



SAFEGUARDING POLICY

Chawn Hill Church takes seriously the welfare of children (0-11 years old), young people (12-17 years old) and adults with care and support needs (ACS) (18 years and above) who come onto its premises or who participate in its activities on or off-site.

As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy

Chawn Hill Church Safeguarding Policy

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SECTION 1 – SAFEGUARDING POLICY STATEMENT

SAFEGUARDING POLICY STATEMENT FOR Chawn Hill Church

Chawn Hill Church takes seriously the welfare of children (0-11 years old), young people (12-17 years old) and adults with care and support needs (ACS) (18 years and above) who come onto its premises or who participate in its activities on or off-site.

Please note – in safeguarding terms the definition of a ‘child’ is determined as anyone who has not reached their 18th birthday.

An adult with Care and Support needs is any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation

Our safeguarding responsibilities

The church recognises its responsibilities in safeguarding all children, young people and ACS, regardless of gender, ethnicity or ability.

As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

- **Prevention and reporting of abuse**

It is the duty of each church member to help prevent the abuse of children and ACS, and the duty of each church member to respond to concerns about the well-being of children, young people and ACS. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

- **Safer recruitment, support and supervision of workers**

The church will exercise proper care in the selection and appointment of those working with children, young people and ACS, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children, young people and ACS.

- **Respecting children, young people and ACS**

The church will adopt a code of behaviour for all who are appointed to work with children, young people and ACS so that they are all shown the respect that is due to them.

- **Safer working practices**

The church is committed to providing an environment that is as safe as possible for children, young people and ACS and will adopt ways of working with them that promote their safety and well-being.

- **A safer community**

The church is committed to the prevention of bullying. The church will seek to ensure that the behaviour of any individuals who may pose a risk to children, young people and ACS in the community of the church is managed appropriately.

1.1 Safeguarding contact points within our church

Chawn Hill Church has appointed the following individuals to form part of the church safeguarding team:

Karen Dawes, Designated Person for Safeguarding (DPS)

She will advise the church on any matters related to the safeguarding of children, young people and ACS and take the appropriate action when abuse is disclosed, discovered or suspected. She will liaise with both the Deputy Designated Person for Safeguarding and thirtyone:eight (31:8) a Christian safeguarding advice and training company.

Phone number: 07868 325 919 Email address safeguarding@chawnhillchurch.org.uk

Emma Carling , Deputy Designated Person for Safeguarding (DDPS)

She will assist the Designated Person for Safeguarding (DPS) in helping the church on any matters related to the safeguarding of children, young people and ACS and take the appropriate action when abuse is disclosed, discovered or suspected. She will also raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

Phone number: 07486 066 535 Email address

Greg Ellis, Senior Minister

He will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

Phone number:

07393304655 Email address Gregellis@chanwhillchurch.org.uk

Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard and church office and is available on our church website.
- Each worker with children, young people and/or ACS will be given a full electronic or paper copy of the safeguarding policy, social media policy and procedures and will be asked to sign to confirm that they will follow them (see safer recruitment section for more info).
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church.
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be read annually at the trustee AGM, together with a report on the outcome of the annual safeguarding review.

SECTION 2 - SAFEGUARDING PROCEDURES

2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

2.1.1 What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child, young person or ACS. Somebody may abuse or neglect a child, youth or adult by inflicting harm, or by failing to act to prevent harm. Children, young people and ACS may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse this can be through neglect, emotional, sexual and physical. For more information, please see Appendix 1.

Everyone has his or her part to play in helping to safeguard children, young people and ACS within the life of the church:

- If the behaviour of a child, young person or ACS gives any cause for concern
- If an allegation is made in any context about a child, young person or ACS being harmed
- If the behaviour of any individual towards children, young people or ACS causes concern

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> • Listen to and acknowledge what is being said. • Try to be reassuring & remain calm. • Explain clearly what you will do and what will happen next. • Try to give them a timescale for when and how you / the DPS will contact them again. • Take action – don't ignore the situation. • Be supportive. • Tell them that: <ul style="list-style-type: none"> They were right to tell you. You are taking what they have said seriously; It was not their fault; That you would like to pass this information on to the appropriate people, with their permission. • Be open and honest. • Provide contact details for them to report any further details or ask any questions that may arise. 	<ul style="list-style-type: none"> • Do not promise confidentiality. • Do not show shock, alarm, disbelief or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions or push for more information. • Do not offer false reassurance. • Do not delay in contacting the DPS. • Do not contact the alleged abuser. • Do not investigate the incident any further. • Never leave a child, young person or ACS waiting to hear from someone without any idea of when or where that may be. • Do not pass on information to those who don't need to know, not even for prayer ministry.

2.1.2 Responding to Concerns

When there are concerns that a child, young person or ACS is being abused, the following process must be followed. More detailed information can be found in Appendix 2.

STAGE 1 – The Worker

A worker/church attendee has a concern about the welfare of a child, young person and/or ACS, or the behaviour of an individual.

The person who has the concern has a duty to:

RECOGNISE, RESPOND AND RECORD

A hand-written record must be made of the concern using an incident report form (Appendix 3) and the concern must be passed on to the church DPS within 24 hours. In the absence of the DPS or, if the suspicions in any way involve the DPS, then the report should be made to DDPS (Emma Carling).

The written record should: be made as soon as possible after the event; be legible; include the name and date of birth of the child, young person or ACS; include the nature of any concerns and description of any bruising or injuries that have been noticed; include an exact record of what the child, young person or ACS has said, using their own words where possible; include any action taken; be signed and dated; be kept secure and confidential for at least 75 years (available only to the DPS, DDPS and Senior Minister).

STAGE 2 – The Designated Person for Safeguarding (DPS) and/or Deputy Designated Person for Safeguarding (DDPS)

The DPS/ DDPS receives the report of concern and then has a duty to:

REVIEW AND REPORT

The report will be reviewed by the DPS and / or DDPS with any other relevant information and a decision will be taken (often after advice from thirtyone:eight) as to what action should follow. See appendix 2 for examples of possible actions. Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report.

STAGE 3 – The Next Steps

After the decision has been made as to what action should be taken the DPS, DDPS and the Senior Minister may have a duty to:

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns (this could be the church as a whole, but more specifically victims; alleged perpetrators; children; Young people; ACS; other family members; church workers; the DPS; DDPS; Senior Minister; members of the leadership team).

Where formal referrals are made, reports may need to be made to the Disclosure and Barring Service (DBS) and the Charity Commission.

If the DPS is not available, or is implicated in the situation, any reports or concerns should be passed to another member of the church safeguarding team,

If you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999.

2.1.3 Responding to Concerns Raised about Adults with Care and Support Needs

When a concern is raised about an adult it should be treated in the same way as a concern about a child, young person i.e. the church worker (paid or voluntary) should:

- 1) **Recognise** that abuse may be taking place

- 2) **Respond** to the concern
- 3) **Record** all the information they have received
- 4) **Report** the concern to the DPS who will seek advice from 31:8 and may, in turn, report it to the statutory authorities

The following description taken from the Care Act 2014 provides helpful guidance on these situations.

“If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. It is good practice to inform the adult that this action is being taken unless doing so would increase the risk of harm”.

It is not your role to decide whether someone has mental capacity and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share your concerns with the DPS even if you do not have the consent of the adult to do so – in this instance, make sure the DPS knows that the person concerned has not given consent for the information to be passed on.

The DPS and DDPS will then consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see appendix 2 for further information). If there are any concerns about an adult's mental capacity, the DPS will contact thirtyone:eight 8 for advice.

2.1.4 Allegations Against Workers

At Chawn Hill Church we encourage early intervention and advice on any potential behaviour that may fall in this category. If you see another worker acting in ways which concerns you or might be misconstrued, speak to the DPS or DDPS about your concerns as soon as possible. This includes the actions or behaviours of those in leadership positions in the church.

Church workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. In a more serious case, the following procedure should be followed:

- 1) When an allegation of abuse has been made do not approach the alleged perpetrator about it
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Once the allegation has been reported to the DPS or DDPS they will liaise with each other and seek advice from 31:8 for advice and then act upon their professional advice which may involve liaising with the relevant statutory authority.
- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion
- 5) Once the statutory authorities are involved, the church will follow their advice with regards to the next steps to take (for example, suspension of worker, putting a contract in place)
- 6) A written record of all discussions with statutory authorities or other parties will be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, DDPS, Senior Minister) can access them.
- 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding, not even for prayer purposes.

The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect children, young people and ACS from possible further abuse or from being influenced in any way by the alleged perpetrator. However Chawn Hill Church will provide without prejudice, the individual under investigation, with an appropriate ‘peer support’ to accompany them through the process and, if appropriate, to facilitate two-way communication.

When concerns are expressed about the Senior Minister

Any safeguarding concerns involving the Senior Minister should always be reported immediately to the DPS or DDPS. They will then liaise with 31:8 and act immediately upon their advice. Do not tell the Senior Minister that a concern has been raised about them.

When concerns are expressed about the church DPS / DDPS

Any safeguarding concerns involving the DPS or DDPS should be raised with the Senior Minister who will liaise with 31:8 and act immediately upon their advice. Do not tell the DPS / DDPS that a concern has been raised about them.

2.1.5 Allegations Made Against Children and Adults at Risk

Children and young people are by nature curious about the opposite sex. However, where a child is in a position of power, or has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child, this is abusive. This is sometimes referred to as Peer-on-Peer Abuse or Child on Child Abuse. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

When such an instance occurs, they will be investigated by the statutory authorities in the same way as if an adult were involved, although it is likely that the perpetrator may also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.

Allegations against adults at risk will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people, such as a family member, carer, social worker, etc. In court, adults at risk may be allowed to be assisted by an intermediary or give evidence through a live link.

When an allegation is made against a child or adult at risk the following procedure should be followed:

- 1) Do not approach the person about whom the allegation has been made or their parents / carers.
- 2) Follow the church's safeguarding procedure: Recognise, Respond, Record, Report.
- 3) Seek advice from the DPS, who will speak to the police or social services about when to inform a parent. The DPS will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met; this may include placing the child or adult at risk on a Safeguarding Contract or equivalent (see section 3.5.2: Safer Community / Working with Alleged or Known Offenders).
- 4) Make sure there is pastoral support in place for the child or adult at risk throughout the process involved.

2.1.6 Abuse of Trust

Relationships between children, young people and ACS and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child, young person or ACS has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant adult friend. It is not acceptable for a church worker to attempt to groom and form a romantic relationship with a child, young person or ACS with whom they have a relationship of trust.

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their *position of trust in their relationships with other young people who are not much younger than themselves.

*Anyone in a teaching, coaching, instructing, training or supervising role within sport or religion is considered to be a person in a Position of Trust

2.1.7 Pastoral Care

Following an allegation / suspicion

When an allegation/suspicion arises in the church, a period of investigation will follow. The DPS is responsible for dealing with the authorities, while someone else will offer support to the victim/s and their family, and another person will give pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support the families involved.

Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved.

Supporting those who have experienced abuse

Chawn Hill Church is committed to caring for those who have experienced abuse.

We recognise it is important that those who have experienced abuse:

- Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
- Know that God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

It may be necessary to signpost individuals to specialist support.

2.2 SAFER RECRUITMENT

As a church, we are committed to safer recruitment practices. When recruiting both paid and volunteer church workers, the following process will be applied:

- 1) Any new volunteers with limited experience of working with children, young people or ACS may attend 2 or 3 meetings supervised. This is so the volunteer can establish whether they want to commit to this area of ministry before commencing with the safer recruitment process stated below.
- 2) We will have clearly defined volunteer agreement (see appendix 4) which include their responsibilities for the protection of children, young people and ACS.
- 3) When advertising a role which involves working with children, young people or ACS we will make it clear that any appointment is subject to a DBS check.
- 4) All applicants will be asked to complete an application form and include the names of two referees; One must be from someone who has observed the applicant with children, young people and/or ACS. The other must be from someone external to Chawn Hill Church. For employed staff positions, a third reference from the applicant's current or most recent employee will also be obtained.
- 5) For paid employees - shortlisting of applicants will be carried out by at least two people, including the line manager and a trustee; Interviews will be carried out by at least two people, including the line manager and a trustee.

For Volunteers a meeting will take place with either the Children's Team Leader, Youth Team Leader or Operations Manager depending on area in which they are volunteering. During this meeting the church's safeguarding policy, social media policy and procedures will be discussed with the applicant, and they will be required to sign their agreement to adhere to them (see appendix 5)

- 6) References, a Self-Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.

Note: Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children or adults at risk to knowingly apply, accept or offer to work with children or adults at risk. It is also a criminal offence to knowingly offer work with children or adults at risk to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children or adults at risk.

2.2.1. Additional checks for paid workers

In addition to the above checks an applicant's UK residency status and/ or right to work in the UK will be checked.

2.2.2 Overseas Volunteers/workers

Volunteers or paid workers who are from overseas and/or have spent a considerable amount of time abroad will be asked to obtain a Certificate of Good Conduct from that country as well as following the above procedures.

2.2.3 Appointment and Supervision

Paid workers will have a line manager who they will meet with regularly to discuss work and address any issues or areas of concern. There will be a probationary period of a year. There will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance for both volunteers and paid workers. The church's safeguarding policy and procedures will be discussed with the applicant, and they will be required to sign an agreement and adhere to them.

2.2.4 Trustees

All Trustees/ Elders at Chawn Hill Church will have an Enhanced DBS check which will be repeated every 36 months even if they do not work directly with Children, Young People or ACS.

2.2.5 Training

Chawn Hill Church is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive safeguarding training every 3 years which will be carried out by thirtyone:eight, a suitably qualified person or suitable

organisation to ensure we are receiving the most up to date training possible. Where a worker is unable to attend the meeting the DPS will arrange for them to be updated by their line manager and sign to say they have received it.

2.2.6 Young leaders under 18 years of age

In law, young leaders under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young leaders must always be closely supervised by an adult leader and never given sole responsibility for a group of children or young people. When considering ratios of staff to children, young leaders need to be counted as children, not leaders. The safeguarding procedures apply to a young leader just as they do to any other person. Parent / carer permission needs to be sought for young leaders just as you would for any other person under 18 years of age.

2.3 SAFER BEHAVIOUR

Chawn Hill Church has a code of behaviour for all those working with children, young people and/or ACS so that everyone is shown the respect that is due to them:

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child, young person or ACS.
- Listen well to everyone. Be careful not to assume you know what a child, young person or ACS is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a child, young person or ACS and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to a child, young person or ACS, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child, young person or ACS.
- Keep a record of any significant incidents or concerns on a safeguarding incident form. Enter the names of all those present and anything of note which you observe, details of any fights broken up by the workers, allegations made etc. All workers who witnessed the incident, overheard it, or responded in any way, should record the details and sign and date the form.

SECTION 3 - BEST PRACTICE GUIDELINES

Chawn Hill Church is in an amazing position in society, with the opportunity to minister to individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of the church to do it well, prioritising the safety and well-being of those they are working with. Whilst this section is divided into children (0 -11), young people (12 -18) and ACS some aspects of good practice will overlap.

3.1 – WORKING WITH CHILDREN

3.1.1 Ratios

When working with children, we at Chawn Hill Church, believe that best practise is to follow these ratios of workers to children:

Age range	Recommended minimum ratio
0 – 2 years	1:3
2 -3 years	1:4
4 – 7 years	1:6
8 – 12 years	1:8

This does not consider special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young leaders who are under the age of 18 should be counted as one of the children, not one of the workers.

3.1.2 Consent forms

It is essential that we have important information about all children involved in any activities at Chawn Hill Church, which is recorded on our consent forms. Consent forms must be completed by parents before the children are allowed to participate in any of the Children’s activities run by the church.

3.1.3 Supervision of groups

A register must be kept of all who attend each activity, including any adults who stay and also the leaders that attend. Any issues that arise (e.g. first aid, toilet accidents etc.) should be recorded in the notes section of the register and then reported to the Children’s Team Leader. If there are any safeguarding concerns these should be recorded on the relevant form (see appendix 3) and the safeguarding procedures followed.

No one should normally be left working alone with children and it is the responsibility of the team working together to ensure that this does not happen. However, if there are insufficient leaders for groups the following considerations should take place:

- Internal doors should be left open.
- Merge groups together for the session
- At least three people should be present before external doors are opened for an event.
- Consider cancelling the group

If a child wants to talk on a one-to-one basis, you should make sure that:

- You try to hold the conversation in a corner of a room where other people are present.
- Record the conversation following safeguarding procedures if concerns have been raised or let the Children’s Team Leader know if it was a significant conversation.

3.1.4 Physical Contact with Children

- Do not invade the privacy of children when they are using the toilet or showering. For younger children help with toileting may be required but it must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- Parents will be called if nappies need to be changed, this should not be carried out by a Children's worker.
- Avoid rough games involving physical contact between a worker and a child
- When it is necessary to discipline children, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person and parents will be informed.
- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch should be related to the child's needs, not the worker's and should generally be initiated by the child rather than the worker.
- Workers should avoid any physical activity that is, or may be thought to be, of a sexual nature to the adult or the child and avoid sexually provocative games.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid workers should encourage the child to do what they can manage themselves but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.

Children who have a disability and/or additional support needs can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc. Some children may have limited understanding and behave in a non-age-appropriate way. We will always speak with the parents/carers of children with special needs and find out from them how best to assist the child.

3.1.5 Trips

There are some specific considerations which need to be made for trips involving children:

- A risk assessment must be carried out beforehand.
- Parents must be informed in writing of all the arrangements.
- Consent forms must be obtained for the specific activities involved.
- There will be workers with first aid certificates with the group.
- The adult: child ratio's will be adhered to

Swimming Trips

Swimming trips for children should be discouraged. However, if circumstances arise that a trip goes ahead the following applies. There will be an increased adult to child ratio for swimming trips. Prior to the trip, workers will establish the swimming ability and age of the children attending by obtaining specific consent from the parents/carers. Younger children must be accompanied by their parent/carer. Workers should never change in front of the children. The trip leader will ensure that there is a qualified life saver at the facility.

A named person for safeguarding will be identified on all outings and residential trips. This is not necessarily the DPS.

3.1.6 Transport of Children

Please see 3.47 for guidelines that apply to all drivers involved in the transportation of Children, Young People and ACS.

When transporting Children Chawn Hill Church will:

- Gain parental consent for all journeys with parents being informed of the transport being used, where we will be going, who will be driving etc.

- If transporting children in cars, car seats will be used for all children who need to use them and parents will fit them into the car being used
- Seat belts will be worn, and the trip leader will ensure that they are fastened before leaving.
- All children will be returned to an agreed drop off point and the trip organiser along with another children’s worker will ensure that each child is collected by an appropriate adult.
- At least two workers should be present when transporting children as part of a church role.
- If emergency or extreme circumstances mean that the above cannot be adhered to this must be recorded and the DPS/DDPS informed immediately.

3.1.7 Visiting Children at Home

If the Children’s Team Leader visits a child in their home the visit must have been organised with their parents/carers and the parents or whoever is looking after the children must be present during the visit. If the Children’s Team Leader arrives and the parents are not present, then they must not enter the house and phone the parents to find out where they are and follow safeguarding procedures.

3.1.8 Children attending a meeting at a Children Workers home

If children are attending a group at a home of a Children’s worker, this must only happen with the consent of the Children’s Team Leader and parents must be fully informed and give their written consent. There must be someone else in the home.

3.1.9 Social Media

Chawn Hill Church recognises that social media plays an important role within Children’s lives, and we are committed to ensuring that we are protecting both Children and Children’s workers. To find out more please see our Children’s Social Media Policy

3.1.10 Photographs

We recognise that there are times when the taking of photographs might be beneficial to the work being done at Chawn Hill Church, particularly with regard sharing of projects, initiatives and updates, with both the church and/or funding sources. There are a number of guidelines we follow when taking photographs of children to protect both Children’s workers and the Children. To find out more please see our Children’s Social Media Policy.

3.2 – WORKING WITH YOUNG PEOPLE

3.2.1 Ratios

When working with young people, we at Chawn Hill Church, believe that best practise is to follow these ratios of workers to young people:

Age range	Recommended minimum ratio
8 – 12 years	1:8
13 years and over	1:10

This does not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios.

3.2.2 Consent forms

It is essential that we have important information about all young people involved in any activities at Chawn Hill Church. Therefore, all young people’s parents will be required to complete a consent form, and this must be obtained as soon as possible.

3.2.3 Young People with no adult supervision

When young people turn up to and want to join in with church activities without the knowledge of their parents/carers, workers will:

- Welcome the young person and try to establish their name, age, address and telephone number.
- Record their visit in a register.
- Ask the young person if a parent/carer is aware of where they are. Where possible, phone and make contact.
- Without interrogating the young person, find out as soon as possible whether they have any specific needs (e.g. medication, allergies etc.) so that you can respond appropriately in an emergency.
- Give the young person a consent form and explain it needs to be filled in and brought back next time.

3.2.4 Supervision of groups

A register must be kept of all who attend each activity, including any adults who stay, leaders and all young people. All leaders will have a DBS and any youth 18+ will also have a DBS to attend meetings. Any issues that arise should be recorded in the notes section of the register and then reported to the Youth Team Leader. If there are any safeguarding concerns these should be recorded on the relevant form (see appendix 3) and the safeguarding procedures must be followed.

No one should normally be left working alone with young people but should instead work as part of a team. If there are insufficient leaders for groups:

- Internal doors should be left open.
- At least three people should be present before external doors are opened for an event.
- Consider whether you could combine groups together or rearrange planned activities.
- Reconsider whether you can run the group safely, carrying out a Dynamic Risk Assessment.

If workers do find themselves on their own with a young person, they should:

- Assess the risk of sending the young person home.
- Phone another team member and let them know the situation.
- Train additional leaders as soon as possible.

If a young person wants to talk on a one-to-one basis, you should make sure that:

- You try to hold the conversation in an area of a room where you can achieve some privacy, but other people are present.
- You leave the door open if you are in a room on your own.
- Another team member knows where you are.

3.2.5 Physical Contact

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch should be related to the young person's needs, not the workers.
- Touch should be age-appropriate and generally initiated by the young person rather than the worker.
- Workers should avoid any physical activity that is, or may be thought to be, of a sexual nature to the young person
- Young people are entitled to privacy to ensure their personal dignity.
- Young people have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid, workers should encourage the young person to do what they can manage themselves but consider the young person's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.

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. Some young people may have limited understanding and behave in a non-age-appropriate way. We will always try to speak with the parents/carers of the young person with special needs and find out from them how best to assist the young person.

3.2.6 Visiting Young people at Home

It is best practise for youth leaders to meet young people outside of their home however we appreciate that in some cases this may not be possible. In these cases, youth leaders will follow the guidance set out below.

The visit must have been organised with the parents/carers and written consent must be obtained. Permission must have also been granted from the Youth Team Leader. The meeting must take place downstairs, and the Youth worker must never go into bedrooms. A written record must be kept recording date and time of meeting and a rough outline of what took place (Appendix 6). The Youth Team Leader must be informed of any significant issues raised and any safeguarding concerns must be reported using the safeguarding incident form (see Appendix 3)

3.2.7 Young People attending a meeting at a Youth Workers home

If young people are attending a group at a home of a Youth leader, this must only happen with the consent of the Youth Team Leader and parents must be fully informed and give their written consent. There must always be someone else in the home. The meeting must take place downstairs, and the Youth worker must never go into bedrooms. On the occasion that young people from another church attend a weekly group or meeting at a youth workers home, safeguarding responsibilities and procedures to follow in the event of an allegation or disclosure must be agreed and made clear to all parties prior to the group commencing. A register of attendance will be completed.

3.2.8 Mentoring

If a worker is working with a young person as part of the recognised church mentoring programme:

- The parents of all young people involved in mentoring are required to give written consent before the mentoring takes place and must be kept informed of when and where these meetings are taking place.
- Mentoring meetings should only be held in agreed places and should be in view of other people.
- The Youth Team Leader should be aware that a meeting is taking place and where it is being held. If the Youth Team Leader is leading the mentoring session, then their Line Manager should be aware of when the sessions are taking place including start and end time.
- Appropriate boundaries should be put in place regarding times and demand, i.e. not phoning or texting late at night, etc.
- A written record must be kept recording date, location and any issues/decisions discussed at meetings (appendix 7). If any safeguarding concerns are raised, then the safeguarding procedures must be followed (see Appendix 3)

3.2.9 Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with safer recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation, adult leaders will contribute to programme planning and reviews and will always be present to oversee any peer-led activities taking place.

3.2.10 Outings and Overnight Events involving Young People

There are some specific considerations which need to be made for outings and overnight events involving young people:

- A full risk assessment must be carried out beforehand and incorporating any risk assessment provided to support risk management.
- Consider completing individual personal risk assessments where applicable.
- Parents must be informed in writing of all the arrangements and contact numbers of leaders should be provided.
- Consent forms must be obtained for the specific activities involved.

- There will be workers with first aid and food hygiene certificates within the group.
- A nominated person for safeguarding will be identified.

Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully considered. It is not acceptable for workers to share sleeping accommodation with young people either in a large dormitory or on an activity such as youth hostelling. Workers will be situated in close proximity and ensure the young people know where to go if they need help. There should be 2 workers on duty. Arrangements will be age-appropriate, provide security for the young people and be safe for everyone involved. The event leader will ensure that parents understand what the arrangements will be and confirm by signing that they are happy with them.

Where a young person is questioning their gender identity, or considering, progressing, or has completed gender reassignment we will consult with them and their parents about arrangements for residential trips and sleepovers.

Adventurous Activities

No young person will participate in adventurous activities without the written consent of the parent /carer. The activity leader will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 2004, the activity leader needs to ensure that the premises are licensed.

Fire Safety

The event leader will have a fire safety procedure in place, which will include the following:

- Everyone will be warned of the danger of fire. If the overnight event is in a building, then everyone must be made aware of the fire exits.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. The building will also need to comply with fire regulations. Request a copy of fire certificate prior to booking.
- In the case of an emergency, ensure measures are in place to alert young people with disabilities (e.g. a child who is hard of hearing).

Safety

It is the responsibility of the workers to always know the whereabouts of every young person participating in an overnight event, and this may include monitoring access on and off the site.

General safety rules will be applied as appropriate (e.g. no running around tents due to the risk of injury from tripping over guy lines). Share completed risk assessment with all leaders, workers and volunteers prior to departure.

Swimming Trips

There will be an increased adult to young person ratio for swimming trips. Workers should never change in front of the young people. The trip leader will ensure that there is a qualified life saver at the facility.

3.2. 11 Transport

Please see 3.47 for guidelines that apply to all drivers involved in the transportation of Children, Young People and ACS.

Our practice specifically for transporting young people is as follows:

- Parental consent will be given for all journeys.
- All young people should be returned to an agreed drop off point. At collection or drop off points, the youth leaders must make sure the young people have an appropriate way of getting home.
- If a young person has not got an appropriate way of getting home, then 2 youth leaders can take the youth home. The young person must be in the back of the car and the DPS must be informed before they set off

and again when the young person is dropped off. The DPS will make a note of this and will keep the messages.

- At least two workers should be present when transporting young people as part of a church role.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- A declaration form will be signed by the driver to confirm the driver is insured to drive the vehicle, the vehicle is taxed and holds a valid MOT certificate.

3.2.12 Social Media

Chawn Hill Church recognises that Social Media plays an important role within young people's lives and we are committed to ensuring that we are protecting both young people and Youth workers. To find out more please see our Young Persons Social Media Policy.

3.2.13 Photographs

We recognise that there are times when the taking of photographs might be beneficial to the work being done at Chawn Hill Church, particularly with regard sharing of projects, initiatives and updates, with both the church and/or funding sources. There are several guidelines we follow when taking photographs of young people to protect both volunteers and the young people. To find out more please see our Young person's Social Media Policy.

3.3 WORKING WITH ACS

3.3.1 Premises

The church building will be made as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and where necessary, aids and adaptations put in place.

3.3.2 Language

Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We will be mindful of the language used within worship and the language used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves).

3.3.3 Worship

In all worship services, we will consider the varied requirements of our congregation and try to be as inclusive as possible, by:

- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- Using inclusive language
- Using a variety of liturgy and resources to cater for different levels of understanding
- Using a microphone during times of open prayer so that all can hear

3.3.4 Insurance

We will take reasonable steps to safeguard ACS and will follow any specific safeguarding requirements as laid out by our insurance company.

3.3.5 Financial integrity

Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below:

- Those who work with ACS may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done. In these cases, the volunteer will have gone

through the safer recruitment procedure, and an enhanced DBS will be obtained before commencing their role.

- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.
- Any gifts received should be reported to the church trustees, who should decide whether the gift can be accepted.
- Care should be taken not to canvass for church donations from those ACS adults, such as the recently bereaved.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the ACS.
- Any money received by the church should be handled by two unrelated church workers.

3.3.6 Photographs

Workers should make sure that they have the person's permission to take a picture, and that the subject is happy with the intended use of the pictures. When taking group pictures, workers should remember to get permission from everyone who will be photographed.

3.3.7 Outings and Overnight Events involving ACS

We recognise that there are additional considerations for a group taking adults with additional needs, such as learning difficulties or mental health needs, on outings or overnight events:

- A risk assessment must be carried out beforehand
- Planning for the trip should take into account specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care)
- ACS should be included in the planning of trips and events
- Consideration should be given to the suitability and accessibility of the venue and accommodation, travel time and mode of transport, and the affordability of the event
- ACS should be given all the information about the trip beforehand so that they know where they are going, how long it will take to get there and what type of activities they will be taking part in.
- There should be a minimum of two leaders with each group; the individual needs of those attending may determine the additional number of people required.

Sleeping Arrangements

Consideration should be given to the individual needs of those staying overnight. If there is a need for personal care or additional support during the night, it would be better that the person's usual caregiver also attends the event and therefore shares a room with them but only where this would be appropriate to do so.

Personal Care

It is not appropriate for church workers to perform personal care for ACS unless this is their usual task (i.e. if they have come along to help generally but also have a caring role for a member of the group, they can provide personal care for that person).

Activities

Leaders should consider the mobility needs of the group when deciding on activities or events. For example, if members of the group have difficulty walking, then including a walking tour around a town may be inaccessible to some who are attending. If you have members of the group who use wheelchairs then consideration needs to be given as to whether you have sufficient workers to support those who may need pushing.

Safety

It is the responsibility of the workers to always know the whereabouts of every person in the group; this may include monitoring access on and off the site.

General safety rules will be applied as appropriate, and advice sought from the event organiser / venue about the fire evacuation procedures. A copy of the event / venue risk assessment should be included with the group leader's risk assessment.

Consent and Medical Information

It is important to recognise that ACS are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. ACS should have a say in their care and any arrangements made for them, however, there may be occasions when we need to involve others in the decision making. In these situations, advice will be sought from the DPS regarding who should be involved.

A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

Holding and Dispensing of Medication

Church workers should never agree to hold or dispense medication for those on an event. If someone is unable to manage their own medication, then their usual carer should be asked to attend (free of charge) if this is not possible then advice will need to be sought from the DPS as to whether they will be able to attend the event.

3.3.8 Record keeping

After pastoral visits or meetings take place records will be kept, noting the date, time, location, subject and any actions which are to be taken. These records should be kept in a secure locked cabinet. Any safeguarding allegations, concerns or disclosures revealed in these meetings should be passed on to the DPS using safeguarding procedures (See Appendix 3)

3.3.9 Pastoral Relationships

All those involved in pastoral ministry should work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it:

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in grooming or sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies and get further help when working with situations outside of their expertise or role.
- Workers should be mindful of any physical contact or greeting they use within a pastoral relationship, seeking consent if physical contact is offered. For example, to offer comfort.

- Workers should seek advice from the DPS if they believe someone they are supporting pastorally is becoming dependant on them or developing an inappropriate emotional attachment.
- Workers should record their pastoral visits on the pastoral log (See Appendix 8) after every visit.

3.4 HEALTH AND SAFETY - Safe Practice and Safe Premises

3.4.1 Health and Safety

All activities for children, young people and ACS will comply with the church's current health and safety policy. Please see that policy for more information.

3.4.2 Computers

All church computers will have suitable parental controls and blocks put on. Although this is not failsafe, it will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users.

3.4.3 Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their care. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures and assembly points in the event of a fire.

3.4.5 First Aid

Chawn Hill Church has a number of trained First Aiders and there is a list showing who they are on the noticeboard. All church groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities. First Aiders know where to locate first aid kits and accident forms/ logbook and understand how to complete the required accident form/logbook.

3.4.6 Food Hygiene

Anyone handling food for any events must hold the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc). For more information, please see the churches Health and Safety policy.

3.4.7 Transport

These guidelines apply to all drivers involved in the transportation of children, young people and ACS on behalf of the church. They do not apply to private arrangements, for example, transport arrangements made between friends.

- Only those who have gone through the church safer recruitment procedures for workers will transport children and ACS (within the DBS eligibility criteria).
- All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover, that the vehicle being used is road worthy, taxed with a current MOT for the vehicle if required.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

3.4.8 Hiring of Church Premises

All external users (organisations or individuals) of Chawn Hill Church's facilities will be required to comply with Chawn Hill Church's safeguarding statement for the safeguarding of children, young people and ACS. Chawn Hill Church will ask for a copy of their safeguarding policy if they are working with children, young people and ACS which will be

given to the DPS. All external users should make clear that, though they use Chawn Hill Church's facilities, they do so without Chawn Hill Church accepting any responsibility or liability for any of their activities or standards of care that they provide towards their group participants.

3.5 SAFER COMMUNITY

3.5.1 Bullying

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children, often adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within churches, and it is not isolated to the children and young people. Anyone in the church can be a victim of bullying, just as anyone in the church can be the bully, including those in leadership.

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone or social media to publicly challenge or undermine someone
- Name calling and personal insults
- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying, both children and adults, believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. We here at Chawn Hill Church believe that it is important to recognise when bullying is occurring and we are committed to take action to resolve the situation.

Some signs that can indicate a person is being bullied are as follows:

- Withdrawal from group or church activities; appearing anxious, tearful or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any church roles; physical injuries.

To help prevent bullying, the following procedures will be adopted within the church:

- All allegations of bullying will be treated seriously, and details will be carefully checked before action is taken.
- The bullying behaviour will be investigated with the aim of bullying being stopped as quickly as possible.
- An attempt will be made to help bullies change their behaviour.
- All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- Where an allegation of bullying is made against a church or group leader, advice will be sought from thirtyone:eight and their advice will be taken into consideration.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

3.5.2 Working with Alleged or Known Offenders

When someone attending the church is known to have a conviction/caution relating to children, young people or ACS, or an allegation of a similar nature has been made, the church safeguarding team will undertake completion of a risk assessment, will supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, will set boundaries for that person which they shall be expected to keep. These will be set out in a Safeguarding Contract.

When it is known that a person who has been convicted of abusing children, young people or ACS is attending our church, it is important that their behaviour within our church community is properly managed and that a contract is

put in place. It may also be appropriate to take such measures with a person who has faced allegations of abuse but hasn't been convicted.

In determining the details of the contract:

- The DPS will take advice from thirtyone:eight
- The DPS will inform the DDPS and the Senior Minister and the advice from thirtyone:eight will be discussed and implemented.
- The rights of the offender to re-build their life without people knowing the details of their past offence will be balanced against the need to protect our children, young people and ASC.
- The DPS will determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS or DDPS should contact the offender's specialist probation officer (SPO) who will inform us of any relevant information or restrictions that they should be aware of.

An open discussion will be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract will be drawn up which identifies appropriate behaviour. The person will be required to sign the contract, and it will be monitored and enforced. If the contract is broken certain sanctions will be discussed and advice will be sought from thirtyone:eight.

3.5.3 Alleged or known offenders who are themselves ACS

A formal contract may be quite a daunting process for someone with learning difficulties or a young person, yet having safeguards in place is still necessary. Therefore, an alternative may need to be arranged. Therefore, a meeting with the individual in question will take place where they can be taken through the main elements of a formal contract in a way that is non-threatening and easy to understand. Notes will be taken, and the individual will need to verbally agree to the requirements laid out in the meeting.

Rather than signing a formal 'contract', the individual will instead sign to say that they agree with the meeting notes, and that they will adhere to what has been agreed during the meeting. This will result in the same outcome as a contract but is a more informal and appropriate approach for an ACS. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be.

SECTION 4 - USEFUL CONTACTS

Local Authority Designated Officer(s) (LADO)

Yvonne Nelson-Brown
(01384) 813110

Sukhchandani Kaur
(01384) 813066

Email: allegations@dudley.gov.uk

Police

Contact 101, or 999 in an emergency

Adult Social Services

9am—5pm 0300 555 0055

*Out of hours 0300 555 8574

Children's Social Services

9am—5pm 0300 555 0050 Select option 3

*Out of hours 0300 555 8574

Thirtyone:eight

0303 003 1111

***Emergency Duty Team (Out of hours)**

Open 5pm-9am Monday to Friday, 24 hours at weekends and on Bank Holidays.

NSPCC 0800 800 5000

ChildLine 0800 1111

APPENDIX 1 - DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child, young person or ACS. Somebody may abuse or neglect a child, young person or adult by inflicting harm, or by failing to act to prevent harm. Children, young people and ACS 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 a child or children. There are many ways in which people suffer abuse. The list below is, sadly, not exhaustive.

Type of abuse	Child/ Young Person
Physical	Actual or likely physical injury to a child, young person or failure to prevent physical injury to a child or young person.
Emotional	The persistent, emotional, ill treatment of a child or young person that affects their emotional and behavioural development. It may involve conveying to the child, young person that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.
Sexual	Involves forcing or enticing a child/young person to take part in sexual activities, whether or not the child/young person is aware of what is happening. This includes non-contact activities, such as involving children/young people in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children/ young people to behave in sexually inappropriate ways.
Neglect	Where adults fail to care for children/young people and protect them from danger, seriously impairing health and development.
Type of Abuse	Additional Definitions
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.
Spiritual	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. Lead Elder). The person experiences spiritual abuse as a deeply emotional personal attack.
Discrimination	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
Institutional	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
Domestic Abuse	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.

Online Abuse	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
Self-harm	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
Mate crime	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
Cuckooing	Cuckooing is a multi-faceted form of criminal exploitation and abuse where criminals take over a vulnerable person's home to use it as a base for illegal activities, most commonly drug dealing, storing weapons or sex work. The term is derived from cuckoo birds, which take over the nests of other birds.
Modern Slavery	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
Human Trafficking	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.
Radicalisation	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
Honour / Forced Marriage	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
Female Genital Mutilation	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
Historic Abuse	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.
Child on Child Abuse	Where a child abuses, exploits or harms a child of any age or stage of development.
Peer on Peer Abuse	Where a child or young person abuses, exploits or harms another child or young person of a similar age.

The Care Act (2014) highlighted 10 categories of abuse specific to Adults with Care and Support needs these are:

Modern Slavery	Self-neglect	Discriminatory	Physical	Neglect
-----------------------	---------------------	-----------------------	-----------------	----------------

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a child, young person or adult at ACS discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness in children
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place.

It is also important to remember that there might be other reasons why most of the above are occurring

APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

STAGE 1 – THE WORKER

The duty of the person who receives information or who has a concern about the welfare of a child, young person or ACS is to RECOGNISE the concerns, make a RECORD in writing and RESPOND by passing on their concerns to the DPS. If she is not contactable, or they are implicated in the situation, the DDPS should be contacted instead.

Concerns should be passed on to the DPS within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the DPS, they should be informed as soon as possible afterwards.

A written record using the standard incident report form (see Appendix 3) should be made as soon as possible after a child, young person or ACS tells you about harmful behaviour, or an incident takes place that gives cause for concern.

The record should:

- be hand-written as soon as possible after the event
- be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- include the child, young person or ACS name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include verbatim - an exact record of what the child, young person or ACS has said, using their own words where possible
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to the church Safeguarding Team, thirtyone:eight for advice and representatives of any statutory authorities involved.

If concerns arise in the context of children's, young peoples or ACS work, the worker who has the concern may in the first instance wish to talk it through with their group leader, where appropriate. However, such conversations should not delay concerns being passed on to the DPS. It should be clear that the duty remains with the worker to record and pass on their concerns to the DPS.

If an issue concerns an ACS who does not give permission to pass on the information to anyone else, the worker should explain that they will need to speak with the DPS, who will have greater expertise in dealing with the issue at hand.

If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report and will also themselves have a duty to pass on the concern to the DPS.

STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)

The duty of the DPS on receiving a report is to REVIEW the concern that they have received and REPORT the concern on to the appropriate people, where necessary.

The duty to REVIEW

In reviewing the report that is received, the DPS:

- should take into account their level of experience and expertise in assessing risk to children, young people or ACS.
- must take into account any other reports that have been received concerning the same individual or family.
- may speak with the DDPS and/or the Lead Senior Minister where appropriate (unless allegations involve

them) who may have relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action.

- may consult with other agencies, such as thirtyone:eight, to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The duty to REPORT

The DPS will decide who the report should be referred on to, working in conjunction with the church Safeguarding Team where appropriate. They may:

- refer to the worker who made the initial report if there is little evidence that a child, young person or ACS is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the child, young person or ACS in question, asking for continued observation where appropriate.
- Inform parents / carers under certain circumstances, where doing so would not present any further risk of harm.
- Make a formal referral to the police or Dudley Social Services team. With ACS, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For ACS, concerns will only be referred to the police or Social Services without consent where:
 - the person lacks the mental capacity to make such a choice
 - there is a risk of harm to others
 - in order to prevent a crime
- If an allegation is made against someone who works with children or young people, the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children/ young people has:
 - behaved in a way that has harmed, or may have harmed, a child, young person
 - possibly committed a criminal offence against children, young people, or related to a child or young person
 - behaved towards a child/young person or children/young people in a way that indicates s/he is unsuitable to work with children or young people.
- If an allegation is made against someone who works with ACS, it should be reported to the police or Adult Social Services.
- Whenever a formal referral is made to the police, Social Services or LADO, the DPS should report the referral to:
 - The DDPS
 - Senior Minister

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy. All original reports should be retained safely and securely by the DPS and a written record should be made of the actions taken.

STAGE 3 – THE NEXT STEPS

Responsibilities to **REPORT** and **SUPPORT** in stage 3 of the process are shared by the church Safeguarding Team.

The duty to SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a

responsibility to offer support to all those who have been affected, including:

Victims; Alleged perpetrators; Children; Young people; ACS; Other family members; Church workers; Church Safeguarding Team; Senior Minister; Leadership Team.

The duty to REPORT

If a church worker has been accused of causing harm to children, young people or ACS this would be classed as a serious incident that should be reported to the Charity Commission.

If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children, young people or adults at ACS, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).



CONFIDENTIAL

Logging A Concern Form

Name of child/young person _____

Date: _____

Time: _____

Ask yourself why you are recording the incident. Record the following factually:

Who? _____

What? _____

Where? _____

When? _____

How and why might this have happened? (This is your opinion only)

Note of any action taken by you: _____

Name of person whom your information is passed to: _____

Your name (print): _____

Signature: _____

Check to make sure that everything in your report is clear, even for a stranger reading it in the future.

PLEASE MAKE SURE THAT YOU HAND THIS DIRECTLY AND IMMEDIATELY (WITHIN 24 HOURS) TO EITHER OF THE FOLLOWING PEOPLE WITHIN CHAWN HILL CHURCH;

- **Karen Dawes** **Designated Person for Safeguarding (DPS)**
- **Emma Carling** **Deputy Designated Person for Safeguarding** *Children's Team Leader*
- **Greg Ellis** *Senior Minister*

If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the DPS, they should be informed as soon as possible afterwards

Strictly CONFIDENTIAL

Disclosure Form



Name of child/young person _____

Date: _____

Time: _____

Record the following factually:

Who? _____

Where? _____

When? _____

What? (This is your wording only, please be accurate and clear)

Note action taken by you: _____

Name of person whom your information is passed to: _____

Your name (print): _____

Signature: _____

PLEASE MAKE SURE THAT YOU HAND THIS DIRECTLY AND IMMEDIATELY (WITHIN 24 HOURS) TO EITHER OF THE FOLLOWING PEOPLE WITHIN CHAWN HILL CHURCH;

- **Karen Dawes** **Designated Person for Safeguarding (DPS)**
- **Emma Carling** **Deputy Designated Person for Safeguarding** *Children’s Team Leader*
- **Greg Ellis** *Senior Minister*

If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the DPS, they should be informed as soon as possible afterwards

APPENDIX 4 – Volunteer Agreements



CHAWN HILL CHURCH

VOLUNTEER AGREEMENT

Children’s Team Volunteer

Supporting the Children’s Team Leader and children aged 0-11 years and their families

Area(s) of Volunteering:

- | | | |
|-----------------------|--------------|-----------|
| Xplosion | Rainbows | Kids Club |
| Mini COGs | Messy Church | |
| Chawn’s Little Hearts | Love Alive | |

Thank you so much for agreeing to support this mission and volunteer! Chawn Hill Church relies on volunteers to fulfil its mission of Bringing God’s Story and Your Story Together through Discovery, Discipleship and Declaration. As a volunteer for Chawn Hill Church, you are agreeing to abide by the following statements:

As a Volunteer, I will:

- ❖ Treat all individuals with respect, recognising their abilities and potential for development.
- ❖ Work under the leadership and supervision of the activity co-ordinator
- ❖ Be punctual and notify the Children’s Team Leader if I become unavailable for a session.
- ❖ Attend Team meetings wherever possible
- ❖ Read the Church safeguarding policy and know how to respond to, report and record any concerns I may have about a child or report any concerns about the conduct of any individual
- ❖ Ensure the welfare and safety of individuals by following the relevant Health & Safety and Safeguarding policies and any other policies and procedures specific to my role
- ❖ Attend regular training to ensure my knowledge of the relevant policies and procedures is always refreshed and up-to-date, including Safeguarding Training once every 3 years

As a Church, we will:

- ❖ Provide required training
- ❖ Fund and provide support for you to complete and renew an Enhanced DBS check (where appropriate)

- ❖ Encourage, support and pray for you
- ❖ Build friendship and fellowship with you as we work together as a team, building Church and having fun!

Chawn Hill Church takes the well-being and safety of everyone within the Church (including volunteers and the individuals they are working with) very seriously. If you break this agreement or if there are concerns over your suitability as a volunteer, your role will be reviewed, and you may not be able to volunteer in the same capacity in the future.

Declaration:

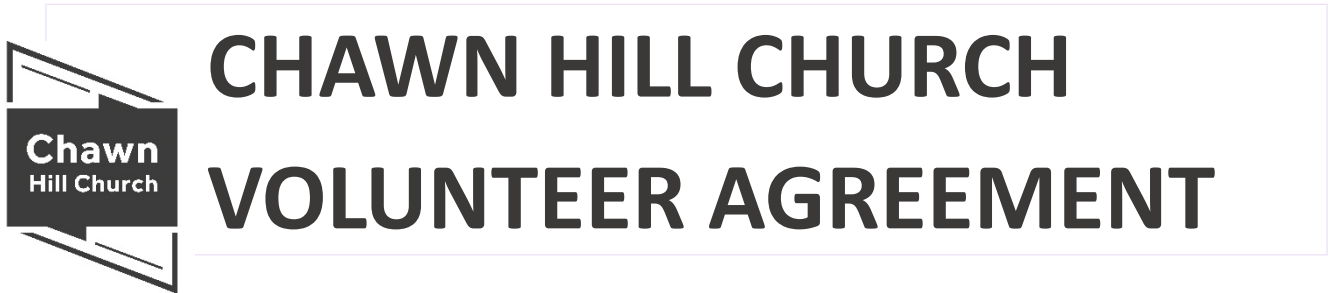
I understand and agree to abide by the above statements

Signed (*Volunteer*): _____ Date: _____

Name (*please print*): _____

Signed (Chawn Hill Church Staff Member): _____ Date: _____

Name & Role (*please print*): EMMA CARLING, CHILDREN'S TEAM LEADER



Youth Team Volunteer

Supporting the Youth Team Leader and young people aged 12-17 years

Area(s) of Volunteering:

Thursday nights

Sunday's

Thank you so much for agreeing to support this mission and volunteer! Chawn Hill Church relies on volunteers to fulfil its mission of Bringing God's Story and Your Story Together through Discovery, Discipleship and Declaration. As a volunteer for Chawn Hill Church, you are agreeing to abide by the following statements:

As a Volunteer, I will:

- ❖ Treat all individuals with respect, recognising their abilities and potential for development.
- ❖ Work under the leadership and supervision of the activity co-ordinator
- ❖ Be punctual and notify the Youth Team Leader if I become unavailable for a session.
- ❖ Attend Team meetings wherever possible
- ❖ Read the Church safeguarding policy and know how to respond to, report and record any concerns I may have about a young person or report any concerns about the conduct of any individual
- ❖ Ensure the welfare and safety of individuals by following the relevant Health & Safety and Safeguarding policies and any other policies and procedures specific to my role
- ❖ Attend regular training to ensure my knowledge of the relevant policies and procedures is always refreshed and up-to-date, including Safeguarding Training once every 3 years

As a Church, we will:

- ❖ Provide required training
- ❖ Fund and provide support for you to complete and renew an Enhanced DBS check (where appropriate)
- ❖ Encourage, support and pray for you

- ❖ Build friendship and fellowship with you as we work together as a team, building Church and having fun!

Chawn Hill Church takes the well-being and safety of everyone within the Church (including volunteers and the individuals they are working with) very seriously. If you break this agreement or if there are concerns over your suitability as a volunteer, your role will be reviewed, and you may not be able to volunteer in the same capacity in the future.

Declaration:

I understand and agree to abide by the above statements

Signed (*Volunteer*): _____ Date: _____

Name (*please print*): _____

Signed (*Chawn Hill Church Staff Member*) _____ Date: _____

Name & Role (*please print*): EMMA CARLING, DEPUTY DESIGNATED PERSON FOR SAFEGUARDING

APPENDIX 5 - SAFEGUARDING AGREEMENT



Safeguarding Policy Agreement

- ✓ I have read and understood Chawn Hill Church’s Safeguarding statement
- ✓ I have been given the full safeguarding policy
- ✓ I know who to speak to if I have a safeguarding concern.
- ✓ I have been given the social media policy
- ✓ I have had a meeting with the DSP/DDSP and been given an opportunity to ask questions.
- ✓ I understand my responsibility as an employee or volunteer with regards to safeguarding
- ✓ I agree to adhere to the recommendations and codes of conduct set out in this policy

Signed: _____ Date: _____

Print Name: _____

APPENDIX 6 – VISITING YOUNG PEOPLE AT THEIR HOME LOG

Young	Date of	Who was	Outline of what took place	Form complete

APPENDIX 7 – MENTORING YOUNG PEOPLE LOG

Young Person _____

Mentor(s) _____

Date	Location of	Who was present	Issues/decisions discussed	Form completed by

APPENDIX 8 – PASTORAL VISITS LOG

Date	Location of	Who was	Issues/decisions discussed	Form complet

