

SAFE TO GROW

**Safeguarding Children and Young
People in Fleet Baptist Church:
Policy and Procedures**

(Charity Number 1164766)

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Policy Statement

Safeguarding Children and Young People in Fleet Baptist Church

Our vision is to share the love of Jesus with the people of Fleet, to make disciples, and to resource the wider Church. We are a people who:

- Encounter God through worship and the Word
- Are equipped by the Holy Spirit to live as disciples
- Engage in community transformation: locally, nationally and internationally

We welcome children and young people into the life of our community and provide activities for them. We commit ourselves to the following policies and to the development of procedures to ensure their implementation:

- **Prevention and reporting of abuse and responding to concern:** It is the duty of each church member and each member of the wider church family to prevent the abuse of children and young people; and the duty of all to respond to concerns about the well-being of children and young people; and to report any child abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.
- **Safe recruitment, support and supervision of workers:** The church will exercise proper care in the selection and appointment of those working with children and young people, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children.
- **Safe behaviour:** The church will adopt a code of behaviour for all who are appointed to work with children and young people so that all children and young people are shown the respect that is due to them.
- **Safe practice and safe premises:** The church is committed to providing a safe environment for activities with children and young people and will adopt ways of working with children and young people that promote their safety and well-being.
- **A safe community:** The church is committed to the prevention of bullying of children and young people. The church will seek to ensure that the behaviour of any who may pose a risk to children and young people in the community of the church is managed appropriately.

Responsible People

The trustees have appointed **Yvonne Mandiki** as the Safeguarding Trustee to oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees.

The trustees have appointed **Julia Peters and Maureen Johnston** as the Designated Persons for Safeguarding Children & Young People and Adults at Risk

- advise the church on any matters related to the safeguarding of children and young people
- take the appropriate action when abuse is disclosed, discovered or suspected.

The policy and procedures will be monitored and reviewed at least annually.

Signed:



Position:

CHURCH ELDER & TRUSTEE
SAFEGUARDING TRUSTEE

Date:

17/7/2022

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1. Safeguarding in context

1.1. Introduction

This document sets out the policy and procedures to be adopted in Fleet Baptist Church to safeguard children and young people. It covers all church activities where children and young people are present, in particular:

- Children's and young people's ministries
- Toddler groups and children's outreach ministries
- Worship bands and other serving rotas where children and young people are involved
- Outings and trips
- Occasional activities such as plays and productions

1.2. Who is this document for?

The following groups of people should read and understand this document:

- The pastors, elders and trustees of Fleet Baptist Church
- Those involved in activities where children and young people are present (collectively described as "workers" in this document)

Workers should also read and fully understand the general or specific risk assessment for their activity which will provide the specific detail of the practice to be applied in that activity.

In addition, the following other groups have a role to play in safeguarding and, whilst they do not need to read and understand this document in full, they should be made aware of their role:

- The Fabric Team
- Office volunteers
- Parents and carers

1.3. What is safeguarding?

Safeguarding is a preventative action. It is about the promotion of welfare and the protection of adults and children from harm, abuse or neglect. It involves a range of activities aimed at promoting the individual's fundamental right to be safe. These include making and maintaining safe environments for all, having processes to follow should something go wrong, and support for everyone involved.

1.4. Safeguarding as witness

Safeguarding is an important part of our witness. We are living out key elements of our faith as we strive to protect all people from harm, abuse or neglect, and to love, care and support all who have been affected by damaging behaviour:

- All people are precious in the eyes of God, their Creator.
- We should follow the example of Jesus in his compassion and care for others.
- The church family should be a sanctuary of safety and peace.
- We should speak out against injustice.

1.5. The nature of abuse

Child abuse can be defined as any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

The main forms of abuse are:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Coercive control

Additionally, the following abuses can also take place. These can fit into the four main categories of abuse above:

- Child Sexual Exploitation
- Spiritual
- Faith
- Online
- Radicalisation
- Female Genital Mutilation

(See Appendix 1 for more detail.)

2. Roles and responsibilities

Within Fleet Baptist Church, the key roles and responsibilities in respect of safeguarding are the same for adults at risk and children and young people:

Role	Responsibilities	How
Senior Pastor	Supporting and assisting the Designated Person for Safeguarding and the Safeguarding Trustee.	Regular communication with the Designated Person for Safeguarding, particularly if a serious incident arises.
Trustees	Responsible for safeguarding best practice within the church.	Make sure that all necessary safeguarding measures are in place (including policy, procedures, training, safe recruiting, etc.).
	Responsible for recruiting Group Leaders.	In accordance with Safe Recruitment procedures.
Safeguarding Trustee	Taking the lead on safeguarding matters on behalf of the trustees.	Regular communication and reporting from the Designated Person for Safeguarding, ensuring safeguarding is on the agenda at trustee meetings and reviewing records to give assurance of adherence to safeguarding practices.
Designated Person for Safeguarding Children and Young People (herein referred to as 'Designated Person')	The recognised person for receiving disclosures or reports of disclosures of abuse.	Display of name and contact information and photograph so church members know who to contact.
	Advocating and facilitating safe church practices.	Promoting a culture of best practice throughout the church life.
	Report to the church meeting on safeguarding issues.	Make sure safeguarding is on the church meeting agenda.
Safeguarding Coordinator	Making sure that all relevant persons working with children and young people have an up to date DBS check in place at all times.	Coordinating the completion and renewal of DBS forms, and liaising with the Designated Person(s) on the outcomes when required.
	Making sure that recruitment, support and training processes are adhered to.	Maintaining records to demonstrate compliance with recruitment, support and training processes. Highlighting discrepancies and issues to the Safeguarding Trustee.
	Ensuring appropriate access to computers.	Ensuring computers are password protected and parental controls and bars in place.
	Ensuring appropriate use of social media.	Maintaining a log of social networking sites that are being used.
	Keep the safeguarding policy relevant and up to date.	Annually review and update if necessary.
	Liaising with the SEBA Safeguarding Contact and external agencies where necessary.	Creating a list of contact numbers and having blank copies of the Safeguarding Incident Form ready to go.

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Fabric Team Leader	Making sure premises are safe and secure and that defects and deficiencies in premises are addressed.	Maintaining a defect book and conducting / commissioning the necessary work.
Group Leaders	Responsible for ensuring that safeguarding is practiced in a specific setting.	Make sure all necessary safeguarding measures are adhered to in the setting.
Helpers	Responsible for practicing safeguarding in a specific setting.	Adhere to all necessary safeguarding measures in the setting
Church Meeting	Adopt the safeguarding policy and procedures annually.	Discussing and agreeing the policy and procedures brought by the Designated Person.

3. Responding to concerns

3.1. Signs and symptoms of abuse

The following indicators might be suggestive of abuse:

- Unexplained injuries or injuries inconsistent with the explanation offered
- Injuries on areas of the body not usually prone to injury
- A significant injury or medical need that has not been treated / or received medical attention
- Changes in behaviour or mood particularly increased aggression; becoming withdrawn; isolating friends; self-harming; sudden speech disorders or nervous responses
- Developmentally inappropriate sexual awareness, behaviours or comments
- A general lack of care or interest shown in appearance and hygiene

3.2. Who causes harm?

Children and young people can be harmed or are at risk of harm in any and every setting, including those that should be safe areas. Those who abuse children and young people:

- are most often someone known to them such as parent, carer, sibling, relation, family friend or neighbour
- are often someone with whom they have a valued relationship and who may be in a position of trust and responsibility
- may be of any background
- may act in isolation or together with other adults
- can be another child or young person.

3.3. How is harm discovered?

Harm may be discovered through a single incident but more often is discovered as a result of a series of incidents or accumulation of concerns:

- children and young people may share a concern with a trusted adult
- their behaviour, physical appearance, developmental progress or emotional demeanor might indicate they are being abused or neglected
- there may be sudden changes in their behaviour
- there may be indicators that parents or carers are having difficulties which are having an adverse or potentially damaging effect on their child (e.g. domestic abuse, substance misuse or mental health issues)
- observations of an adult's interactions with a child or young person may give rise for concern.

3.4. How to respond when a child or young person expresses a concern

When a child or young person expresses a concern:

Receive	<ul style="list-style-type: none"> • Listen to what is being said, without displaying shock or disbelief. • Accept what is said and take it seriously. • Make a note of what has been said as soon as practicable.
Reassure	<ul style="list-style-type: none"> • Reassure the child, but only so far as is honest and reliable. • Do not offer complete confidentiality. • Don't make promises you may not be able to keep e.g. "I'll stay with you" or "Everything will be alright now". • Do reassure e.g. you could say: "I believe you", "I am glad you came to me", "I am sorry this has happened", "We are going to do something together to get help".

Respond	<ul style="list-style-type: none"> • Only take the minimum information from the child in order for you to establish whether or not you need to refer this matter. • Do not interrogate for full details. • Do not ask 'leading' questions i.e. 'did he touch your private parts?' or 'did she hurt you?' • Do not criticise the alleged perpetrator; the child may care about him/her, and reconciliation may be possible. • Do not ask the child to repeat it all unnecessarily. Explain what you have to do next and whom you have to talk to. Reassure the child that it will be the Designated Person or appropriate authority. • Do not make assumptions about the likelihood of the abuse having happened.
Report	<ul style="list-style-type: none"> • Share concerns with the Designated Person as soon as possible. • If you are not able to contact them, and the child is at risk of immediate harm, contact the Children's Services Department or Police directly. • If you are dissatisfied with the level of response you receive from the Designated Person following your concerns being shared, you should seek clarification as to the decision made. • If you are still unhappy about the decision discuss this with the Safeguarding Trustee and/or Senior Pastor.
Record	<ul style="list-style-type: none"> • If possible make some very brief notes at the time, and write them up as soon as possible. • Keep your original notes on file. • Record the date, time, place, persons present and noticeable nonverbal behaviour, and the words used by the child. If the child uses sexual 'pet' words, record the actual words used, rather than translating them into 'proper' words. • If it is appropriate, complete a body map to indicate the position of any noticeable bruising or to record the area the child indicated during the discussion. • Record facts and observable things, rather than your 'interpretations' or 'assumptions'.
Remember	<ul style="list-style-type: none"> • Support the child: listen, reassure, and be available. • Complete confidentiality is essential. Share your knowledge only with appropriate others. • Try to get some support for yourself if you need it.

3.5. Action when abuse is suspected or disclosed

If any concerns arise regarding the safeguarding of children or young people:

- Do not dismiss your concerns - in particular, do not ignore or dismiss concerns about a professional or a colleague. If you are not sure why you are concerned, make time to discuss with one of the responsible people
- Do not confront the adult about whose behaviour you have concerns
- Do not take responsibility for deciding whether or not child abuse is actually taking place
- Do not investigate allegations
- Do not act alone
- Do not take sole responsibility for what has been shared or any concerns you may have
- Do follow the following procedures for responding to concerns.

The process when there is a concern about the welfare of a child or young person, or the behaviour of a child is:

Stage 1: Record and report

The duty of the person who receives information or who has a concern about the welfare of a child or young person is to RECORD their concerns in writing and to REPORT their concerns to the Designated Person. The report to the Designated Person should be made as soon as possible and at the latest within 24 hours of the concern being raised.

As soon as possible after a child or young person tells you about harmful behaviour, or an incident takes place that gives cause for concern, a written record should be made. The church incident report form (available from the Church Office) should be used and:

- be made as soon as possible after the event
- be legible and state the facts accurately and, if hand-written notes are typed up later, the original hand-written notes should be retained
- include:
 - the child's full name, address, date of birth (or age if the date of birth is not known)
 - the nature of the concerns/allegation/disclosure
 - a description of any bruising or other injuries that you may have noticed and the demeanour of the child
 - an exact record of what the child said using the child's words
 - what was said by the person to whom the concerns were reported, including any questions asked
 - any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to:
 - the Designated Person
 - the Senior Pastor and Trustee for Safeguarding as far as this is consistent with the welfare of the child/young person concerned and possible pastoral responsibilities to any others involved
 - representatives of the professional agencies.

The report can be made in the first instance either in a face-to-face conversation or by telephone, but should always be followed up by submitting a written incident report. If a child or young person is considered to be in imminent danger of harm a report should be made immediately to the Police or Social Services. If such a report is made without reference to the Designated Person, they should be informed as soon as possible after the report has been made.

If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report, and will also themselves have a duty to report the concern to the Designated Person.

Stage 2: Review and refer

The Designated Person will REVIEW the report, often in consultation with others, and a decision will be taken as to what action should follow. Any formal referral to Children's Services or the Police should normally be made within 24 hours or, if there is an imminent risk of harm, without delay.

In reviewing the report that is received the Designated Person:

- should take account of his/her own experience and expertise in assessing risk to children and young people

- must take account of other reports that may have been received concerning the same child, family or adult
- may speak with others in the church who may have relevant information and knowledge that would impact on any decision that will be made
- such conversations should not lead to undue delay in taking any necessary action and should be fully recorded
- in order to seek guidance, they may consult with their Regional Minister or the SEBA safeguarding officer. For allegations involving any member of the leadership or trustees, the Regional Minister will be informed as matter of course
- may seek advice from the local Children Services department or police in knowing how to respond appropriately to the concerns that have been raised.
- Children's Services will be willing to discuss a case with the Designated Person in order to offer guidance. If the advice of Children's Services or the Police is to progress to a formal referral, this must be followed.

In reviewing the reported concern, the Designated Person Safeguarding Children and Young People must decide to whom the report should be referred. They may:

- Refer back to the worker who made the initial report if there is little evidence that a child or young person is being harmed, asking for appropriate continued observation
- Refer the concern to others who work with the child/children in question asking for continued observation
- Speak directly to the adult about whom the concern has been raised.

(This may be the parent/carer of the child or it may be one of the children or young people's workers. If there is any question at all of possible sexual abuse or serious physical abuse the Designated Person should never address the adult directly but should refer their concerns to the Police or Children Services.)

- Make a referral for support from the 'Early Help' team in Hart
- Make a formal referral to the local Social Services Department.

The Designated Person should keep a written record of all actions taken in reviewing and referring a concern.

All original reports should be retained safely and securely by the Designated Person.

Stage 3: Support and report

Whenever a formal referral is made to Children's Services or the Police the Designated Person should report the referral to the Safeguarding Trustee, Senior Pastor and Regional Minister (Regional Minister if it involves a member of the leadership or a trustee). In certain circumstances the Safeguarding Trustee may also need to make further reports:

1) If an allegation is made against someone who works (paid or voluntary) with children or young people the allegation should be reported to the Local Authority Designated Officer (LADO). The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children or young people has:

- behaved in a way that has harmed, or may have harmed, a child or young person
- possibly committed a criminal offence against a child or young person, or related to a child or young person
- behaved towards a child or young person in a way that indicates they would pose a risk of harm to children

2) If a worker has been removed from their post or would have been removed from their post had they not resigned or left the church because of the risk of harm that they pose to children and young people there is a statutory duty to report the incident to the Disclosure and Barring Service.

3) If an allegation (as defined above) is found to be substantiated this would be classed as a serious incident that should be reported to the Charity Commission in the annual return to the Charity Commission.

A record should be kept of all safeguarding incidents and the effectiveness of the processes and protocols should be considered in the annual review of the church's safeguarding policy.

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected. Even when formal referrals to the statutory authorities are not made, those who make reports will feel uncertain and vulnerable and support will need to be offered to them. Consideration should be given to offer support to: the child / young person concerned, their family members, church workers, Pastors and Elders.

- **Child/young person** - For the child/young person concerned, Children's Services and other agencies may provide support and services. However, the church will have a role to play in complementing this support. The Designated Person should seek to work in partnership with other agencies, the child and their parents (if appropriate), clarifying with them how best the church may be able to support the child/young person and to ensure that consistent help and support is being offered.
- **Other family members** - The church may similarly be in a position to offer pastoral and practical support to family members who may find they are trying to cope with a variety of feelings.
- **Church worker/volunteer** - Support and counselling should also be offered to those within the church who are involved in the incident. This could be the person who the child or young person shared their concerns with and the Designated Person.
- **Pastors / elders** - Pastors and elders should turn to SEBA for support, advice and help when facing the pastoral demands of addressing a safeguarding issue.

3.6. Concerns regarding a church worker

The three-stage process above should form the basis for responding to all concerns within the church regarding the welfare of children and young people, including those relating to a worker.

Workers need to be willing to point out to one another when their actions are inappropriate. It is good practice for workers to meet together for a short time to de-brief after each session. This can be an occasion when the leader might remind members of the team about following good practice and highlighting any inappropriate behaviour.

If a worker consistently ignores the code of conduct above, the leader should make arrangements for the worker to be more closely supervised until they can demonstrate that they are able to work within the framework of this policy. Continued behaviours that raise concerns may result in the church asking the worker to end their work with children.

4. Safe recruitment, support and supervision

4.1. Safe recruitment

Safe recruitment, support and training is central to safeguarding and applies equally to paid and unpaid roles.

Group leaders will be recruited by the trustees and other workers will be recruited by Group leaders in consultation with the trustees and Safeguarding Co-Ordinator (who will take up references and conduct DBS checks). Whilst the formality of the process may vary according to role, all recruitment must include the steps below:

- Write a job profile setting out the role, its responsibilities, the expectations on the role holder and the supervision and training arrangements
- Ask prospective workers to complete the FBC Internal Application Form (available from the Church Office)
- Take up references (of which one should be external to FBC)
- Discussion / interview with the candidate to explore their gifting and suitability
- Carry out a Disclosure and Barring Service Check (see Appendix 2)
- Ask the workers to sign an employment contract or volunteer agreement (template available from the Church Office).

4.2. Support and supervision

Support and supervision are the joint responsibility of the worker and their supervisor. They should be appropriate to the maturity and gifting of the worker and, as a minimum, must include:

- A named supervisor
- Induction and a probationary period
- Informal opportunities to share good practice with peers.
- Periodic reviews
- Formal safeguarding training appropriate to role at least every other year
- An annual declaration that the worker has read and will adhere to all relevant FBC policies.

4.3. Young leaders

Young leaders under the age of 18 are children and cannot be treated as adult members of a team. However, neither should they be managed in the same way as the children and young people with whom they are working. The practical issues to be considered when working with young leaders are:

- A young leader must be closely supervised by an adult leader at all times
- The young leader is to be counted as a child or young person in calculating ratios
- Safeguarding applies to a young leader just as it does to any other person
- The consent of parents or carers needs to be sought for the young leader just as you would for any other person under 18 years of age
- If the young leader accompanies you on a residential activity ideally, they should have separate sleeping accommodation to both the adult leadership team and the children or young people they are working with.

5. Safe behaviour: a code of practice for workers

5.1. Respecting children and young people

Treat all children and young people with respect and dignity. Treat them equally, do not show favouritism.

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. In these situations, any physical contact should use the minimal reasonable force in order to protect the child or others. Any action should be explained to the child (and others) before it happens and the primary objective is to 'talk the child down' rather than restrain them for an extended period. Any form of physical restraint must be recorded and the parent informed at the first possible opportunity.

When intimate care is required, make sure another adult is aware of what you are going to do and why. Depending on the age of the child, you may need to seek support from another adult (ideally the parent).

Do not respond to, or encourage, excessive attention-seeking that is overtly sexual or physical in nature.

5.2. Avoiding being alone with children and 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:

- 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 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.

5.3. 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:

- They should assess the risks involved in sending the child or children home against the risks and vulnerability of being alone with them
- Wherever possible, contact another appropriate person to report the situation
- Make a written report of the situation immediately afterwards and give a copy to the Designated Person.

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 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 the worker should insist that another worker is 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 is best 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. Alternatively, a public environment, such as a coffee shop, may be an appropriate venue
- 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
- A 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.

5.4. Appropriate physical contact

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

- If no-one else is present, it is always advisable to avoid physical contact
- For whose benefit is this taking place, or whose needs are being met? Is it for the sake of the child or young person? Has the child instigated the contact? or is it for the adult's own benefit?
- 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 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.

5.5. 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'. Such a relationship is not one of equal partners and as such:

- Workers must not enter in to romantic or sexual relationships with a child or young person even if the young person is above the age of consent
- Workers must recognise that 'harmless' flirtatious behaviour is not appropriate and can be misconstrued
- If a younger worker (within 3 years of age) does develop a romantic relationship with an older young person then they must either cease leading the group in question or cease the romantic relationship
- Any romantic relationship (regardless of physical or sexual) between a leader and young person, even if the young person has reportedly consented to that relationship, will need to be reported to the Designated Person as it may be a position of trust offence under the Sexual Offences Act.

- In order to safeguard both parties, particular care should be taken when young leaders lead the peer group immediately below their own.

5.6. Working one to one

There are circumstances, such as a mentoring programme, where it may be appropriate for work to be conducted on a one to one basis with young people of at least secondary school age. In these situations:

- **Recognition** – Those working one to one should have: proved their willingness to work within safeguarding policy and procedures, demonstrated their capacity to respect appropriate boundaries and be formally recognised within FBC as someone who has the trust and explicit permission to operate in this way.
- **Accountability** – A meeting log sheet should be maintained setting out who has met, where and when. Written notes should be made following the meeting recording the essence of the meeting and stored securely. (Young people should be made aware they have the right to see the notes.)
- **Supervision** – The worker involved should be supervised to monitor the frequency of appointments and the content of meeting and to ensure they are not getting in over their head and that the young person is not becoming overly dependent.
- **Distance** – Workers need to maintain an appropriate professional distance and avoid a situation where the young person becomes overly dependent. They should not be at the beck and call of the young person and must ensure they know where and how to refer young people if necessary and when to involve other agencies.
- **Confidentiality** – Appropriate confidentiality is necessary but absolute confidentiality must not be offered. Workers have a responsibility to pass information on where a young person may be at risk of harm.
- **Venue** – Meetings should be in a public place, at an appropriate time and in view of another adult, such as a coffee shop after school.

Those working on a one to one basis with young people should also be mindful of the guidance within this document on electronic communication and transport.

5.7. Transporting children

When transporting children and young people, the leader must ensure that:

- Written permission from the parent / carer is obtained
- The driver understands and agrees to the code of behaviour above
- The driver has fully comprehensive insurance which covers voluntary work (or in the case of a paid youth worker or children's worker, insurance that covers them for transporting others in the course of their employment)
- Seat belts are always be worn and the proper child seats and child restraints should be used for young children in accordance with the law
- The driver has been appointed using the Safe Recruitment procedures outlined above.

No-one with a record of driving offences that suggests that they may not be a safe driver should be allowed to transport children or young people.

If a minibus or coach is used, the leader must additionally ensure that:

- The mini-bus or coach is fitted with seatbelts on all of the seats and that seatbelts are always worn.

- The number of children and adults does not exceed the capacity of the coach or minibus so that all can have an allocated seat with a seatbelt.

In addition to this, practices that should be considered to reduce the risks associated with vulnerable situations created by transporting children and young people:

- If possible 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 or 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
- On every planned and organised trip each adult should be allocated a written list of those children / young people for whom they have responsibility, even if the whole group is to remain together
- If travelling in several small groups it is good practice to insist that the same group of children travel on both the outgoing and return journeys with the same adult, unless this would cause undue tension or place a worker in a difficult situation. i.e. the worker has had to discipline the child during the trip and there is some residual bad feeling; a worker believes that there may be an infatuation developing from a young person.

5.8. Electronic communication

Electronic communication has become enormously important and is an easy way to communicate with young people in particular. However, there are dangers associated with electronic communication that call for vigilance:

- Electronic communication is often an 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 not possible to issue guidance that covers all eventualities. However, there are some general principles that can help:

- 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
- Direct electronic communication with children of primary school age is inappropriate and should be avoided
- Only workers who have been appointed under the above recruitment procedures should use any electronic means of communication to contact children or young people

- Any electronic communication with a young person must not be deleted and if necessary, save as a text file and passed onto the necessary person
- Workers should not share any inappropriate personal information with children and young people, and should not request more information than is necessary and appropriate as part of their role
- Clear, unambiguous language should be used, avoiding the use of unnecessary abbreviations
- Electronic communication should preferably be used between the hours of 8.00 am and 10.00 pm unless a direct response is needed.

For more specific guidelines please see Appendix 3

6. Safe practice

6.1. Parental consent

A key component in developing safe practice with children and young people is to work in partnership with parents/carers. Whenever children and young people are in the care of church organisations it is important:

- To have the consent of the parent/carer
- To have a point of contact in the event of an emergency
- To know key information about the child or young person that may impact on their wellbeing
- To provide clear information to parents/carers about the organisation and activities the child or young person is involved in and the safeguarding policy of the church.

All children and young people involved in FBC groups must be registered and the appropriate consent form completed. If parents / carers persistently fail to return a consent form, then consideration must be given to excluding the children and young people in question from the activity.

6.2. Drop off and pick up

It is particularly important to work in partnership with parents during drop off and pick up. Leaders should establish systems whereby it is clear:

- When workers take responsibility for children and young people and when responsibility is handed back to parents / carers
- That children have been collected by the correct adult
- What arrangements will be in place where children and young people attend unaccompanied by any adult
- What arrangements will be in place if a parent or carer is unable to collect their child
- How situations where children and young people congregating in rooms with no adult supervision will be avoided
- How children will be prevented from leaving the premises
- If there any areas (such as the kitchen or platform) that are out of bounds.

6.3. Health and safety

The Designated Person should work with the Safeguarding Trustee and Fabric Team leader to ensure that FBC's Health and Safety policy reflects the needs of children and young people and is implemented correctly.

As a minimum this should include examining, on a termly basis, the following:

- Furniture - Is it in a safe condition, child sized etc?
- Equipment - Are potentially hazardous tools, cleaning fluids etc. stored in a safe, locked place?
- Electrical - Do you have checks on all electrical equipment and use socket covers when they are not in use?
- Lighting - Is the building well-lit internally and externally especially around entrance points?
- Windows in Doors - If there are no windows in doors, could windows be added so that activities in rooms can be seen by others in the building?
- Security - How easy would it be for a child or young person to leave the building during an activity without being noticed? How easy would it be for a stranger to get into the building during a children's or young person's activity without being noticed?
- First Aid - Is there a first aid box - is it kept full? Are there people who are trained in first aid on site? Is there an accident book for recording purposes?
- Fire Equipment - Is there suitable firefighting equipment over the whole of the premises? Has a fire risk assessment been carried out? Do you carry out fire drills? Do all of the children's and young people's workers know how to respond to a fire alarm?

Leaders must ensure that every worker is given clear information about the following:

- Their individual responsibility to uphold the church’s Health and Safety Policy
- How to report incidents and concerns under the church’s Health and Safety Policy
- Where the First Aid equipment is kept and how accidents should be reported
- What procedures should be followed in the event of a fire.

6.4. Risk assessment

As well as assessing the premises for the risks that they may pose for children, all leaders of children’s and young people’s groups should assess the risks involved in the programme that they are planning and document them (template available from the Church Office). The key steps in completing a risk assessment are:

- Step 1: Identify the hazards
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risks and decide on precautions
- Step 4: Record your findings and implement them
- Step 5: Review your risk assessment and update if necessary.

The leader must conduct or review a general risk assessment at the beginning of each term or set of sessions, considering the programme and the venue. Specific risk assessments must be conducted for all activities that take place away from the normal venue and those which are out of the ordinary involving an activity with particular risk factors (cooking, woodwork etc.). If an activity is carried out on a regular basis, a single risk assessment that is reviewed may be appropriate.

Such risk assessments should be sufficiently detailed to demonstrate how this policy and procedure will be applied in the activity in question.

6.5. Ratios

The table below represents recommended minimum ratios of adults to children. This should be the starting point in calculating appropriate ratios for groups and activities. If any special factors emerge within your risk assessment you should increase the recommended ratio in order to ensure the safety of the children and young people. (Remember that in calculating the ratios of workers to children you should not include young leaders who are under the age of 18 among your number of adult workers.)

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

If the ratio of adults to children falls below the above, then:

- **One off** – The leader should determine if there is a safe way to continue with the planned programme, whether the programme can be changed or if the event should be cancelled. They should also write a report to the Designated Person detailing the circumstances and the action taken.

- **Ongoing situation** – As above, the leader should determine if there is a safe way to continue with the planned programme, or whether the programme can be changed. In addition, the leader should consider whether the group could meet at a different time where additional staff could be present or whether a cap could be placed on the number attending.

Any decision to run a group with staff ratios that are below the recommended level should be taken by the trustees. The decision should be recorded in their minutes together with:

- The reasons why they believe that this decision is justified
- Any measures that have been taken to minimise the risks to children and young people.

In no circumstances should the trustees plan to continue running a group where only one adult will be present with children and young people.

6.6. Outings and overnight events

For all events when children and young people are taken away from normal venues, the leader must ensure that:

- A specific Risk Assessment is carried out (or a previous one reviewed), including an assessment of the appropriate ratio of adults to children
- Parents are informed in writing of the arrangements.

For overnight events particular care needs to be taken, all of the above points should apply, and, in addition, the leader must ensure that the following best practice is followed:

<p>Parental consent</p>	<p>Separate parental consent should be obtained for each event where the child or young person will be cared for overnight.</p> <p>A contact phone number overnight for the parent/carer should be obtained for the particular night(s) of the event.</p> <p>Parents/carers should be given the address of the overnight venue together with a contact phone number for making contact in the event of an emergency. If giving a mobile phone number as the main point of contact, please ensure beforehand that the signal strength at the venue is sufficient to make and receive calls.</p> <p>Consideration should be given to having a meeting with parents/carers prior to the event.</p>
<p>Sleeping arrangements</p>	<p>Males and females should sleep separately.</p> <p>If it is a mixed group of both boys and girls, there must be a mix of male and female adult workers.</p>

In addition, the following checklist will help to identify a number of important issues that should be considered for the safety and well-being of the children and young people when planning residential events:

- At least one of the workers/leaders should be responsible for First Aid and should hold an appropriate, valid certificate
- The person responsible for catering should hold a Basic Food Hygiene Certificate
- Check the insurance cover of any building in which you will be sleeping (There may be a limit on numbers it accommodates. If you exceed these, insurance can be invalid.)
- Check the building and know where water, electricity and gas can be turned off

- Fire safety:
 - Know the fire drill for the building, and make sure you have a fire drill as soon as possible after entering the premises
 - Know where the fire extinguishers are
 - A location specific plan should be displayed alongside the Fire Notice in each room
 - Church halls and rooms used for sleeping larger numbers of people must have two means of exit.
- Know where the nearest hospital and doctor are. It is good practice to make contact with a local doctor prior to the event
- Ensure that parents/carers have returned a health form stating any special dietary requirements and current medication, giving the name and telephone number of the child's doctor and consenting to emergency medical treatment
- Residential activities must have safety rules, for example: letting adults know where you are, not entering the kitchen without asking the cook, etc.
- Make sure the children have correct clothing for whatever activity they are taking part in. It is useful to issue a 'kit list' for residential activities
- Where outdoor activities are concerned, either leaders should have the appropriate qualification, or if the activity is being provided by an outside organisation, then they should check that this organisation is registered with the Adventure Activities Licensing Authority and has appropriate insurance
- Large-scale events being organised by FBC may well require consultation with the local Police and Fire Service.

6.7. Insurance

The leader is responsible for confirming that their programme is covered by the church's insurance policy, which is held in the office. The insurance company must be consulted for all activities that occur away from the normal venue.

6.8. Multi-generational activities

Safeguarding issues must be managed properly during multi-generational activities such as dramatic productions and band practices. The following guidelines will be followed:

- named people will be responsible for the care and welfare of children and young people
- these people will be recruited under the procedures above and will be fully conversant with this policy and procedures
- at least two of these named people will be present whenever children and young people are involved
- these named people will be responsible for ensuring the welfare of children and young people and in particular will be vigilant to ensure that all interaction between adults and children is appropriate and does not pose a risk of harm to children and young people

6.9. Photography

The following guidelines apply to photography of children and young people:

- Photographs of children and young people may only be published by the Communications Administrator or Youth Pastor
- Consent should be obtained from parents/carers for photographs to be taken at church activities. The consent form should state where those photographs are likely to be used (display board, website, press etc.)

- Photographing children and young people should be conducted with sensitivity and courtesy. Children generally like having their picture taken, but there may be moments when they would rather not
- When photographs are displayed children and young people should not be identified by name, nor should it be possible to infer their identity
- Photographs should not be retained on personal equipment for longer than is necessary.

6.10. Other user groups

The Church Office must ensure that groups using FBC premises understand that they are required to have their own safeguarding policies and practices in place. 'One-off' private hirers (for example, children's parties) would not be expected to have a safeguarding policy, but they would still need to show due care and attention.

Any user of the building who has child protection concerns about a child who is linked to the church, and reports these concerns to children's social care, must also make the Designated Person aware of this referral (either directly or through the Safeguarding Coordinator).

7. A Safe community

7.1. Prevention of bullying

Bullying can take many forms including:

- Name-calling, taunting, teasing, mocking
- Kicking, hitting, pushing, intimidating
- Unwanted physical contact of a sexual nature or sexually abusive comments
- Taking belongings
- Inappropriate text-messaging and emailing
- Sending offensive or degrading images by phone or over the internet
- Gossiping, spreading hurtful and untruthful rumours
- Excluding people from groups
- 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm

Bullies can be:

- Children or young people bullying others in their peer group, or other children and young people either older or younger
- Adults bullying children and young people
- Children and young people bullying adults

Some signs that can indicate that a child or young person is being bullied are as follows:

- Withdrawal
- Lack of desire to join activities with certain individuals
- Drop in school marks
- Torn clothing
- Loss of friends
- Avoidance of church groups and other activities
- Bruises
- Need for extra money or supplies

In order to prevent bullying leaders and groups should adopt the following procedures:

- The children and young people themselves should be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
- Children and young people should know how they can report any incidents of bullying
- All allegations of bullying will be treated seriously
- Details will be checked carefully before action is taken
- The bullying behaviour will be investigated, and bullying will be stopped as quickly as possible
- The parents of the bully and of the bullied will be informed
- An attempt will be made to help bullies change their behaviour
- All allegations and incidents of bullying will be recorded, together with actions that are taken

Very rarely bullying behaviour can be so serious that the action would be considered criminal, or would be if the child was of the age of criminal responsibility. In these situations, the matter will need to be reported to external agencies by the Designated Person.

7.2. When a known offender is present

When it is known that a person who has been convicted of sexually abusing children or young people is attending church, or is deemed to be high risk by the Probation Service or Police Offender Manager Unit, it is important that their behaviour is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced a series of allegations about the sexual abuse of children and young people but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure

under relevant non-conviction information). In either of these situations, the Regional Minister and/or the SEBA safeguarding officer will be informed and their support will be sought.

If an offender is on the Sex Offenders' Register or considered high risk, they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA). A written contract must be put in place if the offender wishes to attend a place of worship. In determining the details of the contract:

- There should be a discussion about who should be informed of the nature of the offence and the details of the contract
- The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children and young people
- The Safeguarding Trustee, the Designated Person and the Senior Pastor should always be informed
- The Designated Person or the Safeguarding Trustee should determine whether the person is subject to supervision or is on the Sex Offenders' Register
- If so, the Designated Person or the Safeguarding Trustee should make contact with the offender's Specialist Probation Officer (SPO) who will inform the church of any relevant information or restrictions that the church should be aware of

The Designated Person or the Safeguarding Trustee should also inform and take advice from the Regional Minister.

An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up which identifies appropriate behaviour. The person should be required to sign the contract. The contract:

- Will identify the meetings the person will attend
- Will specify that they will always sit apart from children
- May ask that they are always accompanied by a befriender on church premises
- Will require the person not to attend small group meetings where children or young people are present
- Will require that the person declines hospitality where there are children or young people
- Will state that the person will never be alone with children or young people while attending church functions
- Will require the person to stay away from areas of the building where children or young people meet.
- May ask that they use the disabled toilet

The contract should be monitored and enforced. Those who offend against children and young people can often be manipulative. If the contract is broken certain sanctions should be considered.

If the initial contract allows the person to attend the morning service where children and young people are present, a new contract might require them only to attend a specified services or events.

If only a few people know of the person's conviction, more people might be told in order to protect children and young people. In doing this a balance has to be made between protecting the civil liberties of the offender, the requirements of the Data Protection Act and the protection of children and young people. Any disclosure of the person's criminal background would need to be the minimum necessary to achieve the aim of safeguarding the children and young people in the church's care.

Ultimately, it might be necessary to ban the person from attending the church. In these cases, this action must be taken by the most senior pastor present or the Safeguarding Trustee. If the banned person is on the Sexual Offenders Register the Safeguarding Trustee should make the offender's Specialist Probation Officer (SPO) aware that they have been banned from the church and reasons for this.

If the Senior Pastor or Safeguarding Trustee are concerned that the banned person might join another church in the area, they should not forewarn other local church leaders by giving details of the person concerned to all local churches. Rather they should ask other local church leaders to inform them if any new person joins their church. If the person joins another fellowship it would be appropriate for the Senior Pastor or Safeguarding Trustee to inform the SPO or police offender manager about their concerns and provide details of this to the specific church leader.

8. Monitoring and evaluation

8.1. Monitoring

The following records shall be maintained to monitor the implementation of this policy and procedures:

- Recruitment - For each campaign, the Safeguarding Coordinator will maintain a record to demonstrate that each of the above steps has been gone through. This will be limited to that required to demonstrate that the steps above have been conducted. It will not extend to retaining copies of job profiles, application forms, references etc. This information will be retained for 75 years after the employment (paid) or role (voluntary) ceases.
- Support and Training for workers whose role involves contact with children and adults at risk - The Safeguarding Coordinator will maintain records of support and training. These will be limited to the minimum required to demonstrate that the above have been provided to each worker. This information will be retained for 75 years after the employment (paid) or role (voluntary) ceases.
- Renewal of DBS checks being undertaken - This will be limited to that required to demonstrate that the steps above have been conducted. This information will be retained for 75 years after the employment (paid) or role (voluntary) ceases.
- Photographs – The Communications Administrator will maintain records of consent in relation to photographs published by FBC. At least 3 years after the event.
- Allegations, concerns and disclosures - Any records of safeguarding allegations, concerns or disclosures should be passed to the Designated Person and stored in a safe and secure manner for at least 75 years after the employment/role ceases or, for non-workers, at least 75 years after last contact with the individual concerned.
- Activities and programmes – Group leaders will retain records of activities sufficient to identify and manage risks and issues and opportunities for improvement in policy and procedures. These records should be kept for at least 3 years after the event.
- Social networking – The Designated Person will maintain a record of social networking sites that are in use. Passwords for social networking sites being used primarily for contacting and reaching out to young people should also be passed on for the Designated Person so that they can at any time log on to the account to monitor communication. The Designated Person should be proactive in fulfilling this role. For more specific guidelines please see Appendix 3.

8.2. Evaluation

The trustees will evaluate the effectiveness of this policy and procedures on an ongoing basis. As a minimum, this will include:

- Adherence - Periodic reviews of records and events to assess the extent to which this policy and procedures are being followed.
- Continuous Improvement – Engagement with Group Leaders to identify opportunities for improving this policy and procedures.
- Accountability – An annual presentation to the Church Members meeting on the operation of this policy and procedures.

Appendix 1 – Forms of abuse

Physical abuse

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

Sexual abuse

Involves forcing or enticing a child to take part in sexual activities (not necessarily involving a high level of violence) whether or not the child is aware of what is happening. The activities may involve physical contact, both by penetrative or non-penetrative acts or non-contact activities, such as showing them sexual images, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse is not solely perpetrated by adult males, women can also commit acts of sexual abuse, as can other children.

Child sexual exploitation

Child sexual exploitation is a type of sexual abuse in which children are sexually exploited for money, power or status. It can happen to any child up to the age of 18, the age of consent does not stop children being exploited. Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

Emotional abuse

Emotional abuse is the persistent emotional ill treatment of children that causes severe and persistent adverse effects on their emotional development. It might involve conveying to the child that he/she is worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It can include inappropriate expectations being placed on a child, and can also involve causing the child to frequently feel frightened or in danger.

Neglect

Neglect is the persistent failure to meet a child's physical and/or psychological needs likely to result in the serious impairment of health or development. It can involve a failure to supply adequate food, shelter or clothing, a failure to protect a child from harm or danger, a failure to provide or arrange appropriate medical care or treatment, or a failure to respond to a child's basic emotional needs.

Spiritual

There is no Government definition of spiritual abuse, however it has been defined by CCPAS as "Coercion and control of one individual by another in a spiritual context. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation from others, especially those external to the abusive context".

Faith

There is no Government definition of faith abuse, however it has been defined as occurring when other forms of child abuse (physical, sexual, neglect etc.) are justified or excused by faith or belief.

Online

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. Children can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming), or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online).

Radicalisation

Radicalisation is defined as causing someone to become an advocate of radical political or social reform by supporting terrorism and violent extremism and relates to political extremism (e.g. far left, far right) and cause related extremism (e.g. animal rights) as well as faith based extremism (e.g. jihad).

Female Genital Mutilation

Female Genital Mutilation is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision, cutting or sunna. Religious, social or cultural reasons are sometimes given for Female Genital Mutilation, however, FGM is child abuse, dangerous and a criminal offence.

Coercive Control

Coercive control is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim.

Appendix 2 – DBS check requirements

The following roles require an Enhanced DBS check **including** the barred list:

- Children or young people's worker who is unsupervised and whose role involves working frequently (once a week or four or more times in a 30-day period) or overnight. e.g. Youth Pastor
- Supervisor of those who volunteer/work with children and young people. e.g. lead of children's or young person's ministries
- Volunteer or worker who provides children with person care (e.g. changing nappy) or assistance going to the toilet, regardless of frequency. e.g. creche or early years children's ministry volunteers.

The following roles require an Enhanced DBS check **excluding** the barred list:

- Trustees
- All those who work with children and young people, unless they meet the above criteria for a check including the barred list. e.g. volunteers in children's and young people's ministries on rota, members of worship team who may be at rehearsals with under 18s.

The following roles do not require a DBS check provided the individual has no other roles that would meet the above criteria for a check:

- Caretaker (unless in a specified place e.g. pre-school)
- Refreshment provider, flower arranger, gardener
- Designated Person
- Safeguarding Coordinator
- Welcome team, Connect team, Communion servers
- Office volunteers.

Only individuals aged 16 years and over can be subject to a DBS check.

Appendix 3 – Guidelines on electronic communication and social media

Electronic and Social Media Communication for many people, is an extension of face to face relationships, and therefore it is important to make use of these platforms. If done appropriately, it can be a great way to engage people and develop relationships effectively.

However, this must be done with wisdom and accountability, to protect both the young person and adult engaging in communication. Listed below are a few guidelines on how to use these platforms effectively.

For paid workers

- Wherever possible, workers should be supplied with a mobile phone dedicated for work purposes, allowing for usage to be accountable.
- Give access to Line Manager and Designated Person to any social media accounts used to connect with young people.
- Only store photos of children/young people on work owned devices and only if photo permission has been granted.
- Only upload photos of children/young people to accounts used to connect with young people and only if photo permission has been granted.
- Never delete any communication with young people on any platform, and wherever possible, try to keep communication in the public domain.
- Use clear, unambiguous language.
- Treat online communication like face to face communication with young people, never posting anything that you wouldn't be happy saying publicly.
- Avoid use of visual media for communication such as Skype or Facetime.
- Report any safeguarding concerns seen on Social Media to the Designated Person.

For those working within a youth group setting

- Ensure that your group leader is aware of any electronic or social media interaction you are having with any of the young people.
- Never delete any communication with young people on any platform, and wherever possible, try to keep communication in the public domain.
- Use clear, unambiguous language.
- Never take or post any photos of young people
- Treat online communication like face to face communication with young people, never posting anything that you wouldn't be happy saying publicly.
- Avoid use of visual media for communication such as Skype or Facetime.
- Report any safeguarding concerns seen on Social Media to the Designated Person.

For those working with young people serving in their team

- Wherever possible communicate with the parent rather than directly with the young person.
- If it is needed to contact the young person directly, then it is preferable that this is done in a public forum, such as within a group message on WhatsApp, where communication can be clearly seen. Parental permission should be granted for the young person to be a part of such a group.

For everyone else

- It is recommended to have no social media or electronic communication with any child or young person unless they are a direct family friend.