



# **Safeguarding Policy**

*Version 1.2*

*Published Jan 2011*

## **Introduction**

The Trustees of Vineyard Network Church Birmingham have decided to adopt the Safeguarding Policy of the Churches Child Protection and Advisory Service (CCPAS) and have adapted it to meet the specific needs and contexts of our engagement with children, young people and vulnerable adults. They have delegated the day to day responsibility of enforcing the Policy to the Leaders. The Policy ensures we will continue to stay up to date with best practice and working safely with our community.

The policy and procedures have been divided into five sections:

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# Safeguarding Policy

## SECTION 1: DETAILS & DESCRIPTION OF THE CHURCH

### 1.1 ORGANISATION DETAILS

Name: Vineyard Network Church Birmingham

Address: Network House, 174-178 Barford Street, Birmingham B5 7EP

Tel No: 0121 622 1230

Email address: info@vineyardnetworkchurch.com

Membership of Denomination/Organisation: Vineyard Churches UK & Ireland (VCUKI)

Charity Number: 1056661

Company Number: 3188754

Insurance Company: ANSVAR: Church Connect Policy no. CHP2207404

### 1.2 BRIEF DESCRIPTION

Vineyard Network Church Birmingham (VNCB) is a Christian Church meeting regularly for services and other events at Network House. It is an independent organisation affiliated to Vineyard Churches UK & Ireland.

The Sunday morning services incorporate groups for young people aged 0-15yrs. In addition there are mid-week youth meetings (11-18yrs). Most of the team who work with young people are volunteers.

The church services and activities are attended by a wide range of people including some adults who could be described as vulnerable but there are currently no specific church programmes working directly with vulnerable adults. The church is a member of CCPAS – Churches' Child Protection Advisory Service which provides child protection advice and support throughout the UK.

### 1.3 OUR COMMITMENT

As a Senior Leadership Team (SLT) we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status".

We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with Birmingham Safeguarding Children Board Guidelines.

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- File a copy of the policy and practice guidelines with CCPAS and with the local authority.

CPAS: 0845 120 45 50.

Local Authority Contact: Niall Macauley (Procedure Writer), Children, Young People & Families Directorate.

Birmingham Safeguarding Children Board: 0121 464 9427

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

## **SECTION 2: RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE**

### **2.1 UNDERSTANDING ABUSE AND NEGLECT**

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

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

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

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

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

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

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

### **2.2 DEFINITIONS OF ABUSE FOR CHILDREN**

#### **2.2.1 What is abuse and neglect?**

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

### **2.2.2 Physical abuse**

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

### **2.2.3 Emotional abuse**

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

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

### **2.2.4 Sexual abuse**

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

### **2.2.5 Neglect**

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

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

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **2.3 SIGNS AND SYMPTOMS OF ABUSE**

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

### **2.3.1 Physical Abuse**

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

### **2.3.2 Sexual Abuse**

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

### **2.3.3 Emotional Abuse**

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

### **2.3.4 Neglect**

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

\*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

## **2.4 HOW TO RESPOND TO A CHILD WISHING TO DISCLOSE ABUSE**

### **2.4.1 Effective Listening**

- Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.
- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

### **2.4.2 Helpful Responses**

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

### **2.4.3 Don't Say...**

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

## **2.5 DEFINITIONS OF ABUSE FOR VULNERABLE ADULTS**

### **2.5.1 Introduction**

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

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

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

### **2.5.2 Physical Abuse**

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

### **2.5.3 Sexual Abuse**

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

### **2.5.4 Psychological or Emotional Abuse**

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

### **2.5.5 Financial or Material Abuse**

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

### **2.5.6 Neglect or Act of Omission**

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

### **2.5.7 Discriminatory Abuse**

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

### **2.5.8 Institutional Abuse**

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

## **2.6 SAFEGUARDING AWARENESS**

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone.

All Safeguarding co-ordinators will receive regular updates from CCPAS and will attend a 'Facing the Unthinkable' seminar run by CCPAS.

All our workers will receive induction training from Safeguarding co-ordinators on basic procedures and will also be asked to read the safeguarding policy and sign to confirm they have read and understood it. They will also be expected to attend annual in-house safeguarding awareness training (led by local authority representatives).

The Leadership will also ensure that children are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern. Posters will be displayed with clear information and guidelines.

## **2.7 RESPONDING TO ALLEGATIONS OF ABUSE (Children & Vulnerable Adults)**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. All allegations or suspicions of abuse should be reported to the appropriate person (see below) who will then follow the detailed procedures outlined in the next section:

### ***2.7.1 Safeguarding Co-ordinator***

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **KEELY BATESON** (hereafter the "Safeguarding Co-ordinator") who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities. Where required the Safeguarding Co-ordinator should then immediately inform the insurance company and safeguarding trustee.

### ***2.7.2 Deputy Safeguarding Co-ordinator***

In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to **ZARA LLEWELLYN** (hereafter the "Deputy").

### ***2.7.3 Vulnerable Adults Safeguarding Co-ordinator***

Where there is a concern about a vulnerable adult, the person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **GARY WICKER**.

### ***2.7.4 Churches Child Protection Advisory Service (CPAS)***

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.

### **2.7.5 Social Services Contact Details**

Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above.

The local Children's Social Services office telephone number varies according to where the child lives, however the nearest to the church is **0121 303 7070**. The out of hours emergency telephone number is **0121 675 4806**.

The local Adult Social Services office telephone number (office hours) is 0121 303 1234. The out of hours emergency telephone number is 0121 675 4806. The Police Child Protection Team telephone number is 0845 1135000

### **2.7.6 Procedures for reporting suspicions**

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

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

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

### **2.7.7 Leadership Support**

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

### **2.7.8 Preferred Procedure**

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

## **2.8 DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT A CHILD:**

### **2.8.1 Allegations Of Physical Injury, Neglect Or Emotional Abuse**

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

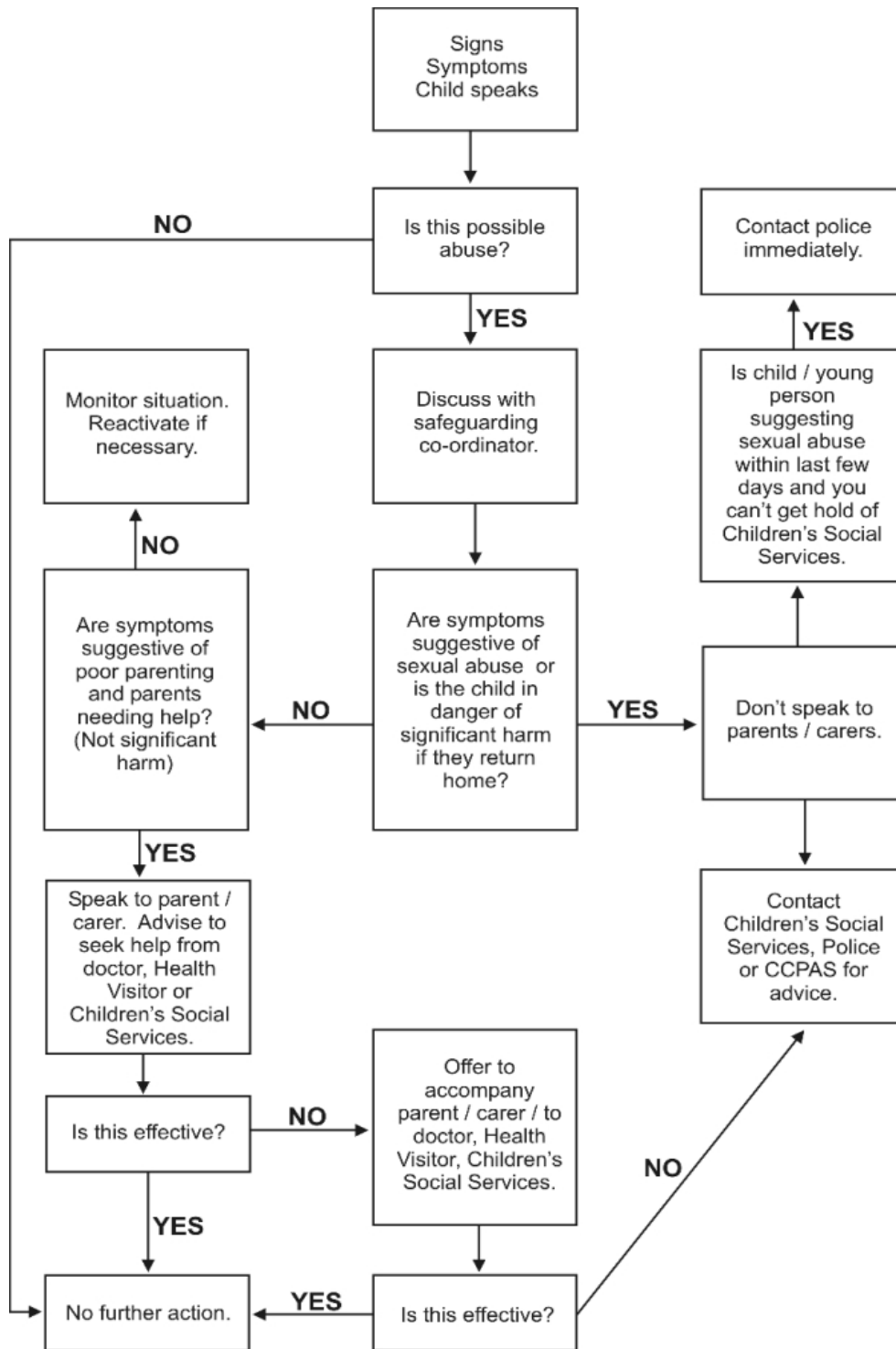
- Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- NOT tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

### **2.8.2 Allegations Of Sexual Abuse**

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

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

**2.8.3 Flowchart: Responding to an Allegation of Abuse**



## **2.9 DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT AN ADULT IN NEED OF PROTECTION**

### ***2.9.1 Suspicions Or Allegations Of Physical Or Sexual Abuse***

If a vulnerable adult has a physical injury or symptom of physical or sexual abuse the Adult Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

## **2.10 ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

## **SECTION 3: PREVENTION**

### **3.1 Safe recruitment**

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

- There is a written job description for the role (included in the DZ Handbook)
- Those applying have completed an Application & Self Declaration Form.
- Potential recruits have been interviewed (informally with a chat)
- Safeguarding has been discussed at interview
- Written references have been obtained by email/phone call, and followed up where appropriate
- A criminal records disclosure has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Induction and appropriate training is provided
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns

### **3.2 Discovery Zone / Youth Team Recruiting Process**

**Stage 1:** Potential DZ or Youth volunteer is identified and referred to the team leader

**Stage 2:** DZ / Youth Team Leader conducts brief interview with candidate & gives them a SAFEGUARDING PACK consisting of: Safeguarding Policy to read; Application & Self Declaration Form to complete; CRB Disclosure Form to complete and a DZ Handbook if appropriate.

**Stage 3:** Applicant receives a Safeguarding Interview where they hand in their completed forms (Application & Self Declaration, CRB Disclosure). Their identity documents are checked and they sign to acknowledge they have read & understood the Safeguarding Policy.

**Stage 4:** Applicant joins a team for a probationary period (up to 2 months) whilst being closely monitored in their role. During this time their CRB disclosure form is processed and their references are checked & followed up if necessary.

**Stage 5:** On receipt of their disclosure certificate and satisfactory references, and in liaison with the DZ/Youth team leaders, the applicant can become a full team member. If there are any grounds for concern, these will be discussed fully with the applicant and an appropriate course of action decided upon.

### **3.3 Management of Workers – Codes of Conduct**

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues. (See Section 5)

## **SECTION 4: PASTORAL CARE**

### **4.1 Supporting those affected by abuse**

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the church. This will be through pastoral visits, prayer ministry teams and referrals to external agencies where appropriate.

### **4.2 Working with offenders**

When someone attending the church is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. This would take the form of a contract giving details of both the boundaries which the individual is expected to keep and the support they will be offered by the church. It will be tailored specifically to individual circumstances and informed ideally by risk assessments from the statutory agencies.

## **SECTION 5: PRACTICE GUIDELINES**

### **5.1 Introduction to Practice Guidelines**

As a church working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for other activities we are involved in and relevant risk assessments. Additional information is below with a breakdown of current practice guidelines relating specifically to the contexts within which we operate.

### **5.2 Principles of Good Working Practice**

All volunteer workers are strongly advised to adhere to these principles of good working practice outlined below wherever possible:-

1. Treat ALL children/young people with warmth, respect and dignity relevant to their age.
2. Be aware of your own language style, voice tone, body language, and dress and how the individual child/young person might perceive this.
3. Ensure that you are never alone with a child where your activity cannot be seen. This may mean leaving doors open, or two groups working in the same room.
4. Keep all physical contact public e.g. hugs.
5. Touch should be related to the child's needs, not the worker's.
6. Touch should be age-appropriate and generally initiated by the child rather than the worker. (N.B. In the case of babies, they will initiate the need for a cuddle, usually by crying)
7. Team members should support one another in the area of physical contact. They should be free to help each other by pointing out anything that could be misconstrued.
8. In a counselling situation with a young person over the age of 11, where privacy and confidentiality are important, make sure that there is another worker in the building who knows the meeting is taking place and with whom. Leave doors open where possible.
9. Under no circumstances should physical punishment be used.
10. Where a child requires the toilet the following should apply:-
  - Nappies will not be changed by workers - only by the child's parent or carer.
  - Children under 5 who need to be assisted in the toilet will be taken by 2 adults in or in a group.
  - Children (5-11) cannot visit the toilet by themselves during DZ times because all our toilets are open to the general public. They must go in groups accompanied by an adult of the same sex who should stand outside to monitor.

11. Always ensure a second adult is present where removal of a child's clothing is essential (e.g. soiling of clothes – or a medical accident).
12. Children's groups should be staffed according to the following widely recognised minimum ratios of adults to children:-
  - Age 0-2 yrs: 1 adult to 3 children
  - Age 2-3 yrs: 1 adult to 4 children
  - Age 3-5 yrs: 1 adult to 8 children
  - Age 5-8 yrs: 1 adult to 8 children
13. No person under 16 years of age should be left solely in charge of any children of any age.
14. Children or young people attending a group should not be left alone at any time.
15. Mobile Phones should not be used for personal calls or taking photos during sessions. All photographs / video of children should be taken on a designated camera with the permission of the Group Leader. Photographs should only be taken of children for whom you have permission to photograph.
16. Any internet use during a session should be safe, appropriate and closely monitored.
17. Serious concerns about a colleague's behaviour should always be reported to the Safeguarding Co-ordinator (see Section 2 for details).

## **5.2 Behaviour to Avoid**

Workers should NOT engage in any of the following behaviour:-

1. Participation in physical or sexually provocative games, however "innocent" they may appear.
2. Inappropriate or intrusive touching of any form.
3. Intimidating, ridiculing, belittling or apparent rejecting of a child or young person.
4. Making racist or sexist remarks of any kind.
5. Showing favouritism to any child or young person.
6. Invading the privacy of children either toileting, changing, washing or showering.
7. Making sexually suggestive remarks to or about young people – even in "fun" is absolutely unacceptable.
8. Allowing young people to develop excessive attention seeking behaviour – especially if it is of a sexual or physical nature.

### **5.3 Additional Activities**

Where additional activities, trips or socials are organised for the children/young people, the group leader should arrange adequate supervision for those attending. It is recommended that when planning and undertaking additional activities the following guidelines should be followed:-

1. A Risk Assessment is completed for each activity.
2. Young People up to the age of 18 must have a completed parent consent form before being allowed to attend a trip.
3. When transporting children, workers should try to avoid being left alone with one child in the car. If this is unavoidable ask the child to sit in the back.
4. When planning residential holidays, workers (i.e. those over 18) should not sleep in the same room as children/young people.
5. Workers should be aware of the potential dangers involved when meeting with young people in a one on one situation at home or on trips. They should consider taking steps to avoid such dangers i.e. meeting in a public place, informing others of the meeting, leaving the door to a room open if appropriate.

### **5.4 Working in Partnership**

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

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

**SECTION 6: CLOSING STATEMENT OF COMMITMENT**

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding. Our commitment to safeguarding will be displayed publicly on our website and on posters in our building.

Signed by: \_\_\_\_\_ Safeguarding Co-ordinator

Date: \_\_\_\_\_

## **Leadership Safeguarding Statement**

The Leadership: Andrew McNeil (Senior Pastor) and Simon Bateson (Associate Pastor) recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on: \_\_\_\_\_

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

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

### **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.

- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

### **We recognise:**

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

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

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

Keely Bateson: Child Safeguarding Coordinator

Zara Llewellyn: Deputy Child Safeguarding Coordinator

Gary Wicker: Adult Safeguarding Coordinator

Andrew McNeil: Safeguarding Trustee

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

A copy of our safeguarding policy has been lodged with CCPAS and Birmingham Safeguarding Children Board.

Signed by Senior Leadership Team:-

Signed \_\_\_\_\_ Andrew McNeil

Signed \_\_\_\_\_ Rosie McNeil

Signed \_\_\_\_\_ Simon Bateson

Signed \_\_\_\_\_ Keely Bateson

Date \_\_\_\_\_

Signed by Safeguarding Trustee

Signed \_\_\_\_\_

Date \_\_\_\_\_