

woodgreenchurch

POLICY AND GUIDANCE

SAFEGUARDING

CHILDREN AND ADULTS AT RISK

Woodgreen Church is committed to safeguarding and promoting the welfare of children and adults at risk. We expect all members and volunteers to share this commitment.

agreed and adopted October 2022 v3



NSPCC

Woodgreen Evangelical Church

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Charity No: 1194046

Woodgreen Evangelical Church

Woodgreen Evangelical Church is a vibrant, God-centred, Bible-based church located on Warndon Villages - a large housing estate to the north of the city of Worcester. It is attended, through a wide range of activities, by hundreds of individuals each month consisting of a balanced cross-section of ages from the very young to those much more advanced in years. The Sunday morning services, in particular, reflect this age range. Throughout each week, activities cater for different age groups: parent and toddlers; youth and children's groups; student ministry; English conversation classes; ministry to the deaf community and a range of activities for 'seniors'. There is a significant, ongoing interface with the lives of those who are part of the local community. Meetings take place in the church building, in members' homes and in other off-site locations.

Please note that throughout this policy and guidance, the first point of contact is the Designated Safeguarding Lead (DSL) - Martyn Walley.

If Martyn cannot be immediately reached, please contact The Deputy Designated Safeguarding Lead (DDSL) – AJ, who will act in Martyn's place.

Both the DSL and the DDSL have received safeguarding training at an appropriate level and they operate at the same level of competence and operational authority.

Throughout the policy and guidance, procedures stated for the DSL apply equally to the DDSL in the absence of the DSL.

contact details of the safeguarding leads are given on page 10

The policy and any attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by thirtyone:eight. This document is not to be copied by other organisations.

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Definitions

in this Safeguarding Policy and Guidance

child refers to anyone under the age of 18 years.

adult at risk refers to any person, age 18 or over who at a particular time:

- is, or may be unable to, take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.
- or/and is, or may be, in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness.

church community refers to any gathering of people at a Woodgreen service, activity, event or group, whether in person or online, and whether on a single occasion or more frequently.

Managing Trustees refers to those currently serving as trustees of Woodgreen Evangelical Church CIO. All Managing Trustees also serve as elected Elders at the church.

staff refers to any paid employee of Woodgreen Church or a volunteer who is a member of the staff team.

volunteer refers to anyone who is appointed by the church to a role for which they receive no direct employee remuneration from the church (other than out-of-pocket expenses that are appropriately authorised).

worker refers to someone carrying out activity in the life of the church - whether staff member or volunteer

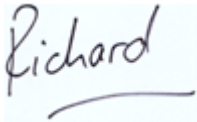
we is used in making various commitments. This term refers to Woodgreen Church as a body corporate, whereas the legal responsibility for those commitments belongs to the Managing Trustees, who will often delegate implementation to others.

Section 1 Commitment

Mankind has been created in God's image and every person is to be valued and given full respect and dignity. Everyone who engages with our church community has the right to be protected from any form of bullying or harassment, exploitation or abuse and we will seek to ensure that we provide a caring and nurturing environment that is open and transparent and that promotes the raising of concerns. We have a particular responsibility to protect and promote the wellbeing of those who are vulnerable, especially children and adults at risk, ensuring that they are safe whilst in our care and ensuring that we respond appropriately to disclosures or indicators that they are experiencing abuse or neglect whilst in our care or elsewhere.

As a God-centred, Christian church we strive to maintain our Bible-based community distinctiveness and we trust that this is evident throughout our safeguarding policies and guidelines. God cares for the widow, the orphan, and the stranger; he calls us to protect and care for those who are vulnerable in our society and to oppose exploitation. The example of Jesus was one of valuing, accepting, and caring about everyone. We are to love those around us as God loves them and to seek to bring healing, restoration and reconciliation to broken and damaged lives by the manifestation of the love of God through us. This is true for all members of our church community, not just those working directly with those in vulnerable groups.

It is our desire that at Woodgreen Church we should bring glory to God in how we relate to each other and in the way in which we work with, and take care of, children and adults at risk. We pray that by everyone keeping to the policies and guidance provided we will be able to work towards achieving this aim.



Richard Lacey (Lead Pastor)



Don Beckett (Lead Trustee for Safeguarding)

The commitment made by the Trustees

As Trustees we recognise the need to provide a safe and caring environment for children and adults. As a leadership we have, therefore, adopted the procedures set out in this safeguarding policy in accordance with statutory guidance.

We are committed to:

- Endorsing and following all national and local safeguarding legislation and procedures, in line with international conventions.
- Providing ongoing safeguarding training for all staff and volunteers, so that everyone is clear about their responsibilities and duties.
- The regular review of our safeguarding policies, guidelines and procedures.
- Ensuring that our premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that they are welcoming and inclusive.
- Supporting the Designated Safeguarding Leads in their work and in any action which they may need to take in order to protect children and adults at risk of harm or abuse.

*The Woodgreen Church 'Policy Statement on Safeguarding' can be found in **Appendix 1**. This statement can be found on the church website www.woodgreenchurch.co.uk.*

Section 2 Prevention

2.1 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.

In order to safeguard those connected with Woodgreen Church 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. 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.

The basis of the policies and procedures and legal framework are given in **Appendix 2**.

Detailed **signs and indicators of abuse (Appendix 3)** as well as how to respond to a disclosure of abuse, are included in this policy.

2.2 Safer recruitment

The Trustees will ensure all staff and volunteers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This means ensuring that:

- There is a written job description / person specification for the post.
- Those applying have completed an application form and a self-declaration form.
- Those short listed have been interviewed.
- Safeguarding has been discussed at interview.

- Written references have been obtained, and followed up where appropriate.
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information). A 'single central record' of recruitment checks is kept.
- Qualifications, where relevant, have been verified.
- A suitable training programme is provided for the successful applicant.
- The applicant completes a probationary period.
- The applicant has been given a copy of the church's safeguarding policy and guidance and knows how to report concerns. He/she signs a declaration that they have read the policy and guidance.

2.3 Safeguarding training

The Managing Trustees are committed to ensuring ongoing safeguarding training opportunities for all staff and volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All staff and volunteers will receive a copy of the safeguarding policy and guidelines as well as basic introductory instruction as part of their induction. They will undertake formal safeguarding training on a regular basis (at least every three years).

The Managing Trustees will also ensure that children and adults at risk of harm or abuse 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.

2.4 Working in Partnership

The diversity of organisations and settings means that 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 have the expectation that those with whom we work in partnership (in the UK or elsewhere) will work in line with our safeguarding policies and procedures. It is also our expectation as part of the letting agreement that any organisation using our premises will have their own policy that meets our safeguarding standards.

We believe that 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.

2.5 Good working practice

The Trustees are committed to supporting all staff and volunteers, ensuring that they receive support and supervision. As a church working with children, young people and adults at risk of harm and abuse 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. All staff and volunteers have been issued with the code of conduct towards children, young people and adults at risk of harm and abuse (as appropriate).

The Woodgreen Church **Code of Behaviour** for working with children can be found in **Appendix 4** with further operational aspects of good practice outlined in **Appendix 5**. The Woodgreen Church **Code of Behaviour** for working with adults at risk can be found in **Appendix 6**.

2.6 Health and Safety

The Managing Trustees* will seek to protect the health and safety of everyone in our church community by:

- Reviewing our health and safety policy whenever necessary and at least annually, to maximise effectiveness and ensure ongoing legal compliance.
- Ensuring the maintenance and implementation of proportionate risk assessments for both the premises and the activities of the church.
- Ensuring the maintenance and analysis of accident and incident reports on receipt to ensure appropriate lessons are learned and timely responses are implemented. An overview analysis of reports that examines trends and recurring themes will be conducted at least annually.
- Ensuring provision of adequate First Aid cover wherever necessary and possible.
- Ensuring that appropriate safety equipment such as first aid kits and fire extinguishers are available and maintained on an ongoing basis.
- Ensuring that key health and safety information will be prominent in the buildings which we control and use, and best practice will be promoted and communicated appropriately.

* the supervision of health and safety is delegated to the church operations manager, who reports on the issues listed at least annually. 'Health and safety' is a standing item on the agenda of every Managing Trustees' 'business' meeting.

Section 3 Responding to and reporting safeguarding concerns and disclosures

3.1 Managing immediate risk

Upon identification of a concern or receipt of a disclosure, the worker involved should **make an assessment as to whether any immediate action is necessary to protect the individual.**

The worker may seek advice from the DSL. However, **the seeking of advice should not unnecessarily delay or prevent the protective action or place the individual at risk of further or increased harm.** In such urgent situations and if the DSL cannot be immediately contacted, **the worker should contact either the police on 999 or Children's Social Care (see page 14) to obtain support.** Under such circumstances, the DSL should be notified at the earliest possible opportunity.

3.2 Reporting concerns to the Designated Safeguarding Lead

Once it has been established that the individual is not, or is no longer in imminent danger, **the concern must be reported to the DSL. This should be at the earliest opportunity** in case immediate action is required and to ensure clarity of understanding.

3.3 Responding to and documenting a concern

Details of the concern must be recorded on a 'Safeguarding Reporting Form' (see Appendix 8) Ideally, a **verbatim record of what is said by the individual should be recorded at the time**, or if absolutely necessary, **straight after** the conversation. **If a form is not to hand**, write up and sign/date on blank paper – transferring to a form later and stapling the original record to the form. Use pen if at all possible.

The following procedure should be followed:

Except for carefully noting down exactly what is being disclosed to you and contacting the DSL, 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 adult.
- 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 adult that they were right to talk to you.

- Write down notes: dates, times, facts, who were involved, observations using actual words used if possible. **Do this immediately after the disclosure.**
- Sign and date the notes, place them in a sealed envelope, marked 'confidential' and addressed to the DSL [or DDSL if the DSL is away]. Hand to the DSL as soon as possible.
- Act on any advice given by the DSL.
- Respect confidentiality of everyone involved in the incident, keeping the matter restricted only to those who need to know.

CONTACT THE DSL (or the DDSL in his absence) IMMEDIATELY

Ensure that you have recorded the following information:

- name(s), address, date(s) of birth of the individual
- for children: parent/carer's name and contact details
- name of the person said to be involved
- names of any witness to the incident (if appropriate)

Do not speak to family members or group leaders before consulting the DSL.

3.4 DSL and DDSL contact details

The person in receipt of allegations or suspicions of abuse should report concerns IMMEDIATELY to:

Martyn Walley Designated Safeguarding Lead (DSL)

01905 357268

07562001794

churchmanager@woodgreenchurch.co.uk

Martyn is nominated by the Managing Trustees 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 DSL or, if the suspicions in any way involve the DSL then the report should be made to who will act in the place of the DSL:

Alex Johnstone Deputy Designated Safeguarding Lead (DDSL)

07889 565957

ajwoodgreenchurch@gmail.com

If the suspicions implicate both the DSL and the DDSL, then the report should be made in the first instance to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ. Tel: 0303 003 1111.

Alternatively contact Social Services or the Police.

3.5 The response of the DSL

The DSL will review any immediate actions taken and will be responsible for follow-up or further action that may be required.

Upon receipt of the completed form, the DSL will establish a confidential file in relation to the person at risk with a chronology of information established and inserted at the front of the confidential file. The Confidential File will be updated with any further discussions or actions, including any advice sought or referrals made and updating will continue on an ongoing basis.

The DSL will confirm to the person raising the concern that the matter has been actioned, avoiding providing any unnecessary information - Information is only shared on a 'need to know' basis.

Where the concern meets the statutory threshold, the DSL will notify the parent or carer of the individual concerned (or the individual themselves if they are an adult) that a referral is being made to Social Care **unless**:

- To do so would place a child at increased risk of harm or neglect
- To do so would place an adult at increased risk of harm or abuse

The referral will be made to the appropriate Social Care service (see p14 for contact details).

The DSL will work with the Local Authority and other partners on behalf of the church to ensure that we fully participate in the safeguarding process. All conversations, correspondence, and documentation etc. will be placed into the confidential file and the record of action and chronology will be maintained on an ongoing basis.

The DSL will share information as necessary with other individuals in the church to facilitate effective safeguarding and pastoral care.

The DSL should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area where the child or adult lives.

The DSL might need to inform others, depending on the circumstances and/or nature of the concern. The Chair of Managing Trustees or the Lead Trustee for Safeguarding may need to liaise with the insurance company or the charity commission to report a serious incident.

The Local Authority Designated Officer (LADO) should be contacted if an allegation concerns a church worker or volunteer working with someone under 18.

Whilst allegations or suspicions of abuse will normally be reported to the DSL or, in his absence, the DDSL, the absence of the DSL and the DDSL should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

The Managing Trustees will support the DSL and DDSL in their roles and they 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 Managing Trustees hope that members of the Woodgreen Church community will use the church procedure. If, however, the individual with the concern feels that the DSL or the DDSL have not responded appropriately, or where they have a disagreement with the DSL or DDSL as to the appropriateness of a referral they are free to contact an outside agency directly. We hope by making this statement the Managing Trustees demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the DSL/DDSL 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.

3.6 Detailed procedures where there is a concern about a child

3.6.1 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 DSL will:

- Contact **Family Front Door** (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 **Family Front Door**.
- 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 Family Front Door directly 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 Family Front Door.

3.6.2 Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the DSL will:

- Contact the Family Front Door Social Worker for children and families or Police Child Protection Team directly. 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 Family Front Door/Police. Thirtyone:eight will confirm its advice in writing for future reference.

3.7 Detailed procedures where there is a concern that an adult is in need of protection

Suspicious 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, the DSL 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, the DSL or DDSL 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.

3.8 Responding to 'low-level' concerns

It may be that as staff or volunteer has regular contact with a child or adult they encounter things that give concern or disquiet but not at a level of 'disclosure' described above. For example, they have seen bruising on a child or a child might come to a club complaining that he/she is hungry. Another example may be an adult telling you that she/he doesn't want a visit from a particular relative "because they are unkind to me". Observations like these, however small, should ALWAYS be logged using the church Safeguarding reporting Form and handed, confidentially, to the DSL. This will allow him to build up a picture of possible need which may need to be questioned. Again, contacting the DSL first is the correct course of action.

3.9 Local authority and other contact details

Local Authority

Worcestershire Children's Social Services

For any concerns about a child or young person living in Worcestershire who may be in need of protection or safeguarding, the **Family Front Door** should be contacted:

Staff are available Monday to Thursday from 9.00am to 5.00pm and Fridays from 9.00am to 4.30pm. Telephone: **01905 822666**

For assistance out of office hours (weekdays and all day at weekends and bank holidays), telephone: **01905 768020**

Website Address: www.worcestershire.gov.uk/safeguardingchildren

Worcestershire Adult Social Services

To report a safeguarding concern **call 01905 768053**

For safeguarding advice phone the Adult Safeguarding Team on **01905 843189**
(note this number does not accept referrals)

Website Address: www.worcestershire.gov.uk/safeguardingadults

Thirtyone:eight helpline 0303 003 1111

NSPCC helpline 0808 800 5000

Police Protection Team

999 immediate danger
101 West Midlands Police

Section 4 Allegations against or concerns about staff and volunteers

4.1 Allegations against those working with children

Woodgreen Church takes allegations against our staff and volunteers very seriously and will ensure that they are investigated thoroughly, via a transparent process that expedites the matter in a timely manner. We recognise that we have a responsibility to take all allegations seriously, to manage the situation effectively while the investigation takes place and to support the person accused throughout the process.

Allegations against staff or volunteers within the church should be reported to the DSL. If the allegation is against the DSL, it should be reported to the deputy DSL. Full details of the allegation will be recorded.

The DSL must first assess whether any immediate action is required to ensure the safety of everyone involved. Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable. If so, care should be taken not to compromise the gathering of evidence. If it is necessary to notify the individual at this stage, details of the allegation should not be divulged.

A suspension from duties may need to be considered.

Appropriate pastoral support must be offered to the subject of the allegation as well as any potential victims.

At the earliest opportunity, the LADO (Local Authority Designated Officer) should be consulted. If the LADO cannot be contacted due to working hours, initial advice can be sought from thirtyone:eight

If the allegation meets the threshold for LADO, the church's investigating officer will work with LADO to ensure that the allegation is thoroughly investigated, and all issues raised are addressed.

If the allegation does not meet the threshold for LADO, the investigating officer will consult with thirtyone:eight who will provide independent support and advice to ensure transparency.

Thorough records of all aspects of the handling of the allegation will be retained throughout the process. These records will be stored online and confidentially. The DSL will seek and follow specialist advice throughout.

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

The DSL or DDSL will:

- Liaise with Adult Social Services with regard to 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 at risk of harm or abuse. 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 5 Management of ex-offenders or those who pose an actual or potential risk to others, particularly to vulnerable people

As a church, we believe in the power of God to forgive and transform individuals. We also believe that every individual is valuable to God and should be protected; particularly those who are vulnerable.

Where the church becomes aware that an individual is a relevant ex-offender or that there are grounds to believe that they may pose a risk to vulnerable people, the DSL/DDSL, along with one Managing Trustee ('those involved' below) will enter into an open and frank discourse with the individual to understand the context and the risks, and the rest of this section will apply. Where necessary and with the consent of the individual, the church will seek to work in partnership with probation services or other agencies supporting the individual where this is appropriate. Other Managing Trustees may be involved, on a 'need to know' basis, at the discretion of those involved.

Those involved will assess the risk posed by the individual and a formal risk assessment will be formulated. A formal agreement with the individual will be drawn up and will be signed by those involved and the individual. The agreement will include:

- The church's commitments to the individual who poses the risk.
- The steps the church will take to support the individual while simultaneously protecting everyone in the church community.
- The restrictions and conditions that will be applied to the individual's involvement in the life of the church.
- The consequences of failure to comply with the agreement.
- When and how the risk assessment and formal contract will be reviewed.

All decisions and agreements will be formally recorded and securely stored.

The individual who poses a risk will be fully involved in the planning process and information will only be shared with church members by the trustees either:

- With the agreement of the individual who poses a risk.
- Where information needs to be shared to protect vulnerable people and even then, only the minimum information that is essential will be shared and the individual will be informed in advance what information will be shared.

If the individual chooses to leave the church to avoid the management of the risk and starts to attend elsewhere, the trustees will take specialist advice as to whether this information should be passed on.

Section 6 Concerns about practice and whistleblowing

Concerns about the culture or practice within the church should be raised with Richard Lacey. Those concerns will be carefully considered, and a formal response will be provided to the individual. If the complainant is not satisfied with the response, they should formally raise the matter with all of the Managing Trustees, explaining their concerns about the adequacy of the initial response. Details of how this can be done will be communicated at the same time as the initial response. Once the Managing Trustees have considered the matter, they will formally respond to the complainant in writing, explaining their findings and the rationale for their decision. Details of how to raise the complaint externally will also be provided as part of the response. This will include contacting the Charity Commission, details of the NSPCC whistleblowing helpline and any other measures that the trustees wish to offer.

Adoption of the policy and guidelines

This policy and guidelines was agreed by the Managing Trustees on 18th October 2022.

A copy of this policy can be found on the Woodgreen Church website

www.woodgreenchurch.co.uk

Paper copies are available, upon request, from the Woodgreen Church Office.

Review of the policy and guidelines

This policy and guidelines, including our 'Policy Statement on Safeguarding' will be reviewed annually by the end of October.

Policy Statement on Safeguarding

PROTECTION OF CHILDREN AND ADULTS AT RISK POLICY STATEMENT

- Woodgreen Evangelical Church is committed to the safeguarding of children, young people and adults at risk of harm and abuse, and to ensuring their well-being.
- We recognise the importance of the personal dignity and rights of children and adults and will ensure that all our policies and procedures will reflect this.
- We believe that every child and adult at risk should be valued and allowed to be safe and happy. We want to make sure that they know this and are empowered to tell us if they are experiencing significant harm.
- We recognise that we all have a responsibility to help to prevent the physical, emotional, sexual abuse and neglect of children and young people and to report any such abuse that we discover or suspect.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults at risk of harm and abuse and to report any such abuse that we discover or suspect.
- We believe that, as appropriate, all children and adults should enjoy and have access to every aspect of the life of the church.
- 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 are committed to:

- Following statutory guidelines in relation to safeguarding children and adults at risk of harm or abuse and will ensure that as a church, all staff and volunteers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and all other relevant legislation.
- 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.
- Supporting all at Woodgreen Evangelical Church who are affected by abuse.

We recognise:

- That Children's Social Services 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.
- That where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- That 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 are designated as safeguarding leads at Woodgreen Evangelical Church.

Martyn Walley Designated Safeguarding Lead

01905 357268
 07562001794
churchmanager@woodgreenchurch.co.uk

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A copy of the Woodgreen Evangelical Church Safeguarding Policy can be found on the church's website

www.woodgreenchurch.co.uk

Paper copies are available from the church office.

Signed 


Richard Lacey (Lead Pastor)

Don Beckett (Lead Trustee for Safeguarding)

18th October 2022

Appendix 2 Background of the policies and procedures and legal framework

Safeguarding Children	Safeguarding Adults
<p>National legislation and guidance (Safeguarding Children):</p> <ul style="list-style-type: none"> • Children Acts (1989 & 2004) • Children and Families Act 2014 • Children and Social Work Act 2017 • Working together to safeguard children (2018) • What to do if you're worried a child is being abused: advice for practitioners (Department for Education, 2015) • Protection of Children Act 1999 • Safeguarding vulnerable groups act 2006 • Protection of freedoms Act 2012 • Disqualification under the childcare act 2006 (2018 amended) • Prevent duty guidance 2016 • Sexual offences Act 2003 • The Safe Network Standards (available from the NSPCC website) • The policy also takes account of the principles outlined in: <ul style="list-style-type: none"> ○ Keeping Children Safe in Education 2020 ○ FGM duty guidance 	<p>National legislation and guidance (Safeguarding adults):</p> <ul style="list-style-type: none"> • The Care Act 2014 • Human Rights Acts 1998 • Care Standards Act 2000 • Mental Capacity Act 2005 • Deprivation of Liberty Safeguards 2007 • Sexual Offences Act 2003 • Police and Criminal Evidence Act 1984 • Fraud Act 2006 • Public Interest Disclosure Act 1998 • Health and Social Care Act 2008 • Disclosure and Barring Service (DBS) • Multi-Agency Public Protection Arrangements (MAPPA) • Multi-Agency Risk Assessment Conference (MARAC) • LSAB Multiagency Policy and Procedures
<p>Local guidance and procedures</p> <ul style="list-style-type: none"> ○ <i>Local Safeguarding Children Board procedures</i> ○ <i>Local authority guidance</i> 	<p>Local guidance and procedures</p> <ul style="list-style-type: none"> ○ <i>Local Safeguarding Adults Board procedures</i> ○ <i>Local authority guidance</i>

Evidence of any one indicator from the following lists should not be taken on its own as proof that abuse is occurring. However, it should alert practitioners to make further assessments and to consider other associated factors. The lists of possible indicators and examples of behaviour are not exhaustive and people may be subject to a number of abuse types at the same time.

Children [Taken from social care institute for excellence www.scie.org.uk/safeguarding/children/education/types-indicators-abuse]

1. Physical abuse

Types of physical abuse

- Hitting, slapping, punching, kicking, hair-pulling, biting, pushing
- Rough handling
- Scalding and burning
- Physical punishments
- Inappropriate or unlawful use of restraint
- Physical harm caused by a parent or carer fabricating the symptoms of, or inducing, illness

Possible indicators of physical abuse

Injuries caused by accidents are not uncommon in children, becoming less common as the child develops and grows. This means that recognising the signs of physical abuse in children can be especially difficult and leave practitioners unsure of what may be abusive.

The following is a guide to injuries that are more likely to be accidental or abusive. However, it is not absolute and it is important that those working with children consider the child's stage of development, any pattern of injuries and the account given by the child, parents, carers or others of how the injury was sustained.

Typically accidental injuries

Accidental injuries typically involve bony prominences – the bones that are close to the surface and so more likely to become injured through falls, slips and trips. This can include:

- forehead
- knees
- elbows
- palms of hands
- nose

The injuries will match the account given by the child and parent/carer and be in-keeping with the child's level of development and activity.

Typically abusive injuries

Abusive injuries, however, tend to involve softer tissue and be in areas that are harder to damage through slips, trips, falls and other accidents. This may include:

- upper arm
- forearm (defensive injuries)
- chest and abdomen
- thighs or genitals
- facial injuries (cheeks, black eyes, mouth)
- ears, side of face or neck and top of shoulders ('triangle of safety')
- back and side of trunk.

Abusive injuries may be seen on both sides of the body and match other patterns of activity. They may not match the explanation given by the child or parent/carer and there may also be signs that injuries are being untreated, or at least a delay in seeking treatment.

2. Sexual abuse

Types of sexual abuse

Sexual abuse may take place either in person or online or offline. It may be perpetrated by family or non-family members, males or females, older adults or by other young people.

- Forcing or enticing a child or young person to take part in sexual activities, which may or may not involve violence
- Penetrative acts
- Non-penetrative acts (kissing, masturbation, rubbing or inappropriate touching)
- Sexual photography or forced use of pornography or witnessing of sexual acts
- Non-contact (looking at or producing pornography or sexual images, watching sexual activities, grooming in preparation for abuse)

Possible indicators of sexual abuse

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Bleeding, pain or itching in the genital area
- Difficulty in walking or sitting
- Sudden change in behaviour or school performance
- Displays of affection that are sexual or not age-appropriate
- Use of sexually explicit language that is not age-appropriate
- Alluding to having a secret that cannot be revealed
- Bedwetting or incontinence
- Reluctance to undress around others (e.g. for PE lessons)
- Infections, unexplained genital discharge, or sexually transmitted diseases
- Unexplained gifts or money
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Reluctance to be alone with a particular person

3. Psychological or emotional abuse

Types of emotional abuse

Some level of emotional abuse is present in all types of abuse or neglect, though it may also appear alone. It is the persistent mistreatment of a child that has a severe and negative impact on their emotional development. Emotional abuse may also be perpetrated by other young people through serious bullying and cyber-bullying.

- Overprotection - preventing someone accessing educational and social opportunities and seeing friends
- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- Conveying feeling of worthlessness, inadequacy or that a child is unloved
- Threats of harm or abandonment
- Placing inappropriate expectations on children
- Witnessing or hearing the abuse or ill-treatment of others (including domestic violence)

Possible indicators of emotional abuse

- Concerning interactions between parents or carers and the child (e.g. overly critical or lack of affection)
- Lack of self-confidence or self-esteem
- Sudden speech disorders

- Self-harm or eating disorders
- Lack of empathy shown to others (including cruelty to animals)
- Drug, alcohol or other substance misuse
- Change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger

4. Neglect

Types of neglect

Neglect is found to be a factor in 60 per cent of child deaths that are investigated through Serious Case Reviews. However, even though it is often suspected by those who work with children, it is under-reported. Neglect is a persistent failure to meet basic needs (physical or emotional) and it leads to serious harm to the health or development of a child.

- Failing to provide adequate shelter, clothing or food
- Failing to protect a child from harm or danger
- Failing to ensure that a child is supervised appropriately
- Failing to access medical care or treatment for a child when it is needed.

Possible indicators of neglect

- Excessive hunger
- Inadequate or insufficient clothing
- Poor personal or dental hygiene
- Untreated medical issues
- Changes in weight or being excessively under or overweight
- Low self-esteem, attachment issues, depression or self-harm
- Poor relationships with peers
- Self-soothing behaviours that may not be age-appropriate (e.g. rocking, hair-twisting, thumb-sucking)
- Changes to school performance or attendance

Adults [Taken from social care institute for excellence www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse]

1. Physical abuse

Types of physical abuse

- Assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing
- Rough handling
- Scalding and burning
- Physical punishments
- Inappropriate or unlawful use of restraint
- Making someone purposefully uncomfortable (e.g. opening a window and removing blankets)
- Involuntary isolation or confinement
- Misuse of medication (e.g. over-sedation)
- Forcible feeding or withholding food
- Unauthorised restraint, restricting movement (e.g. tying someone to a chair)

Possible indicators of physical abuse

- No explanation for injuries or inconsistency with the account of what happened
- Injuries are inconsistent with the person's lifestyle
- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- Frequent injuries
- Unexplained falls
- Subdued or changed behaviour in the presence of a particular person
- Signs of malnutrition
- Failure to seek medical treatment or frequent changes of GP

2. Domestic violence or abuse

Types of domestic violence or abuse

- psychological
- physical
- sexual
- financial
- emotional

Possible indicators of domestic violence or abuse

- Low self-esteem
- Feeling that the abuse is their fault when it is not
- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money

Domestic violence and abuse includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour' -based violence, female genital mutilation and forced marriage.

Coercive or controlling behaviour is a core part of domestic violence. Coercive behaviour can include:

- acts of assault, threats, humiliation and intimidation
- harming, punishing, or frightening the person
- isolating the person from sources of support
- exploitation of resources or money
- preventing the person from escaping abuse
- regulating everyday behaviour.

3. Sexual abuse

Types of sexual abuse

- Rape, attempted rape or sexual assault
- Inappropriate touch anywhere
- Non- consensual masturbation of either or both persons
- Non- consensual sexual penetration or attempted penetration of the vagina, anus or mouth
- Any sexual activity that the person lacks the capacity to consent to
- Inappropriate looking, sexual teasing or innuendo or sexual harassment
- Sexual photography or forced use of pornography or witnessing of sexual acts
- Indecent exposure

Possible indicators of sexual abuse

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Torn, stained or bloody underclothing
- Bleeding, pain or itching in the genital area
- Unusual difficulty in walking or sitting
- Foreign bodies in genital or rectal openings

- Infections, unexplained genital discharge, or sexually transmitted diseases
- Pregnancy in a woman who is unable to consent to sexual intercourse
- The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude
- Incontinence not related to any medical diagnosis
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear/apprehension of, or withdrawal from, relationships
- Fear of receiving help with personal care
- Reluctance to be alone with a particular person

4. Psychological or emotional abuse

Types of psychological or emotional abuse

- Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends
- Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance
- Preventing someone from meeting their religious and cultural needs
- Preventing the expression of choice and opinion
- Failure to respect privacy
- Preventing stimulation, meaningful occupation or activities
- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- Addressing a person in a patronising or infantilising way
- Threats of harm or abandonment
- Cyber bullying

Possible indicators of psychological or emotional abuse

- An air of silence when a particular person is present
- Withdrawal or change in the psychological state of the person
- Insomnia
- Low self-esteem
- Uncooperative and aggressive behaviour
- A change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger
- Apparent false claims, by someone involved with the person, to attract unnecessary treatment

5. Financial or material abuse

Types of financial or material abuse

- Theft of money or possessions
- Fraud, scamming
- Preventing a person from accessing their own money, benefits or assets
- Employees taking a loan from a person using the service
- Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions
- Arranging less care than is needed to save money to maximise inheritance
- Denying assistance to manage/monitor financial affairs
- Denying assistance to access benefits
- Misuse of personal allowance in a care home
- Misuse of benefits or direct payments in a family home

- Someone moving into a person's home and living rent free without agreement or under duress
- False representation, using another person's bank account, cards or documents
- Exploitation of a person's money or assets, e.g. unauthorised use of a car
- Misuse of a power of attorney, deputy, appointeeship or other legal authority
- Rogue trading – e.g. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship

Possible indicators of financial or material abuse

- Missing personal possessions
- Unexplained lack of money or inability to maintain lifestyle
- Unexplained withdrawal of funds from accounts
- Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so
- The person allocated to manage financial affairs is evasive or uncooperative
- The family or others show unusual interest in the assets of the person
- Signs of financial hardship in cases where the person's financial affairs are being managed by a court appointed deputy, attorney or LPA
- Recent changes in deeds or title to property
- Rent arrears and eviction notices
- A lack of clear financial accounts held by a care home or service
- Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person
- Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house
- Unnecessary property repairs

6. Discriminatory Abuse

Types of discriminatory abuse

- Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as [protected characteristics' under the Equality Act 2010](#))
- Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader
- Harassment or deliberate exclusion on the grounds of a protected characteristic
- Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- Substandard service provision relating to a protected characteristic

Possible indicators of discriminatory abuse

- The person appears withdrawn and isolated
- Expressions of anger, frustration, fear or anxiety
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic

7. Organisational or institutional abuse

Types of organisational or institutional abuse

- Discouraging visits or the involvement of relatives or friends
- Run-down or overcrowded establishment
- Authoritarian management or rigid regimes
- Lack of leadership and supervision
- Insufficient staff or high turnover resulting in poor quality care
- Abusive and disrespectful attitudes towards people using the service
- Inappropriate use of restraints
- Lack of respect for dignity and privacy
- Failure to manage residents with abusive behaviour
- Not providing adequate food and drink, or assistance with eating
- Not offering choice or promoting independence
- Misuse of medication
- Failure to provide care with dentures, spectacles or hearing aids
- Not taking account of individuals' cultural, religious or ethnic needs
- Failure to respond to abuse appropriately
- Interference with personal correspondence or communication
- Failure to respond to complaints

Possible indicators of organisational or institutional abuse

- Lack of flexibility and choice for people using the service
- Inadequate staffing levels
- People being hungry or dehydrated
- Poor standards of care
- Lack of personal clothing and possessions and communal use of personal items
- Lack of adequate procedures
- Poor record-keeping and missing documents
- Absence of visitors
- Few social, recreational and educational activities
- Public discussion of personal matters
- Unnecessary exposure during bathing or using the toilet
- Absence of individual care plans
- Lack of management overview and support

8. Neglect and acts of omission

Types of neglect and acts of omission

- Failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care
- Providing care in a way that the person dislikes
- Failure to administer medication as prescribed
- Refusal of access to visitors
- Not taking account of individuals' cultural, religious or ethnic needs
- Not taking account of educational, social and recreational needs
- Ignoring or isolating the person
- Preventing the person from making their own decisions
- Preventing access to glasses, hearing aids, dentures, etc.
- Failure to ensure privacy and dignity

Possible indicators of neglect and acts of omission

- Poor environment - dirty or unhygienic
- Poor physical condition and/or personal hygiene
- Pressure sores or ulcers
- Malnutrition or unexplained weight loss
- Untreated injuries and medical problems
- Inconsistent or reluctant contact with medical and social care organisations
- Accumulation of untaken medication
- Uncharacteristic failure to engage in social interaction
- Inappropriate or inadequate clothing

9. Self-neglect

Types of self-neglect

- Lack of self-care to an extent that it threatens personal health and safety
- Neglecting to care for one's personal hygiene, health or surroundings
- Inability to avoid self-harm
- Failure to seek help or access services to meet health and social care needs
- Inability or unwillingness to manage one's personal affairs

Possible indicators of self-neglect

- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Hoarding
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

Appendix 4

WORKING WITH CHILDREN AND YOUNG PEOPLE CODE OF BEHAVIOUR FOR LEADERS, STAFF AND VOLUNTEERS

Respecting Children and Young People - General Principles

- Treat all children and young people with respect and dignity.
- Use age-appropriate language and tone of voice. Be aware of your own body language and the effect you are having on the individual child or young person.
- Listen well to children and young people. Be careful not to assume you know what a child or young person is thinking or feeling. Listen to what is spoken and how it is said. At the same time, observe the body language to better understand what is being said.
- Do not engage in any of the following:
 - invading the privacy of children or young people when they are using the toilet or showering.
 - rough games involving physical contact between a leader and a child or young person.
 - sexually provocative games.
 - making sexually suggestive comments about or to a child or young person, even in 'fun'.
 - scapegoating, belittling, ridiculing, or rejecting a child or young person.
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. (A situation may, however, arise where a child or young person needs to be restrained in order to protect them or a third person).
- Make sure another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed. If possible, the child's own parent or carer should be called in to carry out such a task.
- Do not respond to, or encourage, excessive attention-seeking that is overtly sexual or physical in nature.
- Workers should not normally plan to be alone with children and young people.

1. Guidelines for Being Alone with Young People

All workers should plan their work with children and young people in such a way that they **will not normally be alone with children or young people** where their activity cannot be seen by others.

This will mean:

- A worker should **never plan to be alone on church premises with children or young people**.
- When there are insufficient leaders and workers to have two for each group **doors should be left open**, or **two groups should work in the same room**. Wherever possible all doors should be fitted with glass panels.
- **At least two people should be present before the doors are opened** as children and young people arrive for a group and **at least two adults should remain** until the last child or young person has left the building or room at the end of a meeting.

- A worker should **never invite a child or young person to their home alone**. It may be acceptable to invite a group if another adult is in the house. Establish that **each parent/carer knows where their child is and at what time they should return home**.

1.1 Unplanned Occasions When a Worker is Alone with Children or Young People

There may be occasions when, despite careful planning, a worker finds themselves in a situation when they are in sole charge of children or young people in the context of a church activity. In these situations, the worker should:

Assess the risks involved in sending the child or children home against the risks and vulnerability of being alone with them

Wherever possible, **immediately phone the Youth and Children Worker to report the situation**. If he is not available, phone the Designated Safeguarding Lead. The important thing is for the situation to be reported 'in current time' if at all possible.

Make a written report of the situation immediately afterwards and give a copy to the Designated Safeguarding Lead and the Youth and Children Leader. *The report serves two functions. It helps to ensure appropriate accountability for situations where there is increased vulnerability and risk. It also allows for the monitoring of situations where workers are on their own with children and young people. If the same situation keeps recurring, working practices can be reviewed.*

There may be other situations when a **child or young person asks to speak to a worker on their own**. The most common situation is when a youth worker is offering **support or pastoral guidance** to a young person where **privacy and confidentiality are important**. The following guidelines should apply:

- If the worker believes that **to speak to the young person on their own would place them in a vulnerable position** (for example, because the young person has developed an inappropriate attachment to the worker) **the worker should insist that another worker should also be present**.
- If it is possible for the conversation to be held **in a quiet corner of the room where others are present**, but where sufficient privacy can be assured, this option should be taken.
- If this is not possible, the conversation must be **held in a room with the door left open or where there is glass in the door** so that others can see inside the room.
- **Another adult should be in the building** and the **young person should know that they are there**.
- **Another adult should know** that the interview **is taking place** and **with whom**.
- A worker should **set an agreed time limit** prior to the conversation and stick to it! It is the responsibility of the worker, as the adult involved, to set this ground rule and to **end the session at the designated time**. Make another appointed time to continue if necessary.
- A youth worker should **not invite a child or young person to their home alone** nor **go to the child or young person's home** if they are alone.

Children and young people will want to speak to the person they most trust when looking for help and support. It is therefore **important that all workers are aware of these guidelines so that they are able to respond appropriately when the situation arises**. However, it should be recognised that these guidelines are specifically designed for workers to respond to requests made by children and young people. If it is felt to be appropriate for workers to be more proactive in working one to one with young people, the guidelines in the next section should be followed.

1.2 Working One to One

Most church youth work takes place within a group setting (youth work, small groups etc), however there are times when one to one work with a young person is a necessary part of a good youth work programme. It would be rare for one to one work to be part of the normal pattern of work with children under secondary school age.

Working one to one with a young person can come out of a number of different situations:

- taking time to listen as a young person shares an issue that they are facing.
- offering ongoing support and advice.
- a formal agreement involving a mentoring relationship between an adult and young person.
- the need to meet a young person who is facing a crisis in their life.
- discipleship of a young person, including accountability, prayer, Bible study.

We need to find appropriate and safe ways of coming alongside young people in this way and ensure guidelines are in place to safeguard both the young person and the adult. These guidelines should be clearly communicated to members, workers and parents. Young people need to know that those working with them are dependable, reliable and available, while keeping within appropriate boundaries.

Recognition of those suitable to carry out one to ones

Although any youth or children's worker may find themselves in a situation where a child or young person wants to confide in them and a one to one conversation is appropriate there are some for whom it may be appropriate to work more regularly in one to one settings. Often this is more likely to feature as a component of the work of paid youth workers, but not exclusively so.

We recommend that any who works in this way in the church should:

- have **proved their willingness to work within the policy and procedures** of the church's Safeguarding Children Policy
- have **demonstrated their capacity to respect appropriate boundaries** in their relationships with children and young people
- be **formally recognised as someone who has the trust of the church** to engage in one to one working with young people

All workers should be aware that they **need the specific permission of the church to work one to one** if this is to be a routine part of their interaction with children and young people.

Accountability of those who carry out one to ones

A **simple log sheet** should be kept regarding who, where and when workers and young people have met. This gives opportunities for other workers to raise a concern about a particular worker's allegiance to a young person.

Written notes should be made following the meeting, recording the essence of the conversation, advice given or recommendations made and what was agreed. **Notes should be securely stored** and **young people should be aware that they have a right to see any records** kept about them.

Supervision of those who carry out one to ones

Supervision of workers should be used to monitor the **frequency of appointments** as well as the **content of meetings**, ensuring a worker isn't 'getting in over their head', and a young person is **not becoming too dependent** on the worker.

Maintaining Distance

Workers need to **maintain a healthy self-awareness when working one to one**. Phrases such as, "You're the only one who understands me," may be flattering but should ring alarm bells. Is there a possibility of drawing someone else in to work alongside you or having a cooling off period of a few weeks whilst they reflect upon advice given to them?

Workers need to **maintain a professional distance**, and **not be at the beck and call of the individual** young person. Workers need to have **adequate knowledge of where to refer** a young person, if necessary. It is the worker's responsibility to know **what to do with the information given** to them and **when to involve other agencies**.

Confidentiality

Appropriate confidentiality is necessary. When young people share personal information, they will **need to know that the worker is not going to share that information with others in the church** – particularly as the workers can be friends of the young person's parents. However, workers must understand that if they believe the young person they are talking to, or other young people, are **at risk of harm then they have a responsibility to pass that information on**. **Great care should therefore be taken before promising confidentiality**.

What is most important is that **the young person knows what the boundaries of confidentiality are**. There may be times when the worker believes that it **would be helpful to talk to others about the matters** that have been shared. In this situation, the worker should **talk this through with the young person**.

Venue

Any contact with young people should be in a **public place**, at an **appropriate time** and **in view of another adult** (i.e. early morning, late night or whilst they should be at school is not appropriate). For example, you could meet with a young person in a one to one situation

- at the end of a youth group event whilst others are clearing up
- during a youth group session, in a side room with the door open and others knowing that the meeting is taking place
- at a coffee shop after school.

One to one work can be an essential part of youth work, but there are risks involved with this type of working for both the young person and the youth worker. **One to one work must be practised safely, appropriately and within agreed guidelines**. Whatever age group we are working with, one to ones must not operate outside of the law.

A good resource for further thinking about one to one working is: *Can We Have a Chat? Working safely with young people one to one*, John Langford, Grove Publications, 2006.

1.3 Offering Transport to Children and Young People

Vulnerable situations can be created when workers offer lifts to children and young people, either to take them to and from church activities or to take them on planned outings.

Some practices can be adopted to mitigate the risks involved:

- **two adults should be present in a car** with children and young people

- **parents should give permission for their child** to be given transport and should be **informed at what time** to expect their child home
- where possible, workers should **avoid giving regular lifts to children or young people on their own** to and from church activities
- if the same group of children are regularly given lifts, consideration should be given to **picking them up or dropping them off in a different order each week** so that the same child is not always the first or the last to be picked up or dropped off
- if a child young person is travelling alone in the car with a worker, the child or young person should be asked to **sit in the back seat of the car**
- workers should **not spend unnecessary time alone in a vehicle** with a child or young person - long conversations in the car outside church premises or home, or unnecessary diversions should be avoided
- workers should **avoid being alone in a car with a child or young person who is particularly vulnerable**; for example, a child with a crush on a leader, or a child whose behaviour is difficult to manage

2. Guidelines for Appropriate Physical Contact with Children and Young People

It is hard to conceive how you can be a nurturing, caring worker with children and young people without some physical contact happening at least occasionally! For example, if a child or young person is distressed it is natural to put an arm round their shoulder. It could even be thought of as abusive not to respond by touching a child in such circumstances. However, **we must be conscious that what to most is an innocent touch may have another, more sinister meaning for children who have experienced abuse.** We must also be aware that some people use the opportunity of physical contact with others not as a way of conveying love and support, but as a means of satisfying their own cravings.

The following guidelines are helpful when considering whether or not touch is appropriate in any given situation.

- **For whose benefit is this taking place?** Is it for the sake of the child or young person or is it for your own benefit?
- **If no-one else is present**, it is always advisable to **avoid physical contact.**
- Use physical contact in a way that **conveys appropriate** concern but in a way that **is least likely to be misconstrued.** For example, an arm around the shoulder standing by the side of a child or young person may be more appropriate than a full 'hug'.
- Remember that **not all express friendship or affection in the same way** and some people (children included) **find excessive touching an infringement of their personal space.**
- If you find that the child or young person is **cringing or responding in a negative way** to being touched, then **stop immediately** and find an alternative, non-tactile way to convey your concern.
- **Workers should be prepared to be accountable to fellow workers** for their use of touch and physical contact and should **listen to the concerns of others** if it is felt that boundaries are being crossed.

3. Abuse of Trust*

Relationships between children or young people and their leaders take many different forms, but all of them can be described as **'relationships of trust'**. The leader is someone in whom the child or young person has placed a degree of trust. The trust may be because the leader has an educational role, is a provider of leisure activities, or even is a significant adult friend.

In every case, however, **that relationship is not one of equal partners and there is the potential for the trust to be abused by the leader, who is in a position of power** over the child or young person. It is **important for all those in positions of trust to understand the power this can give them over those they care for and thus the responsibility they must exercise as a consequence of this relationship.** It is now acknowledged that the imbalance of power that means that it is wrong for a teacher to develop a romantic relationship with a sixth former or for a doctor to enter into a romantic relationship with a patient, can exist in other nonprofessional contexts. **All voluntary organisations are now expected to have a policy which sets out the boundaries of such relationships.*** Such

policies are intended to protect young people over the age of consent but under 18 years of age where a relationship of trust with an adult looking after them exists.

It is always wrong for a leader to enter into a sexual relationship with a young person. Whilst young people aged 16 or 17 can legally consent to some types of sexual activity, they may still be emotionally immature. Their vulnerability could be exploited, either deliberately or unwittingly. Where a relationship of trust exists between a young person and a youth leader it does not make any difference whether or not the sexual relationship is consensual. **The imbalance of power makes it an abuse of trust**, and therefore wrong.

However abuse of trust does not only take place when a relationship develops into a sexual relationship. It is also **not acceptable for a leader to form a romantic relationship with a young person with whom they have a relationship of trust**. Such a romantic relationship (even if consensual) would not be a relationship of equal partners - the leader is always in a position of power over the young person and exploitation is almost inevitable, even if unintentional.

These principles apply irrespective of sexual orientation. It is important also to recognise that **women as well as men may abuse a position of trust**. The inappropriate nature of romantic relationships is obvious where the leader is a mature adult, but less so when the leader is also a young person (eg a 19 year old leader with a 16 year old member of the group). However, if such a romantic relationship did occur, there would still be a confusion of the roles of leader and romantic partner. Normally in these circumstances the leader should cease either the relationship of trust or the romantic relationship with the young person.

The policy at Woodgreen Church is that it must be made clear to all those taking on work or already working with young people that they are in a position of trust and the responsibilities this brings with it. This is to aim to:

- protect the young person from an unequal and potentially damaging relationship
- protect the person in a position of trust by preventing him/her from entering into such a relationship deliberately or accidentally by providing clear and enforceable guidance on what behaviour is acceptable

In line with Government-recommended good practice, Woodgreen Church clearly states that: any behaviour which might allow a sexual relationship to develop between the person in a position of trust and the individual or individuals in their care should be avoided; and that any sexual relationship within a relationship of trust is unacceptable so long as the relationship of trust continues.

When appointing young leaders, Woodgreen Church seeks to **avoid appointing young leaders to lead the peer group immediately below their own, but always to leave a gap of at least one peer group**. Following this principle means that a sixteen year old, being given leadership experience, would not be placed in a leadership role with the 13 – 15 year olds, but at least one age group below. A nineteen year old would not be given leadership responsibility for the 16 – 18 year old group, but always with a younger group of children and young people.

*** This section constitutes Woodgreen Church's policy on 'abuse of trust' and these expectations and principles are shared with workers as part of their induction and training.**

4. Electronic Communication

There are dangers associated with electronic communication that call for vigilance:

- electronic communication is often **an extremely informal mode of communication** which can create the **potential for communication to be misunderstood**.
- because of the informal style of electronic communication, **workers can easily cross appropriate boundaries in their relationships with children and young people**
- some **adults who are intent on harming children and young people** choose to use electronic communication as **a way to meet and 'groom' children and young people**.

It is vitally important to have **guidelines regarding the safe use of electronic communication to maintain healthy and safe relationships** between adults and children. Woodgreen Church acknowledges electronic communication as **a legitimate means of communicating** with children and young people **only as long as strict protocols are followed** concerning the nature of the communication.

Electronic communication must **never become a substitute for face-to-face contact** with young people. With the world of electronic communication changing so rapidly, it is not possible to issue guidance that covers all eventualities. However, there are some **general principles** that can help to ensure that the church's overriding concern is for the well-being of the children and young people.

- **parents or carers** and **children and young people** themselves **have the right to decide** if a worker is to have email addresses or mobile phone numbers etc.
- workers should **only use electronic means of communication** with those children and young people from whom **appropriate consent has been given**.
- workers should **not put any pressure on** children or young people **to reveal their email address, mobile phone number etc.**
- direct electronic **communication with children of primary school age is inappropriate** and should be avoided
- **only workers who have been appointed under the church's agreed safeguarding procedures** should **use any electronic means of communication** to contact children or young people on behalf of the church or one of the church's organisations
- contact with children and young people by electronic communication should generally be **for information-giving purposes only and not for general chatter**
- where a **young person in need or at a point of crisis uses this as a way of communicating** with a worker:
 - significant conversations should be **saved as a text file** if possible, and
 - **a log kept of who and when** they communicated and who was involved
- workers should **not share any personal information** with children and young people, and **should not request or respond to any personal information** from the child or young person other than **that which is necessary and appropriate** as part of their role
- workers should be **careful in their communications** with children and young people so as to **avoid any possible misinterpretation** of their motives
- **clear, unambiguous language** should be used, avoiding the use of **unnecessary abbreviations**.
- electronic communication should **only be used between the hours of 8.00 am and 10.00 pm**
- **e-mails** to young people should **include a church header and footer** showing this to be an **official communication** from a youth team member

Mobile phones

- mobile phone usage should be **primarily about information-giving**
- **'text language' should be avoided** so that there is no misunderstanding of what is being communicated
- **'text conversations' should usually be avoided** (that is a series of text messages/emails being sent to and fro between mobile phones)
- the **use of the phone camera** should **comply with the church's policy on photos/videos**
- workers should **not retain images of children and young people** on their mobile phone

Instant Messaging Services (IMS)

- the **use of instant messenger** services should be **kept to a minimum**
- where a child or young person **in need or at a point of crisis** uses this as a way of communicating with a worker:
 - significant conversations should be **saved as a text file** if possible, and
 - **a log kept** of when they communicated and **who was involved**
- if youth leaders are going to communicate via social networking sites **consideration should be given to creating a separate profile for the church group**
- alternatively youth leaders should consider having **a site that is used solely for youth work communications** which is **totally separate from their own personal site**

- if youth leaders are going to use their own personal site they should **ensure that all of its content is appropriate for young people to see**
- **lower age limits** of social networking sites should be **adhered to** (this varies for each site)
- be **aware of the content of photos** that may be uploaded on to your site
- be aware that children and young people **could view photos and communications of other people** linked to that social networking site
- all communication with young people should be **kept within public domains**
- workers should ensure that **all communications are transparent and open to scrutiny**
- **copies of communications should be retained** and where possible **other workers should be copied in** on communication.

Appendix 5 Additional Aspects of Good Working Practice with Children and Young People

Special needs

Welcome children and young people with special needs to the group. Try to make the premises, toilets and access suitable for people with disabilities. Ask the parent about how best to meet the child's special needs, and do not see this as the responsibility only of the child's parent. If premises are being designed or refurbished, take the opportunity to anticipate the possible special needs of future children and adults; advice is available.

Disability legislation requires organizations to take reasonable steps to meet the needs of disabled people and this includes children.

Consent

Consent needs to be from a parent or person with parental responsibility. It can be from the child or young person if he or she has sufficient age and understanding in relation to the specific issue. So, for example, while parental consent is always required for a group residential holiday, a teenager would usually be able to consent to the photos from the holiday being displayed in church. You should record who has given consent for any specific activity.

Registration

A registration form should be completed for every child or young person who attends groups or activities. The form should be updated annually and include the following:

- Name and address,
- Date of birth,
- Emergency contact details,
- Medical information,
- Any special needs including activities that the child is unable to take part in,
- Consent for emergency medical treatment,
- Consent for photographs and videos if relevant,
- Separate consent should be obtained for one-off events and activities, for example swimming, and also for outings, weekends away, etc.
- All personal details and consent forms must be stored securely,
- Any group that includes children who are under 8 years old and that meets regularly for more than two hours in any one day may need to register with OFSTED. Please contact OFSTED for advice.

Recommended staffing levels*

The recommended minimum staffing levels for children's groups are given below.

More help may be required if children are being taken out, are undertaking physical activities or if circumstances require it.

0-2 yrs	1 adult for every 3 children	1:3
2-3 yrs	1 adult for every 4 children	1:4
4-8 yrs	1 adult for every 6 children	1:6
9-12 yrs	1 adult for every 8 children	1:8
13-18 yrs	1 adult for every 10 children	1:10

*Recommended adult to child ratios when supervising children.
NSPCC factsheet

- Each group should have at least two adults and it is recommended that there should be at least one male and one female.
- If small groups are in the same room or adjoining rooms with open access between

them then it is possible to have only one adult per group, dependent on the nature of the activity.

- Young people who are being encouraged to develop their leadership skills through helping should always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding.
- Adults who assist on one or two occasions must be responsible to an appointed worker. Thereafter they should become part of the team and be properly appointed through the normal recruitment process.

Taking children to the toilet

- Only a DBS checked adult to take the child/ren (so no young person or adult helper without a DBS), unless it's their own child.
- Use the Rec Hall toilets as they are more public.
- Try and keep both doors to toilets open so that you are visible to others.
- If the child needs help, (i) ideally get their parent or (ii) get another DBS adult to come with you to assist. If (ii) occurs you need to make a report of that and give this to the Youth and Children Worker.

Risk assessment

Undertake a risk assessment for each activity and in greater detail for an unusual activity or when away from the usual location.

Health and safety

Insurance, First Aid kit and fire precautions should be checked and a health and safety check should be completed regularly with reference to the following minimum standards:

- Meeting places should be warm, well-lit and well-ventilated. They should be kept clean and free of clutter.
- Electric sockets should be covered.
- Toilets and hand basins should be easily available with hygienic drying facilities
- Appropriate space and equipment should be available for any intended activity.
- If food is regularly prepared for children on the premises, the facilities will need to be checked by the Environmental Health Officer and a Food Handling and Hygiene Certificate (level 2) acquired by those preparing.
- Children's packed lunches should be kept refrigerated. Drinks should always be available.
- Groups must have access to a phone in order to call for help if necessary.
- Adults should be aware of the fire procedures. Fire extinguishers should be regularly checked and smoke detectors fitted throughout the premises.
- Unaccompanied children and young people should be encouraged not to walk to or from your premises along dark or badly lit paths.
- A First Aid kit and accident book should be available on the premises. The contents of the First Aid kit should be stored in a waterproof container and be clearly marked.
- All staff and volunteer workers should be encouraged to have some First Aid knowledge and someone with first aid training should be present in the building. A list of first aiders in the church should be compiled and kept available. All accidents must be recorded in the accident book.

WORKING WITH ADULTS WHO ARE OR MAY BECOME AT RISK CODE OF BEHAVIOUR FOR LEADERS, STAFF AND VOLUNTEERS

Those working with adults who are or may become at risk will:

- Ensure that they understand the policies, procedures, systems, guidelines and risk assessments etc. that are provided and that they are implemented.
- Attend safeguarding training on the frequency stipulated in this policy
- Work in a transparent and responsible manner that ensures that they are accountable to the trustees and that they are open to discussion with and challenge from them, from group leaders, or from the carer of any adult at risk they work with.
- Ensure that their conduct embraces their responsibility for the safety of those with whom they are working, including when a person expresses suicidal thoughts.
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to the adults they work with.
- Refrain from any abuse of their power or position and always seek to act in the best interest of the individual.
- Only engage them in activity for which they are physically and mentally fit.
- Treat adults with whom they work with respect and dignity.
- Ensure that the support offered to those adults is appropriate and that their views, wishes and choices are respected.
- Treat the adults they work with as individuals.
- Promote and seek to ensure appropriate behaviour towards one another.
- Ensure that appropriate professional boundaries are maintained.
- If working in groups, seek to ensure that necessary behavioural and interpersonal boundaries are clearly explained and consistently implemented.
- Ensure that any physical contact is entirely appropriate and led by the adult at risk.
- Ensure that physical intervention is proportionate and appropriate in the circumstances, and only used as a last resort to ensure the safety of an individual or the group.
- Not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them.
- Act with fairness and treat each person equitably, avoiding discrimination of any kind or favouritism.
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding of the appropriate relationship for a member of staff or volunteer with an adult at risk.

Appendix 7 single sheet guidance

HELPING TO KEEP CHILDREN AND YOUNG PEOPLE SAFE

- Has a child or young person disclosed something to you that is worrying you?
- Are you concerned about some aspect of their appearance or behaviour?

Unless it is a 999 emergency do not say a word to anyone until you have spoken to the church Designated Safeguarding Lead:

Martyn Walley 07562001794 01905 357268 churchmanager@woodgreenchurch.co.uk

If, and only if, you cannot get hold of Martyn, contact the Deputy Designated Safeguarding Lead:

Alex Johnstone (AJ) 07889565957 aj@woodgreenchurch.co.uk

DO

- Stay calm and listen carefully
- Reassure the child or young person that they were right to talk to you
- Write down careful notes: dates, times, facts, who was involved, using actual words used if possible. Sign and date these notes and store carefully.
- Contact the Designated Safeguarding Lead without delay.

DON'T

- Speak to anyone else about this (including the child or young person's parents).
- Promise the child or young person that you will not tell anyone else.
- Ask investigative or leading questions.

Once you have passed the information on to the Designated or Deputy Designated Lead, the issue is out of your hands.

Recognising physical abuse

Physical signs of abuse may include:

- unexplained bruising, marks or injuries on an 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

Recognising neglect

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 they are being left alone or unsupervised

**PLEASE REMEMBER
IF IN DOUBT - CONSULT
THE DESIGNATED
SAFEGUARDING LEAD**

Recognising emotional abuse

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

Recognising sexual abuse

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
- substance or drug abuse
- suddenly having unexplained sources of money
- not allowed to have friends (part. in adolescence)
- acting in a sexually explicit way towards adults

Appendix 8 document samples

safeguarding reporting form

confidential file chronology

confidential file record of conversations and actions

safeguarding report to trustees

SAFEGUARDING REPORTING FORM

about this form and the person completing it

Your name: _____

Your contact number(s): _____

Your email address: _____

Ministry area (if relevant) _____

Date form completed: _____

I am reporting: An incident (something you witnessed)

A disclosure (something that someone told you)

A concern (something you noticed and were concerned about)

about the person or people you are concerned about or who were involved in the incident

Their name(s): _____

Their contact details(if known): _____

Are they a child or an adult? _____

Name/contact details parent/carer (where appropriate) _____

details of the incident/disclosure/concern What happened / was said / did you notice etc?

(Please continue overleaf if need be)

context of the incident/disclosure/concern Where / when / who else was present etc.?

time of incident/disclosure _____

date of incident/disclosure _____

action taken to ensure immediate safety, where relevant

other action taken or advice sought

name (printed) _____

signature _____

for office use only - form reference:

incident/concern/disclosure reporting form

Safeguarding Reporting Form - notes for completion

About this form and the person completing it

Please complete all sections.

About the person or people we are concerned about or involved in the incident

When reporting a concern involving a child (anyone under the age of 18), please complete all sections.

When reporting a concern about an adult, the parent / carer details may not be required.

Whenever these details are recorded, please also include their relationship to the person involved.

Please insert additional lines as required.

Details of the incident/disclosure/concern

Please include as much relevant detail as you can.

When reporting a disclosure, please quote the individual word for word where possible.

Please also comment on their body language or any other non-verbal communication that might be useful.

When drawing conclusions, please include the evidence that has led to that conclusion.

Context of the incident/disclosure/concern

Please include as much relevant detail as you can.

Action taken to ensure immediate safety

Please provide details. If no action was required, please indicate by writing 'None'.

Other action taken or advice sought

If any advice was sought, please provide details including who you spoke to, their contact details and what advice was given or action that was taken.

Signature

Please ensure that you sign the form.

RECORD OF SAFEGUARDING CONVERSATIONS AND ACTIONS

date of action/conversation
document reference
description of record
information given
advice received
actions to take
outcomes
recorded by
date recorded

SAFEGUARDING REPORT TO TRUSTEES

report by the DSL and DDSL covering the period from _____ to _____

report completed by _____ date _____

summary of safeguarding activity

number of concern/incident reports received in relation to children	
number of concern/incident reports received in relation to adults	
number of cases referred to Children's Social Care	
number of allegations received	
number of allegations investigated by Local Authority	
number of reportable incidents to be reported to the Charity Commission	
were there any common themes or issues in the reports submitted? if so, what?	yes/no
do you have any concerns about the effectiveness of the safeguarding arrangements that are in place? if so, what are they?	yes/no

what training or informal update activity has been completed this year?	
any recommendations to or requests of the trustees?	

declaration by safeguarding leads

	yes	no
has the policy been reviewed for legal compliance and effectiveness?		
are DBS checks up to date for all staff and volunteers?		
is the single central record up to date?		
is DSL and DDSL training up to date?		
is the training log up to date?		
any other comments		