions:**

**STAFF AND VOLUNTEERS**

- All visits should have a group leader who will have overall responsibility for supervision of the visit. This person will be the first point of contact for hostel staff.
- All leaders and staff/volunteers should be recruited according to the Safer Recruitment Practice (of the organisation to which you belong) and must be DBS checked.
- Mixed gender groups should have sufficient adult staff of both genders involved to maintain an appropriate balance.
- The appropriate ratio of adults to children/ young people must be maintained at all times taking into account the age range, gender and proposed activities, and these should be increased as necessary for children with special needs or behavioural difficulties.
- Every group should be led by at least two adults, however small the group.
- There should be at least one qualified First Aider who will take responsibility for the group.
- Children aged 16 and 17 can act as 'helpers' but should not count towards ratios of staff and volunteers to children.
- There should be no smoking or consumption of alcohol or drugs on the premises.



## ACCOMMODATION AND ACTIVITIES

- Ensure that staff/volunteers have familiarised themselves with the Emergency Procedures for Seahouses.
- Carry out a fire drill at the earliest possible opportunity.
- Report any health and safety hazards or other concerns immediately

## SLEEPING ARRANGEMENTS

- Male and female children / youngsters should have separate sleeping and washing facilities which are private to them.
- Adults should have separate accommodation to the youngsters they are supervising.

## Safeguarding

- No images/video footage should be made in an area of personal privacy e.g. toilet or sleeping areas.
- All leaders and staff/volunteers should know what to do if a breach is disclosed, or they have any other safeguarding concern. This should be in line with their organisations requirements. **The Hostel also has an independent listener: Ruth Rogan, who can be contacted if required. She is a Safeguarding Advisor within the Newcastle Diocese and her telephone number is: 07825 167 016**
- Ground rules should be agreed by the entire group regarding unacceptable behaviour, including bullying, harassment and appropriate boundaries.

The Hostel Management

Committee will review its guidelines each year, in line with Diocesan Regulations, or sooner if required. All changes will be communicated to visitors prior to their stay in the hostel.

Signature of Chair of Management Committee: *Peter J.A. Robinson*

Date: 24<sup>th</sup> February 2020



## **REF: ONLY IN HOSTEL FILES**

### **WHAT DOES A 'SAFE CHURCH' LOOK LIKE ON THEGROUND?**

A 'Safe Church' will include the following general four areas, properly assessed and managed. It will also include appropriate awareness of particular issues relevant to the church and context.

#### **People**

- Should be recruited only after references have been taken up and suitability ascertained;
- Should work in teams, with support and supervision;
- Should have a clear "job description" or role so they and others know what it is they are doing.

#### **Place**

- It is the responsibility of the church to have completed a risk assessment and ensured the premises are suitable and safe;
- Insurance and safety certificates must be in place (fire, electrics, etc.);
- Review of the suitability of the building for the purposes used should take place annually.

#### **Practice**

- Risk assessment for activities;
- Proper number of leaders and helpers, with proper training;
- Clear sense of what the work / task requires from all involved;
- Regular meetings to review what is happening, how things are done and to update training, not least in response to potential emergencies;
- Good record keeping of incidents;
- Good communication.



## Procedures

- Written good practice guidelines;
- Regular review of policies;
- Clear understanding of confidentiality and professional behaviour.

All working with children or vulnerable adults must know what to do in case of allegations of, or suspicions of abuse or neglect of whatever kind.