



GoodNews Church, Melksham CIO

Safeguarding Policy

August 2022

Version CIO-IIi

Safeguarding Advisory Body: Thirtyone:Eight

www.thirtyoneeight.org

For display on church website

GoodNews Church, Melksham CIO

**Safeguarding
Policy Statement**

The following policy has been agreed by the Church Trustees:

- As leaders of the church, we are committed to the nurturing, protection and safeguarding of all, especially the young, and adults with care and support needs within the church environment
- We recognise that child protection is everybody's responsibility
- We are committed to following the agreed procedures and following statutory and specialist guidelines concerning safeguarding as issued and updated by Thirtyone:eight
- We review this policy annually

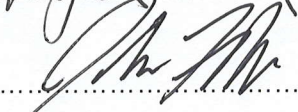
If you have any concerns for a child or adults with care and support needs in relation to any safeguarding matter, then speak to one of the following who have been approved as Safeguarding Co-ordinators for this church:

Safeguarding Coordinators:	John and Sharon Firth	01225 707387
Deputy Safeguarding Coordinator:	Shirley Jenkins	07951 547865

A copy of the full Safeguarding Policy can be seen in the GoodNews Church office.

Signed (by Trustees):

Myles Pilling 

John Firth 

Shirley Jenkins 

Date 13-9-22

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Section 1

Name of Organisation: GoodNews Church, Melksham CIO
'that meeting space'
31a Market Place, Melksham, Wiltshire, SN12 6ES

Church Office: 55 Foundry Close, Melksham, Wiltshire, SN12 8FD
Tel No: 01225 707387 **Email address:** firth@goodnewschurch.org.uk

Charity Reg. Number: 1167992

Insurance Company: Public Liability Insurance with Ansvar Insurance

The following is a brief description of our organisation and the type of activities we undertake with children / adults with care and support needs:

GoodNews Church believes in the Bible as the written word of God and in freedom of worship by the leading of the Holy Spirit. The church is made up of a very diverse group of people from many nationalities, social backgrounds, abilities and all generations who respect and value each other and who welcome newcomers.

GoodNews Church actively supports activities for adults with care and support needs, and members are involved in organising and delivering church services and drop-in centres for adults with learning difficulties.

GoodNews Church holds Sunday School during the church meetings, in the same room as the main service. The church runs a youth group in conjunction with other churches in Melksham and holds other children's activities in the local community as the need arises.

Our Commitment

As Trustees, 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 with care and support needs can be the victims of physical, sexual and emotional abuse, and neglect.

The Bible makes it clear that all people, whatever their gender, race, social status, or abilities, are loved by God and should be respected and valued as His creation.

We concur with the statement from the UN 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.” As Trustees, 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.

The Trustees undertake to:

- endorse and follow, as far as they concur with Biblical teaching and as far as is practical, all national and local safeguarding legislation and procedures, in addition to the international convention mentioned above.
- provide on-going safeguarding training for all its church workers and will regularly review the operational guidelines attached.
- as far as is practicable in a rented building, 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 actions they may need to take in order to protect children and adults with care and support needs.

Section 2

Recognising and Responding Appropriately to an Allegation or Suspicion of Abuse:

Understanding abuse and neglect

Defining child abuse or abuse against adults with care and support needs 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 with care and support needs.

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

- 1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

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

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

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy and in Appendix 6.

Safeguarding awareness

The Trustees are 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 using Thirtyone:eight courses and guidelines in conjunction with in-house training from the Safeguarding Co-ordinator. The Trustees 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.

Responding to Allegations of Abuse

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **John or Sharon Firth** (hereafter the "Safeguarding Co-ordinators") telephone number: **01225 707387** who are nominated by the Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to **Shirley Jenkins** (hereafter the "Deputy ") telephone number: **07951 547865**.
- If the suspicions implicate both the Safeguarding Co-ordinators and the Deputies, then the report should be made in the first instance to the **Thirtyone:eight** (formerly Churches' Child Protection Advisory Service) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone **0303 003 1111**. Alternatively contact Social Services or the police.

If possible, the Safeguarding Co-ordinator should contact **Thirtyone:eight** for advice and guidance on **0303 003 1111** before implementing the following procedure:

- Where the concern is about a child the Safeguarding Co-ordinator should contact The Integrated Front Door: Multi-Agency Safeguarding Hub (MASH) telephone number **0300 456 0108**. Out of hours telephone number **0300 456 0100**.
- If there is immediate danger, phone the police or emergency services on **999**.

For less urgent enquires, email: mash@wiltshire.gov.uk or telephone the police on **101**.

- MASH has a specific form to complete if making a referral. This form can be found at <http://www.wiltshire.gov.uk/children-young-people-protection> and MASH should acknowledge a written referral within one working day of receiving it, so if you have not heard back within three working days, contact them again.
- When the concerns are for vulnerable adults with care and support needs the same principles apply. If reporting the matter to Adult Social Care, the adult's wishes, feelings, and their mental capacity must be taken into account. The Social Care Help Desk number is **0300 456 0111** Textphone: **01225 712501**. Out of hours urgent advice: **0845 607 0888**.

Wiltshire Safeguarding Vulnerable People Partnership is the body overseeing safeguarding for both children and adults: www.wiltshiresvpp.org.uk

You should not discuss your suspicions or allegations with anyone other than those nominated in the guidelines above.

Where deemed necessary, the Safeguarding Co-ordinator should then immediately inform the insurance company and other strategic personnel within the church.

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 in conjunction with Thirtyone:eight.

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 MASH, the Police or taking advice from Thirtyone:eight.

The Trustees will support the Safeguarding Co-ordinators/Deputies 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 Trustees hope that members of GoodNews Church will feel able to 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 directly.

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We hope by making this statement that the Trustees demonstrate their commitment to effective safeguarding and the protection of all those who may be at risk of harm and abuse.

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 that 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 or child criminal exploitation (eg County Lines involvement) the Safeguarding Co-ordinator/Deputy will:

- Contact MASH (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 MASH.
- 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 MASH 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 MASH.

Allegations of sexual abuse

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

- Contact the MASH Duty Social Worker for children and families or the Police 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 MASH/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Allegations of abuse against a person who works with children or 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 the procedures will need to liaise with MASH in regard to the suspension of the worker pending investigation, also making a referral to a Safeguarding Adviser (SA).

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults. Where you are liaising with a designated officer discuss with them about the need to refer to the DBS. If a designated officer is not involved, you need to contact 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.

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 a concern about any of the above, the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the adult with care and support needs is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- 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.

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

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.

Section 3

Prevention

Safer recruitment

No-one will be eligible to work with adults with care and support needs, children or young people until they have been known by the leadership of GoodNews Church for at least nine months, have shown themselves to be of good character and are in agreement with the core doctrines of the church. The only exceptions to this might be volunteers coming from other organisations (such as Bible Schools, or another church) and they would need to show evidence of DBS checks or international equivalents.

The Trustees will ensure all workers are appointed, trained, supported and supervised in accordance with government guidance on safe recruitment as provided by the Thirtyone:eight Safe Recruitment Guide which can be found on the Thirtyone:eight website www.Thirtyone:eight.co.uk. This includes ensuring that:

- All adults working with adults with care and support needs, children or young people are appointed following an interview where safeguarding has been discussed.
- Where considered appropriate by the Recruiter, written references will be obtained and followed up.
- A Disclosure and Barring Service (DBS) check has been completed (GoodNews Church will comply with current legislation and code of practice requirements concerning the fair treatment of applicants and the handling of information.)
- The appointed person has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Management of Workers – Codes of Conduct

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

Guidance and Code of Conduct for workers can be found in Appendix 3.

Section 4

Pastoral Care

Supporting those affected by abuse

The Trustees are 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, GoodNews Church.

Working with known offenders

When someone attending GoodNews Church is known to have abused children or is known to be a risk to adults with care and support needs, the Trustees 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.

GoodNews Church will follow the Thirtyone:eight guidance in the event of working with known offenders.

Section 5

Practice Guidelines

As an organisation working with children, young people and adults with care and support needs GoodNews Church wishes 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 (see Appendix 5) we also develop specific good practice guidelines for every activity we are involved in.

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 with care and support needs. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have expectations of those with whom we work in partnership, whether in the UK or not, that they will work under equivalent safeguarding policies to the GoodNews Church Safeguarding Policy. We will discuss with all partners our safeguarding expectations.

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

Signed by Trustees on:

Myles Pilling

John Firth

Shirley Jenkins



The image shows three horizontal lines representing signature lines. The first line has a handwritten signature that appears to be 'Myles Pilling'. The second line has a handwritten signature that appears to be 'John Firth'. The third line has a handwritten signature that appears to be 'Shirley Jenkins'.

Appendix 1

Trustees' Safeguarding Statement

The trustees recognise the importance of GoodNews Church's ministry/work with children, young people and adults in need of protection and their responsibility to protect everyone entrusted to its care.

The following statement was agreed by the Trustees: John Firth, Myles Pilling and Shirley Jenkins:

GoodNews Church is committed to the safeguarding of children and adults with care and support needs and to ensuring their well-being within the church environment.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect within the church environment.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people within the church environment have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial, and discriminatory abuse and neglect of adults with care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults with care and support needs and will ensure all relevant policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs within the church environment.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults with care and support needs and good practice recommendations to the best of our ability.
- Implementing the requirements of legislation as detailed in the Equality Act 2010 regarding people with disabilities.
- Ensuring that church workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding to the best of our ability in line with Thirtyone:eight guidance.
- Supporting the safeguarding co-ordinator/s in their work and in any actions they may need to take in order to protect children/adults with care and support needs.
- Ensuring that, as far as possible and practicable, everyone at GoodNews Church agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families in the church community to the best of our ability.
- Nurturing, protecting and safeguarding of the children, young people and adults with care and support needs to the best of our ability.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work within the church environment.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the advice and guidance from Thirtyone:eight.

We recognise that:

- MASH has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about adults with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to the Safeguarding Co-ordinator.
- Safeguarding is the responsibility of everyone within the church environment.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or adult with care and support needs, then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Safeguarding Coordinator Sharon Firth

Safeguarding Coordinator John Firth

Deputy Safeguarding Coordinator Shirley Jenkins.....

A copy of the full policy and procedures is available from the GoodNews Church office.

Signed by Trustees on:

Myles Pilling

John Firth

Shirley Jenkins

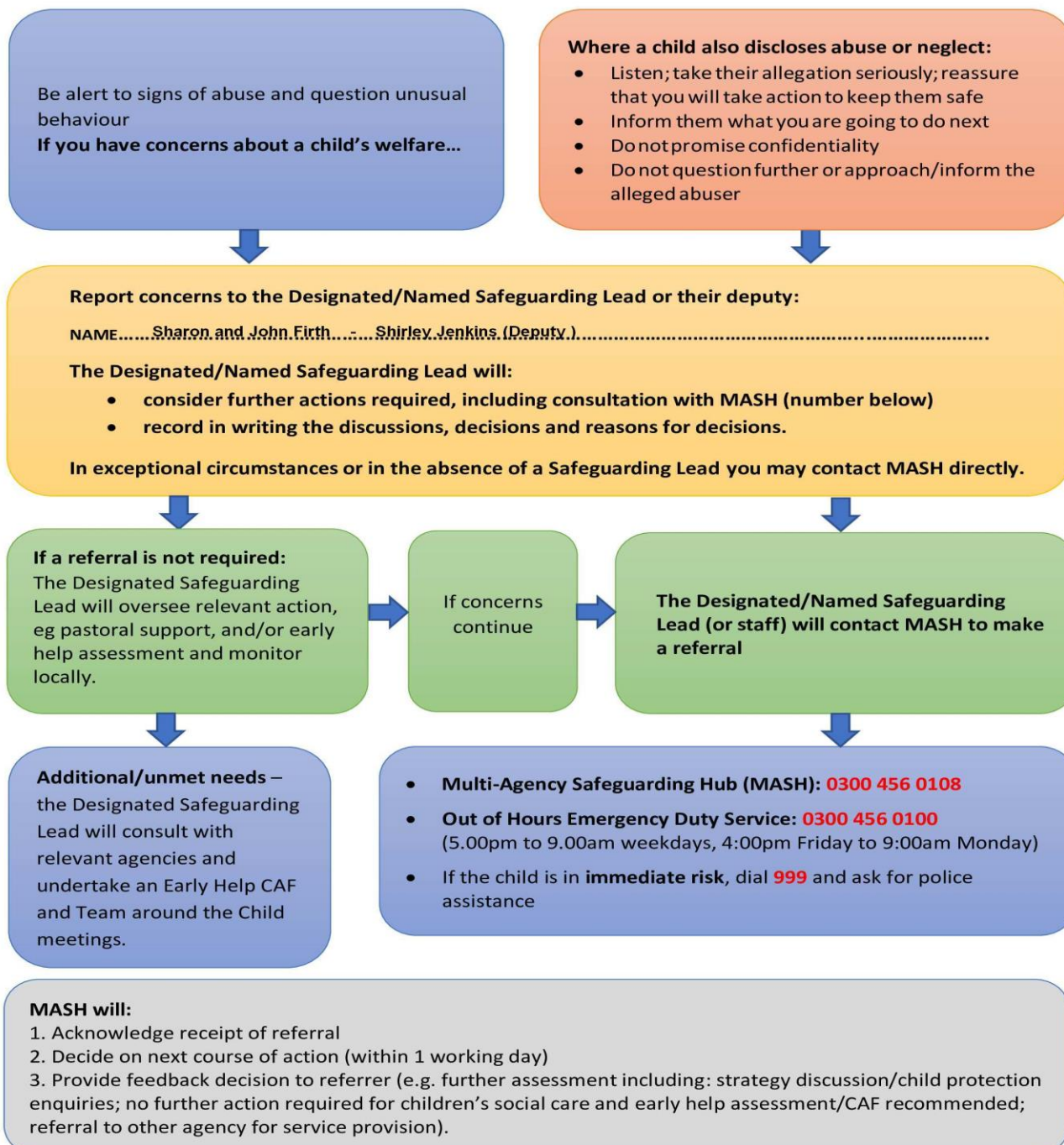
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Appendix 2

Flow Chart for Action (children & young people)

What to do if you are worried a child is being abused or neglected

for staff, volunteers and visitors in all agencies and settings



This flowchart is intended for use as a brief guide. Refer to the DfE Guidance [What to do if you are worried a child is being abused](#) for more information, definitions and possible indicators of abuse (including child sexual exploitation).

Appendix 3

Guidelines and Code of Conduct for Children's Workers

How to respond to a child wishing to disclose abuse

Listen!

Respond positively to a child's indication that they want to talk. Ensure the physical environment is welcoming, giving opportunity for the child or adults with care and support needs to talk in private but making sure others are aware the conversation is taking place.

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 the child whilst they are speaking.

Show acceptance of whatever 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 **don't** make promises you can't keep regarding confidentiality.

If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.

Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

Helpful responses:

- You have done the right thing in telling me
- 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

What to do once a child has talked to you about abuse:

Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the child said, write what you said in reply to the child, when he/she said it and what was happening immediately beforehand (e.g., description of activity). Record dates and times of these events and date your notes. Keep all hand-written notes securely, even if these have been typed subsequently.

Guidelines for discipline when working with children or adults with care and support needs:

- Do not compare a child, young person or adult with another in the group; rather encourage and affirm and, if possible, give them responsibility for appropriate tasks.
- Build healthy relationships and be a good role model by setting an example. You can't expect others to observe the ground rules if you break them yourself.
- Take care to give the quieter and/or well-behaved attention and resist allowing the demanding individuals to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- NEVER smack or hit anyone and don't shout. Change voice tone if necessary.
- Lay down ground rules e.g., no swearing, racism or calling each other names, respect for property, and make sure everyone understands what action will be taken if not adhered to.
- Call on support from other leaders if you feel so angry you may deal with the situation unwisely.
- Every person is unique and will respond in different ways to different forms of discipline. It follows therefore each child should be dealt with on an individual basis.

For those who are continuously disruptive:

- Have them sit right in front of you or get a helper to sit next to them.
- Encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
- Challenge them to change their behaviour whilst encouraging their strengths.
- Warn them you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), be banned from attending the group for a period of time.

FAQs

The questions that follow are based on issues often raised with Thirtyone:eight and covered by us in our training. We hope they will encourage you to feel confident in your work, not make you afraid to get close to young people and children.

‘How many workers should take a child to the toilet? I don’t want to get accused of abuse if I go alone but I’ve been told it would be safer if two of us escort the child and we leave the door open.’

It’s important workers are properly appointed and checked out before they begin their job but once they are cleared, we should trust them to get on with it. You could say to another worker, ‘Gemma needs the loo, I’ll take her there.’ Your co-worker doesn’t need to watch your back to check you are not doing something you shouldn’t or be your witness in case of false allegations! Also, children need to feel that their privacy is respected so why shouldn’t the door be closed or nearly closed?

‘I’m trying to arrange for our youth club to attend an event. It means hiring a minibus or taking cars but it’s a nightmare sorting out enough workers to supervise the young people.’

Of course, you need to ensure good supervision but unless your young people present serious behavioural problems, Thirtyone:eight would suggest the following:

In a car – one driver who is an approved/checked worker – but don’t forget to ensure that the vehicle is insured and roadworthy and that the driver has a valid licence! In some circumstances, e.g. if a young person has a ‘crush’ on a worker, it would be better for that worker not to transport him/her.

In a minibus – one driver who is an approved/checked worker plus another worker in the back.

Ratios

If your group is going to be involved in outdoor sports, e.g. mountaineering, rock climbing, swimming or canoeing – then you would need to have a higher ratio of workers to young people. You should ensure that properly trained workers are part of your plans, too.

‘One of the children at Sunday School was really upset today because his cat got run over. I really wanted to give him a hug but I was afraid in case it was against the rules’.

Touch is important. Without it, children die inside. If we end up with a ‘no touch technique’ like a nurse with disposable gloves and forceps we’ve lost the plot. What we have to ensure is that touch is never abusive or intrusive. This is what Thirtyone:eight says:

Take care when touching

Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.

Touch should be related to the child’s needs, not the worker’s. Touch should be age appropriate and generally initiated by the child rather than the worker.

Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child. Children are entitled to privacy to ensure personal dignity.

Children should decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.

When giving first aid (or applying sun cream etc), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.

Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued. Concerns about abuse should always be reported.

You could say, 'I'm so sorry, James. Would you like a hug?' If he replies, 'Oh yes, please', then it's related to his needs, not yours, and you can respond accordingly.

You should bear in mind though that for some children, touch is painful (associated with abuse) or confusing because home is a hug-free zone.

'A 15-year-old girl came into the youth club, made a beeline for Mark, the leader, flung her arms around him and kissed him on the cheek. What was he supposed to do?'

You could consider the following:

- Allow her to give you a brief sideways hug and a peck on the cheek, and that's all.
- Ensure you are always in a public place – never in private!
- If you feel uncomfortable about this girl's behaviour (it seems sexual/she has a crush on you) then don't be available. Make sure someone else greets her on arrival.

'The other day I met one of our youth group in town. He was really upset because he couldn't remember how to get home to his new house. I would have given him a lift home, but we're not allowed to have kids on their own in our cars. All I could do was give him his bus fare and point him in the right direction. I felt really bad.'

An understandable reaction when good sense child protection should have ruled the day. You could have rung your leader and explained that you were taking the boy to his home. If your leader was unavailable then you should take the child home or some other safe place, letting his parents know what had happened. Then you could notify your leader in writing explaining why you had acted in that way.

‘Last week at club, Emma was very upset about something. She said she wanted to talk to me. Rather than being with her on my own, I had to call another worker to come and listen and she then clammed up. What should I have done?’

Poor Emma, hoping for a quiet chat and she’s landed with two workers, one of whom she’d (perhaps) never open up to on a sensitive subject! It would have been better to have told the group leader, ‘Emma wants to chat. I’ll just be in the sitting room (or wherever) if you need me.’ Afterwards write in your activity’s log book a note of the conversation. If it was a child protection concern, make a brief note in the log book,

‘Emma came to talk to me tonight. See separate report in her file.’ That detailed report, spelling out what she said, how you responded, what led to the conversation and what action you took, should be shared with the child protection officer in your church without delay. If any action is needed, your CP officer will initiate it.

‘Is it OK to have only one worker in activities with children?’

No, we’re not saying that. It’s important to have enough workers, both male and female, for mixed sex activities. However, it doesn’t mean to say that you can’t have a single worker with a small group of children, providing there are other adults to call upon in an emergency – like taking a child to the hospital, or the toilet. Each organisation needs to decide on an appropriate ratio of adults to children – depending on the children’s ages and needs, as well as the activity, for example dangerous sports, will need a higher level of supervision. This said, it is really sad when children’s needs are neglected (or in some cases abuse compounded) because our child protection rules do not allow a worker to be with a child on their own. Workers may fear that a child may make a false allegation. Well, many people work with children on their own all the time! Children rarely make false allegations - some might, but adults can lie too. If a child was going to lie, it would make no difference that there were two workers present – because a child in those circumstances could always claim that both workers were involved, or one went out of the room at some point.

Thirtyone:eight rarely get reports like this. So, what Thirtyone:eight recommend is that you have guidelines about what will normally happen, but where it is necessary in the interests of a child to depart from what the policy says (as in the above two examples) then the child’s needs should come first, but your leader should be informed as soon as possible.

‘We’re taking the young people away for the weekend staying in dormitories in a school in the country. How can we supervise them overnight?’

There are different ways to tackle this. Some organisations have workers sleeping in the same room to supervise the young people safely. Other organisations use waking night cover – there will always be workers doing the rounds of the tents or dormitories to ensure that everyone is protected. What is important is that before you go on holiday, parents are informed of the procedures to keep their children safe. If there are any queries raised, then it is better to explain what you’re planning and why, so that parents are reassured. Alternatively, you may want to revise your plans if parents are unhappy about the arrangements.

Ten Top Tips

1. Read the child protection policy and abide by it and make sure you are following it.
2. Follow the guidelines regardless of your own views of what is best. You are more likely to spot if someone is not keeping to the guidelines.
3. Understand that there is no 'one size fits all'. You may have to be particularly careful about one of the children/young people whose behaviour is sexualised.
4. All workers should be aware if you have to handle some situations differently.
5. Don't have favourites. All children and young people are special!
6. Attend workers' meetings. They are an important way of keeping up to date, discussing issues, getting training, praying for the young people.
7. Don't be afraid to 'whistle blow' if you become aware of bad practice or abusive behaviour by workers or children.
8. Use the activity's logbook to record concerns, discipline issues, complaints about workers or children. Some information re disclosures etc will need to be kept separately under keys in a secure place.
9. Inform your Safeguarding Co-ordinator/Deputy if you are worried that a child is at risk of harm or being abused.
10. Remember you can contact Thirtyone:eight on 0303 003 11 11 if you want to discuss a concern. They are available out of office hours.

Appendix 4

Information for Parents

GoodNews Church aims to be a safe place for everyone, whatever their age, ability, access difficulties, or additional needs.

We want children to feel that this is their church too, and that they are in an environment where they can grow spiritually and emotionally.

We want parents to feel supported in raising their children and dealing with the inevitable challenges that arise.

All our children's and youth workers have been CRB/DBS checked and have been trained in safeguarding principles. We have a comprehensive Safeguarding Policy, and if you would like to read it in full, please ask.

A Safeguarding statement is on the website www.goodnewschurch.org.uk

Please let your children's Sunday School worker or youth worker know if there are particular issues or difficulties which might affect your child's welfare or emotional state.

Appendix 5

Definition of Terms

Definition of a child

The legal definition of a child is someone under the age of 18. Some legislation in the UK allows young people from age 16 to make certain decisions for themselves (e.g., getting married), but safeguarding legislation applies to anyone under the age of 18 because this is the legal definition of a child. Throughout this policy when we refer to a child our meaning is a person under the age of 18.

Child Protection

This refers to the activity which is undertaken to protect specific children who are at risk of suffering 'significant harm'. The following two terms elaborate on this.

Safeguarding

- Protecting children from maltreatment
- Responding in line with this policy if concerned about potential impairment of a child's health and development

Promoting Welfare

- Ensuring children are growing up in environments consistent with the provision of safe and effective care to the best of our ability.
- Creating opportunities for children to have optimum life chances such that they enter adulthood successfully as far as we are able within the church environment.

Statutory Definitions of Abuse (Children)

What is abuse and neglect?

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

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

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

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

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

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

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

It may also include neglect of, or unresponsiveness 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, unclean and unwashed clothing etc

Definition of adults with care and support needs / adults in need of protection

An adult is someone over 18 (unless specific legislation states otherwise). The Universal Declaration of Human Rights (1948), the European Convention on Human Rights, the Human Rights Act 1998 and the UN Convention on the Rights of Persons with Disabilities (2008) all state that adults should be free from abuse. It follows that some adults because of circumstance or particular vulnerability or risk may be in need of protection. Adults with care and support needs are also known as 'adults at risk'. Throughout this manual we will use the terms adults with care and support needs and adults in need of protection interchangeably.

'No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect adults with care and support needs from abuse' - Department of Health and Home Office (March 2000) states a vulnerable person is someone: 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

Safeguarding Adults

'Safeguarding Adults' procedures refer to the local area-based, multi-agency response which is made to every adult "who is or may be eligible for community care services" (National Health Service & Community Care Act 1990) and whose independence and wellbeing is at risk due to abuse or neglect.

The definition means all work which enables an adult 'who is or may be eligible for community care services' to retain independence, wellbeing and choice and to access their human right to live a life that is free from abuse and neglect. This definition specifically includes those people who are assessed as being able to purchase all or part of their community care services, as well as those who are eligible for community care services but whose need – in relation to safeguarding – is for access to mainstream services such as the police.

Statutory Definitions of Abuse (Adults with care and support needs)

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

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

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

Physical Abuse

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

Sexual Abuse

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

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negate the wishes of the adults with care and support needs. It is also behaviour that has a harmful effect on the adults with care and support needs's emotional health and development or any other form of mental cruelty.

Financial or Material Abuse

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

Neglect or Act of Omission

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

Discriminatory Abuse

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

Institutional Abuse

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

Signs of Possible Abuse (adults with care and support needs)

Physical

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

Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

Psychological

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

Financial or Material

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

Neglect or Omission

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

Discriminatory

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

Institutional

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

Further Definitions of Abuse

Significant Harm

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g., severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

Children in Whom Illness is Fabricated or Induced (formerly known as Munchausen's Syndrome by Proxy)

This is a form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children. The government guidance on this is found in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

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 them are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Domestic Violence

The shared Association of Chief Police Officers (ACPO), Crown Prosecution Service (CPS) and government definition of domestic violence is: 'any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality.' (Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family.)