

Wellsprings Community Church Safeguarding Policy and Procedures Contents List

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Wellsprings Community Church Safeguarding Policy

1 Details of the organisation

- 1.1** Wellsprings Community Church ('the Church') is a registered charity (number 1140895) and a company limited by guarantee (number 07533316). It is an Independent Evangelical Church governed by the Memorandum and Articles of Association (adopted 17 February 2011) and its board of director trustees ('the Leadership').

In this document 'workers' includes employees and volunteers as well as those in recognised membership at the Church.

Address: **Quantock Road, Taunton TA2 7NL**

Tel No: **01823 335819 (Rev. Michael Tiffany)**

Email address: wellspringscommunitychurch@gmail.com

Insurance Company: Aviva 012857/10/17 Public Liability Insurance Cover up to £5 million

- 1.2** Wellsprings Community Church is a community of Christian believers who are seeking to know God better and to be involved in the building of his Kingdom in this part of our town. Our work with children aims to provide safe and supportive environments where young people can have fun, make new friends and learn more about Jesus and being part of his kingdom. We do this through a variety of activities: Sunday morning groups ('Kidz Connect' / Sunday school activities) from ages 3 – 12 and additional short-term crèche facilities from birth. In addition to this, other groups are on offer through the week, such as '345 Club' – a time of games and stories after school one evening per week.
- 1.3** One Sunday in most months is dedicated to 'Community Connect', in which the Church aims to engage with those living in the local community and meet their practical and spiritual needs through God's guidance and power. At the Church, a session called 'Energize' runs for 90 minutes. This is a time of singing, games and quizzes for primary school aged children. Several other activities run concurrently in various locations throughout the community, such as Christian services in care homes and visiting the homes of individuals who need befriending or who are in need of practical help that is otherwise not available. Some of these activities may bring workers into contact with adults who have care and support needs (hereafter 'adults at risk').

2 Our commitment to safeguarding

- 2.1** As the 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 the Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

2.2 The policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with Somerset Local Authority.

2.3 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 in the appendices.
- 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 Coordinators in their work and in any action they may need to take in order to protect children and adults at risk.
- the Leadership agrees not to allow this document to be copied by other organisations.

Appendix 1 details the Leadership's Safeguarding Statement and should be displayed at Wellsprings Community Church.

3 Abuse and neglect

3.1 Understanding abuse and neglect.

3.1.1 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 at risk 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.

3.1.2 In order to safeguard those in the Church and those we seek to serve in the local community 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.

3.1.3 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.

3.1.4 Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included in **Appendix 2** to this Safeguarding Policy, which includes sections on:

- 1. Definitions of abuse (children & young people)**
- 2. Signs of possible abuse (children & young people)**
- 3. Practice guidance for working with children & young people**
- 4. Definitions of abuse (adults)**
- 5. Signs of possible abuse (adults)**
- 6. Practice guidance for working with adults with care and support needs**
- 7. Effective listening**
- 8. Recording**

3.2 Safeguarding awareness

3.2.1 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 through Wellsprings Community Church. The trainers will have themselves been trained by Somerset Local Safeguarding Children's Board.

3.2.2 The Leadership will also ensure that children and adults at risk 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.

3.3 Responding to allegations of abuse

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Jeremy Handsomb tel no: 01460 394278, mobile: 07825729151 (hereafter the 'Safeguarding Co-ordinator') who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- 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 Eddie Gregory tel no: 01823 462870 or if a female co-ordinator is preferred, then the report should be made to Frances Heath-Coleman tel no: 01823 421755, mobile: 07517973592 (hereafter the 'Deputies'). If the suspicions implicate the Safeguarding Co-ordinator and the Deputies, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Care or the police.
- Where the concern is about a child, the Safeguarding Co-ordinator should contact Children's Social Care. Where the concern is regarding an adult in need of protection, the Safeguarding Co-ordinator should contact Adult Social Care or take advice from CCPAS as above.

The local Safeguarding Somerset Social Care office telephone number is: 0300 123 2224.

The consultation line for safeguarding leads is: 0300 123 3078.

These numbers are the same for children's and adult's social care.

The Police Protection Team telephone number is 101 or in an emergency: 999.

- The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern.
- 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 and Deputies should not delay referral to Social Care, the Police or taking advice from CCPAS.
- The Leadership will support the Safeguarding Co-ordinator/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 CCPAS, although the Leadership hope that workers 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 their commitment to effective safeguarding and the protection of all those who are at risk.

3.3.2 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.

3.4 Detailed procedures where there is a concern about a child

3.4.1 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:

- Contact Children's Social Care (or CCPAS) 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 Care.
- 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 significant concern, if they still fail to act, contact Children's Social Care direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Care.

3.4.2 Allegations of sexual abuse

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

- Contact the Children's Social Care 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 CCPAS if, for any reason, they are unsure whether or not to contact Children's Social Care/Police. CCPAS will confirm its advice in writing for future reference.

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

If there are suspicions or allegations of abuse or harm including: physical; sexual; organisational; financial; discriminatory; neglect; self neglect; forced marriage; modern slavery; domestic abuse, the 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, CCPAS can be contacted for advice.
- contact the Emergency Services, informing them of any suspicions, if the adult is in immediate danger or has sustained a serious injury.

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

If an accusation is made against a worker whilst following the procedure outlined above, the Safeguarding Co-ordinator/Deputy, in accordance with Local Safeguarding Children Board (LSCB) procedures, will need to liaise with Children's Social Care in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO). **For Somerset, this is Anthony Goble.**

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

The above procedures would be carried out, with contact made to Adult Social Care in Somerset.

4 Prevention

4.1 Safer recruitment

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

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring (DBS) 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.

4.2 Management of Workers – Codes of Conduct

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

5 Pastoral care

5.1 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 Wellsprings Community Church.

5.2 Working with offenders

When someone attending Wellsprings Community Church is known to have abused children, or is known to be a risk to vulnerable adults, the Leadership will supervise the individual concerned and offer pastoral care. However, in its safeguarding commitment to the protection of children and adults at risk, it will set boundaries for that person which they will be expected to keep. This will normally prohibit them from working with children and adults at risk under the auspices of Wellsprings Community Church.

6 Practice guidelines

As a charity working with children, young people and adults at risk, 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 attached/will be developed. Practice Guidelines for working with children and adults at risk as part of any activity conducted by Wellsprings Community Church are contained in the following appendices:

Appendix 2 – Abuse

Appendix 3 – Working with children and young people

Appendix 4 – Working away from the Church

Appendix 5 – Disclosure and Barring Service

Appendix 6 – Consent (and other) forms

6.1 Working in partnership

6.1.1 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.

6.1.2 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 CCPAS' safeguarding standards.

6.1.3 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.

Signed on behalf of the Church

P Lambert

(Trustee)

3 February 2020

L Boon

(Trustee)

Leadership safeguarding statement

The Leadership recognises the importance of the ministry /work with children and young people and adults at risk and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Leadership 4th March 2019:

1. Statement

Wellsprings Community Church is committed to the safeguarding of children and adults at risk and ensuring their well-being. 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.
- 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 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 who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of Wellsprings Community Church 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.

2. We are also committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Supporting the Safeguarding Co-ordinators in their work and in any action they may need to take in order to protect children/adults at risk.
- Ensuring that all workers agree to abide by these recommendations and the guidelines established by Wellsprings Community Church.
- Supporting parents and families.
- Nurturing, protecting and safeguarding of children and young people.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all associated with Wellsprings Community Church affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

3. We recognise:

- Children's Social Care (or equivalent) 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 an adult 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 our agency's headquarters.

4. 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 Wellsprings Community Church:

Jeremy Handscomb - Safeguarding Co-ordinator

Eddie Gregory – Deputy Safeguarding Co-ordinator

Frances Heath-Coleman – Deputy Safeguarding Co-ordinator

A copy of the full policy and procedures is available from the Wellsprings Community Church Office.

Signed by two trustees on behalf of the Leadership

Signed

P Lambert

L Boon

Policy to be reviewed again in February 2021

Abuse

1. Definitions of abuse (children and young people)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

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

What is abuse and neglect?

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

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

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

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

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, 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

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

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

2. Signs of possible abuse (children & young people)

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

Physical

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

Sexual

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

Emotional

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

Neglect

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

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

3. Practice guidance for working with children/young people

3.1. Workers – initial responses to a concern or allegation of abuse

3.1.1. If there is a concern that a child, young person or adult at risk may have been abused or a direct allegation of abuse has been made, it is important the person receiving this information does the following:

- Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and if possible, a drawing of its location and shape on the child's body. Skin maps are available in Appendix 5.
- Write down exactly what has been said, when it was said, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.

3.1.2. These notes should be passed on to the Safeguarding Co-ordinator to assist them should the matter need to be referred to Adult or Children's Social Care or the police.

3.1.3. Workers need to share **concerns** with the Co-ordinators as well as clear allegations made by, or about, children, young people and adults at risk. Sharing 'gut feelings' at an early stage may assist helping those who need it.

3.1.4. Remember, someone becoming quiet and withdrawn does not automatically mean that they are being harmed. By sharing your concern about them with your Safeguarding Co-ordinator, it will enable you to discuss ways of asking 'open questions' which may clarify their worries. Questions such as 'you seem a bit quiet today can you tell me about it?' will enable them to talk to you (if they wish) and let them know you are interested in them. These skills can be practiced in advance, including at training sessions. (See Section 7 – Effective listening)

The CCPAS helpline is available 24 hours each day for the Safeguarding Co-ordinator or any other person to discuss concerns and receive advice – 0845 120 4550

Unfounded allegations

3.1.5. It needs to be remembered that in relative terms very few allegations are fabricated (less than 10% in many research studies). Others may not lead to prosecution because of the inability to prove or disprove. Therefore, safe practice guidelines are essential for those who work with the vulnerable to minimise situations where actions can take place or be misinterpreted.

3.1.6. It is not your job to decide what is true or untrue but to report what is alleged.

3.2. Physical injury or symptoms of neglect

3.2.1. Where there is a physical injury or symptoms of neglect the Safeguarding Co-ordinator should do the following:

- Contact Children's Social Care if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents/carers in such circumstances. It may also be helpful to have the contact number for the police child protection team.

- If a child needs urgent medical attention an ambulance should be called or they should be taken to hospital, informing the parents/carers afterwards of the action that was taken. The hospital staff should be informed of any child protection concerns. They have a responsibility to pass these concerns on to the statutory authorities.
- If the concerns for the child centre around poor parenting it may be appropriate to speak to the parent/carer, offer practical domestic help and suggest, for example, a chat with the health visitor, doctor or Children's Social Care.
- If a parent/carer is unwilling or frightened to seek help, then offer to accompany them. If they still fail to acknowledge the need for action it is possible to informally discuss the situation with Children's Social Care without divulging their personal details (such as names and addresses) unless, of course, Children's Social Care consider the situation to be serious enough to do so. In these circumstances it is important to realise there may be a bigger picture. Information may have come to light that might be a vital missing piece of the jigsaw. The Churches' Child Protection Advisory Service is available to give advice in these situations.
- It is important to take older children's wishes into account when deciding whether to talk to parents/carers unless other children are potentially at risk.

3.3. Concerns or allegations of sexual abuse

3.3.1. Where the concerns or allegation of abuse is sexual the Safeguarding Co-ordinator should do the following:

- Contact Children's Care (out-of hours, the Emergency Duty Team). DO NOT try to investigate the matter. The important thing is to relay the information to Children's Social Care and/or the police so they can carry out any investigation and take appropriate action under Section 47 of the Children Act 1989.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, contact the police. Remember to make a note of what the child alleges and the circumstances surrounding the allegation because of the possibility of being called to give evidence at court. Do not touch or tamper with any evidence, such as clothing and dissuade the child from cleansing themselves.
- DO NOT tell the parents/carers, as they could be involved. It is also important no one else who might be involved is inadvertently alerted to the situation because this might lead to the child being 'silenced'. Allegations of sexual abuse are usually denied and often difficult to prove. Remember, the child's welfare must be the first consideration at all times.
- Keep information confidential and share on a need to know basis only, so that any alleged perpetrator is not warned or 'tipped off'. The child or young person also has a right for their privacy to be respected as much as is possible.

3.3.2. Should the Safeguarding Co-ordinator not feel it necessary to refer the matter to Children's Social Care but the worker (or anyone else) has serious concerns for the child's safety, then they should contact the relevant authorities themselves. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

3.3.3. If the allegation is made against someone who has responsibility for implementing the Safeguarding Policy, the referral should be made direct to Children's Social Care or appropriate professional advice sought e.g. from CCPAS.

3.4. Reasons for not contacting the parent/carer or alleged abuser

3.4.1. A child, young person or adult at risk might make a direct allegation of abuse naming the person who did it. Because of fear, confusion or other reasons the allegation might not be wholly accurate.

3.4.2. Informing a parent/carer of the allegation could damage any subsequent investigation by the statutory authorities if their reaction inadvertently alerts the person under suspicion e.g. the parent/carer, going to see them to sort the matter out. It is vital no one from the Church informs the parent/carer of the allegations at this stage. This decision should be left to the statutory authorities.

3.4.3. Another very important reason the alleged abuser is not contacted is that they could try to silence their victim with bribery or threats. Also, they could dispose of any incriminating material such as books, videos, DVD's, photos, computer files or text messages.

3.5. Allegations against children and young people

3.5.1. Children and young people have always been curious about the opposite sex and/or experimented sexually. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through engaging in sexual activity, this is likely to be regarded as abusive. The same applies where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child. This is not mutual exploration. Such situations should be taken as seriously as if an adult were involved, because the effects on the child victim can be as great. Approximately one third of sexual offences are committed by children and young people.

3.5.2. Instances such as these would be investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and the Church will need to deal with this as they would any other allegation. It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

3.6. Safeguarding Co-ordinators – next steps

3.6.1. Safeguarding Co-ordinators need to be willing to share concerns at an early stage with statutory authorities if it is appropriate to do so. These agencies may not need to be involved at this stage but will offer help and advice.

3.6.2. Safeguarding Co-ordinators need to know the circumstances when **other** agencies must be contacted.

- The Local Authority Designated Officer (LADO) must be contacted within 24 hours when an allegation is made against a worker with children or young people.
- When an allegation is made against someone who works with adults at risk, the Adult Social Care Team or Safeguarding Adults Board should be contacted.
- As the Church is a registered charity, the charity regulator needs to be contacted, although this is likely to happen later in the process.
- If a person has a Criminal Records Disclosure Certificate, the DBS (in England, Wales and Northern Ireland) will need to be notified at the point at which any allegation is confirmed, a person is withdrawn permanently or at such other point you are guided by the statutory agencies to make such a referral (see: <https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>)
- When an allegation is made regarding a person within the Church, you may also need to contact our insurance company to alert them to the situation which has arisen.

4. Definitions of abuse (adults)

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14, Safeguarding. This replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs); and
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk or the experience of abuse or neglect.

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

- **Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Incidents of abuse may be one-off or multiple, and affect one person or more.

5. Signs of possible abuse (adults)

Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.

Domestic violence

- Unexplained injuries or 'excuses' for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.
- Age range extended to 16yrs.

Sexual abuse

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

Psychological abuse

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

Financial or material abuse

- 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

Modern slavery

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

Discriminatory abuse

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

Organisational abuse

- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

Neglect and acts of omission

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention

Self-neglect

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs

Incidents of abuse may be one-off or multiple, and affect one person or more.

6. Practice guidance for working with adults with care and support needs

6.1. Many adults within the Church may have periods where they have additional care and support needs. These could be short term (bereavement or unemployment/redundancy, or health concerns) or more long term (mental health needs/learning difficulties or a physical or learning disability). The Church has a strong reputation for caring and plays a significant role in supporting such adults. However, at times concerns may arise.

6.2. Involving Adult Social Care or the police where there is a concern for an adult

- Where possible, concerns should be passed to the Safeguarding Co-ordinator (or Deputy) but difficulty in contacting these individual(s) should not delay action being taken. If the Safeguarding Adults Co-Ordinator is concerned that an adult may have been or is in danger of being abused they should contact Adult Social Care.
- If they are not sure whether an official referral is warranted but they nevertheless have legitimate concerns, they should contact CCPAS for advice (0845 120 45 50).
- The primary responsibility for managing any investigation process rests with the managers of the Adult Social Care teams. When the concern is about someone in residential care, the Care Quality Commission will be involved. Where a crime may have been committed, the police will investigate.
- The Church has a duty to act on any concern of abuse of an adult to ensure that the situation is assessed and investigated. The first priority should always be to ensure the safety and protection of the person concerned.

6.3. Responding in an emergency to an adult who alleges abuse

- Adult Social Care teams operate Emergency Duty Teams (EDT), outside regular office hours, at weekends and over statutory holidays. They are available to offer advice and will also take action to protect an adult, including arranging emergency medical treatment and, where appropriate, involving the police.
- A member of the EDT would not be responsible for a criminal investigation but if the allegations are serious, a co-ordinated approach between the police and the EDT may produce the best possible outcome for the adult concerned.

6.4. Action by Adult Social Care

Once a referral is made to Adult Social Care they will check to see if the adult or alleged abuser is known to them. If the adult is known, details of the referral will be passed on to the worker involved. The worker and team manager will then decide if an Adult Protection Inquiry should proceed. If the individual is not known to Adult Social Care, it is likely a duty worker and manager will make that decision.

7. Effective listening

Ensure the physical environment is welcoming, giving opportunity for the child or adult at risk to talk in private but making sure others are aware that 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 them whilst they are speaking.
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used.
- Confirm you have understood key points correctly.
- Try to remain calm, even if on the inside you are feeling something different.
- Don't make your own judgment about whether you believe the person.
- Be honest and don't make promises you can't keep regarding confidentiality. You have an obligation to pass on confidential information when a child or vulnerable adult is at risk of SIGNIFICANT HARM or if a CRIME has been or may have been committed. This takes precedence over any confidentiality or Data Protection regulations.
- 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

- Assure the person you are taking them seriously.
- You have done the right thing in telling me.
- I am glad you have told me.
- I will try to help you; this is what I am going to do.

DO NOT SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? (It starts thoughts of fault or blame)
- I am shocked, don't tell anyone else.

8. Recording

After any allegation of abuse, you must record it afterwards and as soon as you can, before memory fades. Then refer it to the appropriate person (see Policy 3.3 et seq). Do not assume someone else will report it. Use the 'Responding to Abuse-Workers Action Sheet' at Appendix 6 and:

- Write down exactly what was said, not your interpretation
- Try to use the persons own words
- Follow...WHAT,WHEN, WHERE, WHO, HOW
- Note down the person's body language or mannerisms as they speak.

Working with children & young people

1. Appointment of workers

Before working with children or young people the following procedures will need to be followed:

- All prospective workers will be requested to familiarize themselves with these guidelines (as held in the Church office and on the Church website) and confirm to the activity leader that they will adhere to them.
- There will be an opportunity to discuss any issues that might arise from reading the guidelines with the activity leader who may then refer them to a Safeguarding Co-ordinator or the Leadership.
- All prospective workers must complete a Disclosure and Barring Service (DBS) check (see Appendix 5). This requires an application form to be completed and submitted to the 'Recruiter', along with relevant documentation, who in turn will process the application via CCPAS). The DBS 'Recruiter' keeps all information received in total confidence. Criminal records will not necessarily be a bar to an appointment unless the nature of any matters disclosed reveals that children and young people may be at risk. The process is subject to a strict code of practice to ensure confidentiality, fair practice and security of any information disclosed. The Church complies with the DBS Code of Practice, a copy of which is held by the 'Recruiter'. (The completion of a Self Declaration Form is required for any interim period whilst awaiting for a full DBS check to be completed.)

The criteria for not appointing children or young people's workers are:

- The committal of previous offences against children or young people.
- Failure to demonstrate adequate gifting or commitment

Children's and youth workers will be given opportunities to meet together with a leader to discuss programmes and areas of concerns, including issues relating to discipline.

2. Adult to child ratios

When an activity with any group of children or young people is happening, whether in a building or out of doors, it is essential that the following points are adhered to:

- The appropriate registration/consent forms are to be completed for all under the age of 18.
- The following adult/child ratio's are to be met for each group:

0-2 years	1 adult to 3 children
3 years	1 adult to 4 children.
4-8 years	1 adult to 8 children.
Over 8 years	1 adult to 10 children.
Over 11 years	1 adult to 15 young people
- Any crèche provision is to consist of a minimum of two adults. If any young person of age 13-15 years assists in the crèche, they must be responsible to an approved worker and must not be left unsupervised at any time. A young person of 16-17 may be treated as an adult for this ratio, providing the normal recruitment procedure has been followed, including a DBS disclosure check.
- A register of attendance is to be kept of those attending when required by the activity leader.

- If a group is taken off the Church premises there are to be sufficient adults in attendance to maintain adequate supervision (there should be a minimum of 2 adults present).
- All children and young people are to be supervised at all times, with a minimum of two adults present (in the building) for any activity.
- All workers with children and young people, whether paid or voluntary, should not meet a young person under 16 years of age outside of organised group activities without their parent or other relevant adult giving permission.
- As far as possible, an adult should not be left alone with a child or young person where there is little or no opportunity of the activity being observed by others. This may mean groups working within the same large room or working in an adjoining room with the door left open (this is good practice and can be of as much benefit to the adult as to the child or young person).

3. Health & Safety issues

- All workers, whether paid or voluntary, must be aware of the Health and Safety and Safeguarding Procedures described in these guidelines.
- All prospective workers must familiarize themselves with the Church's evacuation procedures as summarized on notices in individual rooms.
- The environment is to be safe from common hazards – any potential hazard should be reported immediately to the person responsible for the group for review and attention as required. Any hazardous substances are to be stored safely away.
- Smoking, drinking alcohol or taking illegal drugs is not allowed on any Church activity involving young people.

The Church Health & Safety policy and system requirements also apply, a copy of which can be viewed in the Church Office.

4. Visiting children at home

Children's workers and leaders will need to visit children and their families at home from time to time. The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the Church to issue formal identification.

Guidelines for visiting:

- Inform a supervisor or another worker of the proposed visit.
- Never go into a child's home if a parent/carer is absent.
- Keep a written record of the visit detailing the following:
 - Purpose
 - Time you arrived and left
 - Who was present
 - What was discussed

5. Children from the street

Sometimes children playing outside or wandering the streets with no adult supervision will want to join in with Church activities (e.g. children's club, Energize or Kidz Connect) without the knowledge of their parents. CCPAS recommends the following:

On arrival, welcome the child/children and try to establish their name, age, address and telephone number. Record their visit in a register.

- Ask the child/children if a parent/carer is aware where they are, and what time they are expected home. If this is before the session ends, the child should be encouraged to return home, unless permission to stay can be obtained from the parent/carer via a telephone call. In any event suggest the child seeks the parent/carer's permission to return the following week.
- Link the visiting child with a regular attendee who can introduce them to the group and show them the ropes.
- On leaving, give the child a leaflet about the group with contact telephone numbers etc and perhaps a standard letter to the parent/carer inviting them to make contact if they wish.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs, (e.g. medication), so that you can respond appropriately in an emergency.

6. Taking care of 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 young person or vulnerable adults needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child, young person or vulnerable adult, rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating.
- All children, young people and vulnerable adults are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.
- When giving first aid (or applying sun cream etc), encourage the child, young person or vulnerable adult to do what they can manage themselves, but in their 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 (see Appendix 2.3).

7. Guidelines for 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 & Proverbs 22:6)

- Ask God for wisdom, discernment and understanding for the children in your care.
- 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.

- If children and young people in particular are bored they often misbehave, so review your programme regularly.
- NEVER smack or hit anyone and don't shout. Change voice tone if necessary.
- Call on support from other leaders if you feel so angry you may deal with the situation unwisely.
- 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.
- 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.

8. Children with special needs.

We need to be aware that children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, may have limited understanding and behave in a non-age appropriate way. For example, a young person of 17 might behave in a manner more akin to a 2-3 year old, particularly in demanding cuddles or sitting on a worker's lap. Others experience difficulties in communication because they are blind, or deaf/blind, and are reliant on physical contact for communication. Some may have severe learning difficulties. All these factors make it harder to uncover abuse when it is occurring and in also setting boundaries that take into account the needs of these young people

There is therefore a need for extra vigilance, recognising that a worker may encounter the following difficulties:

- Children may not fully understand what is said to them, or may not be able to express themselves in ways that can be easily understood.
- The worker may not possess the appropriate personal communication skills (e.g. specialised spoken and non-verbal communication such as Makaton signs and symbols, British Sign Language etc).
- It can be hard to know if a child with a disability has been abused because of communication problems.

There are a number of reasons why a child with a disability is more vulnerable to abuse:

- Children with disabilities tend to have more physical contact than those without disabilities (i.e. therapists, care workers) and may require higher levels of personal care.
- The definition of what constitutes abuse is wider for children with disabilities. (This can include force-feeding, financial abuse, over-medication and segregation).
- Attitudes can play a part, for example, the belief that a child or young person with a disability can't be sexually abused because they are seen as a-sexual.

The Church and other organisations have a pivotal role in empowering those with disabilities by:

- Teaching personal safety skills to those with disabilities. The Church can encourage a child with a disability to take some control of his/her body (i.e. provide sex education and teaching about feelings; that some parts of our body are private and to differentiate between good and bad touches). This is essential to counter the points above.

9. Photographs

Since the introduction of the Data Protection Act in 1998, we must be very careful if photographs, videos and web cams of clearly identifiable people are used. There are several issues to be aware of:

- Permission (verbal or written) must be obtained of all the people (children and adults) who will appear in a 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.
- 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.
- If photographs or recordings of children's/youth groups are made and individual children can be easily identified, children's/youth leaders must find out whether any parents do not want their children to be in the photograph.
- Children and young people under the age of 18 should not be identified by surname or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.
- Obtain written and specific consent from parents or carers before using photographs on a website.

10. Transporting children

These guidelines should apply to all drivers involved in the transportation of children and young people, organised by or on behalf of your church/organisation. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility. The Church's guidance on transporting children is as follows:

- All drivers should have read the Safeguarding Policy and agree to abide by it.
- Parental consent should be given and all journeys should be carried out with the knowledge of the Leadership.
- Any motor vehicle adapted to carry **more than** eight passengers for hire or reward is regarded in law as a Public Service Vehicle (PSV). A small bus permit is therefore required for all mini buses used to carry between 9 and 16 passengers. All minibuses used to transport children should therefore have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- The driver should be 21 or over and have held a full driving licence for at least two years, have adequate insurance and the vehicle should be road worthy.
- It is reasonable to expect that a driver may be alone with a child for short periods e.g. dropping off the last child. Consideration could be given to dropping off the least vulnerable child last and plan routes accordingly.

- Drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then, but arrange to meet the child / young person at a location where there are other adults around. (Remember a child / young person may want to talk to the driver about an abusive situation).
- When travelling in groups with more than one vehicle it is good practice to insist children stay in the same groups on the out-going and return journey. This will avoid the confusion over whether a child has been transported home or at worst left behind.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular child e.g. where there has been a disagreement or where a child / young person has a 'crush' on a driver.
- If parents transport children around e.g. to and from activities, ensure that all are made aware that such arrangements are the responsibility of the parents involved and not the Church. An additional consent form should be signed by parents/carers attached to the General Information and Consent Form.
- Regulations governing the use of child restraints came into force on 18th September 2006. From that date all children carried as passengers in cars are subject to the following rules:

Children under 3 years of age must have the correct child restraint. (Exceptions: taxis and private hire vehicles)

All children between the ages of 3 and before they have reached 12 years of age, unless the child is over 135 cms (4' 5") in height, must use the correct child restraint. (Exceptions: where a child travels in a taxi, or private hire vehicle, over a short distance in an unexpected necessity; where two child restraints are already fitted preventing a third from being fitted.)

Children over 135 cms (4' 5") in height or aged 12 or 13 must wear adult seat belts if fitted.

Passengers over 14 years of age must wear adult seat belts where fitted (it is the passengers responsibility and not the drivers for ensuring this).

Further information from www.thinkroadsafety.gov.uk

11. First Aid and accidents

11.1. First Aid

Ideally a First Aider or a holder of an Appointed Person Certificate should be available during all activities; however there may be times when this is not practically possible. The following guidelines apply:

- The activity leaders should know who are the First Aiders and holders of an Appointed Person Certificate and they should have a list of their names. Normally, only such persons or the parent of the child/young person should deal with an injury that has occurred. **Where there is no First Aider or a holder of an Appointed Person Certificate, the activity leader must assume responsibility for dealing with any accident or emergency to the best of their ability. If the activity leader is not willing to take on this responsibility the event or session should not take place.**

- An appropriate First Aid kit should be available at all events.
- There should be a named person responsible for maintaining the First Aid Kits and requesting replacements from the Administrator. The kits will contain at least: 20 individually wrapped sterile adhesive dressings ('plasters' - assorted sizes); 2 Sterile eye pads; 2 individually wrapped triangular bandages (preferably sterile); 6 Safety pins; 1 large sterile individually wrapped non-medicated wound dressing; 2 medium sterile individually wrapped non-medicated wound dressings; 1 pair of disposable gloves.
- All adult workers, paid or voluntary, should be encouraged to undertake first aid training.

11.2. Accidents

Any accident happening in an activity with children or young people, whenever or wherever occurring, must be recorded immediately by reporting to the person in charge of the particular activity, followed by the completion of an accident form. Copies of this form should be available next to the first aid box. Completed forms are confidential and should be kept in the safe.

When the accident/injury is potentially serious, then the parent must always be informed and requested to sign the accident form. Accidents where the head has been struck should always be treated in this category. For minor injuries, e.g. a cut or bruising, it's also advisable to inform the parent what has happened.

The leader of the group or activity should hold the completed accident form, with any serious accident being reported to the Leadership.

Expert medical advice should be sought without delay if there is any doubt over the injury or casualty.

12. Trips

A great deal may be gained from outings by both leaders and participants, but they need to be well planned and organised. Also it is important that all leaders and adult helpers are aware of the content of this section of the manual and of the Child Safeguarding Procedures.

ALWAYS check the insurance cover, make sure that there is enough adult help and organise travel arrangements adequately.

12.1. Categories of trip

Trips generally fall into one of the following two categories.

Category 1: Day trips of no more than 3 hours driving from the pick-up point, and not including any hazardous activity. Local visits which do not include transport.

Category 2: Indoor or outdoor adventure activities, any hazardous activity, residential work, expeditions, and camps. Trips that involve an overnight stay.

Consent Forms

General Information and Consent Forms should be held for everyone under 18 years old. For trips and visits the **Activities and Day visits Consent Form** or the **Camps and Residential Holidays Consent Form**, whichever is appropriate, should be completed. It may also be necessary to complete the **Transporting Children Consent Form** and or the **Swimming Consent Form**.

12.2. General Requirements (All Trips)

- An emergency mobile phone contact number for an adult on the trip should be provided for parents/carers.

- Any alterations of arrangements should be notified to parents/carers.
- If any special activity is to be undertaken, check with any establishment involved that there are qualified, trained, and skilled people in charge and that they hold appropriate insurance cover.
- Planning for the trip should consider how an emergency should be dealt with.
- The minimum ratio of adults to children or young people apply.
- A further requirement is that for a young people's group of mixed gender, there should be at least one worker of each gender.
- An all-female leadership in an all-boys activity is acceptable, but not desirable, whereas all-male staffs working only with girls is not acceptable in any circumstance.
- Smoking, drinking alcohol or taking illegal drugs is not allowed on any Church activity involving young people.

12.3. Requirements for Category 1 Trips

- Each trip or activity should have an authorised leader, and adequate supervision.
- Where possible, the leader should have good knowledge of the area for the trip, and the workers should be informed of any difficult conditions likely to be met.
- Consent Forms should be obtained, and parents informed in writing of the trip. Any alterations should also be given in writing.
- Make sure any accompanying adult has a written list naming the children or young people they are in charge of, even if they all intend to stay together. A roll should be called before departing from any venue.
- Leaders should endeavour to ensure that participants act in a responsible fashion during the trip, and do not behave in a way likely to cause damage to property or injury or offence to other people.
- All medication must be in the care of a leader.
- A first aid kit should be carried if the venue is unlikely to be equipped.

12.4. Requirements for Category 2 Trips

- A responsible Church member not involved in the trip should be identified for category 2 trips, where the full knowledge of the trip itinerary and where copies of all participant consent forms will be available. Parents should be given details of all arrangements in writing.
- Category 2 trips must be planned and cannot be spontaneous, and there must be at least two supervising leaders (see gender guidelines in General Requirements for all trips).
- Ensure that all necessary Consent/Health Forms have been completed, signed and returned giving any health concerns or special dietary requirements, or current medication e.g. asthma, diabetes, allergies. It is important to have the name, address, and telephone number of the participant's doctor.
- All leaders and helpers are recommended to complete a Consent Form – this is to enable the sanctioning of any emergency medical treatment if necessary, and ensures that the home base has all the information needed.
- Make sure the children or young people have suitable clothing for their stay, and for any activity they will be taking part in.
- It is useful to issue a 'kit list' for residential activities, and other requirements such as food, money, etc. These instructions should be given both orally and in writing.

- It will be helpful to make sure that at least one adult is in charge of specific aspects of the programme, for example, cook, first aider, preparing for meals, activities, etc.
- For overnight stays, check the insurance cover of the building that will be used for sleeping. There is usually a limit on the numbers that may be accommodated and if these are exceeded, the insurance can be invalid.
- Ensure no special qualification or insurance is necessary to run a particular session or activity.
- Know where the nearest A&E hospital is.
- A first aid kit should be carried if the venue or an activity area is unlikely to be equipped.
- In some cases, it may be useful to visit the location prior to the trip to check the facilities available and to identify any risks that need to be addressed as part of the planning process.

12.5. Residential Trips

On arrival

- Check the building and know where water, electricity, etc, can be turned off.
- Know the fire drill for the building, and where appropriate explain the evacuation arrangements as soon as possible after entering the premises.
- Know where the fire extinguishers are housed.
- Church halls and rooms used for sleeping large numbers of people **MUST** have at least **TWO** means of exit.
- Allocate rooms for sleeping. It is advisable to have four rooms available for sleeping arrangements: Male leader room, Male participant room, Female leader room, and Female participant room. If necessary, leaders and participants of the same gender may share a room.

During the stay/visit

- Residential activities **MUST** have safety rules, e.g. recognised boundaries and prohibited areas.
- Participants must not leave the main group without permission.
- Under 12s should never be unsupervised.
- When leaving the base accommodation, children or young people should always be in groups of three to six, so that a leader can be alerted of any difficulty.
- Each adult must know which group members they are responsible for, and each group member must know the adult that is responsible for them.

IMPORTANT NOTES

Insurance cover can be affected where the group has not implemented the Health and Safety safeguards defined in this section.

The 1985 Transport Act states that cars carrying 9 or more people must be driven by someone over the age of 21 years.

13. Guidelines for prayer

13.1. Introduction

Some of the main ingredients that underpin any effective ministry to children and young people, including prayer, are:

- acceptance
- respect
- non-judgemental listening
- sensitivity
- discernment
- patience

In applying these values in the area of prayer, not only will you build trust and respect, but you will also be providing a good 'prayer' model so that children and young people can learn how to pray for others in a sensitive and responsible way.

Although it may seem obvious, it is important parents/carers are aware that prayer is an integral part of church life (particularly if they don't attend church themselves), and that on occasions you may pray with their child either corporately, or individually at the child's request.

In the unlikely event of a parent/carer requesting that their child does not participate in individual prayer, this must be respected.

13.2. Praying

Prior to praying, always make sure you have the child's permission, and always pray in an open area where other leaders, and/or children are around. If there is a general invitation to come forward for prayer in or after a family service, then it will be helpful to have children/youth workers available to pray with the children/young people rather than relying on other leaders who may be used to dealing with adults. Only those authorised by the church leadership should be involved in this ministry.

Ask the child what they are requesting prayer for and remember to listen to their reply. Speak quietly and calmly, never shout or raise your voice. Don't laugh at or dismiss out of hand if they want to pray for something you consider trite or irrelevant (e.g. my cat is poorly). If they do not have specific needs or requests then simply ask God to bless them. Having said this, a child or young person may want prayer for a specific reason, e.g. following a church service with a sermon on David and Goliath, they may want prayer for 'giants' they feel they may have in their own lives.

Those praying with children and young people should always be alert to child protection issues and other concerns such as bullying. In these circumstances do not forget about or delay taking appropriate action because you are caught up with praying! If you have prayed about a specific issue it may be helpful to write it down afterwards and give it to the child so that they can let their parents/carers know and remember it themselves.

If a child/young person becomes distressed, stop praying. Stay calm and gently ask them what has caused the distress and talk to another leader if appropriate. Before continuing to pray, consider with whom they might feel more comfortable. Are there any gender issues? If unsure or the child/young person remains distressed do not continue praying but stay with them until they are calm, offering them reassurance and complete acceptance. Then talk to the child's parents/carers, assuming you have no child protection concerns.

13.3. Practicalities

When it comes to praying, consider your body language, particularly in relation to things like your height and the height of the child/young person. Try to ensure you are on their level rather than towering over them perhaps by both of you sitting down; but do avoid crowding.

Refrain from placing your hands on a child/young person's head as they may find this frightening or threatening. If you think they may appreciate something like an arm round a shoulder or their hand being held always ask them if this is what they would like before doing it.

Where it is intended to use anointing oil when praying for healing, bear in mind that a child/young person may be uncomfortable with its use; so it is important to take care with this and only go ahead with the child and parents' agreement.

Remember also that a child/young person may not, for example, understand the use of 'tongues' and it is important therefore not to do anything that may cause confusion or distress.

13.4. Language

Use clear uncomplicated language. Reflect back what the child has said to you, to show you have understood their prayer request. If a child says they are feeling tired, you could reply 'let us pray for you as you are feeling tired' not 'I think you are depressed, let's pray about that'. Keep the prayers simple and short so you can then be confident your prayers have been understood.

13.5. Giving Advice

Avoid giving specific advice about problems involving decisions. A child or young person could be very susceptible to suggestion, particularly if they are distressed. Be careful what you say even if you believe you have heard from God about their situation. It would be far wiser to pray this through on your own or with another leader. Never advise a child/young person to stop taking medication or cease seeing professionals involved in their care or welfare.

13.6. Confidentiality

Never promise total confidentiality. Should a child/young person wish to disclose to you within a prayer ministry context, a situation such as abuse, you have a duty to pass this on to the Church's Safeguarding Co-ordinator/social services/police. You may need to gently give clear boundaries but reassure the child that if you share anything about their situation with someone else it will be on a 'need to know' basis only and you will make sure they are supported and cared for.

13.7. Exorcism

Children are easily frightened and very susceptible to suggestion. Exorcism must never be attempted. If there is a concern, this must be referred to the Leadership.

14. Information Communications Technology (ICT) and E-Safety

14.1. Introduction (general guidelines)

E-safety stands for electronic safety. It is not just about keeping safe on the internet but also keeping safe on all electronic devices such as mobile phones, games consoles, use of e-mails, social networking and other information communications technologies (ICT).

ICT offer excellent resources and effective communication tools but there are unscrupulous individuals who use the technologies to gain access to exploit and even harm children, young people and vulnerable adults. Workers, parents and carers, children, young people and vulnerable adults all need to gain an understanding of e-safety.

E-safety considerations are very fluid as technology is constantly changing. Those with safeguarding responsibility may feel less able to address this area as they may struggle both to embrace the technology and understand the differing risks aspects of the dangers such technologies can present. Coupled with how children and young people often appear to be more technologically savvy, this can prevent an appropriate engagement with children. It is worth remembering that although children are digitally competent at an early age they don't have the maturity to deal with and the understanding of the dangers being online can expose them to.

We can teach children to be safe both offline and online, as safeguarding principles apply equally in every environment. There is now a merging between the two, and therefore it's not helpful to draw a distinction where safeguarding is concerned.

14.2. Workers' communication with young people

All children and young people need to be aware of the protocols that workers follow in relation to email, messenger services and mobile phones including texting. It is important to remember that as well as the parent/carer, children and young people have a right to decide whether they want a worker to have their email address or mobile telephone number and shouldn't be pressurised into divulging information they would rather keep to themselves. Workers should not show favoritism to children and young people in relation to communication technologies e.g. communicating less with those who don't have a computer or mobile phone or offering to pay for a child's top up card.

Email and networking sites are often used by workers to remind children/young people about meetings (e.g. times, dates, themes etc). If used, workers should consider the following:

- If appropriate, keep messages in the public domain by copying in a third party.
- It is important workers use clear and unambiguous language to reduce the risk of misinterpretation.

Counselling and confidentiality. Children and young people can find it easier to communicate electronically because nobody is physically present. Workers therefore need to be careful and it would be advisable to add a rider to the bottom of any email stating the level of confidentiality.

Communicating using Internet Relay Chat (IRC) e.g. MSN Messenger, AOL AIM, Yahoo Messenger - IRC is a way of communicating with young people in real time on a one-to-one basis. It follows therefore that just as there are protocols a worker should follow if they physically meet with a young person on their own, the same applies to communicating via messenger services.

- All messaging should be kept to public areas and workers ensure that only moderated chat rooms are used.

- Workers should save their conversation as a text file; it is important that the child or young person you are talking to is aware that you are doing this. Workers should also keep a log of their communication stating with whom and when they communicated.
- Instant messenger services are private conversations and because they can be saved as text files, care should be taken by the worker in relation to nature, content and language so there is no room for ambiguity or misinterpretation.

14.3. Mobile phones.

Mobile phones are perhaps the most popular way of communication. It can be done anywhere, at any time and is far more difficult to monitor. Particular diligence needs to be applied therefore when workers use mobile phones to communicate with children and young people.

Many mobile phones have digital cameras. Workers should ensure that they only take photographs of children and young people in accordance with their Church's policy on photography, e.g. ensure that consent is obtained and all images are stored in accordance with Data Protection Act principles.

Working away from the Church

Some Church activities take place away from the Church premises. These include the regular 'Community Connect' Sundays, Annual fun day, pastoral, assistance and teaching visits to private homes. All such off-site activities conducted under the auspices of Wellsprings Community Church must conform to our Safeguarding Policy and Practices. Guidelines for particular circumstances are detailed below.

1 Working in local care homes

1.1 This is different from other Community Connect activities in that workers will be under the authority of the management of the Care Home (who will have their own Safeguarding Procedures). Obviously, they will be organised to cope with frequent visitors who are not DBS cleared.

- Workers will come under authority of the Care Home management while on their premises.
- No worker is to enter a resident's room unless accompanied by a member of staff or, if DBS cleared, with the permission of a member of staff.
- Remember that some people we will meet are confused and forgetful. Workers should not do anything at all connected with money or possessions and should not accept anything as a gift.

2 Visiting people in their homes and practical work in the local community

2.1 The person or people you will be serving through a Community Connect project or through visitation and prayer in their home may well bring you into contact with an adult at risk or children and young people.

2.2 Please ensure that you have read and understood the Church's Safeguarding Policy and guidelines in connection with children, young people and adults with care and support needs.

2.3 You must remember not to allow yourself to be alone with a recipient or with a child or young person and no visit should be made to a home on your own and there should be at least one female worker in attendance when visiting another female or children. This is as much for your own self-protection as it is about protecting a child or adult at risk. Children and adults may for all sorts of reasons make false accusations; just do not allow the opportunity for this to arise and do not get involved with money, personal possessions or personal care

2.4 When entering someone else's home or garden you need to be non-judgemental and aware that differing standards of care, self hygiene and family values do not necessarily equate to abuse or neglect. Equally, it does not mean that the help you are there to provide and the work you have agreed to do is completed to any less a standard. It is important that we provide the best quality service we can as what we do is to bring value and worth to people as much as simply painting a wall or clearing a garden.

2.5 If whilst you are in the home of the recipient you have any concern for the safety or well being of a child or adult at risk or a worker you must share this with your project leader who will report these concerns to the Safeguarding Co-ordinator. Should the concern be a valid one you may be asked to record what it was you saw or heard that caused the concern in the first place.

2.6 If you are in the home of the recipient where there is a child who is distressed or misbehaving you must resist the temptation to intervene. You must ask and perhaps

encourage the parent/carer to deal with the issue. Ask how they might normally resolve such an issue; if they are struggling, get them to think about what has worked in the past and encourage them to manage the situation using their own tactics.

2.7 It is really important to remain focussed on the task in hand. It can be very easy to be sidetracked by children and young people in a home where they may have experienced neglect or where the parent is unwell or unable to interact. Children like this may be craving interaction with adults and be keen to impress you. Try to remember the reason you are there e.g. to paint the walls or ceiling or do the garden.

2.8 Always ask the parent/carer before giving out anything to a child or young person. It is advisable to take your own refreshments with you and please be careful what you might instinctively choose to share with the children present as they could have an allergy or sweets could at some time in the past have been used as a bribe for affection or sexual favours.

2.9 If a recipient discloses abuse or neglect to you, you must not promise to keep this confidential and must tell your project leader straight away, recording information accurately. Any information given directly by the adult concerned should be listened to and recorded carefully, using the person's own words.

2.10 If a recipient or a child or young person initiates physical contact with you you must remove yourself from this as soon as possible in a gentle but firm manner. In the case of a child, distraction is a good way to deal with this should it arise.

2.11 It is important to be aware that the recipient might not engage or interact with you while you undertake a project. This is not personal and could be due to many reasons. Use your discretion on how to interact with them but always be polite and courteous. Don't expect to be thanked for your work. It is important to be aware that some adults may not know how to show gratitude but this is not the reason we visit or carry out projects.

2.12 It is important that whilst we are in the home of the recipient we are careful about our conduct and what we disclose about ourselves in both our words and action with no inappropriate conduct, language, jokes etc that would leave the Church open to accusation and contradict the love and grace of God expressed in Jesus Christ.

2.13 Follow up – this is the hardest aspect of any involvement with those in need – particularly adults at risk with whom you may have had in depth conversations. You must not make any promises to return to the home or to meet up although it may be appropriate to invite them to some other suitable activity at the Church or refer them to the Rev M Tiffany and the prayer and visitation team. Any such action must be after full consultation with the Leadership and it may also be necessary to check with the family's social worker.

2.14 You may be shocked by what you see and it is important to feel able to talk about what you experience. Seek support from each other and if there are other specific needs identified e.g. bedding and soft furnishings, it may be appropriate to refer this need to other agencies and charities who may be able to help, such as The Besom, Taunton.

2.15 Please ensure that you are fully acquainted with the Church's Health & Safety policy, particularly in connection with Community Connect activities and the particular risks associated with work done in gardening and decorating projects and the use of the appropriate tools and equipment.

2.16 Generally, you only need a DBS check for adults at risk if you are involved with health care, personal care, transporting to or from a place where they receive health care or personal care or social services, dealing with money such as bills or shopping or have power of attorney duties. If you find yourself drawn into an activity which is a 'regulated activity' you must not engage in this without first obtaining the required DBS clearance. For further information about DBS checks, see Appendix 5

Disclosure and Barring Service (DBS)

1. **Why DBS?** Disclosures enable organisations to check information about individuals held on national and local police records and confidential lists held by the Disclosure & Barring Service (DBS) on those unsuitable to work with children and/or adults at risk. It is the Charity Commission's expectation (and many insurance companies) that a DBS check is applied for where the applicant's role is legally eligible for one.

2. **DBS Levels.** There are four levels of DBS check; Basic, Standard, Enhanced and Enhanced with Barring List Check (Children or Adults). Only the latter two are relevant to Wellsprings. Who needs which type depends on the work they are carrying out [see below]. Only those who are eligible for a certain level of check can be legally processed. It is not legal to apply for the maximum level of check 'just to be safe'. A worker must be expected to carry out work that necessitates a certain level of checking before the check can be applied for.

3. **An enhanced DBS check** (without barring list check) is applicable if the employee or worker works sufficiently frequently with children or adults at risk.

4. **Eligibility for working with children:** Those who only work with children in non-Regulated Activity on an occasional basis are not eligible for a check; we cannot legally apply for one. If the worker is not in regulated activity then as long as they are a Trustee of a charity that works with children or the applicant works with children more than occasionally e.g. on a rota or intensively (over-night or 4 or more days in a 30 day period e.g. a holiday club) then they would still be eligible for an enhanced disclosure but without a check of the barred list. For Wellsprings, those on a Sunday school rota, helping with Energize, involved with youth clubs, always supervised, would need an enhanced check without barring list check). If working unsupervised or in a regulated activity, a barring list check would be required.

5. **Regulated activities for working with children are:**

- personal care, for example help with feeding, washing/dressing or toileting – even if carried out on only one occasion
- frequent or intensive teaching; training; instruction; caring for; supervising children; providing well-being advice and guidance or driving a vehicle solely for children
- frequent or intensive work for and in a 'specified establishment' (school, nursery school, institution for the detention of children, a registered children's home, children's centre, childcare premises) where there is the opportunity for unsupervised contact with children

Note: the first of these may be relevant for those working in the creche or with young children in Sunday classes.

6. **For working with adults at risk:** If a worker is not in regulated activity with adults then they may still be able to have an enhanced check (without a check of the barred list). This would be applicable if they are a Trustee of a charity that works with adults at risk or are working weekly, or 4 or more days in a 30 day period, or overnight with those who are receiving health or social care. A recent example of workers **not** eligible for any check is a church group for adults with learning disabilities where no personal care is undertaken nor any other roles in regulated activity. They do teach those adults but as the group meets twice a month it is not frequent enough to be legally eligible for a check. This is the case for Community Connect, provided the workers do not get drawn into any 'regulated activities'; if they do, they must **first** have an enhanced DBS check with check of the barred list.

7. **Regulated activities for adults at risk are:**

- Health care
- Personal care
- Assisting with cash, paying bills or obtaining shopping
- Transporting adults to or from places where they will receive health care, personal care, or social work services
- Counseling/psychotherapy provided by or referred by a health care professional
- The activities of regulated social workers
- Assistance by virtue of a Power of Attorney

8. **Trustees:** All Wellsprings Community Church trustees must have an Enhanced DBS (without check of the barred list unless they are personally involved in a regulated activity)

9. **The DBS 'Recruiter'** for Wellsprings Community Church is Mark Wood, who should be the first contact for advice about whether and what level of DBS check may be required. Further information, including a flow diagram and examples are available on the CCPAS website.

APPENDIX 6

**Wellspring Community Church safeguarding
Various forms follow**

Responding to Abuse – Workers Action Sheet

CONFIDENTIAL

Wellsprings Community Church, Quantock Road, Taunton, TA2 7NL

Name of Child/Young Person/Adult _____

Address _____

Date of Birth ____ / ____ / ____

Name of Person Reporting Incident _____

Date of incident ____ / ____ / ____ Time of incident _____

Date reported ____ / ____ / ____ Time reported _____

What was happening immediately before the report was made?

Exactly what the child/young person/adult said - What you said in reply – Observations (use additional sheets if necessary)

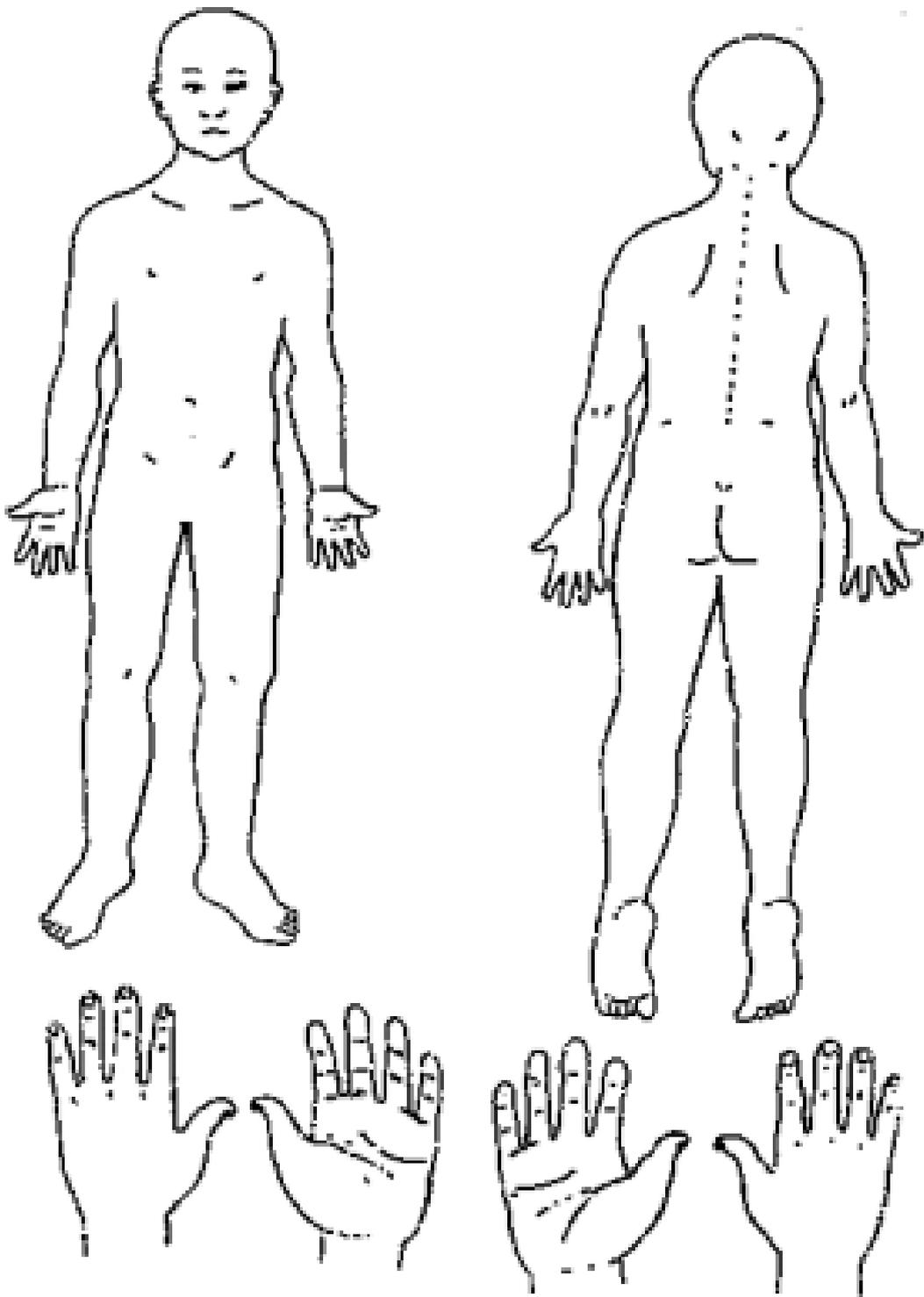
(For children, use skin map where appropriate, but do not undress the child!)

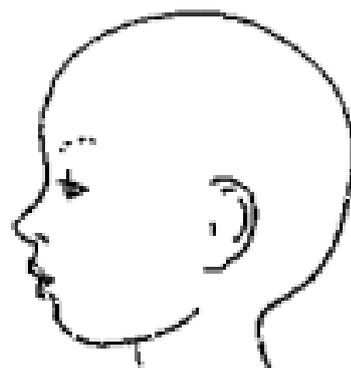
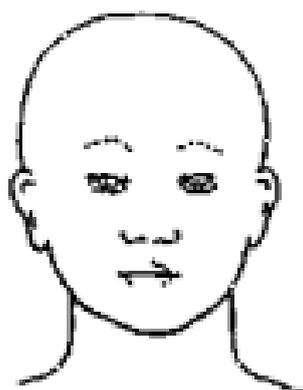
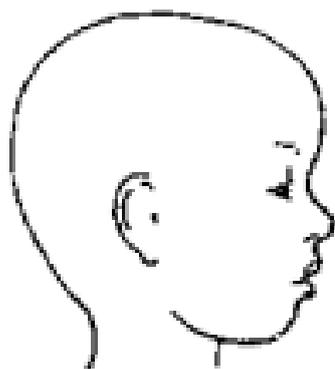
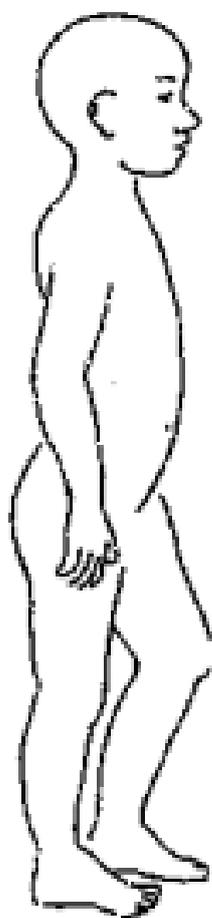
Action Taken (including person(s) contacted)

Date ____ / ____ / ____ Time _____

Additional Notes: PTO

Skin Maps





General Information and Consent Form

Wellsprings Community Church, Quantock Road, Taunton. TA2 7NL

Full name of child/young person _____

Date of Birth: ____/____/____

Address: _____

Tel No: _____

Name of GP: _____ GP's Tel No: _____

GP's Address: _____

Date of last anti-tetanus injection if known: _____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity:

Name of parent/carer _____

Tel no: Day _____ Eve _____ Mobile _____

Additional contact (grandparent etc or other holding parental responsibility)

Name _____ Tel no: _____

Relationship to child/young person _____

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name(s): _____ Tel no: _____

Address: _____

I give permission for _____ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the activity leader and/or other adults approved by the church/organisation leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic. (please tick) YES NO

I understand:

- My child will receive medication as instructed before or during the event
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident
- My child will be given medical/dental treatment as necessary.

I give permission for my child and the youth/children's workers to communicate using *telephone, *mobile, *email, or *social media for the purpose of arranging children/youth activities. *I only want my child to be contacted through me. (*Please delete forms of communication you don't want your child contacted by)

Signed (parent/or adult with parental responsibility) _____

Activities and Day Visits

Wellsprings Community Church, Quantock Road, Taunton. TA2 7NL

Name of Group _____

Proposed Visit or Activity _____

Design your own form to include the following:

- Name of visit or activity
- Date
- Venue/destination
- Departure place and time
- Return place and time
- Cost (inc. cheques payable to)
- Transport arrangements
- Items to be brought (coat, swimming kit, packed lunch, money etc)
- Date by which reply is to be made, and person to whom it should be sent

Include the reply slip below in your form

This form should be taken with the worker on the activity or visit. A photocopy should be kept securely at the Church. _____

Reply Slip

One form per person

Full name of child/young person _____

Address _____

Please give details of all medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity)

Please give details of any regular medication, include dosage, frequency and who should administer (all medication to be labelled correctly and clearly with name and dose needed each day)

Telephone number for emergencies Day: _____ Evening: _____

**I have read the above information and I give permission for _____
to take part in **name and date of activity**.**

I give my consent to any medical treatment that may be necessary in event of an emergency

I understand:

- My child will receive medication as instructed before or during the event
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident
- My child will be given medical/dental treatment as necessary.

I enclose a cheque or cash to the sum of £____:____

Signed (parent/or adult with parental responsibility) _____

Date ____/____/____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent. (NB This may not include a foster carer).

Swimming Consent Form

Wellsprings Community Church, Quantock Road, Taunton. TA2 7NL

Group Name _____

Full name of child/young person _____

Date of Birth: ____/____/____

Address: _____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect the swimming activity and/or activity where being able to swim is essential:

Date of last anti-tetanus injection if known ____/____/____

Name of parent/carer _____

Tel no: Day: _____ Eve: _____ Mobile _____

Additional contact (grandparent etc or other holding parental responsibility)

Name: _____ Tel no: _____

Relationship to the child/ young person _____

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name(s): _____ Tel no: _____

Address: _____

SWIMMING ABILITY (delete as appropriate)

Is your child able to swim 50 metres?	YES/NO
Is your child water-confident in a pool?	YES/NO
Is your child confident in the sea or in open inland water?	YES/NO
Is your child safety conscious in water?	YES/NO

I give permission for _____ to take part in the specified visit and, having read the information provided, agree to him/her taking part in the activities described. I understand that while involved he/she will be under the control and care of the activity leader and/or other adults approved by the church leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity. I confirm that my child is in good health and I consider him/her fit to participate.

In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/ hospital or dental treatment including an anaesthetic (please tick) YES NO

I give my consent to any medical treatment that may be necessary in event of an emergency

I understand:

- My child will receive medication as instructed before or during the event
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident
- My child will be given medical/dental treatment as necessary.

Signed (parent/or adult with parental responsibility) _____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent. (NB This may not include foster carer)

This form should be taken by the activity leader on the visit. A copy should be retained by the Church contact person.

Transporting Children Consent Form

Wellsprings Community Church is able to provide transport for children to and from their homes for specific activities.

This transport will be in a minibus or car and the following principles will be adhered to:.

All drivers will be recruited under the guidelines recommended in the government publication 'Safe From Harm' and will have undertaken a Disclosure and Barring Service check.

Transport will be provided in vehicles that are roadworthy i.e. MOT and appropriate insurance.

All drivers are over 21 years of age and have held a full driving license for at least 2 years.

Seat belts will be worn at all times by all occupants of the vehicle.

I give permission for my child(ren) to be transported to and from the activity/I understand that my child(ren) will be transported to/from the address on this form (delete where appropriate).

Name of Child: _____ Date of Birth: _____

Address: _____

Signed: _____ (parent/adult with parental responsibility)

Date: _____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent.

(NB This may not include a foster carer).

Camps & Residential Holiday Health, Information & Consent

Wellsprings Community Church, Quantock Road, Taunton, TA2 7NL

Name of Child: _____ Date of Birth: _____

Address: _____

Name of Parent/Carer: _____

Tel no: Day _____ Eve _____ Mobile _____

Contact Address (if different from above): _____

Name of GP: _____ GP's Tel No: _____

GP's Address: _____

Date of last anti-tetanus injection if known _____

Details of any illness/disability: _____

Details of any medication required during the camp and who should administer (all medication to be labelled correctly and clearly with name and dose needed each day)

Details of any allergies or special dietary requirements

CONSENT

In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/ hospital or dental treatment including an anaesthetic. (Please tick) YES NO

I understand:

- My child will receive medication as instructed before or during the event
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident
- My child will be given medical/dental treatment as necessary.

Signed (parent/or adult with parental responsibility) _____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB This may not include a foster carer).

This form should be taken with the worker on the camp or residential holiday. A photocopy of the form should be kept securely at the church.

Using Images of Children

Consent Form for Wellsprings Community Church

To: _____
Name of parent/carer* (*person with parental responsibility)

Name of child: _____

Wellsprings Community Church / Club child attends:

Location of photograph: _____

Wellsprings Community Church _____ would like to take photograph(s) /
make a video/webcam recording of _____ (name of
child/ren).

These images may appear in our printed publications, on our website, or both. (Delete/add as appropriate).

To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any
images of your child/children are taken and used. Please answer questions 1 and 2 below, then sign and
date the form where shown. Please return the completed form to:

(Insert the name of the worker commissioning the photography and the return address.)

To the parent (Delete as appropriate)

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

2. May we use your child's image on our website? YES/NO

Signed: (parent/adult with parental responsibility) _____

Date: ____/____/____

Youth/Children's Worker

3. I have checked which parents are happy for their child/ren's images to be used in the (churches/
organisation's) _____ printed publications or on its website or both. YES/NO

Please note that websites can be seen throughout the world, and not just in the United Kingdom,
where UK law applies.

I have read and understood the conditions for using these images as detailed below.

Signed (Youth/Children's worker) _____

Date: ____/____/____

Print name _____

Conditions of use

1. This form is valid for _____ (length of time in years) from the date of signing / *for this project only. Your consent will automatically expire after this time.
2. We will not re-use any images *after this time / *after the project is completed.
3. We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.
5. We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".
6. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately e.g. we will not publish material from the youth group's swimming activity.

(*Please delete the option that does not apply.)

NB This form can be adapted to include video if required.

Self-declaration Form for a Position Requiring a Disclosure

STRICTLY CONFIDENTIAL

As a church we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it, **to the Recruiter detailed below, in a separate sealed envelope**

To: _____

(Name of Recruiter in Wellsprings Community Church responsible for processing Criminal Records Disclosure checks)

Address:

Appointment applied for: _____

CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

Do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

POLICE INVESTIGATIONS

Please complete this section if you are applying for an Enhanced Disclosure Check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules)*?

Yes No (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes No (please tick)

If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please tick) If yes, please give details.

DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____ of
(address) _____

consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: _____ Date: _____

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children / vulnerable adults.

Signed: _____ Date: _____

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

**https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitation-offenders.pdf.pdf

LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves substantial, unsupervised contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS/SCRO/ACCESS NI Service.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking that involves working with children or vulnerable adults. Should we ever need to refer an individual to any of the lists of people deemed unsuitable for working with children or vulnerable adults then we would also inform them of any knowledge we have of that individual working in any other capacity with children/vulnerable adults.

Notes for England, Wales & Northern Ireland Only - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/eligibility-guidance>

Accident and Incident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the appropriate leader for the group/activity what follow up action is necessary.

Day, date and time of the incident _____

Names, addresses and ages of those involved in the incident

Where did this incident take place? _____

Name of place of worship/organisation: _____

Name of the group: _____

Who is normally responsible for group? (name, address and telephone number)

Who was responsible for the group at the time of the incident, if different from the above? (name, address and telephone number)

Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

Who witnessed the incident? (names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

Have you retained any defective equipment?

YES NO NONE INVOLVED (Please tick)

If yes, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use YES NO (Please tick)

Is the equipment still safe for your group to use? YES NO (Please tick)

Who else do you need to inform? _____

Have they been informed? YES NO (Please tick)

If so, when and by whom? _____

Signature of person in charge of group at time of accident/incident

Signed: _____ Print Name: _____

Date: ____/____/____

Form seen by: _____
(state role eg. Church Minister, Head of Organisation/Health & Safety Officer)

Signed: _____ Print Name: _____

Date: ____/____/____