



Oceans London

Safeguarding, Protection  
and Reporting Procedures  
Policy 2025

# Safeguarding/Protection and Reporting Procedures

*These safeguarding/Protection and reporting procedures are a guide of how to behave and how to report for Oceans employees and volunteers and for anyone attending a meeting/seminar/workshop.*

*This safeguarding document and all of its reporting procedures also applies to all staff and volunteers where they would consider that another member of staff/volunteer is behaving inappropriately/verbally abusively/violently/threateningly towards you or another member of staff/volunteer.*

*Vulnerable adult constitutes an adult not with full mental or physical capability for their natural age. A person attending any meeting/event/seminar could also be considered vulnerable as they would see us a person in a position of trust.*

*Special needs constitutes a child or adult with mental/physical/learning difficulties.*

**\*If a child/youth/vulnerable adult confides in you or just happens to tell you how they got the bruise on their face or that their personal parts are painful/any comment that is out of the normal conversation then you must tell the nominated "report to person."** You will also be asked to write it up and sign it. It does not need to be major, just date and time if possible, how child/youth/Vulnerable Adult looked and tell exactly what they said then sign it. We will then keep this in our incident file and hopefully it would be just a nothing, but if something was going on, then your report could be vital evidence in pressing charges against someone harming a child/youth/vulnerable adult.

**\*If you suspect that a child/youth/vulnerable adult is being neglected** - you must tell the nominated "report to person." You will also be asked to write it up. It does not need to be major, just date and time if possible, how they looked i.e. "dirty and smelly, summer clothes in winter" then sign it. We will then keep this in our incident file and hopefully it would be just a nothing but, if something was going on, then your report could be vital evidence in pressing charges against someone causing neglect.

*\*Do not question the child/youth/vulnerable adult, just reassure them, tell your nominated person and write what they said or what you saw in your report and give to them. If you question the child this can nullify your report being used as valuable evidence as your questions can be interpreted as "leading the child/vulnerable adult"*

**Do not arrange visits** to a child/youth/vulnerable adult's home without prior approval from the pastoral staff and parents/carer.

**Do not arrange to meet** a child/youth/vulnerable adult outside of church meetings/social events without prior approval from pastoral staff and parents/carer.

**Do not buy/give gifts** to child/youth/vulnerable adult without prior approval from pastoral staff and parents/carer.

**If you suspect that anyone, including another child/youth/vulnerable adult is behaving inappropriately towards a child/youth/vulnerable adult or doing anything that could be misconstrued** – Remind them of our procedures and protocols (no touching below the shoulder, no tickling on the body, no men to sit kids on their knees) then you must tell your nominated person, and you will also be asked to write it up. Just date, time, what you saw and sign it.

**If you see someone go off with a child/youth/vulnerable adult on their own** - question them and remind them of our procedures and protocols (Never to be alone with a child/youth/vulnerable adult) that it is not wise to do so, tell them to wait and you will go with them. Then tell your nominated person and write it up. Just date, time, what you saw and sign it.

If an incident were reported, we would take it very seriously. We would keep an eye on the situation, and if we believed that something inappropriate was going on we would then report it to the police/social services giving our reports as back up. The Police/Social services would then come on board and deal with it.

### **Appropriate behaviour around a child/youth/vulnerable adult**

Never make physical contact below the shoulder, unless taking by the hand or arm

No tickling children/youth/vulnerable adults of any age on the body

If a child needs comforting you may pick them up, if an older child you may hug them

but do not give body contact, instead hug from the side. The most appropriate way to hug is to come down to their level and hug them shoulder to shoulder.

Men never sit a child on your knee, if they need comfort stand, pick them up and comfort them.

If working in childrens church, where possible, women should only take children to toilet or better still two adults take kids to toilet or at least make sure you have a group of children with you.

Try never to be alone with a child/youth/vulnerable adult.

Do not become paranoid!! In childrens church/youth meetings when we have to discipline a child we are often alone, but make sure it is in a public place like a corridor or a hallway, this is perfectly acceptable.

**Vulnerable Adults and children/Special Needs** - These people can be truly vulnerable. If someone hurts them they are often not able to report it to anyone because of communication problems.

However things are slightly different here because in any circumstances and situations we have to have physical contact with them. We will all have been DBS cleared and provided we watch each other's backs and do not allow anyone to go off with **Vulnerable Adults/children/Special Needs** on their own then we should not have any trouble.

The solution to protecting both ourselves from accusation and the **Vulnerable Adults and children/Special Needs** from any kind of abuse is to [never be alone or allow anyone else to be alone](#) with **Vulnerable Adults and children/Special Needs**.

To protect the **Vulnerable Adults and children/Special Needs** and ourselves we really do need to do all of the above.

However, no amount of “rules and regulations” will protect either ourselves, our children **Vulnerable Adults and children/Special Needs** so we really need to be vigilant, pray and watch each other’s backs.

At this moment in time Jacky Argent and/or Pastor Liz are the persons to report to at [info@oceanslondon.co.uk](mailto:info@oceanslondon.co.uk)

If you are unsure about any of the above, then please do feel free to email [info@oceanslondon.co.uk](mailto:info@oceanslondon.co.uk) and we will, to the best of our ability, clarify anything you want to know.