

KING'S CHURCH BEVERLEY

Adopted 17.10.2023

Review before 17. 10. 2024

Safeguarding/Child Protection Policy

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Section 1: Details of the place of worship / organisation

King's Church, Beverley

Address: King's Church Beverley, Swinemoor Lane, Beverley. HU17 0JX

Tel No: 01482 870490

General Email address: kingschurchoffice@gmail.com

Senior Minister: John Beynon

Senior Minister Contact:

Telephone : 07913 265327

Email: kingschurchoffice@gmail.com

Safeguarding Coordinator Name: Lucy Mallender

Safeguarding Coordinator Contact Telephone: 07575 500867

Deputy Safeguarding Coordinator Hilary Wright.

Safeguarding Coordinator Contact Telephone: 07743 685386

Membership of Denomination/Organisation: Assemblies of God

Contact Details for Assemblies of God:

Mr D. Pearson Tel 01777 817663 ext100

Charity Number: 1128073

Insurance Company: Ansvar Insurance

Section 2: Introduction

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this, is the Church Council.

The Church Council is appointed to have independent authority and legal responsibility for how the church is run and has a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviour may be referred to as the culture of the organisation or "the way we do things around here". Culture can be shaped in both negative and positive ways.

"The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object" (ICSA The Governance Institute, 2017)

Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022 it is illegal (England and Wales)(Northern Ireland) for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example,
- are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures
- there are codes of conduct
- the values of the organisation are embedded in its day to day actions and behaviours of its people
- and there is open communication

Our commitment

The church trustees who form the Church Council recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As 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 any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight (thirtyoneeight.org/ten-standards)

Section 3 - Prevention

Understanding abuse and neglect

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

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:

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:

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

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. APPENDIX 2.

Safer recruitment

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

- There is a written job description / person specification for the post
- Those applying have completed an application form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

The trustees will ensure that all volunteers:

-Have read and understand the Safeguarding policy

-Agree to abide by the Practice Guidelines

- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)

New volunteers will, wherever possible, work with a more experienced worker for a period of 3–6 months, according to the circumstances.

At the end of that period the new worker will meet with the Safeguarding co-ordinator and the experienced worker who has been supervising them to review their progress.

Safeguarding training

The trustees committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Practice Guidelines

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

We have specific good practice guidelines for activities we are involved in and these are attached or in the appendices.

Management of Workers – Codes of Conduct

As a church 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 adults with care and support needs, and will be given clear expectations about what is expected of them both within their job role and out. They will also receive further training as necessary.

Section 4:

Partnership working

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

We therefore have clear guidelines with 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 abide by the same safeguarding standards.

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

Section 5

Responding to allegations of abuse

If a disclosure is made to a worker or volunteer they should:

- remain calm and assured but sensitive to the child/young person's need to talk
- listen carefully to what they say without making judgement or conveying an emotional response
- ask open questions eg Can you tell me what happened after that? Is there anything else you want to tell me?
- Thank them for telling you and reassure the child/young person if necessary
- explain that this will need to be shared with someone who can help further (Safeguarding coordinator etc)

Under no circumstances should the worker or volunteer:

- ask leading questions
- express shock, belief or say that this cannot be true
- promise confidentiality
- discuss the disclosure with the parent/guardian

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

Documenting a concern or disclosure

The worker or volunteer should make a report of the disclosure/concern in the following way:

- The person in receipt of allegations or suspicions of abuse should write down the details of the conversation or suspicion (as soon as possible after the discussion): include the time and date and record exactly (word for word if possible) what was said by the child/young person or describe the nature of the concern, giving reasons. They should also report this as soon as possible to:

Name Lucy Mallender

Tel: 07575 500867

Email: lucymallender@hotmail.co.uk

The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Name: John Beynon

Tel: 07913 265327

Email: john@kingschurchbeverley.org

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111. Option 2

Alternatively contact Social Care or the police.

If a third party makes an allegation, follow the above advice given.

- The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social care in the area the child or adult lives.

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Name of local authority: East Riding of Yorkshire Council

Children's Social Services

Tel: 01482 395500

Out of hours Tel: 01482 393939

Adult Social Services

Tel: 01482 396940

Out of hours Tel: 01377 241273

Police Protection Team Tel: 01482 220787 ask for Police Protection Team

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
 - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Allegations/suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.

- The trustees 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.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of the place of worship / organisation 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.

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.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

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

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted 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 Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

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 Thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult needs protection:

Suspicions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e., counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

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

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services regarding the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

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

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

Section 6: Pastoral Care

Supporting those affected by abuse

The trustees are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship/organisation.

Working with offenders and those who may pose a risk

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate parties.

APPENDIX 1:

Safeguarding statement: To be displayed in a prominent place

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

King's Church, Beverley.

The following statement was agreed by the Church Council on: 17th October 2023

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- King's Church is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

We recognise that we all have a responsibility to help prevent harm or Abuse to children and adults with care and support needs in all their recognised forms.

- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the place of worship/organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship/organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2018, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
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- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting all in the place of worship/organisation affected by abuse.

We recognise:

- Children’s Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone’s responsibility.

We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding co-ordinators for King’s Church.

Safeguarding Co-Ordinator: Lucy Mallender

Deputy Safeguarding Co-Ordinator: Hilary Wright

A copy of our Safeguarding Policy can be seen on the King’s Church website.

Signed _____

Date 17.10.2023

APPENDIX 2: Four categories of abuse

All those working with children, young people and vulnerable adults, should be aware that abuse, neglect and safeguarding issues are rarely stand-alone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

It is vital that they are also aware of the range of behavioural indicators of abuse and report any concerns to the Designated Safeguarding Coordinator. It is their responsibility to report their concerns.

1 Physical abuse

Physical abuse is a form of abuse which 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.

1.1 Indicators of physical abuse

The following may be indicators of physical abuse:

- have bruises, bleeding, burns, bites, fractures or other injuries
- show signs of pain or discomfort
- keep arms and legs covered, even in warm weather
- be concerned about changing for PE or swimming
- An injury that is not consistent with the account given
- Symptoms of drug or alcohol intoxication or poisoning
- Inexplicable fear of adults or over-compliance
- Violence or aggression towards others including bullying
- Isolation from peers

2 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 a child 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 a 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 cyber bullying), 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, although it may occur alone.

2.1 Indicators of emotional abuse

The following may be indicators of emotional abuse:

- The child consistently describes him/herself in negative ways
- Over-reaction to mistakes
- Delayed physical, mental or emotional development
- Inappropriate emotional responses, fantasies
- Self-harm

- drug or solvent abuse
- Running away
- Appetite disorders – anorexia nervosa, bulimia; or
- Soiling, smearing faeces, enuresis

3 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. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

3.1 Indicators of sexual abuse

The following may be indicators of sexual abuse:

- Sexually explicit play or behaviour or age-inappropriate knowledge
- Aggressive behaviour including sexual harassment or molestation
- Reluctance to undress for PE or swimming
- Anal or vaginal discharge, soreness or scratching
- Bruises or scratches in the genital area
- Reluctance to go home
- Refusal to communicate
- Depression or withdrawal
- isolation from peer group
- Eating disorders, for example anorexia nervosa and bulimia
- self-harm
- substance abuse
- acquire gifts such as money or a mobile phone from new 'friends'

4 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, for example, 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.

4.1 Indicators of neglect

The following may be indicators of neglect:

- Constant hunger or stealing, scavenging and/or hoarding food
- Frequent tiredness
- Frequently dirty or unkempt
- Poor attendance or often late
- Poor concentration
- Illnesses or injuries that are left untreated
- Failure to achieve developmental milestones or to develop intellectually or socially

- Responsibility for activity that is not age appropriate such as cooking, ironing, caring for siblings
- The child is left at home alone or with inappropriate carers

APPENDIX 3: Practice Guidelines

We are committed to providing a safe environment for workers and volunteers, as well as for the children, young people and adults that access our organisation.

Supervision

All activities run by the organisation will have a designated leader for the duration of the session. They are responsible for ensuring the practice guidelines are followed.

When an activity involving children or young people is taking place, we aim to ensure that there is always more than one adult supervising the activity (one male and one female where possible). On the rare occasion that this is not possible we aim to minimise the isolation of the worker or volunteer by holding the activity in an open space eg outside, or leaving doors open. Where a worker or volunteer feels uncomfortable with this, alternative arrangements will be made.

We will aim to follow these ratios:

Ages 0-3 years - 1 adult: 3 children

Ages 4-11 years - 1 adult: 10 children

Ages 11+ - 1 adult to 10 children

Any activities where the staffing levels cannot be reached should only be carried out after discussion with the safeguarding coordinator and in agreement with workers.

A register will be taken for each activity which includes the adults present.

Reasonable measures be taken to ensure that:

ALL children/young people attending regular activities organised by the church must have consent given by their parent/guardian and medical issues, allergies and emergency contact details provided. (Separate consent forms for each activity)

Where an activity takes place and the parents are on the premises, children will be collected and returned at the end of an activity by the worker or volunteer.

Where an activity takes place and the parents are not on the premises, children should be registered into the session and also registered out. If children are allowed to go home alone, there should be a space indicating this on the consent form which must be signed by parents.

Risk Assessments must be prepared for all activities away from the premises.

When an activity involves taking children out of the area where the activity is normally held, a Special Trip/Activity Parental Consent Form must be completed.

Transporting children by car

It is strongly advised that we should:

Aim to ensure that there is another adult in the car, placing the adult in the front passenger seat and child in the rear seat.

Where this is not possible do not transport a single child. Ask another child to accompany also, placing the children in rear seats where possible.

·If the above cannot be arranged do not transport the child but make other suitable arrangements

Physical Contact

Physical contact with children should not be instigated unless absolutely necessary (eg an injury or fall) and where requests are made for physical contact, this should be kept to a

minimum and not encouraged. In the rare occasions where physical contact be required, workers or volunteers should be mindful of safeguarding practice.

Taking children to the toilet

Some children, particularly younger children, need help with going to the toilet. If it is likely that particular children may need help with this, the consent of the parent should be obtained beforehand for a particular adult to assist the child where necessary. Where possible, children should be taken to the toilets by adults of the same sex. Adults should never help with matters of a personal nature if a child can do it for themselves.

Dealing with negative behaviour of children/young people

We are committed to the children in our care and recognise that children have the right to be safe and feel safe within the church environment. We will not accept bullying in any form. Where a child's behaviour is deemed unacceptable the child's parents should be contacted. If a child's behaviour puts other children or team members in danger, the situation should be made safe and the child's parents should be asked to collect their child immediately. The leader of the activity will then, in consultation with the safeguarding coordinator, make a decision as to whether this person is allowed to return and parent/guardians informed of this decision

It is strongly advised that the only time a worker or volunteer should enter into physical contact is where that is the only action possible, for example to avoid another child being hurt. When this is done, the minimum possible force should be used. They should not – in line with the above advice on supervision – be taken into an isolated situation.

A worker or volunteer is expected to use whatever method is necessary to defend against a physical attack against themselves or against another child. It should involve the minimum necessary force and should not stray into retaliation.

If any such serious incident occurs, the Child protection co-ordinator should be fully informed of the event and a written record of all the details and surrounding circumstances should be made as soon as possible. The child's parent(s) or guardian(s) will be contacted as soon as possible in order to explain the circumstances of the incident.

In the case of minor incidents, these should also be recorded by the activity lead and logged with the safeguarding coordinator in case of further issues.

Dealing with unwell Children

It is advised that when a child becomes unwell, their parent's are contacted and a decision is made to either:

- be looked after at the activity
- the parent to collect the child

It is not permitted for workers or volunteers to transport the child/young person home in a vehicle.

Taking Photos or videos

No-one is to be permitted to take photographs or videos without the prior consent from the child's parent or guardian.

Where photographs are allowed to be taken, these should focus on normal club activity and show groups of children rather than individuals.

Permission should be sought from the parent/guardian before any image is used for publicity or educational purposes (such as another Sunday school lesson). Such images should never include any identifying details or the child's name. Children should always be appropriately dressed for such photographs (for example no swimwear or inappropriate clothing).

Images should never be kept for longer than is necessary to publish them. It is the duty of the activity leader to ensure that guidelines are followed.

Any complaints about inappropriate images should be reported and recorded.

Recording Details of Accidents (see Health and Safety Policy)

Where a child/young person is involved in an incident where physical injury has obviously occurred the activity leader will consult a designated First Aider (if possible) and contact parents/guardians. Where a parent or guardian cannot be reached, the activity leader should contact the safeguarding coordinator/church minister, whilst acting in the best interests of the child (including ringing 999 if necessary) and continuing to attempt to contact parents.

The details of the incident should be recorded in the "Accident Book". Follow the instructions in the book making sure that you carefully note; 1) the name of child, 2) the date and time and 3) nature of the incident and 4) the first aid action taken. The person who attended to the incident and an adult witness must sign the incident entry. If a parent is collecting the child, they must be shown the entry in the book and asked to sign to show that they have read the entry in the book.

Data Protection

All records will be kept in line with legislative guidelines.