**ChristChurch Redbourn**

**Safeguarding Policy**

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**Details of the place of worship**

All Sunday and midweek activities take place at the Church in Fish Street Redbourn

Midweek Growth groups for adults are held in members’ houses.

**Name of Place of Worship**

ChristChurch Redbourn

27 Fish Street

Redbourn

AL3 7LP

**Tel No:​** 01582 793296

**Email address:** info@christchurchredbourn.org.uk

**Senior Leader Name:**

Chris Smith

**Senior Leader Contact**

Tel: 01582 793296

Email: chrisjsmithccr@gmaik.com

**Safeguarding Coordinator Name:**

Jon Pollard

**Safeguarding Coordinator Contact:**

01582 620783 / 07784 102295

[ccrsafeguarding@hotmail.com](mailto:ccrsafeguarding@hotmail.com)

jonpol44@sky.com

**Charity Number**:​ 115314 **Insurance Company**: Ansvar

|  |  |
| --- | --- |
| **Adult Activities**  Sunday Worship  Prayer meetings  Business Meetings  Community events  Coffee Cake and Chat,  Meetings for Over 55’s | **Children’s activities**  **Sunday**  Creche for children aged 0 to 3  Infant Academy for Children in school years Reception to Year 2  Junior Academy for Children in school years 3 to 6  Access for Secondary School children  **Tuesday**  Activity for Secondary school children  **Thursday**  Mothers and toddlers group is held in the main church  **Friday**  Activity for children school years Reception to Year 6  **Holiday Club,** normally run over 3 days during September half term for school years Reception to Year 6 |

**Our commitment**

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

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

The Leadership undertakes to:

• Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.

• Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.

• Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.

• Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.

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

**Prevention**

Understanding abuse and neglect

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

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

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

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

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

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

Detailed definitions, and signs and indicators of abuse are found in Appendix 1

How to respond to a disclosure of abuse, are detailed on page 6 of our policy.

**Safer recruitment**

Salaried position

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

• There is a written job description / person specification for the post

• Those applying have completed an application form and a self declaration form

• Those short listed have been interviewed

• Safeguarding has been discussed at interview

• Written references have been obtained, and followed up where appropriate

• A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)

• Qualifications where relevant have been verified

• A suitable training programme is provided for the successful applicant

• The applicant has completed a probationary period

• The applicant has been given a copy of the organisation’s safeguarding policy and knows how to report concerns.

Volunteer

* There is a generic job description / person specification for the post (Appendix 5)
* Safeguarding will be discussed at interview
* If the volunteer in new to the Church, written references have been obtained, and followed up where appropriate.
* A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
* A suitable training programme is provided for the successful applicant (Appendix 6)
* The applicant has been given a copy of the organisation’s safeguarding policy and knows how to report concerns.

**Safeguarding training**

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

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

**Good Practice Guidelines**

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

As well as a general code of conduct for workers, we also have specific good practice guidelines for every activity we are involved in and these are in Appendix 2.

**Working in Partnership**

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

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets Local Authority safeguarding standards, an provide the Church with a copy for our records

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

**Responding to allegations of abuse**

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

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

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

1. **Jon Pollard** (hereafter the "Safeguarding Co-ordinator")

**Tel:** 07784 102295

**Email:** ccrsafeguarding@hotmail.com

The above 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.

1. 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:

**Katie Faulkner** (hereafter the "Deputy")

**Tel:** 07989 803652

**Email:** [ccrsafeguarding@hotmail.com](mailto:ccrsafeguarding@hotmail.com)

1. Complete a “Reporting a Concern Form” found in Appendix 5

1. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made to:

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

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

**All advice on the action to take must be followed.**

The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. The Safeguarding Co-ordinator, or Deputy must follow the advice provided by 31:8, they should then contact the authorities as advised.

**Name of local authority:** St Albans

**Local Safeguarding Children’s Partnership**

**Tel:** 0300 123 4043 available 24/7

**Web Address:** <https://www.stalbans.gov.uk/safeguarding-concerns-and-support>

**Adult Social Services**

**Tel:** 0300 123 4042 – available 24/7

**Web Address:** <https://www.stalbans.gov.uk/safeguarding-concerns-and-support>

**Police Protection Team** Tel: 01707 354 000 or 101, or in the case of an emergency **999**

* The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern

1. Managing trustee responsible for safeguarding may need to liaise with the insurance company or the charity commission to report a serious incident.
2. Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

<https://www.pro-actionherts.org/safeguarding/membership-safeguarding-information/safeguarding-policy-in-hertfordshire/lado-local-authority-designated-officer>

* Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

* Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

* The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

* It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

Detailed procedures where there is a concern about a child:

**Allegations of physical injury, neglect or emotional abuse.**

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

* Never take photographs of the alleged injury.
* Contact Children’s Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
* Not tell the parents or carers unless advised to do so, having contacted Children’s Social Services.
* Seek medical help if needed urgently, informing the doctor of any suspicions.
* For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.

• Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children’s Social Services direct for advice.

• Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children’s Social Services.

**Allegations of sexual abuse**

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

* Under no circumstances request that any photographs or videos be sent or forwarded.
* Contact the Children’s Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.

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

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

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

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

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

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

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

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

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

* Liaise with Children’s Social Services in regards to the suspension of the worker
* Make a referral to Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
* Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

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

The safeguarding co-ordinator will:

• Liaise with Adult Social Services in regards the suspension of the worker

• Make a referral to the DBS following the advice of Adult Social Services

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

**Pastoral Care**

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.

**Working with offenders and those who may pose a risk**

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

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by: ​​​​​​Position:

Signed by:​​​​​​Position

Date:

No part of this publication may be shared, distributed, or transmitted to any party outside of the member organisation, without the prior written permission of the publisher.

**Appendix 1**

**Statutory Definitions of Abuse (Children)**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Abuse may occur within a family or in an institutional or community setting; by those known to the child or, more rarely, by a stranger and also by other children.

Each nation within the UK has incorporated the convention within its legislation and guidance all of which are based on *United Nations Convention on the Rights of the Child.*

The definitions of the categories of abuse outlined below offer a generic overview taking into account variations within the four nations across the UK:

* England: *Working Together to Safeguard Children (2018)*.
* Northern Ireland: *Co-operating to Safeguard Children and Young People in Northern Ireland (2016)*
* Wales: *Safeguarding children: Working together* under the *Children Act 2004* and the *All Wales Child Protection Procedures (2008)*
* Scotland: *National Guidance for Child Protection in Scotland 2014* along with the *Children and Young People (Scotland) Act 2014*.

**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, 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, interactions that are 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. Serious bullying (including online bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children are a few other examples. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Grooming (Spiritual abuse)**

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Spiritual abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. However, holding a theological position is not in itself inherently spiritually abusive, but misuse of scripture, applied theology and doctrine is often a component of spiritually abusive behaviour.” (Thirtyone:eight, 2018)

**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.

**Child sexual exploitation**

In 2017, the government defined it as follows:

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

Child sexual exploitation is never the victim’s fault, and all children and young people under the age of 18 have a right to be safe and should be protected from harm. (Department for Education, 2017). The Sexual Offences Act 2003 introduced several new offences to deal with those who sexually exploit children and young people. The offences protect children up to the age of 18 and can attract tough penalties.

**Female Genital Mutilation (FGM)**

“Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other nontherapeutic reasons. This may be performed on girls aged between four and thirteen and sometimes newborns or on young women before marriage or pregnancy” (Working Together, 2018)

The practice is :

* medically unnecessary,
* extremely painful and
* has serious health consequences even death (both at the time when the mutilation is carried out and in later life).

The *Female Genital Mutilation Act 2003* made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal.

A mandatory reporting duty for FGM requires regulated health and social care professionals and teachers in England and Wales to report known cases of FGM in under 18-year-olds to the police. The FGM duty came into force on 31 October 2015.

**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);
* ensure access to appropriate medical care or treatment.
* It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**Domestic Abuse**

The Government revised its definition of domestic violence and abuse in March 2013 as:

"Any incident or pattern of incidents of controlling coercive[[1]](#footnote-1) or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members[[2]](#footnote-2), regardless of gender or sexuality."

This can encompass, but is not limited to, the following types of abuse: psychological, physical, sexual, financial, emotional.

**Appendix 2**

**A. Good Working Practice with Children, Young People and Adults with care and support needs**

1. **The Church should ensure that:**

* As far as possible a worker is not alone with a child or an adult with care and support needs, where their activity cannot be seen. On Church premises or at any venue where the work with children, young people or adults with care and support needs is being carried out, if there are others in the building it may mean leaving doors open, or two groups working in the same room.
* In a counselling situation with a young person or adult with care and support needs , where privacy and confidentiality are important, another adult is expected to know that the interview is taking place and with whom.
* If possible, another adult should be in the building and the young person or adult with care and support needs should know that they are there.
* As far as possible, access to the building is safe and well-lit, and appropriate security arrangements are in place
* No Person under the age of 16 should be left in charge of Children of any age, or of adults with care and support needs.
* As far as possible children, young people, or adults with care and support needs attending a group, should not be left alone
* The only people allowed to lead children’s, or adults with care and support needs activity, are the workers assigned to that group. Other adults should not be allowed free access.
* It is expected that parents and / or carers are kept informed of the nature of the activities carried out in the groups that their children or adults with care and support needs attend.
* Every effort will be made to provide two DBS checked leaders to every group. An Exception Report should be made by the group leader if this is not possible on a particular occasion. If known in advance, the group leader will advise the Safeguarding Officer, who will provide the group leader with a decision on whether the event can proceed. This will be in a written form, either by letter or email. In the case of an event attended by vulnerable adults, the Safeguarding Coordinator or Deputy should be informed of any exception report.

1. **The worker should:**

Treat all children, young people and vulnerable adults with respect and dignity; watch language, tone of voice and body language.

Not engage in any of the following:

* Invading the privacy of the children, young people or adults adult with care and support needs, when they are showering or toileting. It should be noted that the Church does not have the capacity to support or undergo training to provide personal or intimate care to any person requiring this service. It is expected that a parent or designated carer will be available at all time whilst the person is undertaking a church activity or event.
* Rough or sexually provocative games.
* Any intimate and/or exclusive relationship with any of the children, young people or adults with care and support needs in his/her care.
* Making any sexually suggestive comments about or to a child, young person or adult with care and support needs, even in 'fun'.
* Inappropriate and intrusive touching of any form.
* Any scapegoating, ridiculing or rejecting of a child, young person or adult with care and support needs.
* Learn to control and discipline children and adults with care and support needs as appropriate, without using physical punishment (Good Practice in Discipline on page 17)
* Seek a responsible person to be present if leading a group where it is likely that children or adults with care and support needs might soil their underclothes and need to be washed.
* Avoid letting youngsters or adults with care and support needs involve you in excessive attention seeking that is overtly physical or sexual in nature.
* Not invite a child, young person or adult with care and support needs, to your home alone; invite a group, or ensure that someone else is in the house making sure that all parties are aware of the other’s presence, and make sure that the parents / carers know where the child, young person or adult with care and support is.
* Avoid, where possible, giving lifts to children, young people or adults with care and support needs on their own, other than for short journeys, if they are alone, ask them to sit in the rear of the car.
* Not share sleeping accommodation with children, young people or adults with care and support needs when on residential trips, unless it is considered safer for children to have an adult presence in the room overnight, in which case there should be two or more adults staying in the room.
* Endeavour to ensure that a dated register of attendees and leaders in each group is taken and that any accidents or incidents are recorded in the Accident Book
* The Sexual Offences Act 2003 prohibits any sexual activity between an adult (18 years or over) who is in a position of trust, and a young person (18 years or less)

**If, for any reason, these guidelines cannot be fulfilled, an Exception Report should be made, in writing to the Safeguarding officer. This report can be by letter or email.**

**B. Good Practice with Other Adults and Helpers**

If you see another adult or helper acting in ways which might be misconstrued, be prepared to speak to them or your supervisor 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.

Parents/Other Carers - there may be occasions when parents or carers ask if they can stay to watch the group activity.

* Parents/Carers should be encouraged to observe but not take part.
* It can be helpful for a parent / carer stays to help the child or adult with care and support needs settle into a group. If, after the settling in period, a parent / carer wish to stay on a regular basis, consideration should be given to them becoming a helper. They should undertake the same recruitment procedures as any other helper.
* Workers should be aware that for some children and for adults with care and support needs, it may be appropriate for their parent / carer to stay with them for an extended period. This should be considered on an individual basis to help the child or adult with care and support needs become fully integrated into the group / activity

**C. Good practice in supervision**

The individuals nominated to supervise the leading of groups for children, young people and adults with care and support needs will endeavour to:-

* Meet with workers regularly to review and plan the work.
* Ask about working and personal relationships with the children or adults with care and support needs.
* Take or create opportunities for observing work with children or adults with care and support needs.
* Ideally keep a brief, written record of the facts of each class or group observed and anything of note that you observed.
* If the supervisor has any doubts about the worker's relationships, he or she should confidentially report it to the Safeguarding Co-ordinator or if not available the Elder responsible for Safeguarding. The issue should not be dropped until the supervisor and Safeguarding Coordinator are sure that there is no possibility of abuse.
* Watch for any child or vulnerable adult receiving exceptional treatment, being highly favoured or treated unduly harshly.

**D. Good Practice in Discipline**

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

Ask God for wisdom, discernment and understanding for the children or vulnerable adult in your care.

* Work on each individual, do not compare a child or vulnerable adult with another, but encourage and affirm them, giving them responsibility for simple tasks.
* Build healthy relationships with other children and adults with care and support needs and be a good role model by setting an example. You can't expect children or vulnerable adults to observe the ground rules if you break them yourself.
* Take care to give quieter and well behaved children or vulnerable adult's attention and resist allowing demanding children or adults with care and support needs to take all your time and energy.
* Be consistent in what you say and ensure that other team members / class helpers know what you have said, this avoids manipulation
* Never smack or hit a child or adult with care and support needs, try not to shout. Change voice tone if necessary
* Discipline out of love, never in anger. Call on support from another leader if you feel that you may deal with the situation unwisely because of anger.
* Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure the children or adults with care and support needs understand what action will be taken if the rules are not kept.
* Every child and adult with care and support needs is unique and will respond in different ways to different forms of discipline. It follows therefore, that each child and vulnerable adult should be dealt with on an individual basis.
* Some children and adults with care and support needs have a tendency to be disruptive in a group. Give them a chance, warn them and only separate, if they are disruptive, as a last resort.
* Have a disruptive child or vulnerable adult sit right in front of you or get a helper to sit next to them.
* Be pro-active and encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
* Take a disruptive child or vulnerable adult to one side and engage with them, challenging them to change, whilst encouraging their strengths.
* Remedial action can be taken against a constantly disruptive child or vulnerable adult and this action should be discussed with the individuals nominated to supervise the leading of groups for children, young people and adults with care and support needs and the parent/guardian of the child/vulnerable adult.



**E**. **Good Practice with Videos and Photographs of Children, Young People or Adults with care and support needs**

Since the introduction of GDPR in 2018, churches need to be aware of the care that is needed if using photographs, videos and web cams of clearly identifiable people.

* It is expected that written permission should be obtained from all the people (children and adults) who will appear in the photograph, video or web cam image before the photograph is taken or footage recorded.
* It must be made clear why that person's image is being used/ what you will be using it for and who might want to look at the pictures.
* It is good practice that children and young people under the age of 18 years and adults with care and support needs should not be identified by surname or any other personal details such as addresses, telephone or email address.
* When using photographs of children, young people and adults with care and support needs, it is preferable to use group pictures and permission must be sought and granted.
* If images are being taken at an event attended by large crowds/ such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
* Written consent should be obtained from parents or carers before publication, reproduction or use on a website. Any images used should appropriately represent the activity or event.
* The wish of any child, adult with care and support needs or their parent / carer not to be photographed or videoed must be respected.

**F. Good Practice in Praying with Children, Young people and Adults with care and support needs**

* Prior to praying, consider asking the child, young person or vulnerable adult’s permission
* Wherever and whenever possible pray in an open area where other leaders and/or children/adults are around.
* Take all prayer requests seriously.
* Be alert to any Safeguarding issues and other concerns such as grooming or bullying, which are raised as an item for prayer, and inform the Safeguarding Coordinator or Deputy.

**G. Good Practice with Modern Technologies and Safe Communication**

* Social networking sites and electronic means of communication e.g. Text, email, Facebook, Twitter, Snapchat, Instagram must never be used for private 1:1 messaging or communication between workers and children under 18 or adults with care and support needs.
* Factual information such as times and dates of meetings, should be communicated via Web Sites or public Social Media pages. An acceptable alternative would be via a communication to a parent or guardian.
* If there is a need to communicate with a young person or vulnerable adult using a social networking site then a public forum, for example, a Facebook community page should be used.
* Any texts, emails or phone calls that raise any concerns must be passed on/shown to the worker's supervisor.

**H. Good Practice with Transporting Children, Young People and Adults with care and support needs**

These good practice guidelines apply to all drivers involved in the transportation of children, young people and adults with care and support needs for church activity. They do not apply to private arrangements made, for example, between parties with parental responsibility.

* It is good practice that, only those who have gone through the church DBS vetting procedures should transport children or adults with care and support needs.
* It is expected that all drivers will adhere to the Safeguarding Policy.
* Consent from parents / carers should be sought for specific day trips or weeksends away (see consent form in Appendix ??) and these journeys should be carried out with th knowledge of the Church Managing Trustees
* Drivers should avoid unnecessary time alone in a vehicle with a child or vulnerable adult. Consider dropping off the least vulnerable child or vulnerable adult last and plan routes accordingly. If the last child or adult with care and support needs wants to talk to a driver alone, use your judgement to explain that it’s not convenient to talk there and then. Arrange a place and time when other adults will be around.
* Advise the parent/guardian/carer, in advance where possible, that their charge will be the last one home and that this will necessitate the person spending time in the vehicle, on their own with the driver.
* Where possible, at collection or dropping off points, do not leave children or vulnerable adults alone and check that all persons are collected by an appropriate adult/carer.

**I. Good Practice with Young Helpers and Helpers/Workers from Abroad**

Young people under the age of 16 can be used as responsible helpers

* Such helpers should be responsible to a named worker and avoid, as far as possible, a position where they are providing unsupervised care of children other than in occasional circumstances e.g. escorting a child to the toilet.
* When recruiting workers from abroad, ChristChurch Redbourn is expected to follow the standard recruitment procedures.
* ChristChurch Redbourn will take extra care over the appointment of such workers bearing in mind that the quality of information received from other countries may vary.

**J. Good Practice with DBS Disclosure Information**

Applications for Enhanced DBS Disclosures are handled by the DBS co­ordinator in conjunction with the registered body used by ChristChurch Redbourn

It is the role of the Safeguarding Coordinator to endeavour to ensure that:-

* All paid workers; Managing Trustees and volunteers aged 16 and above will have an enhanced DSB prior to starting work with children, young people or adults with care and support needs.
* Confidentiality is maintained with the documentation being handled
* When notification is received from the DBS providor, the name, disclosure number and date of issue are recorded
* Disclosure information is passed only to those who are authorised to receive it, i.e. the Safeguarding Coordinator, the Deputy Safeguarding Coordinator, a Managing Trustee and those nominated to supervise the leading of groups for children, young people and where adults with care and support needs may also be included.
* Disclosures will be renewed approximately every three years.
* If a notification is received with any information recorded. The Safeguarding Coordinator must liaise with the Safeguarding Management Trustee, and a decision on recruitment wil be made.
* In such a case Disclosure information should not be kept for any longer than is absolutely necessary and for no more than six months without the permission of the DBS Service to allow for the consideration and resolution of any disputes.

**Appendix 3**

Using Images of Children Consent Form for Christchurch Redbourn

* There are occasions when ChristChurch Redbourn would like to take photographs or make a video recording of the children and young people enjoying church activities, which may include your children / young people.
* These images may appear in our printed publications, on our website or both.
* To comply with the Data Protection Act 2018, permission must be granted by the parent/carer before images of your child/ren are taken and used. Please answer the two questions below, then sign and date the form where shown.

Please complete a separate form for each child and return the completed form to the Activity

Leader

Name of child:

Date of birth:

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

2. May we use your child's image on the Christchurch Redbourn website/social media pages? YES/NO

Signed: (parent/adult with parental responsibility)

Print name:

Date:

Conditions of Use

1. We will not include details or full names (which means first name and surname) of any person in an image on our website or in printed publication without good reason and only with your express consent.

2. We will not include personal e-mail or postal addresses or telephone numbers on our website or in printed publications.

3. We may use group images with very general labels such as "youth enjoying sport" or "making Christmas decoration".

4. We will only use images of children/young people who are suitably dressed to reduce the risk of such images being used inappropriately.

**Appendix 4**

Consent for transporting children / adults with care and support needs.

I give my consent for my child(ren) or adult(s) with care and support needs to be transported to and from the address stated on this form

Name of activity

Name(s) of person to be transported

Address

Parent / Carer

Print Name

Sign

Date

**Appendix 5**

**Reporting a Concern Form**

**Strictly Confidential – On completion please hand to Jon Pollard or Katie Faulkner.**

**Please print clearly**

|  |  |  |
| --- | --- | --- |
| Full name of the child: |  | DOB: |
| Address: |  | |
| Name(s) of parent(s)  *I* carer(s): |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **About the incident** | | | | |
| Time | Date | Location | People involved | What role did they play (affected  person *I* participant *I* witness) |
|  |  |  |  |  |

Describe the incident as fully as you can in your own words. If a child made a disclosure or allegation to you record in their words where possible. Attach additional sheets where necessary

Reporting a concern form additional sheet

|  |  |
| --- | --- |
| **About the person filling out this form:** | |
| Your full name: |  |
| Your role in the organisation: |  |
| Your address: |  |
| Your telephone number: |  |
| If you referred this directly to Children School and Families or the Police please state why, include the name of the worker *I* officer you spoke to and the date *I* time: |  |
| Date you sent this form to  your Named person for  Safeguarding: |  |

**Appendix 6**

**Job Description for volunteer Church Worker**

There are 3 levels of role within CCR

1. **Helper**

Essential qualifications

* Member of CCR, or satisfactory references obtained from previous church.
* Willingness to work as part of a team
* Hold a current DBS from CCR
* Have read and agreed with the CCR Safeguarding policy

Responsibilities

* Liaise with leader / Team leader as required
* Arrange a suitable replacement if you are unable to attend an event you have been asked to help with.
* Help out with other similar events if requested.
* Attend any meetings held for training or safeguarding.

1. **Leader**

All of the above plus

Essential qualifications

* Ability and willingness to teach the Bible as required

Responsibilities

* If role require, prepare and deliver teaching from the Bible using the material provided.
* Maintain a register of attendance
* Adhere to any adult / child ratios, seeking assistance if needed.
* Advise Team Leader if a second adult is not in attendance, or if ratio’s are exceeded, so an exception report can be raised.

1. **Team Leader**

All of the above plus:-

Essential qualifications

* Ability to lead a team of volunteers
* Ability to organise the group so that it achieves it’s aims

Responsibilities

* Ensure group is suitably staffed for each event, by producing rotas and liaising with leaders and helpers
* Ensure Leaders are provided with suitable material where needed
* Meet with Team Members when required.
* Ensure events are suitably risk assessed
* Encourage prayerfulness for the Group’s ministry, both within the team and in CCR

**Appendix 7**

**New worker / volunteer induction**

1. Confirm that the worker as received a copy of ChristChurch Redbourn’s Safeguarding guidelines
2. Discuss the definitions of abuse – Appendix 1
3. Discuss the Good Working Practices – Appendix 2
4. Discuss the actions to be taken if any form of abuse is suspected or if a disclosure of abuse is made.

**I confirm that the above has been explained to me to my satisfaction, and I understand that if I need further clarification or help I am to contact the Safeguarding Coordinator or Deputy.**

Name of worker

Signature

Name of Safeguarding Coordinator

Signature

Date

**Appendix 8**

1. Coercion and control have been defined within the domestic abuse definition to include a range of behaviours aimed at isolating, frightening, exploiting, regulating the victim through threats, intimidation and humiliation. Further information can be accessed via [*Violence Against Women and Girls (VAWG) Strategy*](https://www.gov.uk/government/policies/violence-against-women-and-girls)(2016) [↑](#footnote-ref-1)
2. Including family members (parents, siblings, uncles, aunts, cousins, in-laws or step-family) [↑](#footnote-ref-2)