

POLICY AND GUIDANCE:
SAFEGUARDING
CHILDREN, YOUNG PEOPLE and VULNERABLE ADULTS



'Woodgreen Church is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all members and volunteers to share this commitment.'

Reviewed: September 2017



*Worcestershire Council for
Voluntary Youth Services*



Worcestershire Safeguarding Children Board

1. Introduction: Why do we have policies and good practice guidelines concerning safeguarding?

Mankind has been created in God's image and every person is to be valued and given full respect and dignity. In this broken world, seeking to ensure the safety and welfare of children, young people and vulnerable adults is of particular importance. The voluntary and community sector, along with those in the statutory and independent sectors, must ensure that their work with these groups keeps everyone as safe as possible. This is best achieved when statutory, voluntary and community groups and organisations work closely and effectively together. Woodgreen Evangelical Church, as part of the voluntary and community sector in Worcestershire, has drawn on the guidance provided by Worcestershire Council for Voluntary Youth Services working in partnership with Worcestershire Safeguarding Children Board*. We seek to ensure effective practice that is in line with international, national and local guidance and requirements. As a God centered Christian church we want to maintain our Bible-based community distinctiveness and we trust that this is evident throughout these guidelines.

It is our desire to bring glory to God in the way in which we work with children, young people and vulnerable adults; that they in turn should bring glory to Him in their lives. We pray that by keeping to the policy and guidance set out on these pages we will go some way towards achieving this aim.

Richard Lacey (Lead Pastor)

Don Beckett (Church Elder- Champion for Safeguarding)

2. We believe:

- Children, young people and vulnerable adults matter: they should be kept safe, valued, listened to, and their rights and views respected.
- Work with children, young people and vulnerable adults is a responsibility not to be taken lightly. We must ensure correct, helpful and loving procedures which are fully in line with legal requirements in every area, to the glory of God and for the good of all.
- The church should model best practice as a witness to the community. To this end we are seeking to implement highest quality safeguarding principles and practice in all areas of the life of the church.
- Those who work with children, young people and vulnerable adults need to be adequately valued, equipped and supported. They need to know how to best ensure the safety of those with whom they work and their own safety and the correct procedure in handling possible cases of disclosure of abuse.

* 'Safeguarding and Child Protection Guidance for Private, Voluntary and Independent Early Years and Childcare Providers' - Revised Edition December 2014 (Worcestershire Safeguarding Children Board).

3. Overall Policy Statement:

Definitions:

Workers are those who undertake any sort of work with children or young people. They are required to be aged eighteen years or higher.

Helpers are suitably capable and mature teenagers (aged 13 - 17 years) who help out with activities involving children or young people.

- **Children, young people and vulnerable adults are part of the church today. They have much to give as well as to receive and will be listened to. In worship, learning and teaching and evangelism we will respect the wishes and feelings of our children, young people and vulnerable adults.**
- **All members of this church commit themselves to the nurturing, protection and safekeeping of all, especially children, young people and vulnerable adults.**
- **The managing trustees of Woodgreen Church, who bear the responsibility for the church's governance, have the ultimate oversight of safeguarding at the church.**
- **The church will use the Safeguarding Policy and Guidance to ensure safe, wise and high quality practice with children, young people and vulnerable adults, working together as a team to ensure this.**
- **The church is committed to supporting and training those who work with children, young people and vulnerable adults and to providing appropriate supervision of their work.**
- **It is the responsibility of each worker to provide a safe environment and to help to prevent the abuse of children, young people and vulnerable adults in whatever form by reporting any abuse disclosed or suspected in the correct way described in the policy and guidance.**
- **The church will ensure that a Disclosure and Barring Service (DBS) check is carried out for each worker. Workers must hold a clear record.**
- **Workers will be only be appointed after initial recruitment checks (safer recruitment) have been carried out as detailed in sections 7.2 and 7.3 below.**
- **All new workers will undergo an induction process including familiarisation with the contents of 'Guidance for Workers and Help: SAFEGUARDING' (January 2016).**
- **All workers are to read the 'Guidance for Workers and Help: SAFEGUARDING' (January 2016) and must sign a declaration to this effect.**
- **All workers will be required to undergo regular training as set out in the policy and guidance.**
- **Helpers will not be expected to carry out the duties associated with a worker and will not be required to have a DBS check.**
- **Helpers must never be left alone with children without the presence of a worker.**
- **Helpers will be expected to attend team training sessions.**

4. Roles and responsibilities:

4.1 The managing trustees of the church:

The managing trustees of the church undertake to:

- promote a culture of safeguarding at the church.
- ensure compliance with international, national and local guidance and requirements.
- support the work of the Safeguarding Team and any actions taken.
- ensure that the requirements of the policy and guidance are being carried out.
- ensure that the church premises meets the requirements of the Disability Discrimination Act 1995.
- ensure an annual review of policy, guidance and procedures.

4.2 Champion for Safeguarding:

A member of the church managing trustees is appointed as the Champion for Safeguarding. This is to ensure that the church accepts responsibility for safeguarding at the highest level.

Role description:

- To ensure that a safeguarding policy is in place and that it is reviewed annually by the Eldership.
- To ensure that safe recruitment procedures are in place.
- To ensure that procedures are in place for handling allegations against paid staff and volunteers.
- To provide an annual report to the managing trustees about the effectiveness of safeguarding and child protection issues and any allegations.

4.3 The Designated Safeguarding Lead

Role description

- To take responsibility for disseminating and implementing safeguarding and child protection procedures within the church.
- To be familiar with WSCB procedures for safeguarding and investigating child abuse.
- To know the relevant contacts within Children's Services and within the church.
- To receive information from workers, volunteers, children, young people, parents and carers about child protection issues including any allegations against staff or volunteers.
- To assess information promptly and take appropriate action.
- To refer child protection concerns to Children's Social Care.
- To ensure that the child/young person and their parents/carers are offered appropriate support
- To maintain records of all information received.
- To be familiar with Children's Social Care and Police procedures for investigating child abuse.
- To monitor safeguarding concerns and report, on an annual basis, to the church leadership.
- To monitor safeguarding procedures in the church including:
 - checking that a parent/carer consent form for every child and young person is completed and stored safely.
 - ensuring that safe recruitment and selection procedures are followed.
 - ensuring that child protection awareness training is undertaken so that staff, including volunteers, know how to recognise and respond to concerns about a child or young person.
 - offering advice, guidance and support to staff and volunteers dealing with child protection.
 - identifying training needs and providing regular training for all workers.

Please note: It is not the role of the Designated Safeguarding Lead to decide whether or not the child or young person has been abused. This is the task of Children's Social Care.

4.3 The Youth and Children's Worker

Role description (regarding safeguarding):

- To take the role of Deputy Designated Safeguarding Lead, undertaking his responsibilities should there be a disclosure when the Designated Safeguarding Lead is unavailable*.
- To help to develop policy and practice as part of the Safeguarding Team.
- To liaise regularly with the Designated Safeguarding Lead regarding all aspects of safeguarding and child protection.
- To ensure that safeguarding and child protection procedures are carried out effectively on a day to day basis.
- To disseminate information to workers as required.
- To ensure that registration of children and young people is in place.
- To keep an up to date list of all workers and helpers and to share this regularly with members of the Safeguarding Team.
- To oversee safe recruitment and induction of workers.
- To ensure safe practice throughout the work with children and young people, including behaviour management, health and safety, first aid and risk assessment.

* unavailable means on holiday, away from Worcester or unable to respond due to ill health.

4.4 The Safeguarding Team

This team is responsible for overall management, monitoring and development of all aspects of safeguarding and child protection throughout the church. The team meets at regular intervals and minutes of all meetings are presented to the trustees/elders of the church.

The team consists of:

- The church elder who is designated as Champion for Safeguarding
- The Designated Safeguarding Lead (chairperson at meetings)
- The Youth and Children's Worker (Deputy Designated Safeguarding Lead)
- The Safeguarding Administrator and DBS checker
- An experienced teacher with specialism in behavioural needs.

The Pastoral Care Worker is also regularly invited to meetings to discuss issues regarding vulnerable adults.

5. Safeguarding and Child Protection

5.1 Definitions

Safeguarding means proactively involving everyone in keeping all children, young people and vulnerable adults safe and promoting their welfare. Having the appropriate policies and procedures in place also safeguards volunteers, workers and trustees or committee members. It also means that we can tell parents and carers the safeguards that are in place to protect their children and young people.

Child Protection is a central part of safeguarding. It is about protecting an individual child or young person who is identified as either suffering harm or at risk of suffering harm as a result of neglect or abuse.

5.2 Policy Statements:

Safeguarding Policy Statement

Woodgreen Church is fully committed to safeguarding the welfare of all children, young people and vulnerable adults by taking all reasonable steps to protect them from physical, emotional or sexual abuse and neglect. This applies to all the children, young people and vulnerable adults with whom we work, regardless of their gender, sexual orientation, disability, race, nationality or country of origin.

Workers, including volunteers, group leaders and members of the church leadership will at all times, show respect and understanding for the rights, safety and welfare of the children, young people and vulnerable adults children involved with Woodgreen Church. We will ensure that leaders and workers know how to ensure a safe environment and to follow safe working practices. We will also train all workers to recognise and respond to child protection issues (see below).

Child protection Policy Statement

Woodgreen church believes that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people. We will be alert to any indications of neglect, physical, emotional or sexual abuse in the children and young people with whom we work and will respond to their needs. We value and respect every child and young person and will endeavour always to listen to them and respond appropriately to safeguard them. We will provide staff and volunteers with guidance to follow when they suspect a child or young person may be experiencing or at risk of harm. We will adhere rigorously to our Safeguarding Policy and Guidelines. We will work cooperatively with other agencies to safeguard and promote the welfare of children and young people.

5.3 Child Protection and Safeguarding Procedures

Child Protection Procedures should be followed when:

i) A child or young person makes a **disclosure**.

A **disclosure** is when a child or young person tells someone else about the behaviour of another person or persons towards him or her which makes the hearer think that the child or young person is experiencing some form of abuse or may be at risk of abuse.

ii) There is a **concern** about a child or young person.

A **concern** is when another child or young person, another parent or carer or a worker raises a question about whether a particular child or young person is experiencing some form of abuse or may be at risk of abuse.

The Designated Safeguarding Lead should be contacted DIRECTLY in either of these circumstances. The information should NOT BE SHARED WITH ANYONE ELSE

Remember: In all cases the wellbeing of the children, young people and vulnerable adults is paramount.

**CONTACT Martyn Walley on: 01905 357268
07562 001794
martynwalley@aol.com**

If the Designated Safeguarding Lead is unavailable* contact the Deputy Designated Safeguarding Lead:

**CONTACT Alex Johnstone (AJ) on: 01905 780482
07889 565957
alexjohnstone100@gmail.com**

* unavailable means on holiday, away from Worcester or unable to respond due to ill health.

5.3.1 Responding to a disclosure from a child or young person:

Except for carefully noting down exactly what is being disclosed to you and contacting the Designated Safeguarding Lead, you should not take any further action. **You should not, under any circumstances:**

- **seek to investigate the allegations**
- **speak to anyone other than the Designated Safeguarding Lead**

- Keep calm, do not appear shocked.
- Listen to the child or young person.
- Accept what you hear without passing judgement.
- Ask questions only for clarification - do not investigate or ask leading questions.
- Do not make promises.
- Offer support and understanding explaining that you cannot keep it secret and what may happen. (This gives the choice of continuing to tell you or to stop.)
- Reassure the child or young person that they were right to talk to you.
- Write down notes: dates, times, facts, who were involved, observations using actual words used if possible. The church has a form for recording such a disclosure.
- Sign and date the notes and keep them in a confidential file. Have a copy ready to give to the Safeguarding Lead.
- **Report to the Designated Safeguarding Lead as soon as possible (contact immediately if you believe the matter is urgent).**
- Ensure that you have the following information:
 - name(s), address, date(s) of birth of the child/children or young person/people
- Parent/carer's name and contact details
- Name of the person said to be involved
- Names of any witness to the incident (if appropriate)
- Keep notes of your conversation with the Designated Safeguarding Lead and any advice offered.
- Act on the advice given.
- Respect confidentiality of everyone involved in the incident keeping the matter restricted only to those who need to know. **Do not speak to family members or group leaders** before consulting the Designated Safeguarding Lead.

PLEASE REMEMBER: IF IN DOUBT - CONSULT THE DESIGNATED SAFEGUARDING LEAD.

Once the recorded incident has been reported to the Designated Safeguarding Lead, it has been taken out of the worker's hands and further decisions and action should be only be taken by the Designated Safeguarding Lead.

5.3.2 Responding to 'lower-level' concerns

It may be that as a worker who has regular contact with a child (or children) you encounter things that give you concern but not at a level of 'disclosure' described above. For example, you may see repeated bruising on a child or a child might come regularly to a club, complaining each time that he/she is hungry and hasn't had any tea. Another example may be a child telling you that she/he doesn't want to go home "because mum and dad are always fighting". Observations like these should ALWAYS be logged using the church 'Safeguarding Concerns' proforma and handed, confidentially, to the Designated Safeguarding Lead. This will allow him to build up a picture of possible need which may need to be broached (for example, with the parents or, in more severe cases, with Social Services). Again, **contacting the Designated Safeguarding Lead first** is the correct course of action.

5.3.3 Responding in an emergency situation

There may be a rare occasion when it is necessary to act quickly, for example, to protect a child or young person from a violent or drunken parent. In these circumstances it would be appropriate to call the Police. In the unlikely event that a child or young person arrives with serious injuries then you should telephone for an ambulance.

Always keep a record of the actions taken and contact the Designated Safeguarding Lead immediately.

5.3.4 Responding to allegations or suspicions of domestic violence within a family

You may have **received an allegation** of domestic violence or **an adult may have an injury** which may indicate domestic violence.

- If there are children in the home, report the matter as soon as possible to the Designated Safeguarding Lead.
- If there appears to be violence involving an adult, inform both the Pastoral Care Worker and the Designated Safeguarding Lead.
- Encourage adults involved in domestic violence to report it to the police.
- Any allegations that a child has been hurt due to domestic violence must be reported to the Designated Safeguarding Lead. Such allegations must be reported to Social Services.

5.3.5 Responding to allegations or suspicions of abuse by someone who works with children or vulnerable adults

Please contact the **Designated Safeguarding Lead** immediately **maintaining secure confidentiality**, avoiding telling even spouse, other family members or close friends or working colleagues. In the case of suspicions about the Designated Safeguarding Lead contact Richard Lacey, lead pastor at Woodgreen Church.

6. Recognising Abuse and neglect:

Recognising child abuse is not easy, and it is not your responsibility to decide whether or not child abuse has taken place. You do, however, have a responsibility to act if you have a concern or if you believe a child or young person is at risk of neglect or abuse.

The following information will help you to be alert to the signs of possible abuse:

i) Recognising physical abuse

Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of their body, like elbows, knees and shins.

Some children and young people, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury, or when it appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks or thighs. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

Bruising may be more or less noticeable on children with different skin tones or from different racial groups and specialist advice may need to be taken.

Physical signs of abuse may include:

- unexplained bruising, marks or injuries on any part of the body
- bruises which reflect hand marks or fingertips (from slapping or pinching)
- cigarette burns
- bite marks
- broken bones
- scalds

Changes in behaviour which can indicate physical abuse:

- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example wearing long sleeves in hot weather
- depression
- withdrawn behaviour
- running away from home

ii) Recognising emotional abuse

Emotional abuse can be difficult to identify, and often children and young people who appear well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix/play with other children.

The physical signs of emotional abuse may include:

- a failure to thrive or grow
- sudden speech disorders
- developmental delay, either in terms of physical or emotional progress

Changes in behaviour which can also indicate emotional abuse include:

- neurotic behaviour e.g. hair twisting, rocking
- being unable to play
- fear of making mistakes
- self harm
- fear of parents being approached regarding their behaviour

iii) Recognising sexual abuse

Adults who use children and young people to meet their own sexual needs abuse both girls and boys of all ages, including infants and toddlers. Usually, in cases of sexual abuse, it is the child or young person's behaviour which may cause you to become concerned, although physical signs can also be present. In all cases, children and young people who talk about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- pain or itching in the genital/anal areas
- bruising or bleeding near genital/anal areas
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains
- discomfort when walking or sitting down
- pregnancy

Changes in behaviour which can indicate sexual abuse include:

- sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away from home
- sexual knowledge which is beyond their age or developmental level
- sexual drawings or language
- bedwetting
- eating problems such as overeating or anorexia
- self harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- substance or drug abuse
- suddenly having unexplained sources of money
- not allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults

iv) Recognising neglect

Neglect can be a difficult form of abuse to recognise, yet has some of the most lasting and damaging effects on children and young people.

The physical signs of neglect may include:

- constant hunger, sometimes stealing food from other children/young people
- constantly dirty or “smelly”
- loss of weight, or being consistently underweight
- inappropriate dress for the conditions

Changes in behaviour which can also indicate neglect may include:

- complaining of being tired all the time
- not requesting medical assistance and/or failing to attend appointments
- having few friends
- mentioning their being left alone or unsupervised

The above list is not meant to be definitive but a guide to assist you. It is important to remember that many children and young people will exhibit some of these indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour, such as a death or the birth of a new baby in their family, relationship problems between parents/carers etc.

What may give cause for concern?

- Bruising on parts of the body which do not usually get bruised accidentally, e.g. around the eyes, behind the ears, back of the legs, stomach, chest, cheek and mouth (especially in a young baby), etc
- Burns or scald marks
- Bite marks
- Any injuries or swellings, which do not have a plausible explanation
- Bruising or soreness to the genital area
- Faltering growth, weight loss and slow development
- Unusual lethargy
- Any sudden uncharacteristic change in behaviour, e.g. child becomes either very aggressive or withdrawn
- A child or young person whose play and language indicates a sexual knowledge beyond his/her years
- A child or young person who flinches away from sudden movement
- A child or young person who gives over rehearsed answers to explain how his / her injuries were caused

- An accumulation of a number of minor injuries and/or concerns
 - A child or young person who discloses something which may indicate he/she is being abused
 - Concern about a parent or carer's behaviour or presentation, e.g. evidence of possible alcohol or drug misuse, mental health difficulties or domestic violence
 - Concern about arrangements for the collection of the child or young person
- A 'cluster' of these signs should increase concern.**

7. Protecting Children, Young People and Vulnerable Adults

7.1 Disclosure and Barring Service (DBS) Checks

The DBS Service was established in 2012. It processes records and manages the Barred Childrens List and Barred Adults List of unsuitable individuals who should not work with these groups.

- The DBS decides who is unsuitable.
- It is illegal for a barred person to apply for work (paid or voluntary) with these groups as it is for a church to recruit a barred person for such work.
- Workers must have received a clear DBS check return before working with these groups.
- A central record of DBS checks is kept and updated regularly.
- Although this is not a legal requirement, the Elders of the church require that DBS checks should be renewed every five years.
- The church must notify the DBS if someone is asked to step down because they have harmed, or might have gone on to harm a child, young person or adult.

7.2 Process for Appointment of Workers

If someone expresses an interest in volunteering for a role that brings them into contact with direct contact with children, young people or vulnerable adults, the following procedure will be followed:

1. They will be invited by the Youth and Children's Worker to observe the activity.
2. If they wish to proceed, they will be given a copy of the 'Guidelines for Workers and Helpers: SAFEGUARDING', a role description and worker application form (including a self-declaration form). The Safeguarding Team will be advised of this.
3. The Youth and Children's Worker will meet with the applicant to discuss the application, previous experience and spiritual journey as well as answering any questions that the applicant might have. Care will be taken to probe any issues (relevant to safeguarding) which cause concern.
4. The Youth and Children's Worker will forward the details of the referees to the Safeguarding Administrator who will take up two references (as set out on application form). The returned references are to be addressed to the Youth and Children's Worker and treated as confidential. Only the Youth and Children's Worker and Designated Safeguarding Lead should see copies of applications and references. This is stated on the application form.
5. The Safeguarding Administrator will meet the applicant, verify support documentation and apply for DBS clearance.
6. On receipt of satisfactory references (advised by the Youth and Children's Worker) and DBS check, the Youth and Children's Worker will notify the Safeguarding Team.
7. The Youth and Children's Worker will then issue a letter of appointment. It will be expected that the applicant will sign to say that they have read and understood the 'Guidelines for Workers and Helpers: SAFEGUARDING' at this point.
8. The Designated Safeguarding Lead will meet with new workers individually, or in groups, within one month of appointment to ensure that they are properly inducted in safeguarding practice.
9. New workers will be closely monitored for an initial three month probationary period.

10. New workers will be expected to undergo training as requested from the moment of their appointment.

Important: Until satisfactory references and a clear DBS check has been received, applicants **must not be left unsupervised** with children or young people.

Process for not appointing potential workers:

- Individuals who have previously abused a child, young person or vulnerable adult, or who have a record of violent or inappropriate sexual behaviour will be excluded from being involved in certain ministries in the church.
- If there are slight concerns or reservations, the Designated Safeguarding Lead is to make a risk assessment regarding involvement in certain types of work.
- The process should be handled with the highest levels of confidentiality and sensitivity by all concerned. Usually, only the Youth and Children's Worker and Designated Safeguarding Lead should be involved in terms of seeing applications and references.
- All applicants should be notified in writing, by the Designated Safeguarding Lead, of a decision not to appoint.

Confidential records of all decisions to appoint or otherwise should be dated, signed and kept by the Youth and Children's Worker (including copies of applications and references).

7.3 Training workers in Safeguarding

It will be expected that all workers should undertake regular training on Safeguarding and Child Protection, as determined by the Safeguarding Team.

7.4 Support and Supervision of Workers

The managing trustees of the church are committed to all workers, paid or voluntary, being adequately supported and supervised in their work.

7.5 Safer Recruitment of Paid Staff

Recruitment of staff must be in line with Woodgreen Church Safer Recruitment Guidelines (July 2016).

8. Practical Guidelines for Working with Children and Young People:

Workers and helpers should treat all children and young people with the respect and dignity befitting their age - watching language, tone of voice and body language. They should not do anything to ridicule, reject or use a child or young person as a scapegoat.

8.1 Adult:children ratios

These ratios are based on the DFE Statutory Framework for the Early Years Foundation Stage (2014). Woodgreen Evangelical Church has chosen to adopt these.

Minimum ratios:

Under 2 years old 1 adult for every 3 children

2 years old 1 adult for every 4 children

3-7 years old 1 adult for every 8 children

8 years and upwards 2 adults for up to 20 children (preferably one of each gender) with one adult for each additional 10 children.

Please note:

- There should always be at least two adults with any group.
- If the ratio is not met the event does not take place (e.g. children are sent back into the church service).
- Helpers must not be included when calculating adult:children ratios. Helpers themselves should be under the supervision of adult workers.

8.2 Keeping Records of Children

The Youth and Children's Worker must ensure that up to date records are kept for all children in their care.

These should include:

- Full name
- Address (including post code)
- Date of birth
- Emergency contact details of parents or carers (X2)
- Details of any health conditions, medication or allergies
- Doctor's telephone number and address

Please note the following:

- Group leaders must maintain accurate registers of children, workers and any visiting adults (including parents and carers) at every session. This is to be securely stored in the group's box. Registers are to be handed to the Designated person each August and they must be stored until the children reach the age of 25 years.
- Any accidents or injuries, no matter how small, should be recorded in the church Accident Book (kept in the kitchen at church for activities held on site) and a written note must be handed to the parent/carer. Vigilance is particularly important in the case of bumps to the head.
- For safeguarding and child protection issues, the guidelines in Section 5 should be carefully followed.
- All information must be stored and used in accordance with the church's Data Protection Policy.

8.3 Insurance

The church holds liability insurance which is annually renewed. This covers trips including those taken overseas but, in such cases, advice should always be sought from the insurers outlining details of the trip including activities to be undertaken.

8.4 Practical Issues

8.4.1 Supervision of children

- Children or young people attending a group should not be left alone at any times.
- Workers or helpers should **never** be left alone with a child or young person where their activity cannot be seen.
- At the start of sessions: unaccompanied children and young people should not be allowed into premises/rooms until the staff for their group are present.
- At the end of sessions: all children and young people must be supervised whilst on the premises until they are collected by parents/carers.
- Only workers who have a DBS clearance obtained through Woodgreen Evangelical Church should accompany young children to the toilet, waiting at the door without going in.
- As a rule, the only people allowed to participate in children and young peoples activities are team leaders, workers (who have clear DBS checks) and helpers. Every effort should be made to prevent free access to children by other adults.
- Team leaders and workers should know any dietary requirements from the registration forms (which indicate health/medical concerns, including food allergies.)
- Workers should not invite a child or young person to their home alone. Instead, they should invite a group, making sure they have the knowledge and agreement of parents.
- **Workers or helpers should not give lifts to children or young people on their own.**

8.4.2 Behaviour management

- Workers and helpers should control children or young people in a positive way without using physical punishment.
- If a child is disruptive or their behaviour is unacceptable and they do not respond to correction from a team leader, the parent/carer should be contacted by the leader or nominated worker.

Behaviour and Discipline Policy

How to promote positive behaviour within the Youth and Children's Work and how to discipline as and when required.

1. Telling all children what standard of behaviour is required. This needs to be done up front by the leader.
2. When a specific child does not behave as requested, tell them firmly, gently and calmly that their behaviour is not acceptable. This should be done in full view of the rest of the group, with the child's back to the group and with the teacher facing the group. It is **ESSENTIAL** to tell them how you do wish them to behave, confirming that you do not want them to have to leave, but you wish them to stay in (Kids/Youth/Young Church) behaving well.

3. If unacceptable behaviour continues, take the child out of the activity and take to one side in full view of other people. Discuss with the child/YP why they are there and warn that any more unacceptable behaviour and we will have to inform the parents.

4. If the unacceptable behaviour continues, repeat STEP 3 and when the child is collected at the end of the session, confer with AJ and speak to parent about the child's unacceptable behaviour stating why there has been a need to speak to them and emphasising our desire for them to come along.

5. If STEP 3 is repeated again, as a last resort we will speak to the parent if they are present or phone them if necessary to come and collect the child.

6. It is important parents and children understand that being excluded is a consequence of their unacceptable behaviour, and we do not have sufficient staffing available to look after uncooperative children, but also more than this, theirs and other children's enjoyment is affected.

8.4.3 Keeping correct boundaries

All workers need to keep within a working framework for their own protection as much as for those with whom they are working.

a) Touch

- Avoid inappropriate and intrusive touching of any form.
- Touch should be age-appropriate. It should generally be initiated by the child rather than the worker.
- Everything should be kept in public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's. Avoid any activity which is, or could be construed as, sexually stimulating to the worker.
- Avoid rough, physical or sexually provocative games.
- If first aid is necessary (e.g. application of a cream) encourage children to do what they can manage themselves, whilst considering the child's best interests by giving adequate and appropriate help.
- Team members should take responsibility for monitoring each other in the area of physical contact. They should feel free to constructively challenge a colleague if necessary.

b) Sexual issues

- Workers or helpers should not make sexually suggestive comments about or to a young person, even in 'fun'.
- It is completely unacceptable that workers or helpers, in a position of trust, should form a relationship with or engage in any behaviour which might allow a sexual relationship to develop with a young person or vulnerable adult.

8.4.4 Good practice with colleagues:

If a worker sees another member of the team acting in a way which might be misconstrued, they should be prepared to speak about their concerns and always speak to the Designated Safeguarding Lead. An atmosphere of mutual support and care needs to be encouraged so that team members will feel comfortable enough to discuss inappropriate attitudes or behaviour.

8.4.5 Use of premises and risk assessment of group activities:

- Woodgreen Church seeks to keep the church premises safe and useable for a wide range of activities. We expect all workers and helpers to co-operate in maintaining this.
- Taking care of children and young people involves taking responsibility for their well-being at all times, being prepared for every eventuality and anticipating situations where there is possible harm and taking steps to minimise the risks.
- Before undertaking any activity, the team leader should ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for the task.

The following should be considered:

- consider who might be harmed and how this might happen
- assess the risks and take action to remove or reduce them as far as possible.