

The Safeguarding Policy

Kings Church, Heathfield.

State Hall, Station Rd, Heathfield, East Sussex, TN21 8LD.

01435 863786

Email address: **office@kcheathfield.org**

Membership of Denomination/ Organisation: **Catalyst network of Churches**

Charity Number: **1096726**

Company Number: **4657412**

Insurance Company: Public and Employers Liability Insurance with **Aviva** Insurance

Tel: 01323 737541

Policy number: **014619/09/20**

Role	Name	Contact
Designated Safeguarding Lead	Val Joy	07880 723164
Deputy Safeguarding Lead	Liz Mylon	0791 9053623
Deputy Safeguarding Lead	Karen Anderton	0776 9591176

[Section 1: Our Commitment](#)

[Section 2: Recognising signs and Symptoms and responding appropriately to an allegation or suspicion of abuse.](#)

[Section 3: Handling a Concern.](#)

[Section 4: Recruitment and Management of workers.](#)

[Section 5: Good Practice Guidelines.](#)

Including data protection, supervision, online sessions, transportation, food and drink, photography, residential trips.

[Section 6: Managing behaviour.](#)

[Appendix 1: Signs and Symptoms \(CSE, FGM, County Lines, Cuckooing\)](#)

[Appendix 2: Prevent](#)

[Appendix 3: Sample Consent Forms.](#)

[Appendix 4: Code of Conduct for Children's and Youth Workers.](#)

[Appendix 5: Working with Offenders.](#)

Name of Group	Day /Time	Venue
---------------	-----------	-------

Review date January 2025

Sparks early years	Sunday 10.15am-11.15am	State Hall
Ignite key stage one	Sunday 10.15am-11.15am	State Hall
Flame key stage two	Sunday 10.15am-11.15am	State Hall
Blaze 11-16 years old	Sunday 10.30am-11.15am	State Hall
Check primary aged children	Fridays(term time) 4.00-5.30pm	State Hall

(11-18yr olds)

Youth life groups	Weekday nights, 7.00pm-9.00pm	Homes/State Hall
Youth 1;1 Discipleship	Home with parent present or public places such as Noakes.	
Youth Huddles	Wednesday 3.30pm-4.30pm	State Hall
Residential trips	Various	
Joint Church Youth Gatherings.	Various	

Where possible an appointed First Aid person with a certificate will be responsible for First Aid when working with children and young people at Kings Church. First Aid Kits are available on the wall in the foyer outside the front kitchen and at other points in the building.

Section 1 : Our commitment

The church leaders recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance.

We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

“Working Together to Safeguard Children” 2018 Government guidance clearly identifies voluntary, charity, social enterprise, (VCSE) faith-based organisations and private sector’s role in safeguarding children. There is a clear duty for the church to have robust safeguarding procedures in place and to work with other agencies to keep children safe. The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by Thirtyone:Eight (Formerly CCPAS Churches Child Protection Advisory Service).

The Leadership undertakes to:

- ☐ endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- ☐ provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ☐ ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- ☐ support the Designated Safeguarding Lead in their work and in any action, they may need to take to protect children and vulnerable adults.

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 place of worship / organisation. The prayer ministry team in the church can offer support to those affected by abuse. Section 2: Signs and Symptoms

Section 2: Recognising signs and symptoms of abuse and responding

appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

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

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

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting,

referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

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

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

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

Statutory Definitions of Abuse (Children)

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

What is abuse and neglect?

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

Physical abuse

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 maltreatment of a child such as causing adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only as far 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 beyond the child's developmental capability, overprotection and limitation of exploration and learning, or preventing the child

participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

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 due to 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 caregivers); or
- ensure access to appropriate medical care or treatment.

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

Signs of Possible Abuse (children & young people)

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

Physical

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

Sexual

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

Emotional

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

Neglect

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

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

20,000 are treated in accident and emergency departments in the UK each year.

Whilst the detail given here of recognising abuse is specific to a child, it should be understood that similar signs could be present in an adult or vulnerable adult who is experiencing abuse.

See also Appendix 1 for detailed signs and symptoms regarding Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM) and Cuckooing.

Section 3: Handling a Concern:

How to respond to someone wishing to disclose abuse:

Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in a more secluded area, but making sure that doors remain open and that a leader is not alone with a child/young person.

- It is especially important to allow time and space for the person to talk.
- Above everything else 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.
- Try to remain calm, even if on the inside you are feeling something different.
- Be honest and do not make promises you cannot keep regarding confidentiality.
- If they decide not to tell you, accept their decision but let them know that you are always ready to listen.
- Do not ask questions about the incident being disclosed.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

HELPFUL RESPONSES

- You have done the right thing in telling.

- I am glad you have told me.
- I will try to 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?
- I am shocked, don't tell anyone else.

RESPONDING TO ALLEGATIONS OF ABUSE

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

- ☐ All concerns should be recorded on the Concern Form located in the labelled black folder in the office. These should be recorded as soon as possible after the event and include as much information as possible. Write down the actual words used in the conversation, if possible, rather than paraphrasing. Please do not discuss the concern with anyone else other than the Designated Safeguarding Lead or deputy.
- ☐ The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to The Designated Safeguarding Lead who is 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.
- ☐ The Designated Safeguarding Lead and/or deputy will use the East Sussex Continuum of Need to clarify the level of concern. Level 1 or 2 concerns will not be referred to the single point of advice, appropriate support will be offered or sign-posted to parents or carers. Level 3 or 4 concerns will be referred to the single point of advice. All actions will be documented and recorded in the safeguarding folder, stored in a locked cabinet accessed by the safeguarding co-ordinator and deputy only.



- ☐ In the absence of the Designated Safeguarding Lead or, if the suspicions in any way involve the Designated Safeguarding Lead, then the report should be made to the Deputy. If the suspicions implicate both the Designated Safeguarding Lead and the Deputy, then the report should be made in the first instance to the thirtyone: eight (Formerly Child Protection Advisory Service CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact the single point of advice or the police.
- ☐ Where the concern is about a child the Designated Safeguarding Lead should contact the single point of advice. **If the Designated Safeguarding Lead is unsure about whether to make a referral, they should contact thirtyone: eight or the LADO. Go to the website and complete an online referral Lead for**
- ☐ <https://www.eastsussex.gov.uk/childrenandfamilies/professional-resources/lado/>
- ☐
- The Designated Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern (for example the Chair of Trustees to log that a safeguarding concern is being dealt with, Insurance company to log that there is a possibility of a serious incident concerning safeguarding or a Designated Officer (LADO) if allegations have been made about a person who has a role with under 18's elsewhere.
- ☐ Whilst allegations or suspicions of abuse will normally be reported to the The Designated Safeguarding Lead, the absence of the The Designated Safeguarding Lead or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone: eight.

The Police telephone number is 999 in an emergency and 101 for non-emergency calls.

- ☐ The Leadership will support The Designated Safeguarding Lead /Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.
- ☐ It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone: eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the

individual with the concern feels that the Designated Safeguarding Lead /Deputy has not responded appropriately, or where they have a disagreement with The Designated Safeguarding Lead as to the appropriateness.

statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

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

Reporting a 'Serious Incident' to the Charity Commission

Under Charity Commission regulations a Serious Incident occurs where a result has, or could, entail '...a significant loss of funds or a significant risk to the charity's property, work, beneficiaries, or reputation. They should be reported as soon as possible.

As far as allegations of abuse are concerned Charity Commission guidance states:

'You (the place of worship or organisation) should report this if any one or more of the following occur:

East Sussex Safeguarding Children Partnership replaces the local safeguarding board. Referrals, advice and all other forms of contact are made through the single point of contact(SPOA).

The Single point of Contact number is: 01323 464222 (Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm).

Out of hours, with serious concerns that can't wait till the next working day, contact the Emergency Duty Service. **01273 335906** or **01273 335905** – (Monday to Thursday 5pm to 8.30am, after 4.30pm on Fridays, weekends and bank holidays).

- There has been an incident where the beneficiaries of your charity have been or are being abused or mistreated while under the care of your charity or by someone connected with your charity such as a trustee, member of staff or volunteer.
- There has been an incident where someone has been abused or mistreated and this is connected with the activities of the charity.
- Allegations have been made that such an incident may have happened regardless of when the alleged abuse or mistreatment took place.
- You have grounds to suspect that such an incident may have occurred.

The Charity Commission states that these are 'zero tolerance' issues which would always be investigated by them. Serious incidents also include not having adequate safeguarding policies in place and failure to carry out Disclosure checks on workers and trustees (where legally possible); in summary, anything that could affect the good reputation of the charity.

Those charities whose incomes exceed £25,000 must declare all Serious Incidents as part of their Annual Returns. Failure in the latter respect also signifies failure regarding the charity's legal obligations. Charities can make a report in the following ways:

- Writing to Charity Commission Direct, P O Box 1227, Liverpool L693UG
- Telephoning 0845 3000218
- E-mailing RSI@charitycommission.gsi.gov.uk

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

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

- Contact the single point of advice (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.
 - Decide whether or not is it appropriate to tell parents/carers about the referral, taking advice from the single point of advice if necessary.
-
- 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 the single point of advice direct for advice.
 - Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to the single point of advice.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Designated Safeguarding Lead/Deputy will:

- Contact the single point of advice.
- Seek and follow the advice given by thirtyone:eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

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

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Designated Safeguarding Lead will liaise with a Local Authority Designated Officer (LADO). The Designated Safeguarding Lead may also find it necessary to contact or liaise with the DBS if the situation is that the nature of concern leads you to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

Section 4: Recruitment and Management of Workers:

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

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

Volunteers:

All those wishing to work with children and young people at Kings Church must apply and follow the following procedure.

- Discuss their interest with the person co-ordinating the group or the Church Elders.
- ☐ The group leader to ensure the suitability of the candidate to work with children and or young people.
- ☐ Meet with the children/youth co-ordinators to discuss the work and have the church's safeguarding policy and working procedures explained.
- Have a DBS check completed and renewed every three years.
- Provide 2 references which comment on their suitability for the role.
- Agree to comply with the safeguarding policy.

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 safeguarding training on a regular basis. We will also encourage key workers to attend any relevant local training which is applicable to church settings run by the East Sussex Safeguarding Children Partnership. We will offer training to all

workers annually, alternating between general safe-guarding training and addressing more specific needs within smaller teams. New team members will be briefed on safeguarding and required to read and agree to the safeguarding policies before beginning to work with children/young people.

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 will be issued with a code of conduct towards children and young people.

Section 5: Good Practice Guidelines

As a church working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusations.

In this document the term parent should be read to incorporate parent/guardian/carer or person legally responsible for the child.

Duty of Care:

The Children Act 2004 (England) places a duty on organisations involved in providing services for children and young people to safeguard and promote their well-being. This means all workers should treat those they are caring for with respect and dignity and demonstrate competence and integrity. (There are similar expectations in other parts of the UK.)

The duty of care is in part exercised through the development of respectful and caring relationships but also by workers taking all reasonable steps to ensure the safety and well-being of those they have responsibility for, particularly in relation to sexual, physical, and emotional abuse. Before individuals start working with children, young people, and vulnerable adults, they need to understand and acknowledge the responsibilities and trust inherent to their role.

In addition, under Health and Safety at Work legislation, organisations have a duty of care towards the well-being of all workers and to ensure they are treated fairly. They are required to provide a safe working environment and guidance on safe working practice.

Position of Trust:

All adults working with children, young people and vulnerable adults are in positions of trust. It is therefore vital workers ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Workers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult worker and a child (under the age of 18) is never acceptable and if concerns arise in this area, this should be recorded and reported to the Safeguarding Coordinator.

The trusting relationship between worker and child, young person or vulnerable adult means the worker should never:

- use their position to gain access to information for their own or others' advantage
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine
- use their status and standing to form or promote relationships that are or may become sexual

Data Protection:

The General Data Protection Regulation is designed to provide privacy protection for individuals about whom certain personal information is kept. It specifies requirements for those who keep the data, and it applies to all personal information however it's stored. It's incorporated into UK law and all organisations, including places of worship, must comply with the rules on processing data.

The GDPR restricts how we may process personal information and prevents the passing of PI to other organisations without consent. However, there are exclusions to allow us to comply with legal requirements such as passing safeguarding information to the authorities. The European Convention of Human Rights also makes provision for the disclosure of information in connection with 'the protection of health or morals, for the protection of the rights and freedoms of others and for the prevention of disorder or crime.... Disclosure should be appropriate for the purpose and only to the extent necessary to achieve that purpose'.

Children, young people and vulnerable adults have the right to be protected from harm and therefore information relating to concerns that a child, or any other vulnerable person, is at risk of significant harm should not be withheld on the basis that it might be unlawful.

Information about allegations or concerns of abuse should not be shown to a parent or carer. Advice should always be sought from a single point of advice, Adult Services, or the police. Thirtyone:eight can also advise in such circumstances.

Good Practice Standards

Supervision

The church will aim to provide:

A minimum staffing ratio of adults to children is adequate, gender-balanced and considers the type of activity, e.g., outside visit, camp, etc.

Suggested levels –

Age 0-2 years 1 adult for every 3 children

Age 3-6 years 1 adult for every 6 children

Age 6-16 years 1 adult for every 10 children

Leaders should maintain an attendance register which will record

- The child's name
- A contact phone number for the responsible person (if not onsite).
- Any known allergies and medical requirements.
- Any other information required by the session leader and helpers.

The leader must also ensure that

- They have identified the person responsible for the child while attending the activity.
- They keep a copy of the rota that shows the members of the team who were present for the last six months.
- Accidents are recorded on an accident report form. Parents need to sign that they have seen the form, and these then need to be stored securely.
- It is helpful to keep a logbook where any incidents or concerns can be recorded. This must be stored securely. Workers must bear in mind that young people are entitled to read what has been written about them.

Consent

All groups

- All parents/guardians can ask the group leaders about the aims and workings of the group.
- There will be a form to notify the group leader of any medical or other information required together with consent for the child to attend the group.

- All the main activities that have been explained as being part of the group will be covered by this consent.
- Where the activity is taking place outside of the normal range then specific written consent is required from the parent/guardian.
- Where there is the possibility of having to provide emergency medical attention parent/guardians must give their consent to this.

For children

A parent or guardian will collect the child from the activity promptly. If another adult is to collect the child, prior information must be given to the leaders.

For children under 5 (Little Sparks/creche)

- Children will be taken to and collected from their group by their parent/carer.

Responsibilities of King's Church workers for sessions

Responsibility for children up to and including Yr 6 (11yrs old)

The leader's formal responsibility for sessions will be from when the child arrives until they leave and are collected by a parent or carer.

Peer Group Activities:

All peer-group activities should be overseen by named adults who have been selected in accordance with agreed recruitment procedures and have the backing of the leadership of the organisation.

Before setting up a peer-led activity the following should be taken into consideration:

- The appropriateness of the venue for the activity
- Any medical issues, dietary needs and allergies will be appropriately managed.
- Emergency contact numbers are to hand for all members under the age of 18 years.
- If the provision of food is part of the activity, leaders must ensure that food is prepared in accordance with Basic Food Hygiene standards.

Whilst there may be a valid argument for groups of age 16+ being led and run by their peers, adult leaders should always be in the vicinity and should contribute to any programme reviews and planning. Peer-group leaders must be trained and supported by at least one adult worker.

The following should also be followed:

- If there are children/young people under 16yrs at an activity, adult workers should be present or within earshot.
- No person under the age of 16 should be left with the sole responsibility of caring for or supervising other children or vulnerable adults.
- Young people (over 16) who assist with caring for other children/young people should be subjected to the same recruitment process as adults and have undertaken safeguarding training.
- Peer-group leaders should be aware of safeguarding procedures, including reporting concerns (e.g. abuse, bullying) to their supervising adult and that sensitive information should not be shared openly in the group.
- Parents/carers must always be kept informed about what peer-group activities are for, who the leaders are, how they are run, where they meet and what parents can do to support them.

Oversight of Workers:

Each group will have a group leader who will maintain regular contact with workers to plan and review activities.

Group leaders will be the first point of contact for workers while the church leaders, having overall oversight, are also available to discuss any matters relating to children's safety and wellbeing.

If a worker is thought to be unsuitable or a complaint is made, this will be investigated by the Safeguarding Officers. Any allegations will be dealt with according to the church's safeguarding procedure. The Elders will then comply with the decisions reached in any formal investigation. If an internal review takes place, the Elders will subsequently decide whether the worker should continue working with children.

Session Workers Responsibilities

- As far as possible a worker should not be alone with a child where their activity cannot be seen. This may mean leaving doors open.
- Workers should not agree to keep secrets or make promises which they cannot keep to young people/children.
- No-one under 18 should be left in charge of a group.

Conduct of all Workers

Workers should:

- Treat all children and young people with respect and dignity befitting their age and cultural background.
- Watch language, tone of voice, attitude, actions, and any physical contact.
- Set clear boundaries in relation to behaviour by the children and the right to involve parents if this is unacceptable.

Workers should NEVER:

- Invade the privacy of children when they are showering or using the toilet.
- Make sexually suggestive comments about or to a young person, even in fun.
- Inappropriately or intrusively touch a child. Any physical contact should be public, age appropriate, and related only to the needs of the young person, never the adults.
- Scapegoat, reduce or reject a child or young person.
- Let young people involve you in excessive attention seeking that is of a sexual or physical nature.
- Invite a child or young person to their home on their own. It is appropriate to invite a group as a planned activity but only with sufficient supervision.

Online Sessions

Online sessions present different issues. We cannot control the environments of attendees. There are measures we can use to reduce risk. These include:

- ☐ Meeting invitations should be sent to parents to ensure they know the meeting is happening. Invitations should have a password and be sent by email rather than advertised online. Enable the Waiting Room so that we can check the right people are wanting to enter the meeting. In the event of young people attempting to join without recognisable usernames, the host can put the group into a breakout room while they verify the identity of the person in the waiting room.
- ☐ As part of the invitation, or at regular intervals, remind children/young people of some basic expectations to protect themselves, everyone else in the meeting, and their own families. For example, they should be mindful of anything in the background that might cause embarrassment or loss of privacy to themselves/family members, or that reveals personal information they would not usually share. Users can obviously add their own background, but again ask that this is something appropriate and not offensive. They should be dressed appropriately, and not intrude on their household's right to privacy. They should not take screenshots of the group online, and these cannot be shared.
- ☐ Sessions should not be recorded without parents' knowledge or without a clearly stated purpose of intent, e.g. we're recording the session to send to those who missed it, it will be shared by email. In general sessions should not be recorded.
- ☐ Meeting hosts need to be able to end the meeting quickly if someone is sharing something inappropriate. They should also set the meeting up to minimise disruption.

E.g. preventing screen sharing. The host should have agreed rules that can lead to them removing a young person from the meeting should it be needed.

- Before sharing your own screen check that any tabs you have open are appropriate for children/young people and that you are not accidentally sharing private information.
- Online sessions are not designed to intrude on children or young people, but our duty of care is still binding. If we notice that one of the children appears unkempt, or has injuries, we should follow up our concerns in the usual ways.
- Just as we would never be alone with young people, we need to consider online meetings in a similar light. Two leaders should be present in the meetings with young people to keep everyone safe. While parents or other family members may be in the house, there is no guarantee that they can hear or see anything of the meeting and cannot be considered a safeguard. Where a married couple are both leaders, another leader should be present to maintain accountability.

Transportation:

Sometimes, it may be necessary to transport children/young people to an activity. Driving should be restricted to those who have gone through the organisation's recruitment procedures for workers, and be DBS checked.

- All drivers must have read the safeguarding policy of the organisation and agree to abide by it.
- Parents / carers should be asked to sign a Transportation Consent Form (or include it in the General Information and Consent Form).
- The driver should hold a full driving license, the vehicle must be adequately insured and the vehicle roadworthy.
- Having checked drivers, it is reasonable to expect that they may be alone with a child for short periods. Consideration should therefore be given to dropping off the least vulnerable last and planning routes accordingly. Two workers in a vehicle does not in itself guarantee safety -there have been incidents where workers have acted abusively together.
- Drivers should not spend unnecessary time alone in the vehicle with someone they are transporting. If, for example, a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then, arrange to meet them at a location where there are other adults around with the knowledge of the group leader. (Remember they may want to talk to the driver about an abusive situation).
- When travelling in groups with more than one vehicle it is good practice to insist those being transported stay in the same groups on the outgoing and return journey. This will avoid anyone, at worst, being left behind.
- At collection or dropping off points no child or young person should be on their own and the driver should make sure they are collected by an appropriate adult. This may also apply to an adult with care and support needs, depending on the nature of their vulnerability and/or disability.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular individual e.g. where there has been a disagreement, or they have romantic feelings for a driver.
- If parents or carers do some transporting, ensure they are made aware that such arrangements are their own responsibility and not the organisation's.

Transporting children in a car

- Drivers should hold a current full driving licence.
- Insurance covers voluntary work (domestic, pleasure and business)
- Parental agreement obtained.
- Pick-up and drop-off times arranged.
- Agreement as to how many adults in the car.
- Agreement as to where children are seated – (front or rear of car, only transport for the recommended number of passengers.)
- Seatbelts used.
- Risk assessment completed if journey is part of an organized trip.
- **Correct child seat restraints used for under 12s or children under the height of 135cm.**

Running Effective Sessions/ Maintaining Control

The purpose of any session is for children to learn in an enjoyable atmosphere. This can only be achieved if effective boundaries have been established that encourage positive interaction. Maintaining this requires that workers make clear the expectations of acceptable behaviour\

.

Good Practice with Colleagues

If you see another worker acting in ways that might be misconstrued, be prepared to speak to them or to your group co-ordinator about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

Ongoing liaison with the group leader will give an opportunity for workers to review procedures, ensure a common approach, share concerns, and identify matters which need clarification or guidance.

There will be encouragement to report any necessary departure from the guidelines which will provide protection for the individual and inform the leadership of shortcomings and problem areas. These measures are also designed to protect workers from unfounded accusations.

Any concerns should be reported to the Safeguarding Officers, and where necessary complete a concern form.

Use of the toilet

During sessions there will be occasions when children will need to use the toilet. Workers should request that parents of Sparks and Ignite children (under 5s or as necessary) ensure this takes place before they attend the session.

Children in Flame needing the toilet during sessions will use the toilet outside the room and be instructed not to go downstairs by an adult.

Parents of Sparks children will be required to change and toilet their own child. If a child needs support due to wetting or soiling, the worker should seek the parent's help.

Residential Activity with Children

Residential activities will need to be authorised by the Safeguarding Officer who will ensure that supervision levels are satisfactory, and parents are satisfied with the arrangements. A risk assessment must be completed and signed by the Safeguarding Officer before the activity commences.

Workers must ensure a medical Information sheet/consent form will be completed by the parents of each child attending any residential activity.

Food and Drink in Sessions

Workers are required to check with parents and guardians whether a child can receive drinks and food during a session. This will normally be squash and biscuits but could include a range of foods. If a child is unable to consume or handle any of these, the information should be recorded in the register and all workers made aware. It would be preferable to change an activity rather than single out or exclude a child.

First Aid

We do not provide trained first aiders in any of our sessions. Exemptions will apply for some residential activities. If a risk assessment requires the presence of a trained first aider, the Elders will ensure that a suitably qualified person is available.

In our standard weekly sessions, workers will ensure that parents/guardians are informed of any incidents, and medical assistance is called where this may be required.

Filming/Photography:

Since the introduction of the Data Protection Act in 1998, organisations must be careful if they want to take photographs or videos of people, and how images are used. This does not mean that photographs should not be taken or that filming is prohibited, but there are certain protocols that must be followed to comply with data protection legislation as well as to ensure that children, young people and vulnerable adults are kept safe.

Permission must be obtained from their parent/guardian before a photograph is taken or film footage recorded. When children are registered, However, parents/guardians agree or disagree to having their child photographed or filmed. Pictures will be checked against this before being used or published.

In addition to this:

- It must be made clear why the image(s) or film is being used, what it will be used for and who might want to look at the pictures.
- When using photographs of children and young people, use group pictures and never identify them by name or other personal details. These details include e-mail or postal addresses, or telephone numbers.

Tobacco/E-cigarettes/Alcohol:

There is a smoking ban in all enclosed public spaces throughout the UK and a no-smoking policy should therefore be enforced within any buildings where the organisation operates. There are exceptions to this in places such as care homes. From October 2014, the ban on smoking has now been extended to smoking in a vehicle with children present (in England and Wales).

It is also illegal for anyone under the age of 18 in England and Wales to be sold cigarettes (or other products like roll-up tobacco and cigars/e-cigarettes) over the counter or at a vending machine. The organisation is able to impose a no-smoking policy, so it is important all those attending the activity are aware of and agree to abide by it.

There are also strict regulations on the sale and consumption of alcohol where children and young people are concerned. Workers do not have the right to confiscate alcohol found in a young person's possession, but they can enforce a no-alcohol policy.

There may be occasions where it is felt necessary to inform parents /carers that a child/young person has been drinking, particularly if they are under the influence of alcohol at the group or there are concerns for their health or safety. Obviously, this may affect working relationships and there is a moral question that will need to be considered before any action is taken.

Drugs or substance abuse

Workers should be alert to the possession and use of illegal substances.

If a worker becomes aware that a child, young person, or vulnerable adult may be abusing solvents they should be encouraged to seek professional help from their doctor or a counselor specialising in this area.

Having said this, it is a criminal offence to allow anyone attending an activity run by an organisation to supply illegal drugs or use them on the premises. It is important to adopt zero tolerance on all illegal substances and draw up a protocol with the local police for dealing with such situations should they arise.

For the individual involved:

- Ask them to stop, warning them of the consequences if they do not e.g. suspension or ban from the group.
- Inform parents/carers if the young person is under 16 years.
- Inform the parents/carers if the young person is over 16 years (with their permission).
- Discuss with the young person the proposed course of action, particularly if they re-offend (e.g. informing the police).
- Write down the content of any discussion with the young person, including the action taken and keep this in a secure place.

Liaise with the police to devise a strategy for dealing with the use of illegal substances.

Session 6: Managing Behaviour:

King's Church strives to offer a high-quality programme of events and activities for children and young people. We aim to create an exciting, caring and safe atmosphere, in which to demonstrate the love of God to children. Our aim is to communicate the gospel in a way that is meaningful to young people, to help them to build a life-long relationship with God, and to encourage them to be active participants in church life. These aims can only be achieved in the context of good relationships, and with this in mind, this policy seeks to give clear guidance to support children's workers.

Children's Work:

Rewards and Sanctions:

The children should be rewarded for positive behaviour; listening well, complying with instructions, participating in games and activities, answering questions etc. These rewards

should be age-appropriate and could include praise, stickers, sweets, points and prizes.

From time to time, it may be necessary to issue sanctions to a child whose behaviour is unacceptable and has a negative impact on the group. These penalties or sanctions should again be age appropriate, they may include; a few minutes sat away from the rest of the group (e.g. to calm down), the loss of points, or if behaviour is consistently disruptive, the child may be returned to their parents before the end of the session.

The sanctions used in the group will be shared with the children's workers by the group co-ordinator. Any further sanctions must be agreed with the group co-ordinator before they are used.

Children's and Youth workers will:

- Ensure that there is an appropriate ratio of DBS checked staff to supervise the children/young people.
- Expect to be treated with respect, and to comply with instructions given.
- Adopt a consistent approach to each session. All workers to reinforce the same rules, rewards and sanctions.
- Ensure that the area is safe, and that any equipment is suitable for the children/young people to use.
- Ensure that everyone is aware of the "rules". That these rules are regularly discussed with the children/young people.
- Treat all children/young people with respect and kindness.
- Create an atmosphere where children/young people are praised, encouraged, welcomed and rewarded for good behaviour.
- Make sure that the children/young people know what the sanctions are for breaking the rules and be prepared to carry them out. All children will be expected to listen, join in and help. Verbal praise will be given when this is done. When it isn't, a yellow and red card system will be in place. If a yellow or red card is given this will be done away from the other children. Workers will be trained in this by the group leader. All cards given will be logged in the logbook.

2 yellow cards will lead to a red card which will be time out and information shared with the parent after the session.

- Speak with care. Be careful what words are used, never labelling the children/young people, or using negative language. Only warn of the consequences that will follow their actions if the worker is able and prepared to carry them out. Repeated warnings without sanctions devalue the warning itself.
- Be well organised, avoid keeping the children/young people waiting, to minimise opportunities for children to lose concentration.
- Endeavour to create a well-paced, interesting session which is accessible to all.
- Inform parents if their son/daughter has presented significant behaviour problems during a session.

Strategies to deal with disruptive behaviour :

All situations must be dealt with calmly. If a worker feels that they are losing control, they should step back and ask another worker to take the lead.

- If a worker feels that a situation is beyond their control, then they can ask the group co-ordinator to support them. The parents will be involved too.

- Give limited options in a non-confrontational style. “You can choose whether to come and join in with the activity or stay here quietly.” “I’m going to do X with the rest of the group. When you are ready to join in properly, then I would like you to come and join us”.
- Encouragement, praise and rewards that are regularly given, that are relevant, but that have to be earned.
- Remove a child from a situation that is triggering unacceptable behaviour. Children/young people may need to be escorted from a situation. However, all workers must remain consistent with the safeguarding policy, making sure that they are not alone with a child where they cannot be seen.

Children:

- Distraction, ask a non-compliant child to come and do another activity, help with a job, etc
- Tactical ignoring – For minor problems that appear to stem from attention seeking, ignore what the child is doing, and praise/reward a child who is doing the “right” thing, e.g. a child is rolling round the floor, begin praising, or giving points, to children who are sitting properly. Offer a reward if the disruptive child changes their behaviour.

Restraining children and Young People:

Children should not be physically restrained. If necessary, remove other children from the room.

Challenging Behaviour:

Sometimes children and young people become angry, upset or disruptive. Occasionally their behaviour may endanger themselves or others

If someone is being disruptive:

- Ask them to stop.
- Speak to them to establish the cause(s) of the upset.
- Inform them they will be asked to leave if the behaviour continues.
- Warn them if they continue to be disruptive, this might result in longer-term exclusion from the group.

If they are harming themselves, another person or property, others in the group should be escorted away from the disruption. At the same time, and with a second worker present, request them to STOP. If your request is ignored, you might need to warn the individual that you will consider calling the Police.

The workers involved should record what happened in writing after the incident. This should include:

- What activity was taking place.
- What might have caused the disruptive behaviour.
- The person’s behaviour.
- What was said and how the worker and others responded.
- A list of others present who witnessed the incident.

A copy should be given to the leader, a copy retained by the worker and a copy kept with the

logbook. It may be helpful, after such an incident, for the worker involved to meet with their team leader to talk things through, reviewing what happened.

De-escalation Strategies with Young People:

If youth leaders believe a situation is going to lead to physical aggression, use de-escalation techniques first:

- 1) Speak calmly and clearly, standing to the side of the young person, not invading their personal space. Don't force eye-contact. Try to keep a neutral expression and avoid taking sides. Give a clear instruction that will help avoid conflict, e.g. I want you to come and sit over here.
- 2) Model calm body language and slower breathing as you engage with the young person, do not raise your voice or get drawn into an argument.
- 3) Use distraction if possible.
- 4) Listen to what they have to say without interrupting.
- 5) Give simple choices, you can do this, or this. Try to avoid saying "stop doing...".
- 6) Once the situation has calmed down, seek to resolve the conflict in a way that is fair.

If physical violence does occur, we are not allowed to restrain young people. We also have a duty to prevent harm. Seek help and contact police if necessary. Any unplanned physical intervention should be justifiable and proportionate to the situation, to be used minimally.

The parents of the young people will be called and asked to collect their children. A full record of the event and any interventions will be made and signed by witnesses.

Bullying:

Bullying can be a highly damaging form of abuse that children and young people struggle to communicate with others. There should be a known zero-tolerance to bullying so if it does, children and leaders can report the matter and it can be dealt with promptly and effectively. There can be an expectation that anyone who knows that bullying is happening will report it. Whilst the child being bullied needs protection, the person/people doing it need to address the reasons for their behaviour and be encouraged to relate to others in more positive ways. The organisation has a clear responsibility to respond appropriately to this issue. Bullying is the use of aggression with the intention of hurting another person. Children can bully each other, be bullied by adults and can sometimes bully adults. Any form of bullying results in pain and distress to the victim and is unacceptable behaviour within any organisation. Some common forms of bullying can be:

- Verbal - name-calling, sarcasm, spreading rumours, teasing including via emails or text messaging
- Emotional - being unfriendly, excluding, tormenting, graffiti, gestures, racial taunts
- Physical - pushing, kicking, hitting, punching or any use of violence
- Sexual - sexually abusive comments or gestures
- Racial - any of the above because of, or focusing on the issue of racial differences
- Homophobic - any of the above because of, or focusing on the issue of sexual orientation
- Unofficial activities such as initiation ceremonies and practical jokes which may cause children physical or emotional harm even though this may not be intended
- Online bullying (or Cyber-Bullying) is becoming an increasing issue with the growth in the use of the Internet and social media by children.

Workers will seek to prevent bullying and will hear both sides of the story. They will work to restore relationships and ensure the session is safe for all young people. Where necessary parents will be involved in the resolution process.

Training:

Workers can request training (in-house) in behaviour management. Otherwise, we can seek external training if required.

Working in Partnership

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

Signed by:**Date:****Appendix 1:****CSE:**

Child Sexual Exploitation (CSE) is defined as a form of sexual abuse in which a person(s) exploit, coerces and/or manipulates a child/young person into engaging in some form of sexual activity in return for something the child needs or desires and/or for the gain of the person(s) perpetrating or facilitating the abuse.

Recognising CSE: A young person may not see themselves as a victim of CSE, but that doesn't mean they aren't. We have a duty to protect all those under 18 regardless of whether they see themselves as victims or not. It can happen in person or online. It can involve peers or older adults. It most frequently impacts 12–15-year olds but can affect older or younger children too. Socially isolated young people, those with low self-esteem, difficult domestic situations, and many other causes can make children vulnerable to CSE. Some warning signs include the sudden acquisition of money/property without plausible explanations, secretive behaviour, going out without explanation and returning distressed, returning late or frequently going missing, substance misuse and self-harming.

FGM:

Female Genital Mutilation

Identifying Risk Factors for FGM

- Older sisters or mothers who are known to have undergone FGM;
- Low socio-economic position of the family, and low level of integration into UK society;
- Withdrawal of the child from personal, social and health education where this is done to prevent a girl from becoming informed about her body and rights.

Risk factors or indications that a child or young woman is at imminent or more immediate risk of being subjected to FGM can include the following situations:

- Parents or guardians plan to take the girl child out of the country for a prolonged period, or a girl may talk about her parents' plans to travel to her country of origin or another country where FGM is practised.
- In some cases, a girl child may express concern or anxiety about a "special procedure" or "ceremony" that is set to take place.
- A visit from a female family elder, when visiting from an FGM practising country, could also be an indication that a girl is at risk of FGM as in many communities' female elders carry out the practice.

The following factors may also indicate that FGM has already taken place:

- Difficulty in sitting, walking or standing;
- Spending longer than normal in the bathroom or toilet due to difficulties urinating;

- Spending extended periods of the school day away from the classroom due to bladder or menstrual problems as well as prolonged absence or repeated absence from school or college;
- Noticeable behaviour changes such as depression and a withdrawn demeanor;
- Reluctance to undergo normal medical examinations;
- Confiding in a professional or asking for help without being explicit about the problem due to embarrassment or fear.

If we suspect that FGM has taken place, we will raise concerns with the safeguarding officer, who will then make a referral to the single point of advice.

COUNTY LINES

County lines is the organised criminal distribution of drugs from the big cities into the smaller towns and rural areas in the countryside. Children and vulnerable people are recruited to distribute the drugs.

They then travel by coach, train or taxi into rural or coastal area, with only a 'burner' (disposable) phone, often an unregistered "pay as you go" phone and the drugs. They are often referred to as soldiers or runners.

The "soldiers" are initially offered a sum of money to "go missing" for a couple of days to "go country". However, these periods away from home can increase from days to weeks to months. The young / vulnerable people are in danger from serious & violent attacks from rival gangs & have trouble surviving day to day being not either emotionally or practically skilled to be away from home for such extended periods.

"CUCKOOING"

Soldiers need somewhere to stay to carry out their activities away from home. They target vulnerable people suffering with mental health or learning difficulties often identifying them and following them home. They then take over their homes storing drugs and weapons whilst having somewhere to be able to sexually exploit young girls. This is called "cuckooing" Those whose homes are taken are kept in line with intimidation and violence, often being convinced they too will go to prison if they go to the police because they are now involved.

CHILDREN MOST AT RISK

Generally (but not exclusively), boys aged 15- 16 years (sometimes younger) are most at risk.

As with all abuse, grooming, radicalisation etc there are common factors which increase the risk of being recruited

Such as:

Poverty

Chaotic home life

Not in regular education either through truancy or exclusion

Previous offending

Previous neglect/abuse

Children in the care of local authorities

SIGNS

Going missing regularly/travelling outside home area

Unexplained clothes, trainers, money, phones etc

Carrying weapons including knives, guns or acid

Associating with people older than their peer group

Significant behavioural changes

Introduction of new vocabulary / gang speak etc

Unexplained injuries

Poor mental health

Self-harm

Appendix 2:

Prevent:

Prevent is the name given to the multi-agency policy of preventing radicalisation of young people. We have a duty to be alert to changes in behaviour that might indicate a young person might be developing extremist views, or becoming radicalised. The following may make young people more vulnerable to being radicalised: family tensions, a sense of isolation, migration, distance from cultural heritage, experience of racism or discrimination, feeling of failure.

A young person or adult might start to dress or behave differently and express very narrow views about a particular religion or be interested in certain aspects of a religion without a deeper understanding of it. Individuals might also become more isolated or spend time with different

people with similar views. They may vocalise support for illegal/illicit groups, or be known to possess literature from such groups. There may be a pattern of regular travel to countries associated with terrorist activity. There may be reason to believe the young person is accessing the internet with the purpose of extremist activity. Concerns should be raised with the safeguarding officer, and then The Sussex Police Prevent Engagement Officer

The Police Prevent Team: prevent@sussex.pnn.police.uk

Safer East Sussex Team: safercommunities@eastsussex.gov.uk

Appendix 3:

Sample Consent Form for King's Church Children/Young People Groups

Dear

Welcome statement

Group Aims

Age range in the Group Main

Activities in the Group

Food in Sessions (include craft/cooking activities)

First Aid (Standard Statement)

We do not provide First Aid but will inform you as soon as possible and request medical assistance where it may be required.

Getting To and From the Group Session

Using the standards in this document set out what the expectations are for children arriving and leaving the session.

The workers in this group, the church Elders, and Trustees are all committed to making this a great place for your child. If you have any concerns or questions

then please speak to the Group Leader or one of the Elders. A copy of the safeguarding policy can be found on our website.

We would ask you, the parent/guardian, to complete the following information to assist us in supporting and safeguarding your child.

Kings' Church Children's/Young People Groups General Information

Name of Child

Age and Date of Birth

Address

Contact No's

Medical Information

Any medical conditions that the session leader will need to be aware of:

Any allergies/intolerances

Any medication they carry or require (It is our policy not to administer medication)

Group Activities and Expectations

Are you in agreement with your child taking part in the range of activities outlined and the stated arrangements for arriving and leaving the sessions?

Name of Parent/Guardian

Signature of Parent Guardian.....

From time-to-time photographs may be taken and used on the website or for church publicity. Do you agree with your child's photograph being used?

Yes/No

Appendix 4: Code of Conduct for Children's Workers:

The following points detail specific guidance in relation to activities and situations that are commonplace in the work King's Church undertakes with young people. The items covered should not be viewed as exhaustive, but as the foundations for safer working practices. Please read the full Safe-guarding policy annually and attend training. All adults who meet children and young people in their work have a duty of care to safeguard and promote their welfare.

- 1) When working with children please conduct yourself in a way that is consistent with King's Church values. You may be viewed as a role model and your behaviour in your role, or in your personal life may impact the lives of young people in the church. You must have a current DBS check.
- 2) Please avoid being alone with a child. Groups should always be run with a minimum of two helpers and should match the ratios detailed in the good practice policy.
- 3) If a child discloses information that suggests they or someone else is at risk from physical, emotional, sexual harm or neglect then listen carefully to what they say, tell them that they did the right thing telling you, but do not promise confidentiality. Explain that you will have to pass on this information to The Safeguarding Team. Do not question them. As soon as possible write down the information (in the child's own words as much as possible) and pass this to The Safeguarding Team. Do not discuss this with anyone else.
- 4) Make sure a register is kept showing who is present for each session. Accidents must be recorded in the accident book (in the office) and parents need to be told of any injuries. Make sure you know what the procedure is for your group in the event of a fire.

- 5) Stick to the same rules, rewards, and sanctions that all the leaders of your group use. Sessions need to be consistent so that everyone knows the expectations. Be aware of the language you use when speaking to the children, please speak with kindness and respect, aiming to create an atmosphere where children can experience the love of God.
- 6) Ensure that physical contact is limited, appropriate, public and cannot be misconstrued. Where children need help with personal care encourage them to be as self-managing as possible. Nappies should only be changed those with parental consent.
- 7) Treat children with dignity and respect. Set clear boundaries and remain calm even if their behaviour is challenging. Seek the support of your group leader if you feel that you are unable to deal with a situation.
- 8) Ensure the room, the equipment and the activities are suitable and safe for the children in your care. If you notice a risk or hazard that you cannot solve, please consult with the group leader. If using the upstairs room check the door to the balcony is locked.
- 9) Do not take photos or videos of children unless they are for a specific sanctioned purpose, and you have parent's consent. Images should be used appropriately and not displayed without parental consent. You should be able to justify any image of a child that you have. There is no justification for secret or indecent images.

All consented videos and photos should be deleted from devices after use.

- 10) Expect to be treated with respect by the children in your care. Children should comply with instructions and listen quietly when necessary. Where a child's behaviour has been very disruptive the group leader should speak to the child's parents/carers at the end of the session.

For outings and residential trips there are additional factors to consider in safeguarding. Risk assessments should be produced and ratified by the safeguarding officers or trustees with responsibility for health and safety.

Code of conduct for youth workers:

The following pages detail specific guidance in relation to activities and situations that are commonplace in the work Kings Church undertakes with young people. The items covered should not be viewed as exhaustive, but as the foundations for safer working practices.

- 1) As a youth leader you are expected to conduct yourself in a way that is consistent with King's Church values. You may be viewed as a role model and your behaviour in your role, or in your personal life may impact the lives of young people in the group.
- 2) Please be aware that giving and receiving gifts is open to misinterpretation. Unless gifts are part of an agreed reward system within the group, please do not give presents to anyone in the group. If a young person tries to give you a gift, please do not accept it without speaking to the youth leader and the young person's parents/guardians.

- 3) If a young person develops an infatuation with a leader, any incidents or indicators should be recorded and reported to the youth leader. The object of the infatuation must take care to maintain boundaries and ensure their words and actions cannot be misconstrued. If deemed necessary, the adult may need to be removed from the situation.
- 4) Communication with young people should be clear and transparent. Messages on social media should be in the form of a formal group account which is viewed by more than one adult on the youth team. Youth leaders should not text or email young people without parental consent. To safeguard workers and young people, another adult should be copied in on texts/emails. Any other form of contact via the internet (including games consoles) should be with the knowledge and consent of the parents.
- 5) Events arranged by the church must follow approved ratios of adults to young people. There should be no secret social contact between young people and leaders. Any invitations to social events or to homes not arranged by the church, should be with the knowledge and agreement of parents. Leaders must satisfy themselves that parents have consented and agreed to the contact, and not rely on the young person to gain consent.
- 6) Ensure that physical contact is limited, appropriate, public and cannot be misconstrued. Ensure any accidents or injuries are recorded and reported to parents and the youth leader. Check that the room, equipment, and activities are safe.
- 7) Treat young people with dignity and respect. Ensure any behavioural problems are dealt with according to the established policies of the youth group.
- 8) If dealing with a distressed young person, or praying for them, ensure that there are two adults present of the same gender as the young person. Enable the young person to have a measure of privacy, without compromising safeguarding principles.
- 9) Do not take photos or videos of young people unless they are for a specific sanctioned purpose, and you have the young person's consent, and that of the youth leader. Images should be used appropriately and not displayed without parental consent. You should be able to justify any image of a young person that you have. There is no justification for secret or indecent images.

All consented videos and photos should be deleted from devices after use.

- 10) Every youth activity must take place with parental knowledge and consent. Appropriate ratios of leaders to young people must be observed. Youth leaders must have parent contact numbers and be aware of any relevant medical information. Where lifts are needed or given, the transportation section of the safe-guarding policy must be followed.

For outings and residential trips there are additional factors to consider in safeguarding. Risk assessments should be produced and ratified by the safeguarding officers or trustees with

responsibility for health and safety.

Appendix 5:

Working with offenders

When someone attending the place of worship / organisation 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 that person which they will be expected to keep. Consultation will take place with a single point of advice, to ensure that appropriate boundaries can be set, for example, some offenders may not be able to attend services at which children are present. The leadership will draw up a contract with the offender, specifying what attendance is possible. Specific care will be taken to avoid any possibilities of offenders grooming young people, through relationships with their families.