
Emmanuel City Church Safeguarding Policy

Name of Place of Worship:	Emmanuel City Church
Address:	Centenary hall Cottington street London SE11 4RZ
Tel No:	02075873600
Email address:	admin@ecclondon.com
Senior Leader Name: Mobile :	Pastor Bobby Sung 07861389938
Safeguarding Co-ordinator Name: Mobile :	Pastor Jonathan Sung 07948508638
Deputy safeguarding Co-ordinator Mobile:	Pastor Stephanie Fong 07717455226
Charity Number:	1183070

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CHURCH DETAILS

Name: Emmanuel City Church

Address: Centenary Hall, Cottington Street, London SE11 4RZ

Tel No: 02075873600

Email Address: admin@ecclondon.com

Denomination: Independent

Charity number: 1183070

SAFEGUARDING OFFICERS

Safeguarding Co-ordinator: Jonathan Sung
Mobile: 07948508638

Deputy Safeguarding Co-Ordinator: Stephanie Fong
Mobile: 07717455226

SAFEGUARDING POLICY STATEMENT

The Church trustees and the spiritual leadership team of ECC recognise the importance of its ministry to children and adults and its responsibility to protect and safeguard the welfare of children and adults entrusted to the church's care.

The following statement was agreed by the trustees and spiritual leadership team.

- This place of worship Emmanuel city church is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults at risk of harm and abuse and to report any such abuse that we discover or suspect.

- We recognise that the personal dignity and rights of adults and will ensure all our policies and procedures will reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship/organisation all workers will work within the agreed procedure of our safeguarding policy.
- implementing the requirements of the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and all other relevant legislation.
- supporting, resourcing and training those who undertake this work.
- ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- supporting all in the place of worship/organisation affected by abuse.
- provide safe environment in all activities undertaken in the name of ECC.
- respond promptly to and take actions on every safeguarding concern in ECC.
- offer pastoral care to victims of abuse and other affected persons.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

CHURCH POLICY ON WORKING WITH CHILDREN AND YOUTH

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child."

As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

ECC is a member of thirtyone:eight. The policy and any attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by thirtyone:eight.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- follow safe recruitment guidelines to recruit workers / volunteers who work with children and adults.
- ensure health and safety policy and risk assessments are in place and reviewed annually.
- ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of ECC.
- .
- care for and monitor any member who may pose a risk to children or adults whilst maintaining appropriate confidentiality and the safety of all parties.
- listen seriously to all concerns on safeguarding issues.
- take actions to protect children and adults when a safeguarding concern of any kind arises, including notifying statutory agencies whenever appropriate.
- provide support for victims or survivors in case of abuse.
- display in church premises and on website contact information needed for report of safeguarding concerns or support.

- the Leadership agrees not to allow the document to be copied by other organisations.

Annual Review

This safeguarding policy, procedures and practices will be reviewed annually by the trustees and the spiritual leadership team.

PREVENTION:

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

SAFER RECRUITMENT

The spiritual leadership team and trustees will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

SAFEGUARDING TRAINING

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

MANAGEMENT OF WORKERS-CODE OF CONDUCT

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs.

PRACTICE GUIDELINES

As a place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation. We have a general code of conduct for workers.

WORKING IN PARTNERSHIP

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets thirtyone:eight's safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

- Documenting a concern

The worker or volunteer should make a report of the concern in the following way:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Jonathan Sung

Tel: 02075873600 or 07948508638

Email: admin@ecclondon.com

The above is nominated by the Spiritual leadership team and trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Name: Stephanie Fong

Tel: 07717455226

Email: admin@ecclondon.com

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police. The local Children's Services office telephone number between 9.00am and 5.00pm is 020 7641 3906. The out of hours emergency number is 0808 800 5000.

The Police Child Protection Team telephone number is 020 7240 1212

- The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

Name of local authority:

Children's Social Services

Tel: 9am to 5pm Weekdays - 020 7641 4000 (Westminster)

Out of hours Tel: 020 7 641 6000 (Westminster)

Adult Social Services

Tel: 020 7641 2176 (Westminster)

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
- Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The spiritual leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the spiritual leadership hope that members of the place of worship will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the spiritual leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child: Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Co-ordinator /Deputy Co-ordinator will:

- Contact the Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.

- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Social Services/Police. thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult is in need of protection:

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker

- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all **allegations against adults who work with children and young people whether in a paid or voluntary capacity.**

- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

Allegations of abuse against a person who works with adults with care and support needs

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the ‘victim’ chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church

PASTORAL CARE

Support to those affected by abuse

The staff and trustees of ECC is committed to offering pastoral care, working with statutory agencies as appropriate, and support to those attending the church who have been affected by abuse.

Working with offenders and those who may pose a risk

When someone attending the church is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

DEFINITION OF ABUSE AND NEGLECT OF VULNERABLE ADULTS

Abuse and neglect are forms of maltreatment. Adults may be abused or neglected by someone inflicting harm, exploiting them or failing to prevent harm. The categories of abuse include physical, sexual, emotional and neglect. Other forms of harm come from bullying and exposure to domestic abuse and for adults may also include financial and institutional abuse.

Additionally, the Church is concerned about spiritual abuse of adults and recognises the presence of other harmful practices; these include child sexual exploitation, female genital mutilation (FGM) abuse in the context of beliefs about spirit possession and lack of online and digital safety.

Further information about these areas, their definitions and possible indicators can be found amongst many other legalisations within the Human Rights Acts 1998 and the Care Act 2014. Laws are passed to prevent behaviour that can harm individuals or to enable action required to protect a person

Key concepts and definitions

- Safeguarding and protecting children or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care
- Adult/child protection is a part of safeguarding and promoting welfare This refers to the activity which is undertaken to protect children/specific: adults who are suffering or are at risk of suffering
- Abuse and neglect may occur in a family, in a community and in an institution. It may be perpetrated by a person or persons known to the child or vulnerable adult or by strangers; by an adult or by a child. It may be an infliction of harm or a failure to prevent harm

DEFINITION OF VULNERABLE ADULT

Vulnerable Adult refers to someone aged 18 who is or may be in need of community services due to age, illness or mental or physical disability. They are some who may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation. This policy intends to minimise risk of abuse to adults we have contact with through our paid and voluntary activities.

WHAT TO DO IF YOU SUSPECT THAT ABUSE MAY HAVE OCCURRED:-

- DO NOT DELAY
- DO NOT ACT ALONE
- DO NOT START TO INVESTIGATE
- DO NOT CONTACT THE ALLEGED ABUSERS
- DO NOT DISCUSS WITH FRIENDS

You must report concerns as soon as possible to the Vulnerable Adult Safeguarding Co-ordinator - who is nominated by the Leadership Team to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. The Senior Pastor will be informed that concerns have been raised, or in his absence the appointed person covering his absence will be informed. The vulnerable Adult Safeguarding Co-ordinator may also be required by conditions of the Church Insurance Policy to inform the Insurance Company. In the absence of the Co-ordinator the matter should be brought to the attention of the Deputy Co-ordinator.

If the suspicions in any way involve the Co-ordinator then the report should be made to the Deputy Co-ordinator.

If the suspicions in any way implicate both the Lead Safeguarding Co-ordinator and the Deputy Co-ordinator, then the report should be made in the first instance to thirtyone:eight (CCPAS), PO Box 133, Swanley, Kent, BR8 7UQ, telephone 0845 120 4550 (office) or 0845 120 4551 (helpline). Alternatively contact police or Social Services.

Suspensions will not be discussed with anyone other than those nominated above.

Safeguarding is everyone's responsibility any individual has a right to make direct referral to the Adult Social Care, Police or seek advice from thirtyone:eight (CCPAS), although it is hoped that members of the church

will use the procedure detailed above. If, however, you feel that the Co-ordinator or Deputy has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct. We hope by making this statement that we demonstrate the commitment of the church to effective Vulnerable Adult Services.

- Hearing an adult saying that they are being abused or describing a situation you recognise as abusive;
- Recognising signs or indicators of abuse, neglect or exploitation;
- Observing behaviours in an adult that give cause for concern;
- Being told by someone about the abuse of another person or their concerns for that person.

Categories of abuse can include:

Physical abuse such as: hitting, pushing, pinching, shaking, misuse of medication, scalding, inappropriate restraint, hair-pulling.

Sexual abuse such as: rape or sexual assault; sexual acts to which the vulnerable adult has not or could not have consented, or to which they were pressurised into consenting.

Psychological or emotional abuse such as: threats of harm or abandonment; deprivation of social or any other form of contact; humiliation, blaming, controlling, intimidation, coercion, or harassment; verbal abuse; prevention from receiving services or support.

Financial or material abuse such as: theft; fraud or exploitation; pressure in connection with wills, property, or inheritance; misuse of property, possessions or benefits.

Neglect or acts of omission such as: ignoring medical or physical care needs; preventing access to health, social care, or educational services; withholding the necessities of life, such as food, drink, or heating.

Discriminatory abuse such as that based upon a person's race, sexuality, or disability; any other forms of harassment or slurs.

Domestic violence - all forms of abuse can be experienced in a family setting by a partner, family member, or with someone with whom there is a relationship.

Institutional abuse and poor practice - disrespect and unethical practice, ill treatment and professional misconduct.

Any of these forms of abuse can be deliberate, or be the result of either ignorance, or lack of training, knowledge or understanding. Often if a person is being abused in one way they are also being abused in other ways.

RESPOND TO CONCERNS OF POSSIBLE ABUSE OF VULNERABLE ADULT

Concerns should always be shared without delay with your Responsible Person and Designated Safeguarding Person. Where an adult is considered to be in immediate danger, workers should report this concern directly to the police. Similarly, where an adult is thought to require immediate medical assistance, this should be sought as a matter of urgency from the relevant health services.

Always remember that the welfare of the adult must be your paramount concern. Adults may need support to take actions to protect themselves and others from abusive situations. Individuals should not make decisions about a vulnerable person's needs without feeling confident that they have the necessary information to do so.

In all situations:

- Do not delay.
- Contact your Responsible Person or Designated Safeguarding Person (in their absence contact their Deputy if the deputy is not available contact the Senior Pastor)
- A rapid preliminary evaluation and clarification of the situation must be undertaken with circumspection by the Designated Safeguarding Person or whoever is deputising for him.
- If this evaluation supports the concerns immediately pass these onto the statutory services and follow their advice; this decision should be made within 48 hours of a concern being raised.
- Record all that has been said and done: Responding to Abuse – Recording Sheet (Do not document your opinions, but facts).

Where there is a concern about an adult, contact your local Services. Advice can also be taken from the thirtyone:eight (CCPAS) helpline 0845 120 4551 a reference.

How should I respond if an adult starts to tell me about the abuse?

- Accept what the adult tells you. Remain calm and give them your undivided attention.
- Explain that you will need to tell someone else. Do not promise them confidentiality.
- Never blame them, even if they have broken a rule or gone against good judgement. Remember they might have been threatened or manipulated.
- Remember you are not conducting an investigation. Never push for more information. Go at their speed.
- Reassure the adult that they were right to tell you and that you take what they have said seriously.
- Explain what you are going to do next and what is going to happen.
- Record all that you have heard and done (i.e. time, date, people involved) (Information Sharing for Health Professionals 2015)
- **NOTE:** is the adult safe? Take immediate action and contact the police if the adult would be at immediate risk.

Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children. Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

England

The four definitions (and a few additional categories) of abuse below operate in England based on the government guidance ‘Working Together to Safeguard Children (2018)’.

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual

activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

SIGNS OF ABUSE (CHILDREN)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
 - Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
 - Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
 - Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
 - Eating disorders - anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses, Inadequate care, etc

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

REPORTING CONCERN/ALLEGATION

EMERGENCY –Immediate

If child is in immediate danger, call the police immediately. Ring 999

NON-EMERGENCY – Within 24 hours

Record and report to the nominated Safeguarding Co-Ordinator and thirtyone:eight.

HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE

It is not easy to give precise guidance, but the following may help:-

General points

- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know – don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

Helpful things you may say or show

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- It's not your fault
- I will help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!

- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as “I am shocked, don’t tell anyone else”

Concluding

- Again reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- Contact the Safeguarding Co-Ordinator responsible for safeguarding children concerns or contact an agency such as thirtyone:eight for advice or go directly to Social Services/Police/NSPCC
- Consider your own feelings and seek pastoral support if needed
Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when document the incident. Keep all hand written notes, even if subsequently typed. Such records should be kept safely for an indefinite period

WORKING WITH CHILDREN AND YOUNG PEOPLE

Key principles to remember when working with young people or children.

1) NEVER PUT YOURSELF IN A SITUATION WHERE YOU CAN BE ACCUSED OF ABUSE

whenever you are working with children or young people make sure that you are always around other adults. Never agree to go somewhere with just one child/young person as this may open up the opportunity for allegations to be made. Even in terms of

meeting pastorally with young people always make sure that it is done in a public place so that the risks are minimised. The risks can never be completely erased but it is good practice to restrict them as much as possible.

2) TAKING CHILDREN TO THE TOILET

when you take a child to the toilet, unless they are in need of help always make sure that you stay outside the toilets until the child has finished, thus minimising the risk of an allegation being made. Before you leave the room you are working in, always make sure that you have notified another leader that you are leaving and where you are going if children are with you. Always try to make sure there is an adult of the same sex taking children to the toilet.

3) TAKING CHILDREN HOME

If you are asked to take young people home make sure that if you are travelling in a car that there are always two adults present. Children and young people must always sit in the back of the car. This is due to the fact that if an adult is in the back of a car while someone is driving, allegations can be made. Always make sure that everyone in the car is wearing a seatbelt. It does not matter how short the drive is, always make sure you are never on your own with a young person/child. The same applies if you are walking children home or using any kind of public transport, there must always be two adults until the last child/young person has been dropped off.

4) VISTING CHILDREN AT HOME

Children's workers and leaders may need to visit children and their families at home from time to time. The parents may or may not be church attendees. If this occurs:-

- Inform your leader or another worker of the proposed visit;
- Never go into a child's home if the parent is absent;
- Keep a record of the visit, noting date and purpose;
- If the parent/carer is absent when you call, leave some means of identification/ explanation that can be handed to them if the child is at home alone/with other children
- Provide information about your group to the parent/carer – to include contact telephone numbers.

5) TAKING YOUNG PEOPLE OUT ON TRIPS

If you are organising and participating in a trip of any kind always make sure that the young people/children's parents have received a

letter with a consent form attached. Before anyone is allowed to go on the trip, the organiser must have received a signed consent form from the young person/child's parents. On this form there must be a contact number that can be used in the case of an emergency. There must also be a note of any allergies the child has especially if you are eating out on your trip. You must also make sure that at least one of the leaders on your team is first aid trained in the case of an accident occurring and that your first aid kit is adequately packed before you leave. You must also make sure that you have an adequate ratio of young people/children to adults throughout the group. To gain an idea of how this applies see point 7.

6) RESIDENTIALS

You may think that this would be covered under the heading of trips but residential in essence are the same as a trip but are on a much larger scale. There are the same principles as above in terms of receiving a consent form but normally with residential these are a lot longer. Within this consent form, you will need to know any allergies they have and the medication they may use to relieve these. You will need the name and address of at least two people that can be used as contacts. Before any residential, especially if you are the organiser you must make sure that you have carried out a risk assessment at your chosen venue so you are aware of any accidents that may happen and can come up with preventative measures to stop them happening. It may also be helpful to have a doctor as part of your team or to have a contact number for the nearest doctors surgery to your chosen venue so that any emergencies that may occur can be dealt with swiftly. It is also important to make sure that you choose a venue that enables you to have separate rooms for both males and females and also that the leaders are in separate rooms to the young people/children. If you are hiring a mini bus for your trip it is also important to make sure that it is fitted with seatbelts so that the children are not put at an unnecessary risk when travelling to and from your venue. It is also extremely important to have an adequate adult to young person/child ratio.

7) ADULT TO CHILD/YOUNG PERSON RATIOS

It is important to remember when you are organising any kind of trip or residential that the young people/children's safety is one of the most important things to take care of. Therefore you must make sure that you have an adequate number of adults on your trip.

Here are some guidelines that it may be a good idea to follow just so that you are not left in a compromising position.

0-2 years: 1 adult: 3 children

2-3 years: 1 adult: 4 children

3-8 years: 1 adult: 8 children

8-16 years: 1 adult: 12 children/young people

8) HEALTH AND SAFETY

Before any activity is carried out that young people/children are going to be involved in, there should be health and safety checks carried out within the room or the building that you are in. Some of the most important aspects to establish are that the fire exits are clear so that it is easy to get out, cleaning and flammable liquids are locked in cupboards that they cannot get access to, the heating is working and the room is sufficiently warm and also that there is an available first aid kit and that there are no obstacles that are likely to injure or cause harm to a child/young person.

9) SAFETY ISSUES

Children must not be permitted to run around with the risk of harm or injury.

10) FILMING AND PHOTOS OF CHILDREN/YOUNG PEOPLE

When obtaining photographs or video footage of young people/children, you must gain written permission from the parents first. If you use them without the parents and child's permission, this is seen as an invasion of privacy and this should be respected. If the young person is over 16 they can object to this themselves. A consent form for this is attached at the back of the booklet.

11) ATTENDANCE

When young people/children are taking part in an activity it may be a good idea to make a note of who is present, both children and helpers, for situations that may occur like fire drills but also if you start to notice that a child may be missing on regular occasions.

On all occasions if abuse is suspected please follow the procedure that is outlined above and contact the group leader or child protection co-ordinator(s) as quickly as possible.

PHYSICAL CONTACT WITH CHILDREN AND YOUNG PEOPLE

Physical contact is to be avoided. This is a very important issue around allegations of abuse as most abuse will start with simple contact with a child. It may be a hug or simply just holding a child's hand but this can lead to much more inappropriate touching within time. (For definitions of abuse see Appendix 1). Here are some important points to remember when engaging in physical contact with a child/young person:-

- 1) Always let a child/young person initiate physical contact. If an adult is the one that repeatedly initiates the contact then there may be something wrong that needs investigating. Protecting the child/young person should be your main priority!!!!
- 2) In respect to a hug, try not to let it always be a frontal hug as this could put youth and children's workers in compromising positions that are avoidable. There is always a side hug which still shows an element of support and comfort for the person but there are also clear boundaries that have been established.
- 3) Do not invade a child/young person's personal space without their permission as this may be perceived as intrusive and in some cases may be used as an element of abuse.
- 4) Never spend too long in physical contact with a child/young person as this may be interpreted as inappropriate physical contact and cause rumours that cause harm to the young person/child and severely damage the reputation of the adult.
- 5) Do not ever engage in a rough contact sport with young people/children because if they get hurt and even signs as small as bruises appear this may cause unnecessary rumours to start circulating or allegations may be brought that have no foundation to them.

PEOPLE WHO NEED DBS CHECK

From October 2009 all organisations working with children should obtain an enhanced DBS for anyone appointed to a post within the definition of 'regulated activity' including people from overseas.

- This also applied to existing employees/volunteers who move from a post that is not regulated activity to one that is. Standard level DBS will continue to be available from this date but will not give detail as to

whether an individual is listed on either the children's or adults' barred lists.

- From June 2010 the enhanced DBS and ISA registration processes will be accessed through a single application process.
- Where staff provided by an agency or a contractor undertake regulated activity with children for whom the organisation is responsible, it should obtain written confirmation from the agency or contractor that all appropriate checks (including the DBS disclosure) have been undertaken and were satisfactory.
- It is not necessary for you to obtain a DBS disclosure for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time provided they do not fall within the definition of regulated activity because of the frequency or intensity of their activity. However, it is good practice to ensure that your visitors sign in and out and are escorted whilst on the premises by a member of staff or appropriately vetted volunteer.

A regulated activity is defined as, “any activity of a specified nature or which occurs in a specified place which involves frequent or intensive contact with children or vulnerable adults. This could be paid or voluntary work.”

People who need DBS check

- Youth worker
- Children ministry leader
- Volunteers worker
- Sunday school teacher
- Church trustee members
- Church staff

GUIDELINES FOR DISCIPLINE

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life and is an expression of God's love for an individual. (Hebrews 12:5-12 & Proverbs 22:6).

- Ask God for wisdom, discernment and understanding for the children/young people in your care.

- Work on each individual child's/young person's positives, do not compare a child/young person with another, but encourage and affirm them, giving them responsibility for simple tasks. (E.g. putting equipment away)
- Build healthy relationships with children/young people and be a good role model by setting an example. You can't expect children/young people to observe the ground rules if you break them yourself.
- Take care to give quieter and well behaved children/young people attention and resist allowing demanding children to take all your time and energy.
- Be consistent in what you say and ensure other team members know what you have said. This avoids manipulation.
- If children/young people are bored they often misbehave, so review your programme regularly.
- **NEVER** smack or hit a child/young person and don't shout. Change voice tone if necessary.
- All forms of physical discipline or corporal punishment are unacceptable.
- Discipline out of love, NEVER in anger. (Call on support from other leaders if you feel so angry you may deal with the situation unwisely.)
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure the children understand what action will be taken if not kept.
- Every child is unique and will respond in different ways to different forms of discipline. It follows therefore, each child/young person should be dealt with on an individual basis.

Some children have a tendency to be disruptive in a group. Give them a chance, warn them and only separate if they are disruptive as a last resort.

- Have a disruptive child/young person sit right in front of you or get a helper to sit next to them.
- Be pro-active and encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
- Take a disruptive child/young person to one side and engage with them, challenging them to change, whilst encouraging their strengths.
- Remedial action can be taken against a constantly disruptive child/young person. They can be warned that you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), back in to the church service or, after consultation with a church leader and advising the parent/carer, be banned from attending the group for a period of time.
- If a child's/young person's behaviour continues to be disruptive despite measures taken above, seek advice and guidance from a leader.
- Pray with the other workers above before the session and take time to debrief before you leave noting any important events, conversations etc...that have occurred during the activity.

N.B. These guidelines were produced as part of a CCPAS document "Guidance to Churches" 2003

It is important to recognise that in every situation when working with children/ young people that their best interests are a worker's main concern. If there is a need to not fulfil the initial guidelines in particular circumstances then this is ok. This should ONLY be done with the knowledge of the Worker's Supervisor or in an emergency reported in writing after the event has occurred.

HEALTH AND SAFETY

FIRE PROCEDURES

All members of staff must follow the following procedures

- 1) In case of a fire operate the nearest fire alarm

- 2) Leave the building by the nearest fire exit and meet on the opposite side of the road. If this way is blocked then find the next nearest exit and still continue to meet in the agreed place.
- 3) Check the toilets.
- 4) Insist on silence while the evacuation is underway. Encourage the children/young people not to panic.
- 5) Member of staff/person in charge to take a register/list of those present. This person will notify the member of staff in charge of any absences that have occurred.

PROCEDURES IN CASE OF A BOMB SCARE OR OTHER EMERGENCY

- 1) Contact the police immediately. Give full details of the contents of the phone call, i.e whether any code given or location mentioned
- 2) Assist in the orderly evacuation of the building as for Fire Emergency procedures.
- 3) Young people/children should be told to follow normal Fire Procedures and should be supervised in the usual way. Afterwards, all young people/children and staff should be registered in the normal way.
- 4) If advised that it is all clear, young people/children and staff may return to the building.

RECORDING, DATA PROTECTION AND INFORMATION SHARING

Opening a church safeguarding case file

Good record keeping is an important part of the safeguarding task. A record, called a case file, should be opened whenever a safeguarding concern or allegation occurs in a church.

The record should include key contact details, dates of when the information became known and the nature of the concerns. The record should include ongoing actions with dates, other key documents on the

case file (e.g. observation notes, reports, consent forms etc.) and the case closure date.

Records should use straightforward language and be concise and accurate so that they can be understood by anyone not familiar with the case. The safeguarding case files, whether electronic or paper, must be stored securely by the Safeguarding Lead. This should include identifying who should have access to them.

Records in relation to safeguarding issues, even if they have not been proven, should be maintained in accordance with the Church's retention guidance. If the Safeguarding Lead moves from the church, the records should be passed to the new Lead.

Data protection and information sharing

In May 2018, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 replaced the Data Protection Act 1998. The GDPR contains the principles governing the use of personal data. It should be noted that the GDPR and the Data Protection Act 2018 place greater significance on organisations being accountable and transparent in relation to their use of personal data.

Parishes handling personal data need to have the proper arrangements for collecting, storing and sharing information. Personal information in relation to safeguarding will often be sensitive and is likely to be classed as what is called 'special categories of personal data' under the GDPR, which means extra care will need to be taken when handling such data.

Nevertheless, it is important to be aware that the Data Protection Act 2018 includes specific reference to processing data in relation to the 'safeguarding of children and individuals at risk' and allows individuals to share, in certain situations, personal data without. 'The GDPR and Data Protection Act 2018 do not prevent, or limit the sharing of information for the purposes of keeping children and youth safe'.

Sharing without consent

Information can be shared legally without consent, if a person is unable to or cannot reasonably be expected to gain consent from the individual concerned, or if to gain consent could place somebody at risk.

Relevant personal data can be shared lawfully without consent if it is to keep a child safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental or emotional well-being.

Never make these decisions on your own. If you are going to share personal data, this should always be discussed with the DSA. Of course, you may be able to share data, at least initially, without identifying the individual concerned both within the church and with the statutory services. Ultimately, the most important consideration is whether the sharing of information is likely to support the safeguarding of a child or youth.

Online safety policy

Thirtyone:eight Online Safety definition:

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology. An online safety policy should be adopted and adapted to reflect all communications between church/organisation's workers and children (those under 18 years of age).

Policy guidelines for Church Workers/Volunteers

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only give personal contact details to children that are within the public domain of the church / organisation, including your mobile telephone number.
- If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.

- Only make contact with children for reasons related to the work of the church/organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by the church/organisation to communicate with children.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Ensure your church/organisation domain name/logo appears with every Internet post made by a church computer user. Any user may thus be viewed as a representative of your church/organisation while conducting business on the Internet.
- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool.
- Email History should be kept and dated.
- When using email/internet for communication with children, it is advised that it should take place between the hours of 9am-5pm. Where working with children outside normal office hours workers should seek advice from their leader but there should be no email communication after 9pm.
- Use of skype and any other web camera or visual communication via the internet is generally not permitted.
- Workers should refrain from using such methods on a one to one basis as they cannot be recorded. (It can be used for conference calls and is considered appropriate if a project or group uses a web camera/Skype in a group environment for project purposes, and has clear aims and objectives for its use).

Social Media Policy

- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups.
- Text and any other media posted shall be subject to the acceptable use policy
- All interaction on social media groups shall be recorded for safeguarding purposes
- Any private messages shall be recorded for safeguarding purposes
- Any safeguarding concerns/allegations arising from social media shall be referred onto the safeguarding co-ordinator.
- All users of social media must be above the minimum age limit i.e. 13 for Facebook

- Workers should ensure their privacy setting ensure the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the group
- All social media groups should provide links to statutory authorities such as CEOP, to enable children to report online abuse.

Consent for photographic images and videos online

- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used on the website in association with their photographs.
- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated.
- Use of images will reflect diversity of age, ethnicity and gender of the activity.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

Acceptable Use Policy (This can be included with consent/registration forms for children and young people with a request for acknowledgement by both parent and child)

- Where access to the internet is provided on our organisation devices or devices owned by an individual via WiFi, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.
- WiFi Access will be via a secure password that will be changed quarterly.
- Social media groups must be used in compliance with **(insert church name)**'s policy on social media.

Children and Workers should not:

- Search for or download pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.

- Access the internet using another person's login details.
- Access, download, send or receive any data (including images), which (insert church name) considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

Sanctions for violating the acceptable use policy in the opinion of (insert church name) may result in:

- A temporary or permanent ban on internet use.
- Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
- Where applicable, police or local authorities may be involved.

Parent Carer Agreement

As the parent/guardian of _____ I declare that I have read and understood the Online Safety acceptable use policy for (insert church name) and that my child will be held accountable for their own actions. I understand that it is my responsibility to set standards for my child when selecting, sharing and exploring online information and media.

Child/YP Agreement

I understand the importance of safety online and the church guidelines on acceptable use.

I will share any concerns, where I or another person may be at risk of harm with the safeguarding coordinator or a trusted adult.

Child Name (Please print)

Child Signature

Date

Parent/Guardian (Please print)

Parent/Guardian Signature

Date

FURTHER HELP AND GUIDANCE

Helplines

NSPCC for adults concerned about a child – 0808 800 5000

Childline for children and young people – 0800 1111

NAPAC offers support and advice to adult survivors of childhood abuse – 08088010331

Stop It Now helps prevent child sexual abuse – 0808 1000 900
Cruse bereavement helpline – 0808 808 1677
Family Lives provides support and advice on family issues – 0808 800 222
MACSAS for people who have been abused by church officers – 0808 801 0340
Samaritans for people struggling to cope and needing someone to talk to – 116 123

Sources of support for victims and families of abuse

The Survivors Trust – <http://thesurvivorstrust.org>
Safeline – www.safeline.org.uk/what-can-friends-and-family-members-do-to-support-survivors-of-sexual-abuse
SupportLine – www.supportline.org.uk/problems/rape_sexual-assault.php
Victim Support – www.victimsupport.org.uk/crime-info/types-crime/childhood-abuse

APPENDIX 1

Using Images of Children form

Consent form for

(name of church/organisation commissioning photography)

To: _____
Name of parent/carer* (person with parental responsibility)

Name of child/young person: _____

Church/Organisation Club child attends: _____

Location of photograph: _____

Church/Organisation (name)_____ would like to take photograph(s) /
make a video/webcam recording of _____ (name of child/ren)

These images may appear in our printed publications, on our website, or both. (Delete/add as appropriate).

To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1 and 2 below, then sign and date the form where shown. Please return the completed form to:

(Insert the name of the worker commissioning the photography and the return address)

To the parent (delete as appropriate)

1. May we use your child's image in our printed promotional publications? YES/NO

2. May we use your child's image on our website? YES/NO

Signed: (parent/adult with parental responsibility: _____

Date: __/__/__

Youth/Children's Worker

3. I have checked which parents are happy for their child/ren's images to be used in the (churches/organisation's) _____ printed publications or on its website or both YES/NO

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

N.B This form was taken from the CCPAS document "Guidance for Churches" 2003
I have read and understand the conditions for using these images as detailed below.

Signed (Youth/Children's worker) ~ _____

Date: __/__/__

Print name _____

Conditions of use

- 1) This form is valid for _____ (length of time in years) from the date of signing/*for this project only. Your consent will automatically expire after this time.
- 2) We will not re-use any images *after this time/*after the project is completed.
- 3) We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent
- 4) We will not include personal email or postal addresses, or telephone or fax numbers on our website or in printed publications
- 5) We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".
- 6) We will only use images of children/young people who are suitably dressed, to reduce the risk of such images being used inappropriately e.g. we will not publish material from the youth group's swimming activity.

N.B This form was originally produced in the CCPAS document "Guidance for Churches" 2003

ACTIVITY CONSENT FORM

Group: _____

Full name of child/young person: _____

Date of Birth: ____/____/____

Address: _____

Name of GP: _____ Tel No: _____

Address: _____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs etc) or disability which may affect normal activity:

Name of parent/carer _____

Tel No: Day _____ Eve _____ Mobile _____

Additional contact (grandparent etc or other holding parental responsibility)

Name _____ Tel no: _____

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name(s): _____ Tel no: _____

Address: _____

I give permission for _____ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the church leadership and that, while the staff in charge of the group will take all reasonable care of the children/young people, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic (please tick)

☐ YES

☐ NO

Signed (parent/or adult with parental responsibility) _____

N.B This document was first produced in the CCPAS document "Guidance to Churches" 2003

ACCIDENT FORM

This form should be completed immediately after any accident has occurred. The worker should discuss with the senior pastor what follow up action is necessary.

Day, date and time of incident _____

Names, addresses and ages of those involved in the incident

Where did this incident take place? _____

Name of church: _____

Name of the group: _____

Who is normally responsible for group? (name, address and telephone number)

Who was responsible for the group at the time of the incident, if different from the above? (name, address and telephone number)

Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

Who witnessed the incident? (names, addresses, telephone numbers and ages if under 16) Normally only two witnesses would be needed.

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

Have you retained any defective equipment?

☐ **YES** ☐ **NO** ☐ **NONE INVOLVED** (please tick)

If so, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use ☐ **YES** ☐ **NO** (please tick)

Is the equipment still safe for your group to use? ☐ **YES** ☐ **NO** (please tick)

Who else do you need to inform? _____

Have they been informed? ☐ **YES** ☐ **NO** (please tick)

If so, when and by whom? _____

Signature of person in charge of group at time of accident/incident

Signed: _____ Print Name: _____

Date: ____/____/____

Form seen by church leader

Signed: _____ Print Name: _____

Date: ____/____/____

N.B. This document was produced in the CCPAS document "Guidance for Churches" 2003

**General Information and Consent Form
(for children and young people)**

Place of Worship/Organisation:

Group: _____

Full name of child/young person

Date of Birth: ____/____/____

Address: _____

Name of GP: _____ Tel No:

Address:

Date of last anti-tetanus injection: _____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity:

Name of
parent/carer _____

Tel no: Day _____ Eve _____ Mobile

Additional contact (grandparent etc or other holding parental responsibility)

Name _____ Tel no:

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name(s): _____ Tel no:

Address: _____

I give permission for _____ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal

meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the place of worship/organisation leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'.

However, the parent/carer should be contacted and advised of the situation as soon as possible. It is important, however that those caring for children and young people on day trips, outings and residential activities obtain in advance from the parent/carer:

1. All necessary information concerning the child/young person's health, allergies, medication etc.
2. Written agreement as follows:

I understand:

- My child will receive medication as instructed before or during the event.
 - Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- 50
- My child will be given medical/dental treatment as necessary.

Communicating with children & young people

Children and young people communicate via telephone, mobile, email and the internet. Do you give permission for children/youth workers to communicate via these methods to your child? E.g., contact via email with changes to the youth meeting times.

I give permission for my child and the youth/children's workers to communicate using telephone, mobile, email, or internet for the purpose of arranging children/youth activities.

(Please delete forms of communication you don't want your child contacted by)

Signed: (parent/or adult with parental responsibility)

Date: _____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB This may not include a foster carer).

Responding to Abuse – Workers Action Sheet

CONFIDENTIAL

Name of Places of Worship/Organisation _____

Name of Child/Young Person/Vulnerable Adult

Address _____

Date of Birth ____ / ____ / ____

Name of Person Reporting Incident

Date ____ / ____ / ____ Time of incident _____

Sequence of Events/Actual Words Used/Observations

Action Taken (including person(s) contacted)

Date ____ / ____ / ____ Time _____

Notes:

EQUAL OPPORTUNITIES STATEMENT

- 1) ECC is committed to providing a vital, practical response to the needs of those we serve, regardless of race, religion, lifestyle, sex, sexuality, physical/mental disability, offending background or any other factor.
- 2) As an organisation using the DBS (Criminal Records Bureau) Disclosure Service to assess applicants' suitability for positions of trust, ECC undertakes to comply fully with the CRB Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.
- 3) We actively promote equality of opportunity for all, with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values of the organisation.
- 4) A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.
- 5) Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the recruiter within the organisation and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.
- 6) Unless the nature of the position allows ECC to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- 7) We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of circumstances of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation

relating to the employment of ex-offenders eg, the Rehabilitation of Offenders Act 1974.

8) At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.

9) We make every subject of a CRB Disclosure aware of the existence of the Code of Practice and make a copy available on request.

10) We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

N.B: This document has been formed from a document that has been produced by the CCPAS in their document “Guidance for Churches” 2003

PROCEDURES FOR RECRUITMENT, TRAINING AND SUPPORTING WORKERS

Throughout the procedure of appointing new workers to the staff to work with children and young people in and outside of ECC there are procedures that need to be gone through. Throughout the whole process of appointing the right person there also needs to be consideration given to the safety of the children and young people as this is also a major priority. When appointing people for these specific roles there are guidelines from the “Safe From Harm” policy (1993) that need to be considered. (You can find a copy of these guidelines in the Children’s Work Office or in the Youth Workers Office). The guidelines that need to be followed in terms of child protection are:

- **ADVERTISING** – When advertising a post for working with young people or children it is important to point out that the successful applicant will be required to complete a criminal records check before the job can be made permanent.

- **FILL IN AN APPLICATION FORM** - All applicants for any job involving children or young people should fill out an application form. It does not matter whether this is voluntary or paid work as it gives the potential worker the opportunity to disclose any information of concern that may be relevant to the post. Any information that is disclosed should be kept securely and disposed of once the recruitment process has come to its conclusion. The application form must also contain space for references and also it is important to gain information from the church the candidate used to attend.
- **INTERVIEW** – It is important to include a question or two based around child protection in an interview if this is relevant to the post. This is helpful because it is important to know if the candidate has any personal problems that may influence the work they are doing with children or young people. The sorts of problems that may be disclosed are drug or alcohol abuse. If there are any questions that may be considered to be of a sensitive nature it may be best to discuss these on a one to one basis. It is also important to explain to the applicant the church's policy on safeguarding the welfare of children and the expectations they have when this policy is demonstrated in practice.
- **DBS (Criminal records checks)** – Everyone who is employed to come in to contact with children or young people has to have a criminal records check carried out. When applying for a criminal records check it is important to note that there are two different types of disclosure that can be applied for:

STANDARD – this is for people who have limited contact with young people such as volunteers. The person would never have direct or sole responsibility for the children and there is no supervisory or training responsibility given to them.

ENHANCED – this type of disclosure applies to almost all paid staff that come in to contact with children or young people. If the applicant is going to be in sole charge, responsible for, supervising, caring or providing training for children or young people, they need to have this type of check carried out. This type of check contains information on all convictions that may be linked to the applicant.

- **APPOINTMENT AND SUPERVISION** – If a person is appointed they should be given a written contract with a clear job description. There should also be the opportunity for regular supervisions. There

should be no one working on their own as the team should take joint responsibility for each other.

- **TRAINING** – All workers need to understand the procedures that have been put in place to protect children and young people. Any worker that has received an allegation of abuse needs to report it. Training in relevant areas for workers can be arranged. Eg, child protection, first aid etc.....
- **IF YOU DECIDE NOT TO APPOINT** – Everyone should be notified in writing if we have decided not to appoint them. If an unsuccessful applicant is asking for feedback and reasons for them not being employed, this should be given.
- **ADDITIONAL HELPERS** – The minimum age for a worker such as a volunteer is 16. If a person under 16 is used as a helper for any activity they should be made responsible to a specific worker who is prepared to take responsibility for them. Helpers should never be in the place where they are responsible for a group of children.

CODE OF CONDUCT

Emmanuel City church behaviour code for working with children, young people and adults at risk of harm

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for [name of group/organisation]. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches [name of group/organisation] social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave [name of group/organisation]. We may also make a referral to statutory agencies

such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date: