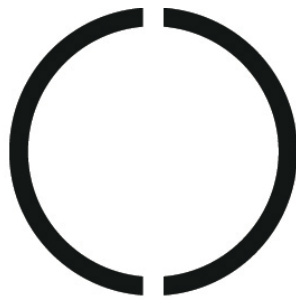


WORKING WITH CHILDREN AND YOUNG PEOPLE

CENTRAL CHURCH
SAFEGUARDING POLICY



CENTRAL
CHURCH

Central Hall, 2 West Tollcross, Edinburgh EH3 9BP
0131 447 9787

Updated: March 2020
F001/CP/04

DEFINITIONS OF TERMS	5
SECTION 1 - SAFEGUARDING POLICY STATEMENT on Children and Young People and Central Church	6
SECTION 2 - SAFEGUARDING PROCEDURES	9
Introduction.....	9
2.1 - PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE	10
2.1.1 DEFINITIONS AND SIGNS OF ABUSE	10
2.1.2 WHAT TO DO IF ABUSE IS SUSPECTED OR DISCLOSED	12
2.1.3 RESPONDING TO CONCERNS	15
2.1.5 ALLEGATIONS AGAINST WORKERS.....	16
2.1.6 ABUSE OF TRUST	18
2.1.7 ALLEGATIONS MADE AGAINST CHILDREN AND ADULTS AT RISK.....	18
2.1.8 PASTORAL CARE	19
2.2 - SAFER RECRUITMENT	21
2.3 - SAFER BEHAVIOUR.....	23
SECTION 3 - BEST PRACTICE GUIDELINES	25
3.1 - WORKING WITH CHILDREN	25
3.1.1 RATIOS	25
3.1.2 CHILDREN WITH SPECIAL NEEDS	26
3.1.3 VISITING CHILDREN OR YOUNG PEOPLE AT HOME	26
3.1.4 CHILDREN WITH NO ADULT SUPERVISION	26
3.1.5 MENTORING	27
3.1.6 PEER GROUP ACTIVITIES FOR YOUNG PEOPLE	27
3.1.7 PHYSICAL TOUCH.....	27
3.1.10 ELECTRONIC COMMUNICATIONS - CYBER SAFETY	29
3.1.11 THE ROLE OF A HELPER IN KIDS AND YOUTH WORK	32
3.1.12 TOBACCO, ALCOHOL, SOLVENTS AND ILLEGAL SUBSTANCES	32
3. 2 - HEALTH AND SAFETY - Safe Practice and Safe Premises	34
3.2.1 REGISTRATION FORMS	34
3.2.2 HEALTH AND SAFETY.....	34
3.2.3 Fire.....	34
3.2.4 First Aid	34
3.2.5 SUPERVISION OF GROUPS	34
3.2.6 FOOD HYGIENE	35
3.2.7 RISK ASSESSMENT	35
3.2.8 INSURANCE.....	35
3.2.10 OUTINGS AND OVERNIGHT EVENTS INVOLVING CHILDREN	36
3.3 SAFER COMMUNITY.....	37
3.3.1 BULLYING	37
3.3.2 WORKING WITH ALLEGED OR KNOWN OFFENDERS	39
SECTION 5 - APPENDICES	41

APPENDIX 5.2 - INDICENT/ACCIDENT/NEAR MISS/ SADEGUARDING CONCERN FORM (SECTION 2.1.3).....	45
Incident / Accident / Near Miss / Safeguarding Concern	45
(Please delete as appropriate)	45
Incident / Accident / Near Miss / Safeguarding Concern	47
(Please delete as appropriate)	48
Stage 3 - The Next Steps	52
GENERAL INFORMATION	53
DECLARATION	56
We are so thankful that you are applying to be a helper on the 0-18s team. We pray that you grow in your faith as a 0-18s helper. This role requires you to assist the leader of the group with tasks, activities and practical help.	
GENERAL INFORMATION	65
EMPLOYMENT	65
CONNECTION WITHIN CENTRAL CHURCH.....	65
GETTING A SNAP-SHOT OF YOU.....	66
HEALTH	66
DISCLOSURE	66
REFEREES	67
DECLARATION	68
APPENDIX 5.6 Volunteer Description (Section 2.2)	
60	
APPENDIX 5.7 Reference Form (Section 2.2)	63
APPENDIX 5.8 Volunteer Contract (Section 2.2)	64
APPENDIX 5.9 Visitors Form (Section 3)	66
APPENDIX 5.10 Parent-Mentor Agreement (Section 3.1.5)	67
APPENDIX 5.11 Central Church Helper Application Form	68

A Brief Introduction to Central Church Safeguarding Policy

Safeguarding Officers for Central Church

Safeguarding Officers have been appointed as the main point of contact for all Safeguarding concerns with relation to children, young people, leaders and staff within Central Church. You should report all concerns/allegations/suspicions immediately to them. They are:

Andy Harding (Executive Pastor) – andy@centralchurch.co.uk

Hannah Lockhart (Kids Lead) - hannah.l@centralchurch.co.uk

Mairi Giles (CAP) - mairigiles@capuk.org

Becky Dunn - becky@centralchurch.co.uk

Helplines

thirtyone:eight: 0303 003 11 11 (formerly known as Church's Child Protection Advisory Service)

Social Care Direct (Scottish- Edinburgh): 01312 002 324 (Adult or Child)

Emergency Social Work Out of Hours (Scottish- Edinburgh): 0800 7316 969

NSPCC: 0808 800 5000

Childline: 0800 11 11 (for children)

Good working practice

- treat everyone with respect and dignity
- be available but don't intrude on personal space and privacy
- develop awareness of individual needs/likes/dislikes
- avoid questionable activity (e.g. rough/sexually provocative games and inappropriate language)
- challenge unacceptable behaviour
- be prepared to refer to someone with greater experience
- be ready to follow official policy guidelines and report all allegations and suspicions of abuse to Safeguarding Officers

Responding to a Child making a disclosure or allegation

- Information will be treated sensitively by the Safeguarding team and shared on a need to know bases.
- listen, and keep listening
- don't question
- avoid passing judgement on what you are told
- never promise confidentiality
- explain what you intend to do with the information and don't delay action

- contact Safeguarding Officer (see above for details)
- preferably within an hour of the conversation, write down the contents (i.e. he/she said, I replied etc. date and time)
- sign, date, keep safely until able to pass on to Safeguarding Officer

If Safeguarding Officer is unobtainable

- seek out the leader with highest responsibility for your group
- report details of the incident/allegation/disclosure as you would with Safeguarding Officer

For the leader (with no access to Safeguarding Officer)

Physical/emotional abuse or neglect:

- if deliberate injury is suspected and/or they are afraid to return home, there is concern for child's safety. Don't discuss with parents/carers and contact Children's Social Services.
- seek medical help if needed urgently, advising doctor of suspicions
- if child is not at immediate risk, encourage parent/carer to seek help themselves and monitor situation

Sexual abuse:

- always contact Children's Social Services or police immediately
- never tell parents/carers

DEFINITIONS OF TERMS

In the Safeguarding Policy, the term 'child' refers to anyone under the age of 18 years.

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from CCPAS (Churches' Child Protection Advisory Service):

'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'.

SECTION 1 – SAFEGUARDING POLICY STATEMENT on Children and Young People and Central Church

Our vision

The vision statement of Central Church is we want to be a people who are: “Loving Edinburgh, Being Family and Following Jesus”

In fulfilling this vision, we:

- Welcome children and into the life of our community
- Run activities for children and adults at risk
- Make our premises available to organisations working with children and adults at risk

Terminology

The term "child" and "young person" as used here, and in our procedures and good practice guidelines, refers to any child or young person, regardless of age, sex, gender, race etc., under the age of 18.

The term "Leader" refers to those whom Central Church would consider ultimately responsible for the running of an event, group or organisation. The term "worker" refers to all those who are working with the young people in any given situation (may be called leaders within the group) but who may not have overall responsibility for the event, group or organisation.

This statement was agreed at Central Church meeting held on 12 October 2010 and will be reviewed annually.

We recognise that parents should normally be responsible for the upbringing of their children but accept our responsibility when and where we have the opportunity to participate in the children's and young people's lives.

Our safeguarding responsibilities

Central Church recognises its responsibilities in safeguarding all children, young people regardless of sex, gender, ethnicity or ability.

As members of this church we commit ourselves to the nurturing, protection and safekeeping of all associated with Central 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 adults at risk, and the duty of each church member to respond to concerns about the well-being of children and adults at risk. Any abuse (physical, sexual, emotional and spiritual abuse or neglect) disclosed, discovered or suspected will be reported in accordance with our procedures. Central Church will fully co-operate with any statutory investigation into any suspected abuse linked with Central Church.

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

Central Church will exercise proper care in the selection and appointment of those working with children and adults at risk, whether paid or voluntary. All workers will be required to read the safeguarding policy and will be provided with appropriate ongoing training, resourcing, support and supervision to promote the safekeeping of children and adults at risk (child protection policy, procedures and good proactive guidelines)

- **Respecting children and adults at risk**

Central Church will adopt a code of behaviour for all who are appointed to work with children and adults at risk so that all children and adults are shown the respect that is due to them. We commit to following procedures for dealing with concerns regarding possible abuse.

- **Safer working practices**

Central Church is committed to providing an environment that is as safe as possible for children and adults at risk and will adopt ways of working with them that promote their safety and well-being.

We commit to following procedures for dealing with concerns regarding possible abuse.

We commit to maintaining good links with the statutory childcare authorities and other organisations by ensuring our policies are in line with their best practices.

- **A safer community**

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

We commit to supporting and encouraging parents/carers

- **Annual Review**

We commit to the Safeguarding policy to be reviewed annually by the safeguarding team and any changes confirmed by Central Church Elders.

Safeguarding contact points within our church

Central Church has appointed the following individuals to form part of Central Church safeguarding team: Andy Harding, Hannah Lockhart, Mairi Giles and Becky Dunn. Their roles will be regularly explained to children and young people, and their names, email address and contact numbers will be publicly displayed. Where possible, Central Church Safeguarding Team will work together if and when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

Further definitions of these roles can be found in the BUGB publications 'Safe to Grow' (2011) & 'Safe to Belong' (2015).

Putting our policy into practice

- Each worker with children will be given a full copy of the safeguarding policy and procedures and will be asked to sign to confirm that they will follow them.
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with Central Church.
- A full copy of the policy and procedures will be available of the Central Church Website
- 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 reviewed and approved annually by the Elders.

SECTION 2 - SAFEGUARDING PROCEDURES

Introduction

Each trustee, church leader and worker (paid or voluntary) needs to be familiar with these procedures and given regular Safeguarding training to ensure that they have the knowledge and confidence needed to deal with safeguarding issues as they arise.

It is vitally important that these procedures are well known and that all those working with children and/or adults at risk in your church have the information and training needed to work with these procedures.

2.1 – PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

2.1.1 DEFINITIONS AND SIGNS OF ABUSE

(more info in Appendix 5.1)

Categories of abuse are defined as follows. The signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

Physical Injury

Actual or attempted physical injury to a young person, including the administration of toxic substances, where there is knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented.

Signs of Possible Physical Abuse

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

Sexual Abuse

Any young person may be deemed to have been sexually abused when any person(s), by design or neglect, exploit(s) the young person, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. The definition holds whether or not there has been genital contact and whether or not the young person is said to have initiated, or consented to, the behaviour.

Signs of Possible Sexual Abuse

- Any allegations made by a child concerning sexual abuse.
- Children with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- 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/nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders – anorexia, bulimia.*

Emotional Abuse

Failure to provide for the young person's basic emotional needs, leading to a severe effect on the behaviour and development of the child.

Signs of Possible Emotional Abuse:

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also 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.

Physical Neglect / Non-Organic Failure to Thrive

This occurs when a young person's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack of appropriate care, including deprivation to access to health care, may result in persistent or severe exposure, through negligence, to circumstances that endanger the child.

Signs of Possible Physical Neglect:

- Under nourishment.
- Failure to grow.
- Constant hunger.
- Stealing or gorging food.
- Untreated illnesses.
- Inadequate care.

* These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, or self-poisoning.

Who Abuses Children

- An abuser is most often someone known to the child.
- Often, the abuser may be an adult who holds a position of authority over children, as in Church.
- They can be people of any background.
- There is no certain way of identifying a would-be abuser.
- Many abusers have been abused themselves.

Abusers are themselves people in desperate need and who require help. Central Church may have a significant pastoral role in the care of an abuser and those close to them. The initial primary concern, however, MUST be for the safety of the child.

2.1.2 WHAT TO DO IF ABUSE IS SUSPECTED OR DISCLOSED

Abuse and neglect are forms of maltreatment of a child or adult at risk.

Everyone has his or her part to play in helping to safeguard children and adults at risk within the life of Central Church:

- If the behaviour of a child or adult at risk gives any cause for concern
- If an allegation is made in any context about a child or adult at risk being harmed
- If the behaviour of any individual towards children or adults at risk causes concern

WHAT TO DO	WHAT NOT TO DO
-------------------	-----------------------

- **Listen**

- Suggest where you might meet (if they contact you via phone, text or email for example).
- Offer the child/young person privacy but remember their, and your, safety.
- Be aware of how to respond if a child/young person does disclose abuse.
- Acknowledge what is being said and take notes as soon as possible.
- 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 Safeguarding Officer will contact them again.
- Take action – don't ignore the situation.
- Be supportive.
- Tell them that:
 - They were right to tell you;
 - You are taking what they have said seriously;
 - It was not their fault;
 - That you will respect the sensitivity of the information and pass this information on to the appropriate people only
- Be open and honest.
- Give contact details for them to report any further details or ask any questions that may arise.
- When appropriate keep the young as person informed as possible regarding action taken by the Safeguarding Officer.
- Remain CALM. Talk and pray with the Safeguarding Officer later.

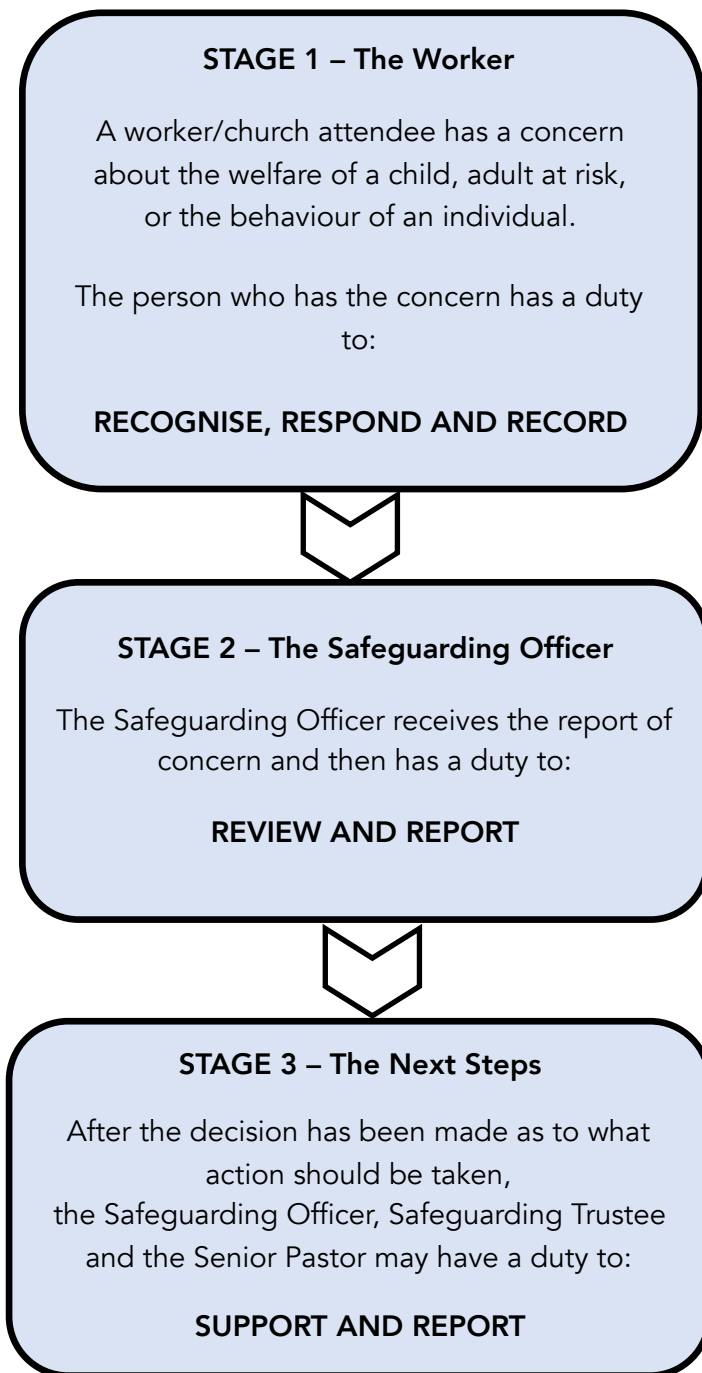
- Do not promise confidentiality.
- Do not show shock, alarm, disbelief or disapproval.
- Do not minimise what is being said.
- Do not ask probing or leading questions or push for more information.
- Do not offer false reassurance.
- Do not contact the alleged abuser.
- Do not investigate the incident any further.
- Never leave a child or adult at risk 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.

Confidentiality

The law around confidentiality in respect of children and young people is complex. At times we can respect a young person's request to keep information confidential, unless they or another person are at risk of harm, or if it is a wider public protection issue. However, given the complexity, whether a situation constitutes risk would need to be considered by staff, and would take into account the level of risk, maturity of the child and the presence of any mental illness and / or learning disability. As a result, confidentiality should not be promised to a child and further guidance should be sought from staff, who may in turn may seek advice if necessary.

2.1.3 RESPONDING TO CONCERNS

When there are concerns that a child, young person or adult is being abused, the following process must be followed. More detailed information can be found in Appendix 5.1.



A hand-written record must be made of the concern using the Incident/Accident/Near Miss/Safeguarding report form (Appendix 5.2) and the concern must be passed on to the safeguarding team within 24 hours.

The written record should: be made as soon as possible after the event; be legible; 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 or adult at risk has said, using their own words where possible; include anything the worker has said to young person; include any action taken; be signed and dated; be kept secure and confidential (available only to the Safeguarding Officer).

Young person to be made aware that Safeguarding Officer will be notified.

The report will be reviewed by the Safeguarding Officer with any other relevant information. Before taking any other further action the Safeguarding Officer must contact the other Safeguarding Officer s and share the information that is already available. Do not speak to the young person at this stage. Further action will be taken as to what action should follow (Appendix 5.3). See Appendix 5.4 for examples of possible actions. If the other Safeguarding Officer s are unavailable, or further guidance is necessary, the initial Safeguarding Officer might wish to contact Central Church Child Protection Advisory Services' (rebranded - thirtyone:eight) 24 hour telephone helpline, or could contact Social Services.

Any formal referral to the police or Social Services should be made within 24 hours of receiving the report.

The Local Baptist Association Safeguarding Contact should be made aware of any referrals to the statutory authorities.

Incident forms second side should be filled in by Safeguarding Officer and saved in the Safeguarding dropbox and inputted in to the incident log.

Support should be offered to all parties affected by any safeguarding concerns (this could be Central Church as a whole, but more specifically victims; alleged perpetrators; children; adults at risk; other family members; church workers; Senior Pastor; members of the leadership team.

Where formal referrals are made, reports may need to be made to the PVG Scotland.

Within Edinburgh guileless for wellbeing and protection each child will have a health visitor for under school age kids and head

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

2.1.4 SUPPORT TO THOSE AFFECTED BY ABUSE

Once concerns, disclosures and suspicions of abuse have been addressed appropriately, Central Church continues to have a responsibility to offer support to all those who have been affected.

Support of Children and Young People

For the child/young person concerned, Social Services and other agencies may provide support and services. However, the Church will have a role to play in complementing this support. Central Church will seek to work in partnership with other agencies, clarifying with them how best the Church may be able to support the family to ensure that consistent help and support is being offered.

Support of Families

Central Church may similarly be able to offer pastoral and practical support to other family members who will be grappling with a variety of feelings as well.

Support of Workers

The following guidelines for support will be put in place for the youth leaders:

- If a young person discloses to a worker, this worker will receive support from the Safeguarding Officers.
- Should a young person disclose to the Safeguarding Officers, then they will receive support from the other members of the ministry's leadership team.

2.1.5 ALLEGATIONS AGAINST WORKERS

If you see another worker acting in ways which concern you or might be misconstrued, speak to the Safeguarding Officer about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in Central Church.

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

- 1) When an allegation of abuse has been made do not approach the alleged perpetrator about it. (If leader knows without a doubt that a serious incident has occurred then they should contact social services immediately and discuss with them about arrangements to be made for the worker to leave the event location immediately).
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Once the allegation has been reported to the Safeguarding Officer they can liaise 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, Central Church will follow their advice with regard 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 should be maintained by the Safeguarding Officer and stored securely and confidentially on the incident log, where only those directly involved in safeguarding (Safeguarding Officer and Senior Pastor) can access them.
- 7) No information about the allegation will be shared with people in Central 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 and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator.

It may be necessary, for the sake of the child / adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church Safeguarding Officer will be informed of the reasons for this happening.

Important notes:

- Arrangements should be made for another worker (preferably a senior member) to sit with the individual – both ensuring that the individual does not have contact with any children/young people (including attempting to talk to the child/young person who is at the centre of the allegation); and to offer support during the interim period.
- A worker who does not agree to, or breaks, this instruction must be required to leave the event location. (This is in no way an indication on the leader's judgement as to the individual's guilt or innocence, but is a measure that is required to protect children/young people and to avoid any influence or potential further injury being brought to bear).
- As a general principle, the leader must err on the side of providing a safe environment for children/young people and decisions must be taken from this perspective.
- In these situations, whilst not judging or condemning the individual who is at the centre of the allegation, the leader must act as outlined above.
- If it is alleged that an act of gross indecency has occurred, the child/young person must not wash, shower, or swim as this may affect the gathering of evidence during any possible medical examination.
- The child/young person must not be allowed to talk to the alleged perpetrator, even if he/she requests this.
- If you do not already know, you must ask: "have you told this to anyone else?" Action may have to be taken to avoid or halt speculation and speculative talk within the activity/group.

When concerns are expressed about the Senior Pastor

Any safeguarding concerns involving a Senior Pastor should always be reported immediately to thirtyone:eight in addition to following Central Church 's usual procedures. **Do not tell the Senior Pastor that a concern has been raised about them.**

When concerns are expressed about Central Church Safeguarding Officer

Any safeguarding concerns involving the Safeguarding Officer should be raised with the Senior Pastor. Do not tell the Safeguarding Officer that a concern has been raised about them.

2.1.6 ABUSE OF TRUST

Relationships between children and adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child risk 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 form a romantic relationship with a child 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.

2.1.7 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, 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. 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 are investigated by the statutory authorities 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, 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 Central Church 's safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Seek advice from the Safeguarding Officer, who will speak to the police or social services about when to inform a parent. The Safeguarding Officer 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 3.4: 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.

2.1.8 PASTORAL CARE

Following an allegation / suspicion

When an allegation/suspicion arises in Central Church, a period of investigation will follow, which will be stressful for all involved. Central Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim/s and their family, and another gives 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.

Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

Supporting those who have experienced abuse

As a church, we are 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 Central 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. The Safeguarding Officer has a list of relevant local information and contacts, ready for anyone who may need it.

Please contact the Pastoral Care Lead for further support: care@centralcare.co.uk

2.1.9 DATA PROTECTION

Handling of Disclosure Information

Storage and Access

Disclosure information will not be kept on an applicant's personal file.

Handling

In accordance with Section 124 of the Police Act 1997, PVG scheme information is only passed to those who are authorised to receive it in the course of their duties. A record will be kept of all those to whom PVG scheme disclosures or disclosure information has been revealed. It is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

PVG scheme disclosure information will only be used for the specific purpose of screening candidates for involvement in children's and youth ministry.

Retention

Once a recruitment decision has been made, PVG scheme disclosure information will be destroyed by shredding. No copies of the PVG scheme disclosure information may be kept, but a record will be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the PVG membership, and the details of the recruitment decision taken. This information will be kept on the Team data base.

Complying with Data Protection Principles

- No personal data will be obtained or held unless the individual has given consent. The only exception would be where there are wellbeing or child protection concerns, but in this case the individual will be made aware that the information is being held. In the case of sensitive data (defined as race, political opinion, religious belief, physical or mental health, sexuality, criminal offences) specific consent will be obtained, i.e. the individual will be informed that this type of data is being held, told the reason for its use, and give permission for its use. NB: photos count as sensitive data.
- Data will not be obtained for one purpose and used for a different purpose.
- Information will not be collected that is not necessary for the purpose intended.
- Data that is kept for a considerable length of time (more than 11 months) will be reviewed and if necessary updated. No data will be kept unless it is reasonable to assume it is accurate.
- There will be a yearly review of files containing data to ensure that it is not kept for longer than required for the particular purpose.
- We will work to ensure the security of data on computer systems.
- Personal data will be kept in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to the Children or Youth Ministry leadership teams. Personal Data on Planning Centre is only accessible to Children and Youth Lead.

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) We will develop a clear role profile, person specification and application form;
- 2) When advertising a role which involves working with children we will make it clear that any appointment is subject to a PVG check;
- 3) All applicants will be asked to complete an application form (Appendix 5.5) and include the names of two referees;
- 4) Shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for;
- 5) Interviews (paid) or chats (unpaid) will be carried out by at least two people for paid and one person if unpaid, where possible including the line manager or group leader. Volunteers will be asked to sign a Volunteer Contract to say they have read the safeguarding policy and Volunteer description (Appendix 5.6).
- 6) References (form in Appendix 5.7), a Self Disclosure Form (on application form), a PVG and an application (confirming they have read the safeguarding policy) check must be completed (Appendix 5.8) 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.

Additional checks for paid workers

In addition to the above checks which should be completed for both paid and volunteer church workers, an applicant's UK residency status and/ or right to work in the UK will be checked when recruiting for a paid role.

References

Formal written references will be requested, ideally in the form of at least one professional and one personal reference

Appointment and Supervision

Central Church's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them. All workers will have a role description and clear lines of accountability to a leader and the leadership team.

Paid workers will also have an assigned supervisor whom they will meet with regularly to discuss work and address any issues or areas of concern. There will be a probationary period of six months in the role before any paid appointment is confirmed.

There will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance.

Training

It is important that all workers understand our church's agreed safeguarding procedures and attend Safeguarding training at least once every year. Where a worker is successfully recruited but has not yet been able to attend the training, they should be given a copy of the Safeguarding policy and asked to complete the relevant sections. Additional specialist training will also be arranged where needed, for example, in First Aid.

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. 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.

Equal Opportunities Policy Statement

With regard to children and young people, and the appointment of workers to be involved in related ministries, Central Church adopts the following equal opportunities policy:

- As an organisation using the Criminal Records Bureau PVG scheme in order to assess applicants' suitability for positions of trust, this Church undertakes to treat all applicants fairly.
- We welcome people to serve within the Church on the basis of the right mix of character talent, skills, potential and call of God.
- A criminal record will not necessarily be a bar to a person serving with children and young people. This will depend on the nature of the position and the circumstance and background of the offence.

The Involvement of People from Abroad

Should someone from abroad wish to be involved in any area of the children or youth ministries, they will be required to go through the same application process as any potential new workers would be. Wherever possible, they will still be asked for a background check, although this might need to be whatever their country provides (e.g. FBI background check). Where there is uncertainty over, or unavailability of a background check, people from abroad can still become involved once the rest of the application process has been carried out (including references), but for the first 6 months they will not be allowed to have unsupervised contact with children and will be required to work alongside a fully checked worker.

Supervision and Support of Volunteer Workers

It will be outlined within the worker job description, and leader commitment form, that each worker will be expected to attend a formal review once a year with a member of the ministry's

leadership team. Each new member of the team will be paired with a more experienced member from their group or team to offer support and encouragement.

Supervision and Support of Paid Workers

It will be outlined in the workers' job description how they will receive support and supervision. A paid worker will also be subject to a 3 and 6-month review during their probationary period (see Central Church Employment Handbook), and then a yearly review thereafter.

2.3 – SAFER BEHAVIOUR

Central church has a code of behaviour for all those working with children and/or adults at risk 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.
- Listen well to everyone. Be careful not to assume you know what a child 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 and record it when necessary. For instance, if you need to stop a fight, 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, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child.
- Keep a record of any significant incidents or concerns on an Accident/Incident/Near Miss/Safeguarding Form (see Appendix 4.2). Enter the names of all those present and anything of note which you observe, e.g. 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.

Specific considerations when working with children:

- Do not invade the privacy of children when they are using the toilet or showering
- The level of assistance with personal care (eg. toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- Avoid rough games involving physical contact between a worker and a child
- Avoid sexually provocative games
- 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.
- Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.
- Notify the Safeguarding Officer of any children's trips which take place in the name of Central Church. Parental permission must always be sought.
- Do not give lifts to children or young people on your own. Ensure that if transporting

children as part of your church role, you have the correct insurance cover in place as well as parental permission.

- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

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

- Internal doors should be left open.
- At least two 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 Risk Assessment to record your findings.

If workers do find themselves on their own with children or adults at risk, they should:

- Assess the risk of sending the child or adult at risk home.
- Phone another team member and let them know the situation.
- Train additional leaders as soon as possible.

If a child or adult at risk 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.
- You leave the door open if you are in a room on your own.
- Another team member knows where you are.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. See section 3.11 for recommended ratios. The only adults allowed to participate in children's and adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

SECTION 3 - BEST PRACTICE GUIDELINES

Central Church is in an privileged position in society, with the opportunity to pastor 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 Central Church to do it well, prioritising the safety and well-being of those they are working with. Whilst this section is divided into adults and children, some aspects of good practice will overlap.

3.1 – WORKING WITH CHILDREN

3.1.1 RATIOS

When working with children the following recommended minimum ratios of workers to children apply:

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 – 12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

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. 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.

Being Alone with a Child or Young Person

Unless a situation specifically requires it, workers should avoid being alone with a child or young person, or indeed a group of children or young people for any prolonged period of time. Doors to rooms should normally be left open if only one leader is present. The two areas to note some additions, or differences, to this rule are mentoring and toileting.

A ratio of 1:5 is required when one leader is meeting with a small group of young people (secondary aged) outside. Please ensure

- Parents have given written consent.
- Parents and Youth Leader must be aware when meeting happens.
- Leader to make clear when (start and finish times) and where the group are to be meeting.

3.1.2 CHILDREN WITH SPECIAL NEEDS

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. Some children may have limited understanding, difficulties in communication or behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with special needs and find out from them how best to assist the child or young person.

Central Church will endeavour to accommodate any child/young person that wishes to be part of an activity, but we are aware that there may be extreme circumstances where it is beyond our ability of ourselves to provide what is needed. In such circumstances the leader of the group is to ensure the parent/carer is notified before the activity or event.

If a child needs help toileting, a worker must have a completed PVG scheme disclosure check, over 18, are a leader rather than a helper and are the same gender as the child.

3.1.3 VISITING CHILDREN OR YOUNG PEOPLE AT HOME

It is unlikely that workers will need to make pastoral visits to children and their families at home on behalf of Central Church. If a situation occurs where it is needed then the follow steps must be taken:

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

3.1.4 CHILDREN WITH NO ADULT SUPERVISION

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

- Welcome the child and fill them in with what is happening in the session.
- Record their name, medical information and home telephone number in the Visitor Form (Appendix 5.9) and ensure the Youth/Kids team leader is aware
- Ask the child if a parent/carer is aware of where they are. If they are due home before session ends encourage them to return home. Where possible, phone and make contact.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (eg. medication) so that you can respond appropriately in an emergency.

- Give the child a link to the online consent form and explain it needs to be filled in online by a parent or carer.

3.1.5 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 sign a letter (Appendix 5.10) to say they are aware that the mentoring is happening and who it is with.
- Mentoring meetings should only be held in agreed places, and should be in view of other people.
- A mentoring meeting should have an agreed start and end time and Youth lead should be aware that a meeting is taking place and where it is being held.
- A basic record should be kept of dates of significant meetings and any text messages or emails.
- Appropriate boundaries should be put in place in regard to times and demand, ie not phoning or texting late at night, etc.
- A written record should be kept and shared with Youth Lead of issues/decisions discussed at meetings.

3.1.6 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 program planning and reviews and will always be present to oversee any peer-led activities taking place.

3.1.7 PHYSICAL TOUCH

We recognise that touch is usually seen as a normal and helpful demonstration of care. As a church we do not want to stifle this but are aware that touch and language must be appropriately considered by anyone working with children or young people. Good practice would urge that:

- 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.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Workers should avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity.
- 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 (or applying sun cream, etc), 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.
- Worker should always ask before laying hands on a child for prayer or comfort.

Workers should never engage in any of the following:

- Invading the privacy of children when they are showering or toileting.
- Rough or physical contact unless it is permitted within the rules of a game or sports activity.
- Sexually provocative games, including horseplay.
- Be drawn into any derogatory remarks or gestures in front of children or young people.
- Making sexually suggestive comments about or to a young person, even in "fun".
- Inappropriate or intrusive touching of any form.
- Any scapegoating, ridiculing or rejecting a child or young person.
- Forming inappropriate emotional or physical relationships with children.
- Harassment or intimidation of children (or fellow workers) because of their age, race, sex, gender, sexual orientation, religious belief, socio-economic class or disability.

3.1.8 TOILETING

The following guidelines have been established with advice from Thirtyone:eight and reflect current best practice.

Creche (0-2 ½):

We are clear with parents that for crèche-age children, leaders do not provide intimate care, such as nappy changes. If a child requires a nappy change, leaders contact the parent/carer (via number system) who then come to the child and provide the necessary care.

3 and under:

The approach to nappy changing for children under 3 years will be consistent with that of crèche. Parents have the option of giving permission as they sign in their child each Sunday morning for their child to be assisted to the toilet by a PVG certified adult.

Children aged 3 & 4 years (or older if there are developmental delays):

Any help with toileting in children aged 3 and 4 years should be provided with the knowledge and agreement of the child's parents/carers, perhaps in a leaflet including information about the group.

- When taking children to the toilet, leaders should always consider the dignity of the child and ensure that as much privacy as possible is given.
- Children should be encouraged to use their own toilet cubicle.
- Leaders are not to enter bathroom and are recommended to first ensure no one is in the toilets, then let the children in to go to the toilet as the leader stands at the open door stopping anyone else from coming in.
- Leaders should avoid doing things for the child that the child is able to do for themselves.

- If a parent/carer prefers to assist their own child with toileting, they should advise the group leaders of their preference. Leaders should then contact the child's parent/carer (via text message) as necessary.

3.1.9 ACCIDENT/INCIDENT/NEAR MISS/SAFEGUARDING FORM

In the event of an accident/incident/ near miss/safeguarding concern the individual must immediately record all knowledge on the event. The form is to be given to the safeguarding officers where they will evaluate and note any action points before filing it on the online incident log. The form will then be shredded.

3.1.10 ELECTRONIC COMMUNICATIONS - CYBER SAFETY

Modern Technologies and Safe Communication

A worker's role description will include an acknowledgement and approval of technologies such as email, social networking and mobile phone communications as a legitimate means of communicating with young people. It should also include the expectations of Central Church in relation to their use. On the general registration form, parents/carers sign to agree that the young person can receive such communications.

Young people also need to be aware of the protocols that workers follow in relation to electronic communications. It is important to remember that as well as the parent/carer, young people have a right to decide whether they want a worker to have their contact details and should not be pressurised otherwise.

It is not appropriate to use these communication methods with children aged 12 years and younger. For more information on cyber safety, please refer to the Baptist Union of Great Britain Cyber Safety Guide, which can be found on their website.

Do not leave your phone with a young person to play with or use. Phones, tablets and laptops must be password protected.

Surnames of children/young people are not to be shared on Central Church website or social media sites without written permission.

Personal email, postal address or phone numbers of workers or children/young people must not be divulged.

Email

Email should be limited to sharing generic information, for example, to remind young people about meetings. If email is being used, workers will ensure that they are accountable by copying the youth lead into the email. It is important workers use clear and unambiguous language to re-

duce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when ending an email.

Communicating using Instant Messaging (eg. Snapchat, Whatsapp, Instagram)

Private instant messaging should be kept to an absolute minimum. Workers should save and share with youth lead significant conversations. Youth lead should keep a log of these conversations.

Mobile Phones

Workers need to take care in using mobile phones to communicate with young people:

- Mobile phone use should primarily be for the purposes of information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on to the Safeguarding team.
- Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Messages must be read over before sent to young person.
- Workers should not take photos of children, young people or adults at risk unless permission is sought in advance and should not store such photos on personal phones.

Zoom/Video call

This is a new area so workers to be vigilant and report anything they are unsure about on the incident/accident/near miss form.

Workers to remember that all other guidelines apply to a video call where appropriate. If a worker is unsure they must speak to a member of the Safeguarding team.

- Workers need to ensure their back ground is appropriate.
- Workers should not take screenshots or recordings of young people without permission given in advance.
- Workers to ensure clothing is appropriate.
- Workers to ensure parents of young people are aware when young person is taking part in video calls.
- If a worker is carrying out mentoring on a video call 1:1, continue with mentoring guidelines ensuring someone is aware when call is taking place. Workers to ensure the young person's door and their own door is open. 1:1 mentoring calls permitted with youth only.
- Ensure at least two leaders are in each main youth group meeting and break out room.
- Primary aged children- A parent must be present or around the call. Doors to be open if a parent is not taking part in call. Phone call to be made to parents phone only.

Social Media

Child protection is as important online as it is offline. It is essential that workers actions online do not allow the general public to gain access to lists of names or personal information.

It is likely that young people will look up online profiles of workers. Workers are under no obligation to accept young people on to such sites, but if you do, please consider that you are representing Central Church through your content and online behaviour. Follow or friend requests may only be accepted from young people ages 13 or over (WhatsApp included). While the guidelines below relate to specific social media platforms, please apply the same basic principles to ALL interactions online.

- Ideally, communication with young people should be done through the church pages and groups.
- Workers should not send private messages to children on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
- Workers must recognise that content posted online can never be taken back, so think twice before posting.
- Workers must not seek out children or young people from Central Church to view their profile/homepage or to request friendship or orchestrate contact. Permission must be sought from young person for platforms including WhatsApp.
- Workers are not to tell young people to find them on social media and request friendship. This may be interpreted as harassment.
- Private messaging is to be avoided. Any communication on social media network must be public.
- Private messages from young person are not to be deleted.
- Workers are strongly advised to set personal information visible to friends only, and to make the default setting for visibility of posts to friends only.
- Profile, personal posts and posts that the worker is tagged in (including profile pictures) should reflect your position as a representative of Central Church.

Taking Videos and Photographs of Children

Since the introduction of the Data Protection Act in 1998, Central Church must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the online registration form, of all children who will appear in a photograph or video 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 (best practice would involve a public sign to invite people to opt out).
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.

- When using photographs of children and young people, it is preferable to use group pictures.
- When a photograph is taken it is sent to Kids/Youth lead and deleted from personal phone immediately. Kids/Youth lead will check photo is approved and add it to a shared folder that communications team can access.

3.1.11 THE ROLE OF A HELPER IN KIDS AND YOUTH WORK

The role of a helper is significant when the individual is not able or does not want to be a leader due to age (under 18) or if Central Church asks for them to hold a helper role. Thus, we will operate within these guidelines:

- At all youth and children's activities, a helper must be a member of the PVG scheme
- No person under the age of 18 should be left with the sole responsibility of caring for or supervising other children. Any young people who are under the age of 18 and who becomes involved in children's or youth work as a worker, will actually be termed a "helper", thus signifying that they do not have responsibility for the care or supervision of other children, and as such cannot work alone with a group of children/young people – they are to be responsible to a named worker who is 18 years or older. Under 18 year old helpers are not to be counted as a worker when considering staff/child ratios.
- Yellow T-shirts are to be worn by helpers holding a PVG certificate and who have completed the helper application process. Under 18s or people who have not completed the full application process/PVG certificate are to wear orange t-shirts.
- With reference to children's work, no one aged 13 or under will be appointed "helper" in any group/activity (with reference to the British Red Cross Babysitting Guidelines).
- Young people aged 14-18 who assist with caring for/leading other children/young people of a formal, long-term basis, (e.g. on Sunday mornings) will be required to complete the full application process according to the new legislation by Criminal Records Bureau PVG scheme, as with any adult.
- A helper is not permitted to lead spiritual content.
- A helper must be accompanied by a leader while activity or group is happening.

3.1.12 TOBACCO, ALCOHOL, SOLVENTS AND ILLEGAL SUBSTANCES

Central Church operates a no-smoking policy whilst indoors (and no smoking for anyone under 18 when outside), and should a young person (or child) be found to be smoking, a worker should make the young person aware of the policy and ask the young person to abide by it or they will have to leave (if indoors). It is not illegal for a young person over the age of 18 to smoke cigarettes in open spaces. Youth and children's workers do not have a right therefore to confiscate any cigarettes or tobacco products in the young person's possession.

Youth workers do not have the right to confiscate alcohol found in a young person's possession but Central Church operates a no-alcohol policy (at any time or place) within the children's and youth ministry. If a child/young person is found to have alcohol at a group/activity, the leader should be informed, and the leader should then approach the individual and explain the no-alcohol policy as well as asking for the individual to hand over the alcohol for safe-keeping until the end of the activity/session, when it will be given back. Should the individual refuse to give over their alcohol, the leader should then inform the individual that they must leave the group for that session.

Should a young person come to an activity/group under the influence of alcohol, it is the Church's policy for the leader of the activity/group to weigh up the level of "influence" and if it is deemed too great, then the leader should explain to the young person that the Church's policy is not to allow people in who are under the influence of alcohol. Whilst we are adopting a slightly 'grey' policy in this area of practice, we feel that this is appropriate because there may be opportunities where we can minister to a young person (by giving water and by talking through things), however, we recognise that we have a responsibility to protect the other children and young people present.

There may be occasions where it is felt necessary to inform parents/carers that a child/young person has been drinking, particularly if they are under the influence at the group or there are concerns for their health or safety. Obviously this may affect the working relationship with the young person. Where such concerns present themselves, a worker should first speak with a member of the ministry's leadership team before taking action.

3.2 – HEALTH AND SAFETY - Safe Practice and Safe Premises

3.2.1 REGISTRATION FORMS

It is essential that we have important information about all children and young people involved in any activities at Central Church, which is recorded on our registration forms. The first week someone attends workers must record their name, medical information emergency information (including a contact name and number). The online registration form is to be sent to the parent/carer on the first visit and asked to be filled in immediately. If the child or young person is a guest the name, emergency details (including contact name and number and medical information is sufficient)

3.2.2 HEALTH AND SAFETY

All activities for children, young people and adults at risk will comply with Central Church 's current health and safety policy with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

At all events involving food preparation, at least one worker will hold a valid Basic Food Hygiene Certificate.

Buildings being used for children's and adult at risk groups will be properly maintained. A representative from the teams involved will take part in an annual health and safety review in order to consider all aspects of safety for everyone involved in using the premises.

3.2.3 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 in the event of a fire. Fire Safety instructions can be found in the group folders.

Fire Drills must be carried out annually.

3.2.4 First Aid

Our church has a number of trained First Aiders and a list is to be accessible to all members of the 0-18s team. Every Sunday there will be a known first aider scheduled on the 0-18s team. We have first aid kits located in several places throughout the building. First aid kits can be found in the kitchen, in reception, in the auditorium and on the third floor. If first aid is required an Incident/Accident/Near miss/Safeguarding form must be filled out in full and given to a Safeguarding Officer. Central Venues team will ensure that the contents of the first aid kits are checked on a regular basis. If something is used from the first aid kit please inform venues team.

3.2.5 SUPERVISION OF GROUPS

The person responsible for a group/activity must sign in at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is – even if you were already in the building or are staying on afterwards. You also need to make sure that you keep a register so that you know who is on the premises.

3.2.6 FOOD HYGIENE

Those with responsibility for preparation of food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

3.2.7 RISK ASSESSMENT

Before undertaking any activity with children or adults at risk, the leader will ensure that a risk assessment is carried out. It is advisable to appoint someone specifically for this task (in most cases the kids/youth lead).

3.2.8 INSURANCE

Residential activity organisers will check that there is adequate insurance cover for any activities planned. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance in place (Central Church's public & products liability: Injury to a member of the public or damage to their property – up to £5,000,000 with a suitable risk assessment in place).

3.2.9 TRANSPORT

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

- Only those who have gone through Central Church recruitment procedures for workers will transport children and adults at risk (within the PVG eligibility criteria).
- All drivers will have read Central 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 a minimum of 12 months.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- Parents must give consent if child is going to end up alone in the car with the driver.
- A worker should never give a lift home to a child/young person the opposite gender to themselves. Other transport arrangements should be arranged.
- 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.

Our practice specifically for transporting children is as follows:

- Parental consent will be given for all journeys.
- All children and young people should be returned to an agreed drop off point. At collection or drop off points, children should never be left on their own; make sure they are collected by an appropriate adult.
- At least two workers should be present when transporting children as part of a church role.

3.2.10 OUTINGS AND OVERNIGHT EVENTS INVOLVING CHILDREN

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

- A risk assessment must be carried out in adequate time to be approved and verified beforehand.
- Parents will be informed in writing of all the arrangements and plans in adequate time.
- Consent forms will be obtained for the specific activities involved.
- There will be workers with first aid and food hygiene certificates with the group.
- Specific training to be given if required (depending on risk).

Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully considered. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hosteling, where it is customary practice and there is more than one worker per room. Workers/young people over 18 will not share sleeping accommodation with fewer than three children. Arrangements will be age-appropriate, provide security for the child/young person and be safe for everyone involved. The event leader will ensure that parents understand what the arrangements will be and are happy with them.

Where there is a request from a young person identifying as LGBTQI for a place at a residential event we will seek conversation with the parent/carer and the young person as early as possible in order to gain an understanding of their current needs/requests. This conversation will be carried out by a member of staff or senior team/Elders.

Accommodation arrangements:

- Sharing with others of same biological sex: this is the preferred arrangement. Through conversation it would be established that this is the preferred choice of the young person as well. We would try to ensure that the young person is accommodated with friends and suggest that they are placed in a small dorm
 - A single dorm/tent: at some venues this would not be possible as facilities do not exist. For a variety of reasons this is not our preferred option: the young person may feel isolated and other young people may ask why they are not being offered a single dorm/tent too or why this young person is being offered their own dorm/tent. However, if in discussion with the young person/parent/carer this is the preferred option we will seek to make this work
 - Sharing with a friend: this is preferable to the above option and mitigates against the possibility of isolation. This option is only acceptable if the friend is of the same biological sex.
-
- We cannot endorse young people sharing with others of their preferred gender but opposite biological sex
 - Leaders of the event should immediately record and seek advice from a Safeguarding Officer if they encounter an unexpected situation at their event.

Adventurous Activities

No child 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.

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. A fire drill will be practised on the first day.
- 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.
- In the case of an emergency, ensure measures are in place to alert children and 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 child/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).

Swimming Trips

There will be an increased adult to child ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent. Workers should never change in front of the children.

When swimming in the sea (e.g. beach trip), this is only allowed when a qualified lifeguard is present at the time of swimming. Children/young people should be made aware that they are not allowed to "go off" and swim in the sea unless the lifeguard is present. Children/young people should be told how far they are allowed to swim out to, and this should be consistently enforced.

3.3 SAFER COMMUNITY

3.3.1 BULLYING

Bullying is another form of abuse, and it can be verbal or physical. 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 Central Church can be a victim of bullying, just as anyone in Central Church can be the bully, including those in leadership.

Some examples of bullying that could arise in Central 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 Central 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. It is important that churches are able to recognise when bullying is occurring and are prepared 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.

In order to help prevent bullying, the following procedures will be adopted within Central Church:

- The children and young people will be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable. This should then be displayed somewhere visible to the whole church.
- Central Church will display signs stating the importance of valuing and respecting each other even in disagreements and this will be practically embedded into the leadership approach to others.
 - Everyone in Central Church, whether children or adults, should know how they can report any incidents of bullying. Bullying behaviour is to be reported using the Accident/Incident/Near Miss/Safeguarding form
 - All allegations of bullying will be treated seriously and details will be carefully checked before action is taken.
 - The bullying behaviour will be investigated and bullying will be 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 on the incident log by the Safeguarding officers.
 - Where an allegation of bullying is made against a church or group leader, advice will be sought from thirtyone:eight.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations with regard to work deadlines and activities or taking legitimate disciplinary action.

3.3.2 WORKING WITH ALLEGED OR KNOWN OFFENDERS

When someone attending Central Church is known to have abused children or adults at risk, or a serious allegation has been made, Central Church safeguarding team 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 what is known as a Safeguarding Contract.

When it is known that a person who has been convicted of abusing children, young people or adults is attending our church, it is important that their behaviour within Central Church community is properly managed and that a contract is put in place. There are also times when it will 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:

- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, young people and adults at risk.
- Specify that they will always sit apart from children, decline hospitality where there are children and are required to stay away from areas of the building where children are meeting.
- Ask that they are always accompanied by a befriender on Church premises.
- State that the person will never be alone with children while attending Central functions.
- The members of Central Church Safeguarding Team will always be informed.
- The Safeguarding Officer should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the Safeguarding Officer should make contact with the offender's specialist probation officer (SPO) who will inform Central Church 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 Central 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 considered with help from thirtyone:eight if needed.

Note: if the information is known to the Church only because it was revealed as a result of a Disclosure check, it would be a criminal offence for that information to be passed on to others.

The role of 'befrienders' is important. Ideally they should not be seen to be 'policing' the person but offering genuine friendship and pastoral support. Enabling the person to live within clear boundaries is an important part of the process that will lead to their wholeness.

SECTION 5 – APPENDICES

INDEX of APPENDICES

- 5.1 Definitions of Abuse (2.1.1 p10, 2.1.3 p14)
- 5.2 Incident/Accident/Near Miss/Safeguarding Form (2.1.3 p14)
- 5.3 Flow Chart for Action (2.1.3 p14)
- 5.4 Detailed Guidance on Reporting Requirements (2.1.3 p14)
- 5.5 Application Form (2.2 p22)
- 5.6 Volunteer description (2.2 p22)
- 5.7 Reference Form (2.2 p22)
- 5.8 Volunteer Contract (2.2 p22)
- 5.9 Visitor form (3.1.4 p28)
- 5.10 Mentoring (3.1.5 p29)
- 5.11 Central Church Helper Application Form

APPENDIX 5.1 – DEFINITIONS OF ABUSE (SECTION 2.1.1)

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk 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 different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

Type of abuse	Child	Adult at risk
Physical	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
Emotional	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
Sexual	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust. This includes adults who are unable to consent because they lack capacity to do so.
Neglect	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.
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. Senior Pastor). The person experiences spiritual abuse as a deeply emotional personal attack.
Discrimination	The inappropriate treatment of a person because of their age, sex, 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. Central 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, sex, 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.
Cyber 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.
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.
----------------	---

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 or adult at risk 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 5.2 – INDICENT/ACCIDENT/NEAR MISS/ SADEGUARDING CONCERN FORM
 (SECTION 2.1.3)**



CENTRAL

Incident / Accident / Near Miss / Safeguarding Concern

(Please delete as appropriate)

Your Name:	Today's Date:
Your Role::	
Contact information (you):	
Address:	Postcode:
Telephone numbers:	Email address:
Adult / Child's name:	Adult / Child's Date of Birth:
Gender:	
<input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / Carer's name(s):	
Contact information (Adult or Parent/Carers):	
Address:	Postcode:
Telephone numbers:	Email address:
Have parent's / Carer's been notified of this incident?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else:	
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else (if different from above):	

Name:			
Relationship to person involved:			
Telephone numbers:		Email address:	
Date and times of incident:			
Details of the incident or concerns – (Please avoid personal opinion): Include all relevant information, such as what happened, were any injuries sustained, was any treatment given / Action taken (e.g. Called an ambulance) etc.			
Adult / Child's account of the incident:			
Please provide details of any witnesses to the incident:			
Name:			
Responsibility/Relationship to Adult / Child:			
Date of birth (if child):			
Address:		Postcode:	
Telephone number:		Email address:	
Your Signature		Print Name	



Incident / Accident / Near Miss / Safeguarding Concern

FOR OFFICE USE ONLY

Today's Date:

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

- Yes
- No

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Have the Risk assessments and SOP's been reviewed and if necessary updated?

- Yes
- No

If YES: Title of Risk Assessment and what updates were made:

If YES Has this been communicated to the appropriate Team Leaders

- Yes
- No

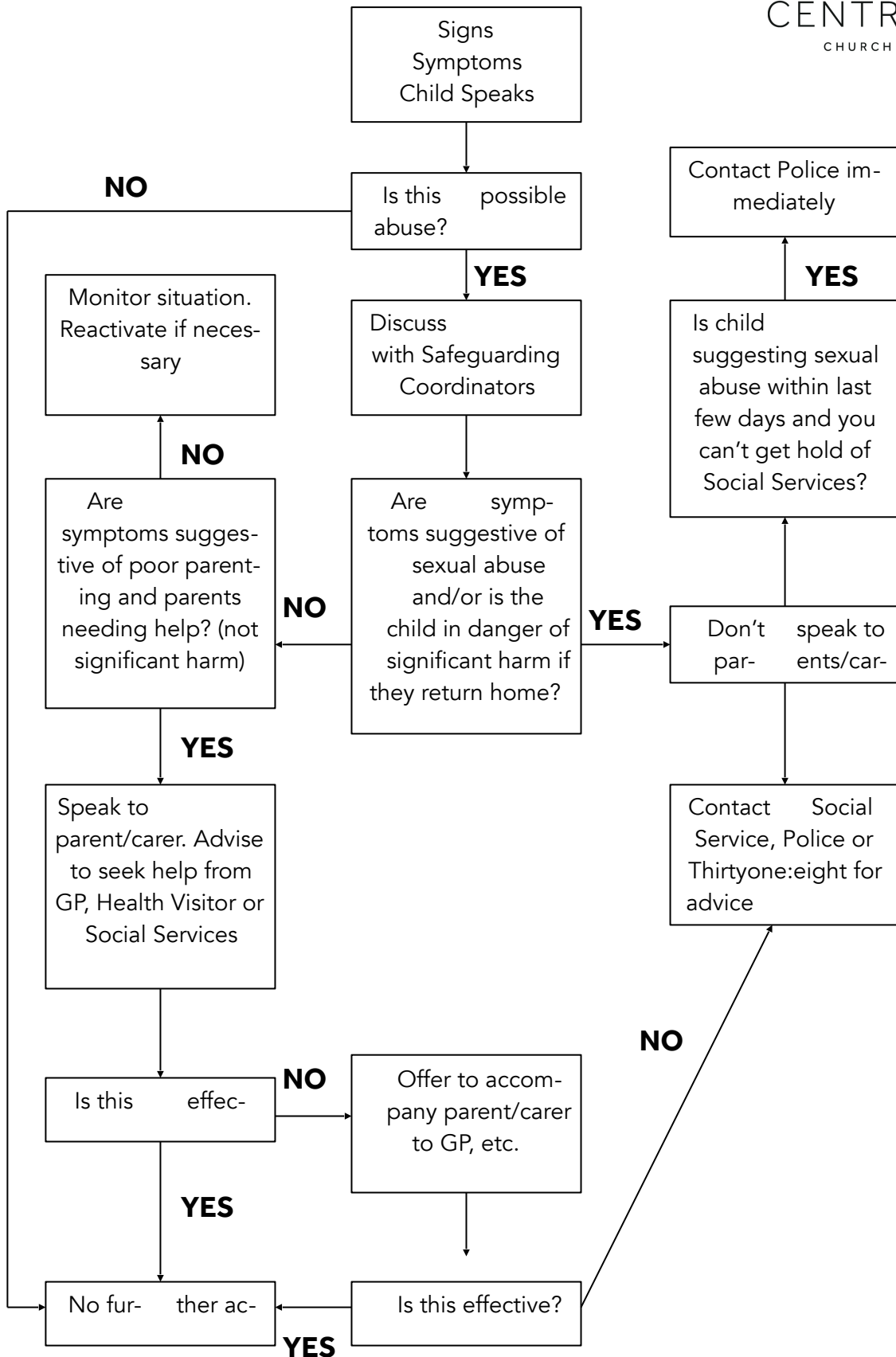
If YES Who was told on what date			
Name:		Date:	
Name:		Date:	
Name:		Date:	
Name:		Date:	
Name:		Date:	
Has this been inputted on to the Incident log?			
<input type="checkbox"/> Yes			
INCIDENT LOG ID:			
Your Signature:		Print name:	
Date:			

(Please delete as appropriate)

APPENDIX 5.3 – FLOW CHART FOR ACTION (SECTION 2.1.3)



CENTRAL
CHURCH



APPENDIX 5.4 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS (SECTION 2.1.3)

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 adult at risk is to RECOGNISE the concerns, make a RECORD in writing and RESPOND by passing on their concerns to the Safeguarding Officer . If he/she is not contactable, or they are implicated in the situation, another member of Central Church Safeguarding Team should be contacted instead.

Concerns should be passed on to the Safeguarding Officer 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 Safeguarding Officer , they should be informed as soon as possible afterwards.

A written record using the standard incident report form should be made as soon as possible after a child or adult at risk 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 or adult at risk's 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 an exact record of what the child or adult at risk 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 Central Church Safeguarding Team (including Senior Pastor), representatives of any statutory authorities involved and the local Baptist association.

If concerns arise in the context of children's or adult at risk 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 Safeguarding Officer. It should be clear that the duty remains with the worker to record and pass on their concerns to the Safeguarding Officer.

If an issue concerns an adult at risk 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 Safeguarding Officer, 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 Safeguarding Officer.

Stage 2 – The Designated Person For Safeguarding (Safeguarding Officer)

The duty of the Safeguarding Officer 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 Safeguarding Officer:

- should take into account their level of experience and expertise in assessing risk to children or adults at risk.
- must take into account any other reports that have been received concerning the same individual or family.
- may speak with others in Central Church where appropriate (including the Senior Pastor and church Safeguarding Team, 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 to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The duty to REPORT

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

- refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the child or adult at risk 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 local Social Services team. With adults at risk, 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 adults at risk, 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* 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 has:
 - behaved in a way that has harmed, or may have harmed, a child

- possibly committed a criminal offence against children, or related to a child
 - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
- If an allegation is made against someone who works with adults at risk*, it should be reported to the police or Adult Social Services.
 - *If a worker has an allegation made against them, they should step down from all church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a Safeguarding Contract in place; this should be discussed with the local Baptist Association Safeguarding Contact.
 - Whenever a formal referral is made to the police, Social Services or LADO, the Safeguarding Officer should report the referral to:
 - The Safeguarding Trustee
 - The Senior Pastor
 - The local Baptist Association Safeguarding Contact

A record should be kept of all safeguarding incidents and should be considered in the annual review of Central Church 's safeguarding policy. All original reports should be retained safely and securely by the Safeguarding Officer 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 Central Church Safeguarding Team and the Senior Pastor.

The duty to SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, Central Church continues to have a responsibility to offer support to all those who have been affected, including:

Victims; Alleged perpetrators; Children; Adults at risk; Other family members; Church workers; Church Safeguarding Team; Senior Pastor; Leadership Team.

The duty to REPORT

If a church worker has been accused of causing harm to children, young people or adults at risk this would be classed as a serious incident that should be reported to the Charity Commission by those churches that are registered with 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 risk, there is also a statutory duty to report the incident to the Disclosure and Barring Service (PVG).

APPENDIX 5.5 – APPLICATION FORM (SECTION 2.2)

Central Church Kids and Youth Volunteer Application Form



Please answer ALL questions and tick relevant boxes.
The information will be kept confidentially by Central Church and is restricted to Central Church Safeguarding Team.

GENERAL INFORMATION

- 1. Name:
- 2. Date of Birth:
- 3. Address: Postcode:
- 4. Term Address: Postcode:
- 5. Tel No: (mob preferred if possible)
- 6. Email:
- 7. Emergency contact details:

EMPLOYMENT

- 8. WORK STATUS: not in employment part-time full-time student
- 9. OCCUPATION/COURSE:

CONNECTION WITHIN CENTRAL CHURCH

- 10. How long have you attended Central Church?
- 11. Are you an All In member? yes no
- 12. Are you a part of a Community? yes no
- 13. If so, which one?

GETTING A SNAP-SHOT OF YOU...

14. Write a brief testimony about how you became a Christian/ your faith journey.

15. How have you grown in your faith in the last year? What has God been teaching you?

16. What do you love doing? Do you have any other gifts or training?

17. Describe any previous church or non-church service/ministry you have been involved with, particularly with children/young people.

18. Why do you want to work with children/young people?

HEALTH

19. Do you take regular medication, or have a physical illness (e.g. asthma, epilepsy, allergies, mental health problems, etc.) or disability, which may affect your work with children/young people?

DISCLOSURE

20. Have you been charged with any criminal offence? Do you have any cases pending? Are there any unspent convictions or other relevant information that you would like to make us aware of?

YES/NO (delete as appropriate)

21. Are you listed on the list of individuals who are barred from undertaking regulated work by the Protection of Vulnerable Groups (Scotland) Act 2007, in relation to the role you have applied for?

YES/NO (delete as appropriate)

It is an offence for a barred individual to seek, apply or undertake work from which they are barred.

If you have answered 'yes' to either of these questions, we will send a declaration form to be completed and returned in a separate envelope marked 'CONFIDENTIAL' to The Safeguarding Coordinators.

Working with children/young people within Central Church means that the role falls under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 as amended and that information which is deemed to be spent elsewhere may not be spent in relation to this application.

Applicants are therefore required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'OFFENCES WHICH MUST ALWAYS BE DISCLOSED' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015. Candidates are not required to disclose spent convictions for offences included in Schedule B1, 'OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES' until such time as they are included in a disclosure issued by Disclosure Scotland.

This post will require you to complete an Application to join PVG Scheme form relating to criminal offences under the provisions of the Rehabilitation of Offenders Act 1974.

REFEREES

Please name two people as referees who know you well (not including family members) and can reference your character - at least one should be able to comment on your faith journey and at least one should know you in the context of working with young people (if you have previous experience). Referee cannot be a relative. Please ask your referees permission before writing their details here.

22. Name:

Address:

Telephone:

Email address:

Position:

23. N a m e :
.....

Address:

Telephone:

Email address:

Position:

DECLARATION

I confirm that the information contained in this application is correct to the best of my knowledge. I, the undersigned, give my authorisation to Central Church to release any and all records or information relating to working with minors. Central Church may contact my referees and appropriate government agencies as deemed necessary in order to verify my suitability as a children/youth volunteer. I understand that the personal information in this application will be held confidential by the Church staff and/or Church Leadership.

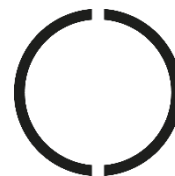
STATEMENT OF FAITH & BELIEF: I declare my personal faith in Jesus Christ as my Lord and Saviour. I believe the Bible to be fully trustworthy and my highest authority for faith and life.

I am prepared to give myself wholeheartedly to work with children/young people as agreed with my team leader.

24. Signature:

Date:

APPENDIX 5.6 – VOLUNTEER DESCRIPTION (SECTION 2.2)



Welcome

Thank you for joining the Kids Team here at Central Church. We love to encourage kids in their relationship with God through prayer, the bible, worship, fun and excitement. We pray that God will use you in the lives of our incredible young people. Please read carefully the information below. It is so important that we are all on the same page when it comes to current procedures and information. Any questions, email hannah.l@centralchurch.co.uk

Groups

We run 6 groups on a Sunday morning in several different location

Seedlings (Creche) - Islay

Sprouters (aged 2-4) - Skye

Buddies (preschool- P1) - Lewis

Branches (P2/3) - The Hall

Treetops (P4/5) - Jura

Roots (P6/7) - The Shop

On the first Sunday of the month we run Kids Camp in the hall. This is a fun and fast time spent worshipping and exploring life, faith and friendship together. We register on the half landing and kids have a lanyard once they have been signed in. Seedlings continue to meet in Islay during Kids Camp.

We also run TollCross Tots on a Monday morning from 9.30-11.30. This is for parents or carers from the local area to bring their babies and toddlers to a group with music, snack, play and great conversations.

Role of a Group Leader:

- To follow relevant policies and procedures.
- Responsible for planning the group session (including activities, story and praying with kids) including preparing materials.
- Responsible for discipline in the group.
- Responsible for leading the adult team (including delegating tasks throughout and giving feedback).
- Communicating to Central Kids Lead with any issues/concerns.
- Ensuring an accident/incident/near miss/ safeguarding concern form is completed.
- Making sure that a sign in and sign out is completed weekly.
- Facilitating a feedback and prayer time at the end of the group for leaders.
- Ensuring snack (fruit, breadsticks and water) is brought to group.

Role of an Assistant Leader:

- An assistant leader will assist the group leader with the lesson. This may include the following;
- Making sure kids are listening and engaging during the story.
- Getting to know the kids and their families.

- Preparing and handing out snack.
- Helping/leading/engage children in activities including games, crafts and play.
- Leading a small group discussion.
- Follow relevant policies and procedures and have a current PVG.
- Assisting the leader with any pastoral care issues that may occur.

TEAM LEADERS

- Each Central Kids group has a team leader who is in charge of organising resources, ensuring you know what is going on and sharing updates you and the team. Please contact them if you have queries or ideas around the week-week details of your group and help them out by responding to their questions in return.

Sundays

Plan for the morning:

- Leaders prayer meeting at 10am
- Kids with adult in main gathering from 10.30 and groups tend to run from around 11am until 12 midday.
- Any resources you may needs can be found in the cupboard on the landing between Jura and Islay. If you want to buy any extra resources please ensure the CENTRAL Kids Leader is aware before purchase so it can be added into the budget.
- Please ensure you leave the gathering ahead of the children so you are in the room to welcome them.
- Some groups may need help setting up so please liaise with the group leader that week as to what time you are needed. This can be done on the WhatsApp group for your group.

Rotas

We use Planning Centre to schedule and communicate with our leaders. On Planning Centre you can block out any dates you cannot do and accept requests when they are sent to you. Please ensure you are doing this. You will be added to a WhatsApp group for your group, please use this to arrange any swaps. The CENTRAL Kids Leader will send out weekly information for the coming Sunday so watch out for these.

Annual Plan

We value time spent training, socialising and retreating together. This is time spent encouraging, thanking, updating and praying with you. We would appreciate the events listed below to be prioritised when possible.

August: Vision Lunch Sunday - Team and Families

September: Team Training (safeguarding, evacuation and important updates)

October: Church Leaders' Weekend

February: Training Lunch

April: Team Social

May: Team Retreat

Risk Assessment Actions

If you see an incident or accident REPORT it on a accident/ incident/ near miss/ safeguarding concern form found in the group registration folder.

Fire Safety Procedure

On hearing the fire alarm;

1. Inform/reassure the Kids that you are going to be leaving the building
2. Group Leaders: Remember to take your registration pack with you and wear the orange high-vis vest.
3. In the younger groups ask the groups to hold hands as you escort them from the building. A rope can be found in the Sprouters and Buddies group folders/boxes to use.
4. Preferably exit the building via the main exit, otherwise use the left-hand exit via the auditorium/Gallery. (Please familiarise yourself with the nearest fire exits from your group's room.)
5. The fire evacuation point is round the side of the building on Dumbar Street - head to the medical practice.
6. Please gather all the kids in your group together.
7. Take a register and ensure any missing personnel are reported to the Central Kids Leader who will be wearing a yellow jacket at the entrance to the car park.
8. Hold up your A4 laminated sheet with the name of your group on so that the parents can identify where their children are.
9. Ensure kids leave under the authorisation of the Central Kids leader ONLY. If this can't be obtained then allow parents to stand with their kids in the groups.
10. Remain in groups and wait for further instruction from the Central Kids Leader.

First Aid

Any accidents MUST be written on the accident report form found in the group folders. Any First Aid procedure must be carried out by a currently qualified First Aider however minor.

Data Protection

Any details around the children must remain confidential. We love sharing stories but do ensure that names, medical information and sensitive information are not shared out with the groups. Photos are a great way of sharing with the rest of the church what is going on. Please ensure any photos taken are not shared personally and are given to the Central Kids Leader for Central Church use ONLY. Photos must be deleted after passing them onto Central Kids Leader.

Contact Details

Hannah Lockhart (Kids Lead)

hannah.l@centralchurch.co.uk



**REFERENCE FORM
FOR VOLUNTARY WORK WITH CHILDREN /YOUNG PEOPLE**

The individual named below has applied to work with children /young people in a church setting. Please provide any information that you think would be helpful for us to know regarding this volunteer’s ability and appropriateness to lead children /young people.

PRIVATE & CONFIDENTIAL

Name of Volunteer:

1. What is your relationship to the volunteer? (delete as appropriate):

EMPLOYER | COLLEAGUE | FRIEND | OTHER

2. How long have you known the volunteer and give the relevant context? :

3. What gifts/qualities do they have that would equip them to carry out this role well?

4. Do you have concerns regarding this person working with children or young people? If so please explain.

NAME of REFEREE:

Signed Date

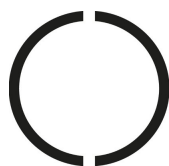
Thank you for taking the time to fill this out. If you have any questions regarding this reference, please contact:

Hannah Lockhart Tel: 07753528056

E-mail: hannah.l@centralchurch.co.uk

Church Office: Central Church, Central Hall, 2 West Tollcross, Edinburgh, EH3 9BP

APPENDIX 5.8 – VOLUNTEER CONTRACT (SECTION 2.2)



WELCOME TO CENTRAL 0-18's TEAM!

We're delighted you're volunteering with us.

We long to raise up young Jesus followers in Edinburgh.

Name of 0-18's Team Member.....

On behalf of the 0-18's team, we undertake to support you and your work, by prayer, by our interest and by providing resources and training.

Your Group Leader is

Hannah Lockhart (Central Kids Lead)

(These people can answer questions or provide support you may need)

The Responsibilities of your role are:

- | | |
|------------------|---|
| Pray | When we invite God into our ministry, He changes things! A praying team is a fruitful team! |
| Commit | Turn up and turn up on time. Come fully prepared and stick at it until the job is complete. If you can't make it, that's ok! But please give as much warning as you can so we can find cover for you. Remember we have a prayer meeting at 10am in the prayer room on Sunday. |
| Serve regularly | We'd love you to identify and stick to a regular pattern of serving. This will help you get to know the kids and them to know you too! |
| Pace yourself | We're human beings, not human doings. Don't be a hero, you won't impress anyone by serving every week. Rest is best. Please take at least 1 week per month off. |
| Be a team player | Always try to encourage and speak well of those around you. We are the body of Christ. Working together is essential to His Kingdom. |
| Feedback | Something you love? A problem within your team? Whoever is leading your team/Hannah Lockhart will definitely want to hear all of the above. We are |

committed to giving the best for our kids and young people therefore we have a culture of feedback both in giving and receiving.

Key dates to commit to:

- August: Vision Lunch Sunday - Team and Families
- September: Team Training (safeguarding, evacuation and important updates)
- October: Church Leaders' Weekend
- February: Training Lunch
- April: Team Social
- May: Team Retreat

Once a year you will have the opportunity to talk about your role and discuss your development, training and next steps regarding 0-18's Team.

We are committed to you - we are a team and a team is only as strong as its weakest member. We want to be family, pray for you, encourage and develop you and cheer you on as you serve Jesus in this way.

Working with children and young people is a responsibility and a great honour. We hope you will enjoy your role on the 0-18's team.

Signed..... 0-18s Team Leader

Declaration

I understand my role within the 0-18's Team at Central Church
I have read the safeguarding sheet, data protection and the welcome information. I understand that it is my duty to protect the children and young people that I come into contact with. I agree to abide by the policies and procedures agreed by the church and 0-18's team for the protection of children and young people.

Signed..... Date.....

Signed..... Reviewed.....

Signed..... Reviewed.....

Signed..... Reviewed.....

"Whoever welcomes one such child in my name welcomes me." Matthew 18:1-5

APPENDIX 5.10 – PARENT-MENTOR AGREEMENT



Dear Parents,

Your son/daughter is interested in meeting on a regular basis with a member of the youth team for general support and discussion about Christianity. We are keen to do as much as we can to positively support and encourage young people through their teenage years but in the interest of Child Protection we will only do this if you are happy to support this kind of mentoring. Please fill out the form below and return it to the youth office for our records. If you have any questions, then please do not hesitate to be in touch,

Yours Sincerely,
Hannah Lockhart (Kids Worker
hannah.l@centralchurch.co.uk 07753528056

Name of Mentor _____
(all of our youth team and mentors are PVG checked, have read and agreed to our Central Church Safeguarding Policy and are held accountable by the church)

Telephone number of Mentor _____

Email of Mentor _____

Name of Mentee _____

Mentee date of birth _____

Parent/Guardian Name _____

Telephone contact of parent/guardian _____

Email of parent/guardian _____

I am happy for my child _____ to see this mentor on a regular basis (usually once every 2-4 weeks), understanding that they will meet under the guidelines of safeguarding policy for mentoring.

Signed by Parent/Guardian _____

(Please return to 0-18's Pastor having made a note of Mentors contact details)

APPENDIX 5.11 – CENTRAL CHURCH HELPER APPLICATION FORM

Please answer ALL questions and tick relevant boxes.

The information will be kept confidentially by Central Church and is restricted to Central Church Safeguarding Team.



We are so thankful that you are applying to be a helper on the 0-18s team. We pray that you grow in your faith as a 0-18s helper. This role requires you to assist the leader of the group with tasks, activities and practical help.

GENERAL INFORMATION

- 1. NAME:
- 2. DATE OF BIRTH:
- 3. ADDRESS: POSTCODE:
- 4. TEL NO: (mob preferred if possible)
- 5. EMAIL
- 6. EMERGENCY CONTACT DETAILS:

EMPLOYMENT

- 7. WORK STATUS: not in employment part-time full-time student
- 8. OCCUPATION/COURSE:

CONNECTION WITHIN CENTRAL CHURCH

- 9. How long have you attended Central Church?
- 11. Are you an All In member? yes no
- 12. Are you a part of a Community? yes no

12.1

If so, which one?

.....

GETTING A SNAP-SHOT OF YOU...

13. Write a brief testimony about how you became a Christian/ your faith journey.

14. How have you grown in your faith in the last year? What has God been teaching you?

15. What do you love doing? Do you have any other gifts or training?

16. Describe any previous church or non-church service/ministry you have been involved with, particularly with children/young people.

17. Why do you want to work with children/young people?

HEALTH

18. Do you take regular medication, or have a physical illness (e.g. asthma, epilepsy, allergies, mental health problems, etc.) or disability, which may affect your work with children/young people?

DISCLOSURE

19. Have you been charged with any criminal offence? Do you have any cases pending? Are there any unspent convictions or other relevant information that you would like to make us aware of?

YES/NO (delete as appropriate)

20. Are you listed on the list of individuals who are barred from undertaking regulated work by the Protection of Vulnerable Groups (Scotland) Act 2007, in relation to the role you have applied for?

YES/NO (delete as appropriate)

It is an offence for a barred individual to seek, apply or undertake work from which they are barred.

If you have answered 'yes' to either of these questions, we will send a declaration form to be completed and returned in a separate envelope marked 'CONFIDENTIAL' to The Safeguarding Coordinators.

Working with children/young people within Central Church means that the role falls under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 as amended and that information which is deemed to be spent elsewhere may not be spent in relation to this application.

Applicants are therefore required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'OFFENCES WHICH MUST ALWAYS BE DISCLOSED' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015. Candidates are not required to disclose spent convictions for offences included in Schedule B1, 'OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES' until such time as they are included in a disclosure issued by Disclosure Scotland.

This post will require you to complete an Application to join PVG Scheme form relating to criminal offences under the provisions of the Rehabilitation of Offenders Act 1974.

REFEREES

Please name two people as referees who know you well and can reference your character - at least one should be able to comment on your faith journey and at least one should know you in the context of working with young people (if you have previous experience). Referee cannot be a relative. Please ask your referees permission before writing their details here.

21. Name:

Address:

Telephone:

Email address:

Position:

22. N a m e :
.....

Address:

Telephone:

Email address:

Position:

DECLARATION

I confirm that the information contained in this application is correct to the best of my knowledge. I, the undersigned, give my authorisation to Central Church to release any and all records or information relating to working with minors. Central Church may contact my referees and appropriate government agencies as deemed necessary in order to verify my suitability as a children/youth volunteer. I understand that the personal information in this application will be held confidential by the Church staff and/or Church Leadership.

STATEMENT OF FAITH & BELIEF: I declare my personal faith in Jesus Christ as my Lord and Saviour. I believe the Bible to be fully trustworthy and my highest authority for faith and life.

I am prepared to give myself wholeheartedly to work with children/young people as agreed with my team leader.

23. Signature: Date:
.....