



Charity No.1054331

Safeguarding Child and Vulnerable Adult Policy

1. Respect all children as individuals and promote their wellbeing in every way.
2. Foster relationships of the utmost integrity. As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people and vulnerable adults
3. We recognise that our work with children and young people is the responsibility of the whole church.
4. We undertake to exercise proper care in the selection and appointment of those working with children and young people, whether paid or volunteers.
5. The church is committed to supporting, resourcing and training those who work with children and young people, and to providing supervision.
6. The church is committed to the Home Office Code of Practice Safe from Harm and adopts the guidelines
7. All workers who are likely to have opportunities for contact with children will be carefully selected and given relevant training in accordance with this code of practice and policy.
8. Parental consent will be sought before any child is allowed to either, participate in any activity or stay at any venues away from the church. This will include health information and consent.
9. Any incidents of significance should be reported to one of the Church Designated Persons who will deal with them accordingly
10. Abuse of Trust: Any young person under the age of eighteen, taking part in any activity under the guidance or leadership of an older person, is placing themselves in a position of trust. This trust must not be broken or abused by the leader by taking advantage of his/her authority.

Appointment of Leaders and Team Members

In appointing leaders and team members, His Place Community Church will be responsible for the following:

1. A declaration will be signed that the person has read and will abide by the church's Child Protection policy.
2. Every person involved with children's work, the Minister, the Elders, must complete the procedure for enhanced disclosure with the Disclosure and Barring Service.
3. There will be ongoing training for child protection, which all volunteers are recommended to attend for their own interests as well as those of the church and the children. This will be offered at least every 2 years. Designated Persons will attend refresher training every 3 years.
4. Character references may be taken up at the discretion of the Minister and the Designated Persons.
5. Leaders/team members may be attached to a more experienced person for a probationary period of 6 months at the discretion of the Minister/Designated Persons during which time feedback from other members of the His Place Community Church Children and Youth team will be sought.
6. Regular reviews and support will be put in place where there are particular concerns; examples might be where parents or children express concern about an individual's ability to relate to children or their teaching methods.

This policy should be read in conjunction with all other church policies.

Appendix A Guidelines concerning Supervision and Support of leaders

It is important that volunteers working with the children work as a team and support one another. Be vigilant on each other's behalf by being alert to inappropriate relationships between adults and children or young people e.g. physical contact between worker and child - is it appropriate? Does the child look uncomfortable? Who initiates the touching? Are any children being specially treated? Is a worker alone transporting any children or young people? Is it always the same ones being dropped off last? Are any workers inviting children or young people to their home? Do parents know? Why are they inviting the children? Who else is present?

Be sure of your concerns and if necessary keep a note of any inappropriate behaviour. Check out your opinion with the Children's Pastor or one of the Designated Persons. Talk to the person you have the concerns about with one of the Designated Persons present. A decision will then be made as to whether this is because the person has not had appropriate training or whether action should be taken. Whatever the outcome, the person involved should receive support and pastoral care.

Reporting allegations against a leader.

Where a child or an adult makes an allegation against one of His Place Community Church children's or youth workers you should:

- report the allegation to the Minister or one of the Designated Persons who will then alert the relevant authorities as necessary
 - tell others on a 'need to know' basis
- You should NOT:**
- Inform the worker of the allegation
 - Inform the parents of the child who has made the allegation Either of these steps could alert the perpetrator to silence the child or affect any subsequent investigation or prosecution

Appendix B Supervision of Children and Young People / Vulnerable adults - Some Practical Issues

It is difficult to account for every conceivable event but the following, unless unavoidable, should be adhered to.

1. Ratio of adults (this we define as a person over 18 years of age) to children. We recommend 1:12 and aim for at least two leaders/workers in all groups, preferably one leader of each sex. In single sex groups at least one leader should be of the same sex where possible. In order for young people to gain experience, young leaders from the age of sixteen can help to teach.
2. Where possible we ensure that workers do not unnecessarily spend time alone with children. If it should be necessary to be alone with a child then

make sensible precautions, e.g. advise other key leaders and explain why. Leave doors open. Where confidentiality is important and a young person is being seen on their own, then ensure that others know the interview is taking place and that someone else is around in the building.

3. Keeping records: The Designated Persons will record any unusual happenings or concerns in the logbook. This is kept under secure conditions and can only be accessed by the Minister or Designated Persons.
4. Ensure that the level of personal care, e.g. toileting, is appropriate and relates to the age of the child, whilst also accepting that some children have special needs.
5. Wherever possible ensure that another adult is present when giving lifts in a car or minibus. In exceptional circumstances, when this is not practical, a lone child or young person should be asked to sit in the rear of the vehicle.
6. Touch is an important part of human relationships: for example, it can be necessary to stop a child from hurting himself or herself. Touch can also be a natural way of responding to someone in distress. However, everyone working with children and young people should be sensitive to what is appropriate and inappropriate physical contact, both in general terms, and in relation to a specific individual. Leaders need to be conscious of situations in which their actions, however well intended, could be misconstrued by others as harmful.

Specifically, we give the following guidelines:-

- Keep everything in public. A hug in the context of a group is very different from a hug behind closed doors.
 - Touch should be age-appropriate and generally initiated by the child not the worker.
 - Avoid any physical activity that is, or may be construed as, sexually stimulating to the adult or the child.
7. Children are entitled to determine the degree of physical contact with others except in exceptional circumstances, i.e. when they need medical attention or are in danger. Team members should monitor each other in the area of physical contact. They should be free to help each other by pointing out anything which could be misunderstood. Concerns about possible abuse should always be reported.
 8. Social media should be used carefully and with caution. Its use may be appropriate- for example to communicate information about events quickly and effectively. However contact should always be of a general nature and

not as a way of forming exclusive relationships. Leaders should keep personal details private and not make them available online.

9. Praying with children needs to be done sensitively and take account of the physical, emotional and mental well-being of the child. Ask them for permission to pray for them and be careful about the language used. If praying with an individual you should choose an open area where there are other people around. Ask permission if laying on hands or anointing with oil. You might consider writing the prayer down and giving it to the child.

Appendix C Recognising and Responding to Abuse

Who Abuses Children?

1. Very rarely a stranger
2. Often someone who knows the child eg. parent, baby-sitter, sibling, relative or a friend of the family
3. Sometimes, someone in authority such as a teacher, youth leader, children's worker or a church worker/leader.
4. Sometimes, paedophiles and others who set out to join organisations (including churches) to obtain access to children. (see also Appendix F- Working with offenders)

How To Respond To A Child or Vulnerable adult 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 / adult says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to tell someone else and that you will make a written record of the discussion. Never promise confidentiality.

- Even when a child has broken a rule, they are not to blame for the abuse (e.g. some families have very strict rules)
- Be aware that the child / v adult 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

- 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

1. Again reassure the child that they were right to tell you and show acceptance.
2. Let the child know what you are going to do next and that you will let them know what happens.
3. You might 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.
4. Contact the Designated Person or contact an agency such as CCPAS for further advice or go directly to Social Services/Police/NSPCC
5. Consider your own feelings and seek pastoral support if needed.

6. Make notes as soon as possible (preferably within an 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 you made the record. Keep all hand written notes, even if subsequently typed. Such records should be kept for an indefinite period.

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

Physical Signs of Physical Abuse

- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games etc
- Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care etc.
- Reluctance to change for, or participate in swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse

Indicators of possible Sexual Abuse

- Any allegation made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- 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, obesity

Emotional Signs of Abuse

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

What to do If You Suspect That Abuse May Have Occurred

1. You must report all concerns as soon as possible to Caroline Wheeler (here after the Designated Persons). Designated Persons must be church members. The advocates will act on behalf of the victim in referring allegations or suspicions of neglect or abuse to the statutory authorities. He or she may also be required by the conditions of His Place Community Church Insurance Policy to immediately inform the Insurance Company.
2. If the concerns in any way involve one of the designated persons then the report should be made to the other designated person. If concerns implicate both designated persons, then reports should be made Children's' Social Care or directly to the Police. (see 'Useful telephone numbers at the end of this Appendix).
3. If there are concerns involving the Minister then report to either designated person.
4. Suspicions will not be discussed with anyone other than those nominated above. If the concern involves any of these three then the other two will not discuss it with that person.
5. It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from CCPAS, although we hope that members of His Place Community Church will use this procedure. If, however, you feel that the Designated Persons have not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct. We hope that by making this statement we demonstrate

the commitment of His Place Community Church to effective child protection.

Allegations of Physical Injury or Neglect

If a child has a physical injury or symptom of neglect, the Designated Persons will:

1. Contact Social Services (or CCPAS) for advice in cases of deliberate injury or where concerned about the child's safety. The parents should not be informed by His Place Community Church in these circumstances.
2. Where emergency medical attention is necessary it will be sought immediately. The designated persons will inform the doctor of any suspicions of abuse.
3. In other circumstances the designated persons will speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor (or health visitor) will then initiate further action, if necessary.
4. If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
5. Where the parent/carer is unwilling to seek help, if appropriate, the designated persons will offer to go with them. If they still fail to act, the designated persons should, in cases of real concern, contact Social Services.
6. Where the designated persons are unsure whether or not to refer a case to the Social Services, then advice from CCPAS will be sought and followed. CCPAS will inform its advice in writing in case this is needed for reference purposes in the future.

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse the designated persons will:

1. Contact the Social Services duty social worker for children and families or Police Child Protection Team directly. The designated persons will not speak to the parent (or anyone else).
2. If, for any reason, the designated persons are unsure whether or not to follow the above, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
3. Under no circumstances will the designated persons attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the designated persons is to collect and clarify the precise details of the allegation or

suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under section 47 of the Child Act 1989.

4. Whilst allegations or suspicions of sexual abuse will normally be reported to the designated persons, the absence of the designated persons should not delay referral to the Social Services Department.

5. Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the designated persons as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.

6. His Place Community Church will support the designated persons in their role, and accepts that any information they may have in their possession will be shared in a strictly limited way on a 'need to know' basis.

Useful Telephone Numbers

Adult Social services - 0345 60 80 191

Children services - Single Point of Advice (SPOA) team: Phone: 01323 464222 In an emergency call 999

Appendix D Guidelines for Behaviour Management

- Ask God for wisdom, discernment and understanding and pray for and with the child.
- Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
- Be consistent in what you say and ensure that team members know what you have said – this avoids manipulation.
- Look honestly at your programme - if children are bored, they misbehave. Is the programme at fault?
- NEVER smack or hit a child and don't shout in anger - change voice tone if necessary.
- Discipline out of love NEVER anger. (Call on support from team leaders if you feel that you may deal with the situation unwisely in your anger).

- Lay down ground rules eg. no swearing, racism or calling each other names, show a respect for property and make sure the children understand what action will be taken if the rules are not kept.
- Each child is unique, special and individual, and each child needs a different method of being dealt with.
- Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and then separate them if they are disruptive as a last resort.
- Have the child to sit right in front of you or get a helper to sit next to the child.
- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.
- Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.
- Warn a child that you will speak to their parents and do so if necessary. Warn them and send them outside the room (care re supervision), ban them from activities or camps (always refer to a camp leader before taking this action). If a child's behaviour is constantly disruptive, seek advice and guidance from a leader.

Appendix E Working with offenders

His Place Community Church believes it is important to extend love, friendship and pastoral care to every individual in the church. Where a known offender joins the church the Minister and Leadership team will ensure a frank discussion takes place with the person concerned in order to establish and maintain open communications. Information about the offender will only be shared on a 'need to know' basis. A risk assessment will be undertaken and a signed contract will be put in place, which may include any or all of the following:

- Close links with any agencies involved eg MAPPA (Multi-Agency Public Protection Arrangements), police, probation service
- Clear boundaries for the protection of children and young people and to lessen the possibility of allegations eg. designated seating, never being alone with children, attending certain meetings only
- Contract setting out the support and care offered eg. personal pastoral support
- Considering banning the offender from the church if the contract is broken
- Contacting other local church leaders as necessary

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