

# Family Church

## SAFEGUARDING POLICY

### SECTION 1: INTRODUCTION

#### STATEMENT OF USE

##### **Our Commitment**

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults.\* We acknowledge that children, young people and vulnerable 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.

This policy is based on the ten **Safe and Secure** safeguarding standards published by the Thirtyone:Eight (formerly CCPAS).

##### **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.
- Ensure that premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that they are welcoming and inclusive.
- Support the Safeguarding Co-ordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- File a copy of the policy and practice guidelines with Thirtyone:Eight (formerly CCPAS) and the local authority (e.g. Portsmouth City Council Social Services) and any amendments subsequently published.

##### **Note**

All of the Directors and Senior Leaders of this organisation are required to complete a Self Declaration Form and undergo a DBS check (where eligible) prior to appointment. This is recommended by the Charity Commission for all trustees and we have extended this to our Senior Leaders to underline our commitment to safeguarding.

*\* In safeguarding terms a child is anyone who has not yet reached their 18<sup>th</sup> birthday. In this policy we also use the terms ‘young person’, ‘young people’, and ‘youth’ to refer to children of Secondary School age and older (approx. age 11 to 17 years).*

# Family Church

## SAFEGUARDING POLICY

### TABLE OF CONTENTS

SECTION 1: INTRODUCTION .....	1
STATEMENT OF USE .....	1
TABLE OF CONTENTS .....	2
DETAILS OF THE ORGANISATION .....	3
WORKING WITH CHILDREN AND VULNERABLE ADULTS .....	5
RELATED DOCUMENTS .....	6
SECTION 2: RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE.....	7
UNDERSTANDING ABUSE AND NEGLECT .....	7
DEFINITIONS OF ABUSE .....	8
SIGNS AND SYMPTOMS OF ABUSE .....	10
HOW TO RESPOND WHEN SOMEONE WISHES TO DISCLOSE ABUSE.....	13
RESPONDING TO ALLEGATIONS OR SUSPICION OF ABUSE .....	13
SAFEGUARDING AWARENESS.....	15
SECTION 3: PREVENTION .....	16
SAFE RECRUITMENT - SUMMARY.....	16
PROCEDURES FOR THE APPOINTMENT OF WORKERS .....	16
EQUAL OPPORTUNITIES POLICY .....	18
MANAGEMENT OF WORKERS – CODES OF CONDUCT .....	18
SECTION 4: PASTORAL CARE.....	19
SUPPORTING THOSE AFFECTED BY ABUSE .....	19
WORKING WITH OFFENDERS .....	19
SECTION 5: GUIDELINES FOR WORKERS.....	20
GUIDELNES FOR THOSE WORKING WITH CHILDREN/YOUNG PEOPLE.....	20
GUIDELINES FOR SPECIFIC TEAMS/ACTIVITIES.....	28

# Family Church

## SAFEGUARDING POLICY

### DETAILS OF THE ORGANISATION

#### Family Church

**Central Offices:** Empower Centre  
83-87 Kingston Road  
Portsmouth PO2 7DX

Tel: 023 9266 2257

Email: [mail@family.church](mailto:mail@family.church)

Website: [www.family.church](http://www.family.church)

*Family Church is part of Empower Global*

Registered Charity No. 1058285

Registered Company No. 03053642

**Family Church** is a non-denominational Christian church based in Portsmouth, UK, with congregations throughout the South of England.

#### Main Venues:

##### **Portsmouth Congregation**

The Portsmouth Academy, St Mary's Road, Portsmouth, PO1 5PF  
Empower Centre Portsmouth, 83-87 Kingston Road, Portsmouth, PO2 7DX

##### **Gosport Congregation**

Brune Park Community College, Military Road, Gosport, PO12 3BU  
Empower Centre Gosport, 102 Grove Road, Gosport, PO12 4JN

##### **Bridgemark Congregation**

Empower Centre Bridgemark, 2a Layton Road, Bridgemark, PO13 0JQ

##### **Havant Congregation**

Empower Centre Havant, 47 Botley Drive, Havant, PO9 4PJ

##### **Waterside Congregation**

Noadswood School, North Road, Dibden Purlieu, Southampton, SO45 4ZF  
Family Church Offices, 19a The Marsh, Hythe, Southampton, SO45 6AJ

##### **Guildford Congregation**

Guildford College, Stoke Road, Guildford, GU1 1EZ  
Empower Centre Guildford, 22 Woodbridge Meadows, Guildford, GU1 1BA

#### Insurance Company:

Ansvar Insurance Company Ltd.

*Charity Connect Policy (CCP 2209869) providing insurance cover (including £5 million Public Liability cover) for activities, as specified in the latest Insurance Policy Schedule (filed at the Family Church central offices).*

# Family Church

## SAFEGUARDING POLICY

---

### Safeguarding Team:

*Safeguarding Co-ordinator (National):*

Philippa Dickin  
023 9266 2257 (Central Office)  
07775 730969 (Mobile)  
[safeguarding@family.church](mailto:safeguarding@family.church)

*Deputy Safeguarding Co-ordinator (National):*

Steve Carey  
023 9266 2257 (Central Office)  
07841 408751 (Mobile)

*Congregational Safeguarding Contacts:*

Portsmouth Congregation:	Philippa Dickin
Gosport Congregation:	Leisl Dasent-Kenyatta
Bridgemary Congregation:	Maureen St. John
Havant Congregation:	Kirsty Carey
Waterside Congregation:	Natasha Webb
Guildford Congregation:	Sarah Corbett

*Safeguarding Administrator (Hampshire Region):*

Philippa Dickin  
023 9266 2257 (Central Office)

*Safeguarding Administrator (Guildford Region):*

Margaret Gompers  
01483 455 244 (Surrey Office)

### Safeguarding Advisory Body:

Thirtyone:Eight  
PO Box 133, Swanley, Kent, BR8 7UQ  
0845 120 4550  
[www.ccpas.co.uk](http://www.ccpas.co.uk)

# Family Church

## SAFEGUARDING POLICY

### WORKING WITH CHILDREN AND VULNERABLE ADULTS

Family Church currently works with children and vulnerable adults in the following ways:

- **Care Home Visitation** – Visiting elderly and disabled people in local Care Homes, offering friendship and support along with a variety of other services.
- **Creative Arts Workshops** – For children and young people in the local communities.
- **Hosting** – Welcoming/stewarding at church meetings and events. Team leaders and those responsible for security of events may have significant contact with children and/or vulnerable adults.
- **Kids Church** – Provision of a children’s programme on Sundays when church services take place – providing childcare and activities where children and young people can grow in their personal faith as Christians. This caters for children of all ages - including infants/babies, toddlers, pre-school and primary school aged children, pre-teens and children with learning or physical disabilities.
- **Kids Club** – Activities for children during the school holidays, including games, contests, craft activities and the provision of a picnic lunch for each child. Children are dropped off by their parents and collected at the end of the day.
- **Messy Church** – Outreach to families in the local community providing Bible-themed craft activities for the children, a time of worship and a short message from the Bible, plus a basic hot meal for the children. Parents stay with their children during Messy Church.
- **Music Makers** – Music and singing group for pre-school aged children. Parents stay with their children and get involved with a variety of musical activities.
- **Other Children’s Activities** – A variety of other activities (outside of the Sunday programme) for children and young people in the local communities – including after-school clubs, school holiday activities and football coaching.
- **Outreach Services** – Supporting those in difficult situations through our Homeless Outreach, Food Bank and Drop-In – providing food and clothes as well as the opportunity to talk and help connect people with other support services that are available. Team members have significant contact with vulnerable adults.
- **Parent & Toddler Groups / Play Groups**
- **Schools Work** – Including Christian Unions, lunch clubs and other initiatives.
- **Transportation** – Transport of children and young people to/from our activities as well as transport of individuals and families to church meetings. Drivers may have significant contact with children and/or vulnerable adults.
- **Youth Activities** – Provision of youth groups, Bible studies, music tuition, and many other activities for young people who attend the church as well as those in the wider community.

# Family Church

## SAFEGUARDING POLICY

### RELATED DOCUMENTS

This information is provided to link this policy document to appendices and forms.

DOCUMENT:	VERSION:	DESCRIPTION:
GEN_POL_012_STATEMENT	13	Safeguarding Statement
GEN_PCS_003		Safeguarding - Appendix 1 (Code of Conduct)
GEN_PCS_004		Safeguarding - Appendix 2 (Guidelines for Discipline)
GEN_PCS_005		Safeguarding - Appendix 3 (Abuse Of Trust)
GEN_PCS_006		Safeguarding - Appendix 4 (Taking Care Of Touching)
GEN_PCS_007		Safeguarding - Appendix 5 (First Aid)
GEN_PCS_008		Safeguarding - Appendix 6 (Camp Policy)
GEN_PCS_009		Safeguarding - Appendix 7 (Handling Of Disclosed Information)
GEN_PCS_013		Safeguarding - Appendix 8 (Interview Questions & Notes)
GEN_PCS_017		Safeguarding - Appendix 11 (Social Media Policy)
GEN_PCS_018		Safeguarding – Appendix 12 (Self Harm Policy and Procedure)
GEN_PCS_020		Safeguarding – Appendix 13 (Safeguarding Flow Diagram)
GEN_TMP_007		Safeguarding - Form 1 (Log Book Page)
GEN_TMP_008		Safeguarding - Form 2 (Contract of Behaviour)
GEN_TMP_009		Safeguarding - Form 3 (Application Form)
GEN_TMP_010		Safeguarding - Form 4 (Self Declaration Form)
GEN_TMP_010A		Safeguarding - Form 4a (Self Declaration Form - Non-DBS Team)
GEN_TMP_011		Safeguarding - Form 5 (Agreement Form for Workers)
GEN_TMP_012		Safeguarding - Form 6 (General Information Form)
GEN_TMP_012A		Safeguarding - Form 6a (Temporary General Information Form)
GEN_TMP_012B		Safeguarding - Form 6b (Contact Card)
GEN_TMP_013		Safeguarding - Form 7 (Special Permission Form)
GEN_TMP_014		Safeguarding - Form 8 (Incident/Accident Report Form)
GEN_TMP_015		Safeguarding - Form 9 (Camp Booking Form)
GEN_TMP_016		Safeguarding - Form 10 (Camp Registration Form)
GEN_TMP_017		Safeguarding - Form 11 (Camp Medical Form)
GEN_TMP_018		Safeguarding - Form 12 (Camp Booking Form - Workers)
GEN_TMP_019		Safeguarding - Form 13 (Camp Registration Form - Workers)
GEN_TMP_020		Safeguarding - Form 14 (Camp Medical Form - Workers)
GEN_TMP_021		Safeguarding - Form 15 (Camp Agreement Form for Workers)
GEN_TMP_022		Safeguarding - Form 16 (Confidential Reference)
GEN_TMP_023		Safeguarding - Form 17 (Confidential Reference - Church Leader)
GEN_TMP_033		Safeguarding - Form 18 (Team Leader's Checklist)
GEN_TMP_035		Safeguarding - Form 19 (DBS Update Service Consent Form)

# Family Church

## SAFEGUARDING POLICY

### SECTION 2: RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE

#### UNDERSTANDING ABUSE AND NEGLECT

Defining child abuse or abuse against a vulnerable 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 vulnerable 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, which states:

- 1. 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.*

For adults we refer to the UN Universal Declaration of Human Rights, with particular reference to Article 5, which states:

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

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

# Family Church

## SAFEGUARDING POLICY

### DEFINITIONS OF ABUSE

#### **Statutory Definitions of Abuse - Children & Young People**

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. The four definitions of abuse below operate in **England** based on the government guidance 'Working Together to Safeguard Children (2010)'.

#### ***Physical Abuse***

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***

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 cyber-bullying), 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***

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.

# Family Church

## SAFEGUARDING POLICY

---

### ***Neglect***

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.

### ***Female Genital Mutilation***

Female Genital Mutilation (FGM) is the mutilation of the external female genitalia for non-medical reasons. It is sometimes known as female circumcision or 'sunna'. FGM is a crime in the UK. Female Genital Mutilation (FGM) is child abuse and an extremely harmful practice with devastating health consequences for girls and women. Some girls die from blood loss or infection as a direct result of the procedure. Some women who have undergone FGM are also likely to find it difficult to give birth and many also suffer from long term psychological trauma.

We will be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. Safeguarding Training includes awareness of potential indicators that a child or young person may be at risk of FGM and workers will notify the Safeguarding Coordinator of any concerns or disclosures. We will also follow national guidance on mandatory reporting requirements.

### **Statutory Definitions of Abuse - Vulnerable Adults**

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

### ***Physical Abuse***

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

### ***Sexual Abuse***

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

# Family Church

## SAFEGUARDING POLICY

---

### ***Psychological or Emotional Abuse***

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

### ***Financial or Material Abuse***

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

### ***Neglect or Act of Omission***

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired.

### ***Discriminatory Abuse***

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

### ***Institutional Abuse***

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

## SIGNS AND SYMPTOMS OF ABUSE

### **Signs and Symptoms of Possible Abuse - Children & Young People**

The following signs and symptoms 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\*

# Family Church

## SAFEGUARDING POLICY

---

### ***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  
Eating disorders - anorexia, bulimia\*

### ***Neglect***

Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses and injuries, inadequate care, etc.  
Attention-seeking behaviour

### ***Female Genital Mutilation***

Periods of long-term absence

*\*These indicate the possibility that a child or young person is self-harming.*

### **Signs and Symptoms of Possible Abuse - Vulnerable Adults**

#### ***Physical***

A history of unexplained falls, fractures, bruises, burns, minor injuries  
Signs of under or over use of medication and/or medical problems unattended

#### ***Sexual***

Pregnancy in a woman who is unable to consent to sexual intercourse

# Family Church

## SAFEGUARDING POLICY

---

Unexplained change in behaviour or sexually implicit/explicit behaviour  
Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting  
Infections or sexually transmitted diseases  
Full or partial disclosure or hints of sexual abuse  
Self-harming

### ***Psychological***

Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful  
Intimidated or subdued in the presence of the carer  
Fearful, flinching or frightened of making choices or expressing wishes  
Unexplained paranoia

### ***Financial or Material***

Disparity between assets and living conditions  
Unexplained withdrawals from accounts or disappearance of financial documents  
Sudden inability to pay bills  
Carers or professionals fail to account for expenses incurred on a person's behalf  
Recent changes of deeds or title to property

### ***Neglect or Omission***

Malnutrition, weight loss and /or persistent hunger  
Poor physical condition, poor hygiene, varicose ulcers, pressure sores  
Being left in wet clothing or bedding and/or clothing in a poor condition  
Failure to access appropriate health, educational services or social care  
No callers or visitors

### ***Discriminatory***

Inappropriate remarks, comments or lack of respect  
Poor quality or avoidance of care

### ***Institutional***

Lack of flexibility or choice over meals, bed times, visitors, phone calls, etc.  
Inadequate medical care and misuse of medication  
Inappropriate use of restraint  
Sensory deprivation e.g. denial of use of spectacles or hearing aids  
Missing documents and/or absence of individual care plans  
Public discussion of private matter  
Lack of opportunity for social, educational or recreational activity

# Family Church

## SAFEGUARDING POLICY

### HOW TO RESPOND WHEN SOMEONE WISHES TO DISCLOSE ABUSE

It is important that you react in a way which will be helpful and supportive. It is not easy to give precise guidance, but the following may be of help:

#### DO:

- Allow time and space for the person to talk.
- Listen without interrupting.
- Be attentive and look at them whilst they are speaking.
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used.
- Remain calm and supportive (even if on the inside you are feeling something different).
- Reassure the child that they were right to tell you.
- Tell the child what you are going to do next.
- Accept their decision if they decide not to tell you speak to you after all, but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

#### DO NOT:

- Agree to keep the information secret.
- Say or suggest that you are shocked.
- Say or suggest that you don't believe the child.
- Ask questions.
- Make false promises.

### RESPONDING TO ALLEGATIONS OR SUSPICION OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Please follow the procedures below and refer to the 'Safeguarding Flow Diagram' (Appendix 13) and to page 4 of this document for details of the church Safeguarding Team.

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to their Congregational Safeguarding Contact who will then discuss the matter with the Safeguarding Co-ordinator. The Safeguarding Co-ordinator has been nominated by the Leadership 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 Congregational Safeguarding Contact or, if the suspicions in any way involve the Congregational Safeguarding Contact, the report should be made directly to the Safeguarding Co-ordinator.

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 the Deputy Safeguarding Co-ordinator. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Thirtyone:Eight (formerly CCPAS). Alternatively contact Social Services or the Police.

# Family Church

## SAFEGUARDING POLICY

---

Where concern is about a child the Safeguarding Co-ordinator will contact Children's Social Services. Where concern is about an adult the Safeguarding Co-ordinator will contact Adult Social Services. In any case the Safeguarding Co-ordinator will take advice from Thirtyone:Eight (formerly CCPAS). It may also be appropriate for the Safeguarding Co-ordinator to inform the Insurance Company.

Details of local Social Services can be found on the 'Safeguarding Flow Diagram' (Appendix 13) or on the website of your local authority. Your local Police Child Protection Team can be contacted by phoning your local constabulary.

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.

The Leadership will support the Safeguarding Co-ordinators 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 (formerly CCPAS), although the Leadership hopes that members of our organisation will use the procedure in this section. If the individual with the concern feels that a Safeguarding Co-ordinator has not responded appropriately, or where they have a disagreement with a Safeguarding Co-ordinator as to the appropriateness of a referral, they are free to make direct contact with an outside agency. By making this statement the Leadership intends to demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator 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 Are Concerns about a Child**

#### ***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 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 (formerly CCPAS) (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

# Family Church

## SAFEGUARDING POLICY

### ***Sexual Abuse***

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

- Contact the Children's Social Services duty social worker for children and families or the 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 (formerly CCPAS) if, for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:Eight (formerly CCPAS) will confirm its advice in writing for future reference.

### **Detailed Procedures Where There Are Concerns about an Adult**

#### ***Physical or Sexual Abuse***

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact your local Adult Social Services (the local authority has responsibility to investigate allegations of abuse). Alternatively Thirtyone:Eight (formerly CCPAS) can be contacted for advice.

### **Allegations of Abuse against a Person who Works with Children**

If an accusation is made against a worker (whether a volunteer or paid member of staff) the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures, must liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

Consideration will also be given to whether a referral should be made to the Independent Safeguarding Authority who hold lists of those people deemed unsuitable for working with children or vulnerable adults (under the DBA Vetting and Barring Scheme). Where the Safeguarding Co-ordinator is liaising with a SA / LADO the need to refer the worker to the DBA will be discussed.

## SAFEGUARDING AWARENESS

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. In addition, training is provided by Family Church relating specifically to the supervision of activities involving children and vulnerable adults within the organisation.

The Leadership will also ensure that children and vulnerable adults 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.

# Family Church

## SAFEGUARDING POLICY

### SECTION 3: PREVENTION

#### SAFE RECRUITMENT - SUMMARY

The Leadership will ensure that all workers are appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- Prospective worker may pay a visit (supervised) to the team they wish to get involved with.
- Application Form and Self Declaration Form to be completed by those applying to work directly with children/young people.
- Team leader interviews the applicant to determine their suitability for the role.
- References are obtained for those applying to work directly with children/young people.
- DBS application to be completed by the applicant.
- Agreement Form (which includes an overview of responsibilities) to be signed by the applicant and their team leader. This form states the applicant's agreement to adhere to the Code of Conduct for Workers and the Safeguarding Policy (a copy of which is provided to the applicant).
- Qualifications (where relevant) have been verified.
- Safeguarding procedures have been discussed with the applicant.
- Suitable training (including safeguarding training) is provided for those appointed as workers.
- The new worker completes a probationary period.

#### PROCEDURES FOR THE APPOINTMENT OF WORKERS

1. Prospective workers are permitted to pay a visit to the team they hope to get involved with before completing any forms or having an interview. When visiting, the prospective worker must be supervised by the team leader, ensuring they are only an 'observer'. Prospective workers are not permitted to visit the group or help on a regular basis until they have been appointed as a worker (Step 14).
2. The team leader should pass the prospective worker an information pack (if one exists for that team) and give them a 'Code of Conduct for Workers' (Appendix 1). For those applying to work directly with children/young people the team leader should also give an Application Form (Form 3) and a Self Declaration Form (Form 4) to the prospective worker who should complete and return both forms to the Family Church Regional Office (for the attention of the Safeguarding Administrator) as soon as possible. If there are no issues arising from the information provided on the forms the Safeguarding Administrator will then scan the Application Form and email it to the team leader and the Congregational Safeguarding Contact.
3. Upon receipt of this email with the scanned Application Form, team leader should arrange to interview the applicant if they think they are suitable. For those applying to work directly with children/young people the team leader should read through the Application Form before arranging an interview.

# Family Church

## SAFEGUARDING POLICY

4. At interview the team leader should ask the applicant questions relating to the role (along with any questions arising from information given on the Application Form, if applicable). They should also have to hand the standard set of questions produced by Family Church, 'Interview Questions & Notes' (Appendix 8). The team leader can make notes on this sheet if they wish (but must keep notes confidential). The interview is also an opportunity for the applicant to ask questions.

**[For those applying to work directly with children/young people please continue here with Step 5 - otherwise skip to Step 9]**

5. After the interview, if the team leader is happy to proceed with the recruitment, they should inform the applicant that referees (provided on the Application Form) will be contacted.
6. The team leader should then pass any copy/print-out of the completed Application Form (along with notes made at the interview) onto their Congregational Safeguarding Contact who should forward all such paperwork onto the Safeguarding Administrator. The completed Application Form (and any notes made at the interview) must be filed securely at the Family Church Regional Office.
7. The Safeguarding Administrator will take up one or more references and, once references are received back, they will be checked. The Congregational Safeguarding Contact will be informed of any relevant information given on the references received. The Safeguarding Administrator may seek references from others who are not named on the Application Form (the applicant will be informed if this is the case).
8. The Safeguarding Administrator will send (usually via email) the applicant details of how to apply online for a DBS Disclosure. The applicant will also be sent (usually via email) a copy of the church 'Code of Conduct for Workers' (Appendix 1) and 'Safeguarding Policy' which they should read.

**[Skip to Step 11]**

9. After the interview, if the team leader is happy to proceed with the recruitment, they should inform the applicant that they will be contacted by the Safeguarding Co-ordinator in further instructions.
10. When instructed by the team leader, the Safeguarding Administrator will send (usually via email) the applicant details of how to apply online for a DBS Disclosure. The applicant will also be sent (usually via email) a copy of the church 'Code of Conduct for Workers' (Appendix 1) and 'Safeguarding Policy' which they should read.
11. The DBS Disclosure application (where relevant to the role) should be completed by the Applicant. The Applicant must provide suitable ID documents to enable the DBS application to proceed. Once the Safeguarding Administrator has received an acceptable DBS Disclosure back (where relevant to the role), the team leader and the Congregational Safeguarding Contact will be informed.  
*If the Applicant has previously been issued with a DBS Disclosure and they have registered with the DBS Update Service, they will be asked to complete a DBS Update Service Consent Form (Form 19) instead of completing a new DBS Disclosure application.*
12. If, at any stage of the recruitment process, the team leader or Safeguarding Team have any doubts about the suitability of the applicant, they should discuss these concerns with other leaders as appropriate. See Appendix 7 – 'Handling Of Disclosed Information'. If the decision is taken not to proceed with the recruitment process this should be communicated clearly with the prospective worker.

# Family Church

## SAFEGUARDING POLICY

13. The team leader should now ask the applicant to sign an Agreement Form (Form 5) which gives an overview of their responsibilities and shows that they understand their responsibilities and agree to adhere to the church's Safeguarding Policy. This will also be signed by the team leader.
14. Once the Agreement Form has been completed the applicant will be appointed for a probationary period. At the end of this period the appointment should be reviewed and can be made permanent. The team leader should inform the Safeguarding Administrator when the appointment is made permanent.
15. Workers will receive regular training and the opportunity to meet with their team leader to discuss their role and responsibilities as well as any areas of concern. For those working directly with children/young people see Appendix 2 – 'Guidelines for Discipline'.
16. The appointment of workers will be reviewed on a regular basis.

### Workers will NOT be appointed in the following situations:

- If the applicant (male or female) has committed acts of violence or sexual offences against children. This is in the interests of children and the person who has offended in the past. They might have accepted responsibility for their previous acts, be genuinely repentant, and have responded positively to a programme of help but it would be completely unacceptable to place children in a situation where there is a known risk – i.e. the abuser could succumb to temptation and re-abuse.
- Where those involved in the recruitment have any reservations about the individual's behaviour, lifestyle, attitudes or spiritual commitment, they will seriously consider the risks to which they might be exposing children. We will never use children as 'experiments' if we have reasons to doubt a worker's suitability for the job. **No one has a right to work with children.**

## EQUAL OPPORTUNITIES POLICY

In the services provided for children, young people, and vulnerable adults, and regarding the appointment of workers, Family Church follows an Equal Opportunities Policy. Please contact the Church Offices for a copy of this policy.

## MANAGEMENT OF WORKERS – CODES 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 vulnerable adults (see Appendix 1 – 'Code of Conduct'). The Leadership undertakes to follow the principles found within the Abuse of Trust guidance issued by the Home Office (see Appendix 3 – 'Abuse of Trust') and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

# Family Church

## SAFEGUARDING POLICY

### SECTION 4: PASTORAL CARE

#### SUPPORTING THOSE AFFECTED BY ABUSE

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with, or are part of, the church.

We recognise that victims of abuse may need special help as they deal with the memories and effects of abuse which may reach into many areas of life – physical effects; emotional and spiritual effects such as forgiveness and self esteem; issues in their relationship with God; future relationships and sexual issues. When we become aware of Individuals who have been affected by abuse they will be given the opportunity to speak to a member of the church pastoral team and if they want further support they may be referred to a trained counsellor.

#### WORKING WITH OFFENDERS

When someone attending the church is known to have abused children, or is known to be a risk to vulnerable adults, the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for the offender which they will be expected to keep. Clear boundaries will be established for both the protection of the children/vulnerable adults and to lessen the possibility of the offender being wrongly suspected of abuse.

Someone who is on an after-care licence for sexual offences against children or vulnerable adults may be receiving a high level of intensive supervision from a specialist probation officer. There could well be restrictions on where they live or work. An offender who has served their sentence may still have restrictions placed on them and be registered with the Police.

Representatives of the Leadership will make direct contact with the offender's supervising probation officer and also expect that the supervising officer would be making contact with the church on any issue relating to the safety of children or vulnerable adults.

Key people (i.e. children's team leaders, youth pastors, project leaders) will be informed that the person is attending the church and of the boundaries which have been set.

A written contract (Form 2) will be discussed and agreed with the offender. This contract will involve the person's family and partner who may also be attending the church. The document will be signed and dated by the offender and by the church representatives. Where the set boundaries are not adhered to, the Leadership are legally entitled to prohibit the person in question from entering the event. Where someone leaves to go elsewhere, the statutory agencies, such as probation and social services, as well as other local churches or relevant organisations will be informed.

# Family Church

## SAFEGUARDING POLICY

### SECTION 5: GUIDELINES FOR WORKERS

#### GUIDELINES FOR THOSE WORKING WITH CHILDREN/YOUNG PEOPLE

##### 1. General Guidelines

Family Church runs a regular programme of activities for children and young people of all ages. All activities are managed by team leaders appointed by senior church leaders. Team leaders are responsible for the successful management of their workers and the provision of a well-balanced teaching programme. Team leaders must also ensure procedures are in place for the safety and protection of children in their care.

**The following guidelines for the supervision of activities for children and young people should be followed:**

- 1.1 When attending church activities children must be registered in an effective way so that an accurate record of attendance is kept. Effective registration helps ensure that children are collected only by the person who delivered them to the group, or by a designated adult.
- 1.2 A General Information Form (Form 6) must be completed by the parent/carer when their child attends a children's/young people's activity for the first time. This form acquires contact information as well as parental consent to emergency medical treatment, if necessary. General Information Forms are filed and stored in a safe and secure place but should be available for reference during activities. Information given on the General Information Forms is recorded on the church database.

##### *Registration procedure using Key Fobs:*

- i. At registration parents/carers must sign their children into the groups they will be attending. When the first time parents/carers register their children they will be given a numbered Key Fob which should be shown to the worker in charge of registration when they sign their child in or out. When parents come to collect their children they will only be allowed to leave once they have shown their Key Fob and signed the register. Children will only be allowed to leave with another adult if pre-arranged (and that adult must be in possession of the Key Fob).
- ii. When a child who is already registered attends without their parent, but with another responsible adult (who doesn't have the child's Key Fob), the adult will be asked to complete a Temporary General Information Form (Form 6a) – see note (iv) below.

##### *Electronic Registration:*

- iii. Electronic Registration is now being used for some activities at some Family Church locations. *Planning Center Online Check-Ins* provides a safe and secure way for parents/carers to check-in their children. All data is stored directly on the cloud-based church database (*Planning Center Online People*) and no data is held locally on any of the tablets or computers that are used for check-ins. To use this system each parent/carer must agree to have their photograph taken (and stored within

# Family Church

## SAFEGUARDING POLICY

their record on the database). Before the session starts each child must be checked-in to the appropriate group by a designated worker (using a tablet or computer). Parents/carers should then drop off their children to the correct room at the start of the session. At the end of the session the person collecting the child must be identifiable as the parent/carer - i.e. their face must match the photo stored on the system. The child can then be checked-out by the designated worker (using a tablet or computer) and handed back to the parent/carer.

- iv. Other responsible adults may be permitted to collect the child providing permission has been given by the parent/carer. The trusted person's name and photograph will appear on the tablet/computer against the child's name.
- v. For quick reference a register of checked-in children (showing name, age, and medical/allergy information) is printed for each group once all children have been checked-in. The register is then used to check attendance once children have been dropped off. All printed registers must be securely sent back to the Church Office for shredding after the session has ended.

### *Additional notes for Registration:*

- vi. A Temporary General Information Form (Form 6a) should be completed by parents/carers who are visiting the church as a 'one off'. This form requires the parent/carer to provide a password which the parent will be asked for at sign out in order for the child to be released.
  - vii. When a child attends for the first time without their parent/carer a Contact Card (Form 6b) should be completed by the worker who registers the child. The Contact Card helps the worker gather as much information as possible from the child (or from the adult who brought them), including medical information. The Contact Card is then sent back to the Church Office and the Core Leader (of the children's ministry in the applicable congregation) is asked to arrange for someone to contact the parent/carer of this child in order to get a General Information Form (Form 6) completed.
- 1.3 Workers must know who to contact in case of an emergency.
- i. For activities that take place on Sundays (during church meetings) a First Aider can be summoned either by radio (if this facility is in place) or by a worker being sent to find a member of the Hosting Team (who will be able to quickly summon a First Aider).
  - ii. For activities that take place on Sundays (during church meetings) a parent/carer can be summoned by contacting the congregation's AV Team. They will then put a message on the projector screen (in the church meeting) asking for the holder of Key Fob number XX to go to the applicable children's group. The AV Team can be contacted either by radio (if this facility is in place) or by a worker being sent to find a member of the Hosting Team (who will be able to deliver the message to the AV Team). In congregations using the electronic registration system - and as an alternative method in other congregations - parents/carers are asked to provide a mobile phone number (if they have one) when registering their children so that they can be contacted during the service. In this case the parent/carer may be summoned by sending a text message.
- 1.4 All incidents or accidents, no matter how 'minor' they seem, should be reported by workers to their team leader and to the parent/carer of the child involved. In all cases the Incident/Accident Report Form (Form 8) must be completed and signed by the worker in charge at the time of the

# Family Church

## SAFEGUARDING POLICY

---

incident/accident (as well as by their team leader or a senior member of staff). Help with completing the Incident/Accident Report Form should be sought from the First Aider where one is involved. Incident/Accident Report Forms will be filed and securely stored at the Family Church Regional Office. Alternatively, an online version of the Incident/Accident Report Form can be found on the Family Church App or by visiting [theoffice.family.church](http://theoffice.family.church). When completed this is sent directly and securely to the Family Church Health & Safety Manager.

- 1.5 A First Aid Appointed Person should be available at all times and workers should know how to contact this person. An adequately equipped First Aid kit (see Appendix 5) should also be available from a known nearby location.
- 1.6 Team leaders should use Log Book pages (Form 1) to record unusual events and incidents (such as fights or inappropriate comments made) and what action was taken by the workers. If necessary, each worker should record what they witnessed on the Log Book page. This can be very helpful if leaders have to deal with a difficult young person who may subsequently make accusations of assault.

*A young person who constantly makes throwaway sexual comments about church workers may later make an allegation of actual abuse. Records of previous examples of this behaviour will enable any allegation to be seen in context. Of course, if a number of young people all make similar comments about one worker, this should warn the leadership that they may have a problem with that person.*

- i. Log Book pages (Form 1) are available to all team leaders during and after activities. When a Log Book page is completed it should be signed by the worker and the team leader (or Core Leader if the team leader is completing the form). It should then be placed in an envelope labelled 'CONFIDENTIAL' (a stock of which are supplied) and sent to the Family Church Regional Office (for the attention of the Safeguarding Co-ordinator). Alternatively, an online version of the Log Book page can be found on the Family Church App or by visiting [theoffice.family.church](http://theoffice.family.church). When completed this is sent directly and securely to the Family Church Safeguarding Co-ordinator.
- ii. Log Books can protect both children and workers. Because accusations of abuse may be made many years later, records should be kept indefinitely. Parents will not see what is written in the Log Book.
- 1.7 Team Leaders must ensure that fire safety procedures are understood and adhered to by workers. In an emergency that requires the evacuation of the building, workers should know where the assembly point is and be responsible for taking/escorting children to the assembly point by the most appropriate escape route.
- i. Extra help evacuating very young children, or children with disabilities or special needs, should be pre-arranged.
- ii. One worker should be assigned responsibility for taking the register out as the group evacuates the building so that the register can be taken once the group has assembled.
- iii. One worker will be assigned (before activities commence) to check the rooms, including toilets, to ensure a complete evacuation has taken place.

# Family Church

## SAFEGUARDING POLICY

---

- iv. A 'practice' evacuation of children's groups should take place once a year so that workers and children are familiar with procedures.
- 1.8 We are subject to the safety standard of the rooms we use in the buildings we hire. However, team leaders are encouraged to vigilantly check the rooms and equipment before children are allowed access. Look out for potential hazards and do whatever is necessary to ensure children will be safe (i.e. block off hazards or ask the caretaker for help). In all activities, ensure the equipment used is safe and the activity is of a sensible standard (not likely to result in injury).
- 1.9 Team leaders are encouraged to refer to the Team Leader's Checklist (Form 18) when checking rooms and equipment. This form also reminds team leaders to think about procedures for supervision, communication and registration.
- 1.10 When children are registered parents should be informed/reminded of evacuation procedures. Parents should meet their children at the muster point but must not be allowed to take their children away until the register has been taken. Children may only be taken once they have been signed out (using the usual system). No one will be permitted to go back into the building until the 'all clear' is given.
- 1.11 Young people aged 14 or older may *help* with children's activities and events (by special arrangement), but *workers* are to be aged 16 years or older. No one will be appointed as a team leader if they are under the age of 18 years.
- 1.12 Within each children's group, the ratio of workers (aged 16 years +) to children should never fall below the following:
- |              |                         |
|--------------|-------------------------|
| 0 to 2 years | 1 worker to 3 children  |
| 3 years      | 1 worker to 4 children  |
| 4 to 8 years | 1 worker to 8 children  |
| 9 years +    | 1 worker to 10 children |
- i. We will aim to have a higher ratio of workers to children for activities involving children below the age of 12 months.
- ii. Where the age range of children attending an activity overlaps the age ranges listed above (i.e. a group for Pre-School aged children would be for 2 to 4 year olds; a Primary School aged group would be for 4 to 10 year olds), we will ensure a suitable ratio of workers to children, depending on the number of children of each age attending.
- iii. The worker to children ratios listed above are based on government recommendations (through Ofsted) as well as our own assessment of the risks involved in regular activities. Special consideration will be given to activities that are outdoors, considered 'high risk' or dangerous, and when catering for people with disabilities or special needs. In some cases, the ratio of workers to children will need to be increased.
- iv. When determining how many workers are required for each children's/young people's activity, consideration should be given to circumstances where workers have to leave the room (i.e. to take a

# Family Church

## SAFEGUARDING POLICY

---

child to the toilet or to fetch a parent, etc.). Generally speaking, a worker should not be left alone with children and the staffing should make provision for these circumstances.

- 1.13 All workers are identified by either a badge or a tee-shirt (or both) that should be worn at all times during children's/youth activities.
- 1.14 In some circumstances it may be necessary or helpful for a worker to be alone with a child – i.e. where confidentiality is important (i.e. child wants to talk privately about something). In these situations it is vital that the worker leaves no room for accusation – i.e. tell other workers what you are doing, make sure there are people about, leave the door open, etc.
- 1.15 Children will only be invited to a worker's home by special arrangement (with consent from parent/carer as well as team leader) and suitable safeguarding measures must be in place.
- 1.16 Workers involved in crèche/nursery groups can be male or female but the rota must always provide female workers. Two workers should be involved in nappy changes or changing a child's clothes.
- 1.17 Parents (who are not 'workers') may choose to stay with children in crèche/nursery groups but must not be considered responsible for any child except their own.
- 1.18 If a worker takes children to the toilet, he/she must inform another worker. Workers should always aim to take two or more children when escorting them to the toilet. The worker accompanying the children should first enter the toilet to ensure there is no one else in there before the children are allowed in. The worker should then wait outside the toilet to prevent others from entering until the children are out. If a child has special needs be sure to speak to the parents about the level of personal care required.
- 1.19 In crèche/nursery groups, personal care (e.g. nappy changing, toileting, etc.) should always be given with the knowledge of other workers. Workers should find out the level of care that parents are happy to be given when they register their child(ren). If in doubt ask other workers and don't hesitate to fetch parents in from the meeting for advice.
- 1.20 Workers should treat all children/young people with dignity and respect in attitude, language used and actions.
- 1.21 Respect the privacy of children; avoid questionable activity, e.g. rough/sexually provocative games and comments.
- 1.22 Physical contact between adults and children can be quite healthy and acceptable in public places, but discouraged in circumstances where an adult/child is on his/her own. (See the 'Taking Care Of Touching' guidelines in Appendix 4.)
- 1.23 Ensure that the only people allowed into the room(s) are the workers assigned to that group. You should not allow other adults to have free access. If they need to be there for a specific reason (e.g. maintenance person), ensure that you note their name and the time they came/left in the Log Book.
- 1.24 When using outside play areas, think about the location and equipment: Are children likely to stray? Do you need extra workers? Is there any equipment that should be 'out of bounds'? The

# Family Church

## SAFEGUARDING POLICY

leader/worker in charge should inform the Hosting Team (or 'security' personnel) of any such activities. The First Aider(s) should also be informed. In most cases a First Aid Kit should be designated to the activity and it may also be necessary to designate a First Aider.

### 2. Guidelines for Special Activities/Day Trips

Special activities/day trips are organised from time to time and the safety of all involved is of utmost importance. Parents will be given full details of the activity/day trip and asked to complete and return a Special Permission Form (Form 7).

*The following considerations will be made when planning special activities and day trips:*

2.1 Ratio of workers to children. The number of workers (aged 16 years +) who should be present for a specific indoor/outdoor activity or holiday event will usually be based on the following:

0 to 2 years	1 worker to 3 children
3 years	1 worker to 4 children
4 to 8 years	1 worker to 8 children
9 years +	1 worker to 10 children

- i. We will aim to have a higher ratio of workers to children for activities involving children below the age of 12 months.
  - ii. Where the age range of children attending an activity overlaps the age ranges listed above (i.e. a group for Pre-School aged children would be for 2 to 4 year olds; a Primary School aged group would be for 4 to 10 year olds), we will ensure a suitable ratio of workers to children, depending on the number of children of each age attending.
  - iii. The worker to children ratios listed above are based on government recommendations (through Ofsted) as well as our own assessment of the risks involved in regular activities. Special consideration will be given to activities that are outdoors, considered 'high risk' or dangerous, and when catering for people with disabilities or special needs. In some cases, the ratio of workers to children will need to be increased.
- 2.2 Circumstances when a male or female worker should be involved, or a worker of each sex, or more than one worker.
- 2.3 Where possible, ensuring that a worker is not alone with a child.
- 2.4 No person under 18 years of age will be left in charge of any children of any age. Nor will children or young people attending be left alone at any time.
- 2.5 A register of children or young people attending the activity will be kept (and a register of workers). This will include times of arrival and departure if any individual is not attending the whole session.
- 2.6 All incidents or accidents, no matter how 'minor' they seem, should be reported by workers to their team leader and to the parent/carer of the child involved. In all cases the Incident/Accident Report Form (Form 8) must be completed and signed by the worker in charge at the time of the

# Family Church

## SAFEGUARDING POLICY

---

incident/accident (as well as by their team leader or a senior member of staff). Help with completing the Incident/Accident Report Form should be sought from the First Aider where one is involved. Incident/Accident Report Forms will be filed and securely stored at the Family Church Regional Office. Alternatively, an online version of the Incident/Accident Report Form can be found on the Family Church App or by visiting [theoffice.family.church](http://theoffice.family.church). When completed this is sent directly and securely to the Family Church Health & Safety Manager.

- 2.7 A First Aid Appointed Person should be available at all times and workers should know how to contact this person. An adequately equipped First Aid kit (see Appendix 5) should also be available from a known nearby location. When planning activities advice on First Aid provision can be sought from the appropriate First Aid Team leader.
- 2.8 A Log Book will be used to record any unusual events taking place during the activity/day trip. If necessary, each worker should record what they witnessed on the Log Book page. See Form 1 (Log Book Page) and item 1.6 above for more information. Alternatively, an online version of the Log Book page can be found on the Family Church App or by visiting [theoffice.family.church](http://theoffice.family.church). When completed this is sent directly and securely to the Family Church Safeguarding Co-ordinator.
- 2.9 The level of personal care, e.g. toileting, will be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- 2.10 Physical contact between adults and children can be quite healthy and acceptable in public places, but discouraged in circumstances where an adult/child is on his/her own. (See the 'Taking Care Of Touching' guidelines in Appendix 4.)
- 2.11 Workers are expected to treat all children/young people with dignity and respect in attitude, language used and actions.
- 2.12 Workers must respect the privacy of children, avoid questionable activity, e.g. rough/sexually provocative games and comments.
- 2.13 The arrangements for transporting children will always be with the knowledge of the team leader and will always have parental approval. We also recognise that in some circumstances it may be unwise to carry a particular child on their own.
- 2.14 The only people allowed to participate in the special activity/day trip are the children attending and the adults assigned to that activity (which may include parents as well as appointed workers). Other adults will not be allowed access. If they need to be there for a specific reason (e.g. maintenance person), their name and the time they came/left will be noted in the Log Book.
- 2.15 Specific issues relating to the use of premises/equipment will be considered (e.g. buildings well lit and maintained; potentially dangerous activities properly supervised).

# Family Church

## SAFEGUARDING POLICY

---

### 3. Guidelines for Camps/Residential Holidays

*Guidelines for camps/residential holidays organised by Family Church:*

Camps/residential holidays are organised from time to time and the safety and protection of all involved is of utmost importance. Parents will be given full details of the camp/residential holiday and asked to complete and return a Booking Form (Form 9), Registration Form (Form 10) and a Medical Form (Form 11). These forms will give permission for the child to attend the camp/residential holiday and provide the holiday leaders with personal details (and other useful information) about the children/young people attending. In addition, the Medical Form will ask for parental consent for emergency medical treatment if needed. No children will be allowed to attend the camp/residential holiday without the written consent of the parent/carer.

Recruitment of workers will follow the same basic procedure as those who work regularly with children and young people at Family Church (see Section 3 – Procedures for the Appointment of Workers). In addition, they will be asked to complete and return a Booking Form (Form 12), Registration Form (Form 13) and a Medical Form (Form 14). For workers who are under the age of 18 years, these forms must be signed by a parent/carer.

The same considerations will be made when planning a camp/residential holiday as when planning a special activity/day trip. In addition, a specific Safeguarding Policy will be written for each camp/residential holiday undertaken (see Appendix 6 – 'Camp Policy').

# Family Church

## SAFEGUARDING POLICY

### GUIDELINES FOR THOSE WORKING WITH CHILDREN/YOUNG PEOPLE/VULNERABLE ADULTS IN SPECIFIC TEAMS/ACTIVITIES

In addition to the guidelines for those working with children/young people (set out above), the following considerations should be made:

#### 1. External Projects (such as Schools Work)

- 1.1 When working with an external organisation the project leader should provide training for team members/workers. The team should display appropriate behaviour and give consideration to the environment in which they are working.
- 1.2 When arriving at an external venue (such as a school), all team members/workers should follow any sign in procedure and report to the contact person (e.g. teacher) if necessary. The team members/workers should be aware of emergency procedures in place in case of a fire (or other emergency).
- 1.3 When speaking to children and young people in an external setting there may be limitations on what can be said – i.e. you may not be free to share the gospel when teaching a lesson/holding an assembly in school; whereas in a lunch-club or Christian Union setting you may have liberty to directly share a Christian message.
- 1.4 Team members/workers should give consideration to scenarios where something shared by a child or young person needs to be communicated with someone else. For example, in a school setting, a child may say they are struggling with a particular subject and (with the child's permission) it could be beneficial to speak to the teacher concerned. Another scenario may be that a child speaks about an abuse situation. Following the guidelines given in this Policy, the team member/worker should take appropriate action.
- 1.5 If the external organisation has an appointed counsellor, family liaison officer, or Safeguarding Co-ordinator, all team members/workers should know who this person is and how to contact them. If an abuse situation is spoken about by a child, this person should be consulted along with the church's Safeguarding Co-ordinator.

#### 2. First Aid Team

- 2.1 At church events a member of the First Aid Team should be called upon to provide first aid to a child or vulnerable adult.
- 2.2 Members of the First Aid Team should ensure they are in good communication with Hosting Team during events. The Hosting Team should inform the on duty First Aider(s) if they become aware of any individuals attending who have special needs or major health issues.
- 2.3 Members of the First Aid Team should also ensure they are in good communication with the children's team during events and know where to find 'General Information Forms' (Form 6) which

# Family Church

## SAFEGUARDING POLICY

---

are completed by parents with children attending the children's programme. These forms include medical information.

- 2.4 When applying First Aid to a child it is recommended that a children's worker (or the child's parent) is present.
- 2.5 When applying First Aid to a vulnerable adult, it is recommended that another adult is present (for example, Support Worker or accompanying adult).

### **3. Outreach Services (Homeless Outreach, Food Bank, Drop-In):**

- 3.1 Those serving in these areas should represent Family Church well as they interact with service users. Effort should be made to understand the needs and issues faced by service users so that the appropriate help can be given.
- 3.2 The provision of food and clothing is just a part of our service. Coming alongside individuals with genuine interest, being prepared to listen and take time to understand their situation, is just as important. However, for the safety and protection of team members, as well as service users, it is important that conversations take place in the open and that any concerns are spoken about and logged immediately afterwards.
- 3.3 Never put yourself in a situation that could compromise your safety. If someone becomes agitated or aggressive you should leave the immediate location and call the police if necessary.
- 3.4 Never give out personal details (full name, address, phone number) to service users and never promise support or help that may not actually be able to be given.
- 3.5 Team members should endeavour to connect people with support that is appropriate to their situation – for example, put people with alcohol or drug addictions in contact with local support groups.
- 3.6 If you have concerns about the mental, emotional or physical health of individuals you should encourage them to seek professional help (i.e. see a doctor). If you think that a service user needs emergency medical assistance you should call an ambulance.
- 3.7 Individuals who have been living rough will often come to church meetings/events because of our outreach work. When they come to church meetings/events those involved with these outreach services should be ready to welcome them, to sit with them and to give them assistance should they need it.

### **4. Hosting Team (Hosting Team leaders and those responsible for security):**

- 4.1 A Hosting Team is provided at many church events. Members of the Hosting Team have the responsibility of welcoming people and serving as ushers. Specific members of the Hosting Team are assigned to ensure the safety and security of those attending church events, including children or

# Family Church

## SAFEGUARDING POLICY

---

young people who attend the children's programme. It is therefore important that appropriate training is provided to the Hosting Team leaders and those responsible for security.

- 4.2 When monitoring children's activities these members of the Hosting Team should understand and support the guidelines for the supervision of activities in this policy. However, they should not directly interact with the children unless asked to do so by the team leader. They are a 'presence' in areas of the building where children's/youth activities take place and should look out for any hazards or potential security issues in these areas. Only those authorised to enter rooms used for children's activities should be allowed to do so. Any unauthorised persons should be reported to the Hosting Team as well as a note being made in the Log Book.
- 4.3 Hosting Team leaders should ensure their team are aware of any individuals attending events who have special needs or major health issues. The Hosting Team should be ready to provide help to individuals who request it (for example, appropriate seating or access to disabled toilets).
- 4.4 It is important that Hosting Team leaders and those responsible for security are in good communication with the First Aid Team. They should inform the First Aider(s) if they become aware of any individuals attending who have special needs or major health issues.

### 5. Parent & Toddler Groups

- 5.1 Due to the nature of Parent & Toddler groups (i.e. parents/carers attend the group with their children) there is no specific ratio of workers to children. It is, however, important that there are enough workers to properly serve the parents – i.e. people to play with their children, serve tea/coffee/juice, chat to parents, etc. It is unlikely that a worker would need to be left alone with children, so workers need to be vigilant to ensure this doesn't happen.

### 6. Special Needs Children's Groups

- 6.1 When working within a special needs group, workers should make themselves aware of the *Child Profile Form* and its contents and the registration form which give details of each individual child's needs including any medical, physical, toileting, or feeding methods which need to be followed. These profiles should be updated every 6 months (or sooner if a change in circumstances occurs).
- 6.2 All activities within the group must be carefully supervised and monitored to ensure that no hazards present themselves as opportunities for harm to the children. Workers and children in the group need to be protected from harm (whether intentional or not) from other children within the group and therefore a 1:1 ratio should be adhered to.
- 6.3 Workers need to be aware that some children with special needs will bolt without warning and escape routes need to be carefully monitored.
- 6.4 In the case of special needs children needing to use the disabled toilet, dignity will be afforded by allowing 1:1 toileting if appropriate (by an appointed worker). Parents' wishes will be followed in all cases.

# Family Church

## SAFEGUARDING POLICY

---

### 7. Transportation

- 7.1 All drivers must have a valid full UK driving licence, valid insurance, and be legally permitted to drive the vehicle being used. Drivers must submit their full driving licence to the team leader/event organiser who will check for convictions. Any convictions or any concerns about the suitability of the driver should be discussed with the Safeguarding Co-ordinator before a decision is made as to whether the driver will be used.
- 7.2 Drivers should endeavour to maintain discipline and ensure traffic laws (such as wearing seat belts) are obeyed.
- 7.3 Arrangements for picking up/dropping off young people (such as time and location) should be clearly communicated with parents by the person co-ordinating the drivers.
- 7.4 When transporting vulnerable adults who come from supported living homes the person co-ordinating the drivers should communicate with the support worker/carer about the needs of the individual. If an individual has special needs or learning difficulties, depending on the level of need, it may be helpful for the driver to be assisted by another adult (ideally someone who has an understanding of the individual's needs).
- 7.5 Arrangements that are made for picking up and dropping off should not leave only one child/young person/vulnerable adult alone in the vehicle with the driver.
- 7.6 Drivers should speak, act and drive in a responsible way and remember they are representing the church in the role they play.

### 8. Youth Activities

- 8.1 Young people attending youth activities and events (generally aged 11 plus) will not be expected to be registered/register their attendance. However, a Contact Card should be completed by the young person on their first visit. Then a General Information Form (Form 6) will be sent to the parent/carer to be completed and returned.
- 8.2 Those appointed as workers for youth activities or events are to be aged 18 years or older.