

Safeguarding Policy Children and Adults

November 2025

This policy was reviewed, updated and agreed by the Trustees of the church in August 2025

The Elders and those leading ministries with children and young people or adults with care and support needs will review this Policy at least annually.

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Section 1: Definitions of terms used in this document

Adult	A person who is 18 years of age or older
Adult with care and support needs	An adult who requires support or care with one or more basic and essential day-to-day tasks such as: personal care (toileting, dressing, washing etc) Cooking (or shopping so that they can cook) Keeping their living environment in a hygienic and safe state Making significant or complex decisions (particularly in relation to finance or their care needs)
Adult at risk of abuse / Adult in need of protection	An adult who meets the criteria for an “Adult with care and support needs” (as defined above and is also: Is experiencing, or is at risk of experiencing abuse unable to protect themselves due to those care and support needs
Adult Social Care	Each Local Authority has a Children’s Social Care service that is responsible for ensuring that “adults with care and support needs” (as defined above) are supported and that “adults at risk of abuse” are (as defined above) are protected from harm. Since these adults are unable to protect themselves, the church has a legal duty to pass the concern to statutory services (Adult Social Care or the Police).
Child	A person (including unborn children) who has not yet reached the age of 18 years.
Early help	Refers to a service to provide support to children and families who have lower level or emerging needs. The services are available to support children who have additional support needs and who are, consequently, at increased risk of poor long-term outcomes.
Child(ren) in Need	Similar to “early help” (see above), but addressing more complex additional needs of children for whom poor long-term outcomes are the likelihood.
Child protection	Refers to the processes in place to protect a child from a risk of “significant harm”. Where child protection concerns are identified, the church has a legal duty to report the concern to statutory services (Children’s Social Care or the Police).
Statutory threshold	The point at which a child moves into Child Protection, or an adult moves into Adult at Risk of Abuse, and so, as described above, the church has a legal duty to pass the concerns to the appropriate statutory agencies.
Sub-threshold	Refers to safeguarding concerns that fall below the level where a referral to statutory agencies is not mandated. Support should still be offered, however, the person requiring support (or their parents) are free to accept or reject that offer of support.
Universal safeguarding	Refers to the general duty of care that the church has to everyone with whom we have contact. It relates to the basic measures that we have in place that apply to everyone. With children, this refers to those who have no additional needs relative to their peers. With adults, anyone who does not meet the criteria for an “adult with care and support needs (as defined above) is in the universal tier of safeguarding.
Safeguarding	The process by which vulnerable people (children, young people or adults with specific vulnerabilities) are protected from harm and their wellbeing is promoted and supported.
Safeguarding concern(s)	A broad term that refers to any suspicion or belief that someone (particularly a vulnerable person) either may have suffered, or is at risk of suffering abuse, or that they require some additional care or support.
Disclosure	Refers to a situation where a vulnerable person tells us that they have been, or believe themselves to be at risk of abuse or neglect.
Allegation	In the context of this policy, the term “allegation” is used in a narrow technical sense, to describe a situation where a claim is made, or there is reason to believe that someone who has a role (whether voluntary or paid) that provides access to vulnerable people has: harmed or placed at significant risk of harm a vulnerable person in their care or has committed a crime against or in relation to a vulnerable person in their care or

	That something about their behaviour, lifestyle or attitudes indicates that they may be unsuitable to work with vulnerable people
Care coordinator	For the purpose of brevity in this document, the term “care coordinator” refers to the person considered best placed to liaise with a person requiring support or information. This term does not imply that it is a specific role but is merely used for convenience in this document.

Section 2: Safeguarding Policy and Procedures

November 2025

Introduction and context

Christ Church, Haywards Heath

Christ Church is a group of Christians, committed to following Jesus Christ and encouraging others to do the same in a loving, safe community. We meet together regularly, in our homes, at our church building and at Warden Park Primary Academy in Haywards Heath, West Sussex.

In addition, we may hold events for all ages, in other hired premises.

The church is an independent church, registered with the Charity Commission (England and Wales). We are led by Elders, with a small staff team and a larger team of volunteers. Spiritual leadership is provided by the Elders, and a board of trustees which includes the Elders plus other officers. The Church is a member of the FIEC (Fellowship of Independent Evangelical Churches) and the SGP (Sussex Gospel Partnership).

Registered Charity number:	1122949
Limited Company number:	06459931
Registered address:	Christ Church Haywards Heath, New England Road, Haywards Heath, West Sussex RH16 3LE
Building address:	Christ Church Haywards Heath, New England Road, Haywards Heath, West Sussex RH16 3LE
Insurance Brokers:	Kingdom Bank - 01159 217250
Church policy number:	CHP2134437

Our Commitment to safeguarding and care

The Leaders of Christ Church, Haywards Heath, recognise the importance of maintaining the highest standards in the church's ministry to children, young people and adults, both among church members and within the wider community that we serve. We recognise the value and dignity bestowed by God on each and every human being as created in his image.

Therefore, as Members of this Church, we commit ourselves to the valuing, nurturing, protection and safekeeping of all and we are especially mindful of our duty of care towards the more vulnerable, including children, young people and adults with particular care and support needs.

We recognise that children and young people, as well as adults at times of vulnerability or with care and support needs, can be the victims of various forms of abuse, neglect, exploitation or other harm. We acknowledge that it is the responsibility of each one of us to be aware of this risk and to seek to protect the vulnerable, and to report any abuse discovered or suspected in accordance with the church's Policy.

We have therefore adopted this policy, and the procedures set out here, which accord with current legislation and statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding and working in partnership with them.

The Church Leaders undertake to:

- implement safeguarding arrangements that comply with current legislation, and national and local guidance and procedures
- provide on-going safeguarding training for all team members and to review this policy and procedures at least annually.

- ensure that the premises used by the church meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive and safe.
- support the Safeguard Lead(s) in their work and in any action they may need to take to protect children, young people and adults at risk of harm or abuse

Safeguarding policy and procedures

This policy, along with its associated procedures, aims to provide staff and volunteers with clear and simple instructions for promoting safeguarding and handling safeguarding concerns or disclosures. They are not provided for training purposes and will not be used as a substitute for training. These procedures apply to all staff and volunteers who act on behalf of the church.

Responding to safeguarding concerns or disclosures (child or adult)

Understanding Abuse and Neglect

Defining abuse can be a complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults with care and support needs 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 victim. Adults who do not have care and support needs can also be victims of abuse and may wish to receive support and advice from the church. We recognise that there can be significant overlap between pastoral care and safeguarding. Appendix C provides descriptions of the categories of abuse and signs of potential abuse and other related useful information.

Listening and responding to disclosures of abuse

How we listen to, respond to, and follow up on disclosures, concerns, or allegations is critically important. Appendix C gives advice on effective and helpful listening.

Incidents that take place online

See the flowchart in Appendix J for specific guidance on how to respond. Record all concerns and actions in accordance with the guidance below.

Under no circumstances should a team member carry out their own investigation into an allegation or suspicion of abuse. All team members must follow procedures as outlined.

Managing Immediate Risk

Upon identification of a concern or receipt of a disclosure, the team member involved should consider whether any immediate action is necessary to protect the individual.

The worker may seek advice from the team leader or from the Designated Safeguard Lead (DSL) or Deputy DSL (DDSL), 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 urgent situations and if the DSL / DDSL cannot be immediately contacted, the worker should contact emergency services on 999 if required, or the relevant Social Care service to obtain support. Under such circumstances, the DSL / DDSL must be notified at the earliest possible opportunity and certainly within 24 hours of the incident.

Once it has been established that the individual is not, or is no longer in imminent danger, the concern will be reported to the DSL / DDSL at the earliest opportunity, and in no more than 24 hours of the incident, to ensure clarity of understanding

Where appropriate, the child's parents should be made aware of the concern at the earliest opportunity usually by the DSL / DDSL).

Do Not Discuss the concern generally:

Concerns must be treated as confidential and should be discussed in the first instance with either the team leader, the Designated Safeguarding Lead or Deputy DSL. Information should only be discussed with those who need to know. The DSL / Deputy DSL will advise if you are unsure. (For clarity, this does *not* prevent discussing the matter

with the person about whom we are concerned or their parent / carer, so long as this discussion does not place anyone at increased risk of harm)

Explain what will happen next

If someone has disclosed abuse to you (told you about something that is happening or has happened to them), explain what will happen next (if they are able to understand this)

If dealing with a child, or a young person or adult who is not able to make such decisions for themselves, we may need to speak with the parent / carer to explain what has happened and that we will be passing the concern / disclosure to the DSL, however, the worker should seek advice from their team leader, the DSL or the DDSL *before* doing so.

Record the Concern:

It is vitally important that any disclosure or concern is recorded and passed to the DSL / DDSL as soon as possible, and within no more than 24 hours; regardless of whether the matter is then taken further. All safeguarding concerns are confidential but must be recorded and kept in line with safeguarding data retention requirements, even if the information is disclosed "in confidence". The information given to you is not regarded as being provided to you personally, but to you in your role, and the church are legally responsible for ensuring that the information is responded to proportionately and in a timely manner and that the data is stored securely.

Online recording:

Where possible, report the concern online using the form on the Church Members' page of the church website.

This will automatically be sent to both the Safeguard Lead and deputy.

If the concern or allegation involves the Safeguard Lead, then the online form should not be used. Rather, a paper copy must be written and given to the Deputy Safeguard Lead.

Paper-form recording:

Where there is a need to write a report on paper, there are Labelled Safeguarding Files at the Church building (office) and Warden Park Primary Academy (Stewards' box) containing the form in Appendix I.

Do not keep a copy of the report (either electronically or in hard copy format) but give it to the Designated Safeguard Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) in a sealed envelope, clearly marked "Confidential at the earliest opportunity and within 24 hours of the incident.

All reports should include an accurate and factual record of:

- name and contact details for person reporting and to whom reported
- name, address, and date of birth (if known) of person of concern
- date and time of what has occurred /the time the disclosure was made
- names of people who were involved or present
- what was said or done by whom (facts)
- if needed, use the body maps to mark any signs of physical harm
- The demeanour, body language etc of those involved of the occurrence
- ensure that any interpretations or conclusions are clearly identified as such and distinguished from observations

All records must be kept securely, in line with GDPR and safeguarding requirements.

Report the Concern:

The person in receipt of a disclosure or concern about abuse must report the concern as soon as possible, and within no more than 24 hours, to the Safeguard Lead (contact details at the end of this policy), who is nominated by the Elders to act on their behalf in dealing with safeguarding concerns or disclosures of neglect or abuse, including referring the matter on to the statutory authorities when appropriate.

In the absence of the Safeguard Lead, or if the concern in any way involves the Safeguard Lead or their family, then the report should be made to the Deputy Safeguard Lead (contact details at the end of this policy).

If the concern involves both the Safeguarding Lead and the Deputy, then the report should be made in the first instance to the Safeguarding Trustee, or if all trustees are implicated, to Christian Safeguarding Services (CSS) who will advise. Alternatively, contact West Sussex Children's or Adult's Social Care, or the Local Authority Designated Officer (LADO) (*contact details for all at the end of this policy*).

- The Safeguard Lead/Deputy may need to inform others depending on the circumstances and/or nature of the concern. For example, the Elder with Safeguarding Oversight, the Chair of Trustees, the church's insurers, or other agencies such as the Local Authority, the Police or the Charity Commission.
- Whilst disclosures or concerns about abuse will normally be reported to the Safeguard Lead, the absence of the Safeguard Lead or Deputy should not delay referral to the relevant West Sussex Social Care service, the Police if required. Advice can be sought from Christian Safeguarding Services (CSS).
- Although the Church Leadership expects that members of Christ Church will report concerns as outlined above, 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 Christian Safeguarding Services (CSS). If the individual with the concern feels that the Safeguard Lead/Deputy has not responded appropriately, or where they have a disagreement with the Safeguard Lead/Deputy as to the appropriateness of a referral, they are free to contact an outside agency directly, or to consult with CSS. We hope by making this statement that the Church Leadership demonstrates its commitment to effective Safeguarding and the protection of all those who are vulnerable.
- Any team member who reports a concern or incident may be informed of the steps taken in response but is not entitled to know any further details which emerge.

Actions to be taken by the Designated Safeguard Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL)

Where there is concern about a child:

- Upon receipt of a disclosure or concern, the DSL / DDSL will review the record, including any immediate actions taken, and ascertain whether any clarification, further information, or follow up is required.
- Once the necessary clarity has been achieved, the DSL / DDSL will assess whether the referral meets the statutory threshold for mandatory reporting.
- If not already done as part of point 1b (above), the DSL / DDSL will confirm to the person reporting that the concern has been received and is being actioned.
- Advice and support can be sought at any point from Christian Safeguarding Services, or from the Local Authority as required.
- The confidential file will be established / updated and will be maintained on an ongoing basis with details of any additional concerns, discussions, actions etc.

If the concern reaches the statutory threshold for reporting the DSL / DDSL will:

- Notify the child's parents that the referral is being made unless doing so would:
 - place someone at increased risk of harm, or
 - risk destruction or corruption of evidence, or
 - would unnecessarily delay further action
- Contact West Sussex Children's Social care via the Integrated Front Door (IFD), the "out of hours service" or the online reporting form which can be found here: [Request for Support](#).
- be the point of contact for the church and will liaise with the Local Authority and other partners.
- If the referral has not been acknowledged within 2 working days, the DSL will contact West Sussex Children's Social care (via the IFD) to confirm that the referral has been received.
- The DSL / DDSL will work with the Local authority to support their investigations or activities as resource allows and will respond to any requests for information or other requests on behalf of the church.

If the concern does not reach the statutory threshold for reporting (e.g. poor parenting or other support needs), the DSL will:

- Consider (with the person making the report or others as appropriate) who is best placed to lead support to, and discussion with, the child, young person, or their parents, and provide support and advice to the person who is going to lead that support (hereafter referred to as the "care coordinator" for the sake of this document).
- Seek to identify potential support that can be offered; either from within the church or from external support and liaise with the "care coordinator" who will encourage the parent/carer to seek help and, offer (or coordinate) support for them to access the support if they wish (e.g. by providing transport or accompanying them) if the church has the resources to do so.
- The "care coordinator" will provide ongoing updates to the DSL DDSL.
- In some cases, the failure to access support may increase the level of concern to a point where referral to the Local Authority is required. The DSL will liaise with the "care coordinator" prior to making such a referral.

Contact details for all organisations mentioned are provided in section 4 of this policy

Where there is concern about an adult:

- Upon receipt of a disclosure or concern, the DSL / DDSL will review the record, including any immediate actions taken, and ascertain whether any clarification, further information, or follow up is required.
- Once the necessary clarity has been achieved, the DSL / DDSL will assess whether the referral meets the statutory threshold for mandatory reporting.
- Advice and support can be sought at any point from Christian Safeguarding Services, or from the Local Authority as required.
- The confidential file will be established / updated and will be maintained on an ongoing basis with details of any additional concerns, discussions, actions etc.

If the disclosure / concern reaches the statutory threshold for reporting, the DSL / DDSL will:

- Notify the adult that the referral is being made. If the adult lacks mental capacity, their carers should be informed unless to do so would place someone at increased risk of harm, or would risk destruction or corruption of evidence, or would unnecessarily delay further action).
- Contact West Sussex Adult's Social care via the Integrated Front Door (IFD), the "out of hours service" or the online reporting form which can be found here: [Request for Support](#).
- The DSL / DDSL will be the point of contact for the church and will liaise with the Local Authority and other partners.
- If the referral has not been acknowledged within 2 working days, the DSL will contact West Sussex Children's Social care (via the IFD) to confirm that the referral has been received.

- The DSL / DDSL will work with the Local authority to support their investigations or activities as resource allows and will respond to any requests for information or other requests on behalf of the church.

If the concern does not reach the statutory threshold for reporting (e.g. requiring support with day to day tasks but not at risk of abuse), the DSL will:

- Consider (with the person making the report or others as appropriate) who is best placed to lead support to, and discussion with, the adult (or their carers), and provide support and advice to the person who is going to lead that support (hereafter referred to as the “care coordinator” for the sake of this document).
- Seek to identify potential support that can be offered; either from within the church or from external support and liaise with the “care coordinator” who will encourage the parent/carer to seek help and, offer (or coordinate) support for them to access the support if they wish (e.g. by providing transport or accompanying them) if the church has the resources to do so.
- The “care coordinator” will provide ongoing updates to the DSL DDSL.
- In some cases, the failure to access support may increase the level of concern to a point where referral to the Local Authority is required. The DSL will liaise with the “care coordinator” prior to making such a referral.

Disclosures by an adult of historic abuse they experienced as a child

- The adult should be informed that they have the right report the matter to the police. (there is no time limit for the reporting child abuse), however, it is their decision whether to do so, and when.
- Support to report can be offered
- The disclosure should be reported in the usual manner to the DSL / DDSL
- If the alleged perpetrator still poses a risk due to having access to children or young people, consideration should be given whether and how this can be reported.
- Advice and support can be sought from CSS or from statutory agencies.

Contact details for all organisations mentioned are at the end of this policy.

Care for those who have experienced abuse and / or other trauma, or who are experiencing mental health challenges

- CCHH recognises that in the course of our ministry, we will encounter adults who have been harmed in many ways and who live with the impact of those traumatic experiences.
- CCHH recognise that in such circumstances, specialist support by trained professionals may be necessary. We will seek to be mindful of the limits of our own competence and training and will signpost to appropriate support where possible.
- CCHH will seek to support such individuals as they wish and as we are able.
- We will seek to display compassion, Christian love and sensitivity to the individual’s needs.
 - o We will listen non-judgementally and seek to help the individual in their journey of recovery

Allegations against church officers, staff or volunteers

In the context of this policy, an allegation is defined as a claim or concern that may indicate that someone acting for the church has either:

- *Harmed someone or has placed them at risk of harm (i.e. a near miss) or*
- *Committed a crime against or involved a vulnerable person in a crime or*

- *That something about their behaviour (whether in the discharge of their duties or not) would indicate that they may be unsuitable for that role.*

Christ Church Haywards Heath 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 the allegation seriously, and to manage the situation effectively while the investigation takes place.

Managing Immediate Risk

- Upon receipt of an allegation or identification of a concern, the person receiving the allegation or who identifies the concern should consider whether any immediate action is necessary to protect those involved.
- Advice can be sought from the team leader (if it arises during a church activity), or from the Designated Safeguard Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL), or from one of the Elders, 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 urgent situations the emergency services should be contacted immediately where required. Under such circumstances, the DSL / DDSL, or one of the Elders should be notified at the earliest possible opportunity and certainly within 24 hours of the incident.
- Once it has been established that the individual is not, or is no longer in imminent danger, the concern will be reported to the DSL / DDSL at the earliest opportunity, and in no more than 24 hours of the incident
- Dependent upon the circumstances, informing the person against whom the allegation is made may be unavoidable (e.g. if a group is in progress, the best course of action may be to ask them to leave the building). In such circumstances, only minimal information can be given. The nature of the allegation and the identity of the person making it cannot be shared at this point, however, all involved (including the person against whom the allegation has been made and anyone else involved) must be supported throughout the process.
- Any actions taken or restrictions imposed while the matter is investigated are neutral acts that do not imply any conclusion or prejudice the outcome of the process.

Do Not Discuss the concern generally:

Concerns must be treated as confidential and should be discussed in the first instance with either the team leader, the DSL /DDSL, or one of the Elders. Information should only be discussed with those who need to know. The DSL / Deputy DSL will advise if you are unsure. (For clarity, this does *not* prevent discussing the matter with the person about whom we are concerned or their parent / carer, so long as this discussion does not place anyone at increased risk of harm)

Explain what will happen next

- If someone has made an allegation, explain to them what will happen next (if they are able to understand this).
- If dealing with a child, or a young person or adult who is not able to make such decisions for themselves, we may need to speak with their parent / carer to explain what has happened and what will happen next, however, the worker should seek advice from their team leader, the DSL or the DDSL *before* doing so.

Record the Concern:

It is vitally important that any allegations or concerns made verbally must be recorded as soon as possible, and within no more than 24 hours, and given to one of the Elders; regardless of whether the matter is then taken further. All records are confidential but must be kept even if the information is provided "in confidence". The information given to you is not provided to you personally, but to you in your role and the church are legally

responsible for ensuring that the information is responded to proportionately and in a timely manner and that the data is stored securely.

All reports should include an accurate and factual record of:

- name and contact details for person reporting and to whom reported
- name, address, and date of birth (if known) of person of who has made the allegation
- date and time of what has occurred /the time the allegation was made
- The name and role of the person against whom the allegation has been made
- names of people who were involved or present
- what was said or done by whom (facts)
- if needed, use the body maps to mark any signs of physical harm
- the demeanour, body language etc of those involved of the occurrence
- ensure that any interpretations or conclusions are clearly identified as such and distinguished from observations

All records will be kept securely, in line with GDPR and safeguarding requirements.

Report the Concern:

- The person in receipt of the allegation must report it as soon as possible, and within no more than 24 hours, to one of the Elders (contact details at the end of this policy).
- In the absence of the Elders, the report can be made to the DSL or the DDSL.
- If the allegation involves one or more of the Elders, it should be passed to one of the Elders who is not implicated.
- If the concern involves all the Elders, it can be passed to one of the Trustees who is not an Elder or to the leaders of either Cookfield Baptist Church or Grace Church as per the complaints policy. Alternatively, Christian Safeguarding Services (CSS) can be contacted for advice.
- Although the Church Leadership expects that members of Christ Church will report concerns as outlined above, 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 Christian Safeguarding Services (CSS). If the individual with the concern feels that the Safeguard Lead/Deputy has not responded appropriately or where they have a disagreement with the Safeguard Lead/Deputy as to the appropriateness of a referral, they are free to contact an outside agency directly, or to consult with CSS. We hope by making this statement that the Church Leadership demonstrates its commitment to effective Safeguarding and the protection of all those who are vulnerable.
- Any team member who reports a concern or incident may be informed of the steps taken in response but is not entitled to know any further details.

Responding to allegations against staff or volunteers or concerns about an individual's suitability to engage in regulated activity

Initial considerations

- Upon receipt of an allegation or concern, the Elders will establish an "investigating team" who are nominated to address the allegation on their behalf. The investigating team will:
 - o assess any immediate or urgent action already taken and whether any further urgent action is required
 - o identify any follow-up action that is required on their part to ensure the safety of all those involved or potentially involved.
- Once it has been established that any immediate risk has been managed, consideration will be given to whether the allegation meets any legal thresholds (e.g. criminal or safeguarding).
- Advice can be sought from the Local Authority or from Christian Safeguarding Services.
- If there is any ambiguity about the nature or detail of the allegation, this will be clarified; either with the person reporting the allegation or the person making the allegation.

- The allegation will be formally acknowledged in writing, and the person making the allegation will be asked to confirm that the allegation has been fully and accurately described in the acknowledgement.
- The proposed actions will be outlined and consent will be sought to share details with those who need to know, including the person(s) against whom the allegation is made.

Understanding the detail of the allegation

- Full details of the allegation will be recorded.
- The Elder/Trustee receiving an allegation will act in line with the church's Whistleblowing Policy.
- Dependent upon the 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.
- Support must be offered to the subject of the allegation as well as any potential victims.
 - o Where applicable, statutory services will be consulted at the earliest opportunity. Initial advice can be sought from Christian Safeguarding Services (CSS) as required.

Progressing to the allegation

- If the allegation meets statutory thresholds, the church's investigating team will work with statutory services 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 team will consult with CSS, 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. Written records will be held confidentially at the church building, in a secure cabinet. Digital records will be held securely on the computer of the Safeguard Lead or Deputy.
- The DSL will seek and follow specialist advice throughout the process.

The Pan-Sussex Child Protection and Safeguarding Procedures manual provides guidance on managing cases of allegations that may indicate that a staff member may not be suitable to work with children in their current position, or in any other capacity.

This manual is available online at:

<https://sussexchildprotection.procedures.org.uk/>

Removal or resignation from role due to an allegation

If the allegation or concern results in any of the following:

- The church dismissing a member of staff from their employment
- The church removing a member of staff or a volunteer from a role
- The resignation of a member of staff or a volunteer (whether before, during or following an investigation)
 - o **Important note:** this does **NOT** apply to the situation where an individual steps back from a role while the investigations are in progress; whether this is initiated by the individual or the church.

consideration will be given to whether a referral should be made to the Disclosure and Barring Service, which manages the list of those people deemed unsuitable for working with children or adults with care and support needs. This may be discussed with statutory services, or the Disclosure and Barring Service. CSS can be contacted for advice as required.

Important note: where a person previously engaged in regulated activity resigns to avoid an investigation that may have resulted in a referral to the Disclosure and Barring Service, the referral must still be made to prevent them avoiding the consequences.

Important note: under **NO CIRCUMSTANCES** will the church remove an individual from a role in order to avoid referral to the Disclosure and Barring Service.

Concerns about practice and whistleblowing

Concerns about the culture or practice within the church should be raised with the Elders.

- Those concerns will be carefully considered, in line with the Church's policy on Whistleblowing, 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 the church leadership, 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 church leadership 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

Safer Recruitment

Team Leaders and Team Members in Regular Ministries involving regulated activity with children or young people

Note: 'Regular ministry' refers to activities that takes place at specified and planned frequency; either during school term time or weekly throughout the year. Regular activities are listed in Appendix I.

Prior to appointment All Team Leaders and Members of regular ministries will:

- Be Church Members, not under Church discipline and in regular attendance at the main meetings of the church.
- Be invited to consider taking up a particular role and have that role explained to them.
 - If the individual is interested in taking up the role, the Elders will be consulted, and all appointments to roles involving regulated activity with children or involve working with adults who may be vulnerable in some way are approved by the Elders prior to appointment.
- Be asked to complete an Application/Information Form (Appendix D) and a Self-Disclosure Form (Appendix E), which will be kept securely in accordance with Data Protection requirements.
- Provide the name and contact details of an external referee who will complete a reference form. Where an appropriate reference was obtained at the time of application for formal church membership, this may be used.
- Where references cannot be obtained externally (e.g. if appointing someone to first volunteer role, who has not worked with vulnerable people previously) internal references may be used in conjunction with tailored induction, support, and personal development and an enhanced or extended probationary period, at the discretion of the Elders.
- Engage in an open discussion about Safeguarding checks and procedures at interview. This will include the opportunity to discuss any past convictions, cautions, allegations or concerns that may have, or be perceived to have, a bearing on their suitability for the role.
- Submit themselves to an Enhanced Disclosure and Barring Service (DBS) check.
- Any applicant who has previous convictions or cautions, or who has previously been the subject of a safeguarding concern or allegation, regardless of whether statutory thresholds were met, will engage in a risk assessment discussion with the Elder responsible and the Safeguard Lead (or their deputy) and a confidential record will be retained.
- Engage with such training or other induction as appropriate to the role, and will also successfully complete a trial period in the role.
- Attend regular (annual) Safeguarding training (as appropriate to the role).

- Act under the oversight of their team leader and those recognised by the church to have responsibility for the church's ministry to children and youth.
- work in accordance with the church's policies, procedures and codes of conduct that are relevant to their ministry.

Adult Team Members/Helpers at Occasional Events

An occasional event is defined as something that happens once or twice a year, as listed in Appendix I.

- The Overall Leaders for such events will be those who have been appointed to a "regular ministry" according to the safe recruitment procedures for "Adult Team Leaders and Team Members in Regular Ministries involving regulated activity with children or young people" (see subpoint a above)
- For these events, however, we may invite other adults to help, to strengthen our team, to express our partnership with other churches, or to encourage young believers in service.
- These additional helpers would be people who are Christians, who are members of our own regular congregation, or known to us either through family or friendship networks, or from other churches known to us. They must be in good fellowship with their church (i.e. not under church discipline).
- Such adults would not be expected to act as Team Leaders unless they are members in good fellowship with another Church and fulfil the requirements for leaders in the Christ Church Safeguarding Policy. Such adults must be recommended by their local church, who are required to confirm that they have met the required standards as per the CCHH policy, including being safely recruited, and that DBS checks and safeguarding training are up to date (i.e. Within the last 3 years) CCHH will retain records of these references.
- Where a concern about a child or leader who attends one of the partner churches is identified, the DSL / DDSL will share relevant information with that church's DSL and will agree how the matter will be handled.

Junior Helpers at Regular or Occasional Events

Note: In the context of this policy, a "Junior Helper" is any helper who is under 18 years of age.

- We may choose to invite children to be Junior Helpers at some events, such as Zig Zag, YoYo, FX, Holiday Bible Club or Summer Wednesdays. These would be children in School Years 7 to 13, with whom we have regular contact through the church congregation, FXtra or Rooted.
- Usually, there will be at least a 2 school-year gap between the oldest child in the group and the junior helper.
- Junior Helpers will predominantly help with craft and games activities and will be part of plenary teaching times. Where appropriate, at Holiday Bible club, we may invite individuals to help on a team, as an additional helper.
- The inclusion of any of these additional helpers is subject to the discretion of the church Leaders, event planning team and leaders of the appropriate children's groups.
- At all times, Junior Helpers will be under adult supervision and will not be allowed to take sole responsibility for other children.
- Written parental consent will be sought for Junior Helpers. They will be counted as children in ratios.

Regulated activity with adults

Anyone acting for the church in a role involving regulated activity with adults will be recruited in a manner that parallels the process for recruiting "Adult Team Leaders and Team Members in Regular Ministries involving regulated activity with children or young people" (point 1 above)

Ministry to adults who have identifiable sub-threshold vulnerabilities, but which is not regulated activity

- CCHH recognises that adults can be vulnerable in numerous ways, while not reaching the criteria for an "adult with care and support needs" (as defined in the Care Act 2014) and that we as a church have a general duty of care to any adult with whom we engage.

- Those within the church who have roles that involve specific ministry to adults who have such identifiable vulnerabilities will be recruited using a proportionate process that parallels the process for those involved in regulated activity with adults, but which excludes those aspects that legally cannot be applied (specifically the DBS check).

Those involved in general ministry to, or service of, the church as a whole (e.g. those serving on welcome, refreshment or other housekeeping rotas) are not subject to the safer recruitment process, however, a proportionate assessment of their suitability for the role (including their mental and physical fitness for the role) will be made.

Preventing harm to children in our care

Health, Safety and inclusion

- The Health and Safety of all is important to us, as is the inclusion, wherever practically possible, of individuals who have additional care or support needs. We will therefore endeavour to:
- Use facilities which are suitable and safe for use and accessible to all
- make sure that all equipment used is safe and appropriate for the abilities of those attending the group
- Ensure that an assessment of risks and consideration of how risks can be effectively managed and mitigated when planning activities.
- Risk assessments relating to ongoing risk management (as opposed to one off risk assessments) will be reviewed regularly (at least once per year) and more frequently as required or prompted by a specific circumstance such as a regulatory change, a near miss or any other relevant trigger.
- When running activities online, we will follow the guidance in Appendix K

Conduct and Expectations of Leaders

- As a Church Leadership, we are committed to supporting all team members and ensuring they receive appropriate supervision and training. We expect high standards of conduct from all those acting for us; but particularly those working with children, young people, or adults who may have identified vulnerabilities.
- It is unacceptable for leaders or helpers to be under the influence of alcohol or illicit drugs, or to smoke, whilst engaged in any of the activities covered by this Policy.
- It is unacceptable for leaders or helpers to engage in any behaviour which might allow an exclusive or sexual relationship to develop with any of the children or young people in groups or activities run by the Church. Team members must not enter into exclusive or personal communication with children or young people by any means, including unsupervised visiting, telephone, letter or any form of electronic communication. Those volunteering in such roles should take care not to behave in a way that could be misunderstood or may reasonably cause suspicion of inappropriate behaviour; seeking to act with transparency and accountability so as to minimise the risk of reputational damage to themselves or to the church as a whole.

We expect Team Leaders and Members to model appropriate behaviour, including:

- Respecting the feelings, property and opinions of others
- kindness in behaviour and speech
- modelling appropriate behaviour including turn-taking and good team work, being good losers and winners in competitive activities etc
- offering appropriate praise and encouragement without favouritism
- listening to others and to Bible teaching
- resolving disagreements and disputes respectfully and privately
- Where necessary, being quick to apologise and seek reconciliation
- Demonstrate commitment and diligence in the discharge of their duties

Maintaining order and good discipline in groups

When children or young people's behaviour does not meet the expected standards, early intervention is important and team members should encourage compliant behaviour for their own benefit, for the benefit of others in the group and of the whole group.

All Team Leaders and Members should:

- Endeavour to carry out any discipline calmly and constructively.
- Explain the expected standards of behaviour and sanctions or actions that will be used to address behaviour that does not meet the expected standards.
- **Under no circumstances** should any form of physical chastisement be used against children (e.g. smack, grab, pull) nor any verbal aggression or any behaviour that displays disrespect or which could reasonably be regarded as derogatory or humiliating (e.g. threatening, name calling, ridiculing shouting in anger or other displays of anger).
- If a leader or team member is finding it difficult to handle a situation calmly, they must seek the assistance of another Team Member and if necessary, remove themselves from the situation until they have regained their composure.
- If a child's behaviour or state of mind poses a danger to themselves or to others in the group or risks damage to property, then it may be necessary to remove the child from the group or, as a final resort, restrain the child until he/she is calm. Any restraint should be necessary for safety or wellbeing, must be proportionate to the risk (i.e. excessive force must not be used) and should be for the minimum time possible, recognising that restraint can cause an escalation of the behaviours rather than controlling or calming the situation. If a child has to be restrained for their own safety or the protection of others, a parent **must** be called to collect the child. The full events must be recorded on the incident forms (Appendix G) and talked through with parents. A copy of the form may be given to parents – the original must be held by the Safeguard Lead.

Use of phones, tablets and electronic devices or IT platforms (including social media platforms) or other means to communicate with under 18's.

*CCHH recognise both the benefits of social media in the church context and the risks associated with its use. **This policy only addresses the safeguarding aspects of social media use** and does not seek to address the wider issues and standards.*

- Direct communication with children under the age of 11 (or school year 6) is strictly forbidden. All communication with children of this age should be conducted through their parents or legal guardians.
- Direct communication with children aged 11 to 18 (school years 7-13) requires explicit informed consent from the young person's parent or guardian.
- Most social media platforms are currently age restricted to 13 years of age. CCHH requires staff and volunteers to respect the specific restrictions for each platform used.
- Adults should not establish one-to-one social media connections with under 18's unless the under 18 is a close family member or if one of the conditions outlined below is met.
- Some groups that are run for young people use social media platforms to communicate information to group members.
 - o Where possible, platforms that enable one-way communication (from the church to group members) should be used, however, CCHH recognises that this is not always possible.
 - o Where social media groups are used to communicate with young people, only adults who are leaders or team members of that group and have therefore been safely recruited can be members of the social media group. There should be at least 2 such adults in the group to monitor any messages posted and to moderate the group. The adults should use CCHH logins or accounts not personal accounts.
 - o Clear expectations and standards for both group members and the adults involved are provided in Section 3 of this document; "codes of conduct"

- Some volunteer teams use social media platforms (e.g. WhatsApp groups) to communicate within the team. In some instances, young people under 18 may be part of such volunteer teams and therefore require access to the social media groups.
 - Young people under the age of 16 should not be part of such groups. Their parents should be the contact point and all communication with the young person should be via the parent.
 - Young people aged 16-17 can be members of such groups in their own right if explicit, informed consent has been given by the young person's parent or legal guardian. The parent / legal guardian will be given the option of being part of the social media group to allow them to monitor messages.
- All members of groups involving under 18's must adhere to the relevant codes of conduct (see section 3 of this policy).

Toileting matters

- During activity or group times at the Christ Church building, those involved in ministry to children and young people are to use the "accessible" toilet.
- school-aged children will be expected to visit the toilet by themselves, with an adult's knowledge.
- Children must be encouraged to be independent, and the leader should remain outside the toilet wherever possible. Parents are responsible for changing their babies' nappies and assisting their preschool children in the toilets.
- In the event that a child with additional needs who requires support with toileting attends a group, a written "care plan" will be agreed with the parents and the child / young person's dignity and independence will be prioritised.

General principles relating to planning, administration and practice in group ministry to children/young people

- Staff to child ratios must be maintained according to guidance issued by the NSPCC. The ratios that follow should be regarded as the minimum number of adults per child. Where a risk assessment indicates that a greater number of adults are required, the requirement of the risk assessment must be followed.
- Except in exceptional circumstances such as an unforeseen emergency, a minimum of two Team Members should be present in each room or distinct physical space so as to ensure an effective "Line of sight" between the adult Team Members.
- All planning of group meetings or activities will ensure that the following adult to child ratios are maintained; ensuring that ratios are maintained during any foreseeable circumstances such as a child needing to visit the toilet or feeling unwell:
 - Age 0-2: 1 adult to 3 children
 - Age 2-3: 1 adult to 4 children
 - Age 4-8: 1 adult to 6 children
 - Age 9-12: 1 adult to 8 children
 - Age 13-18: 1 adult to 10 children
- Registers must be maintained for all children's or young people's groups. These registers must include the details of everyone in attendance, including the children or young people attending, all leaders, visitors, or others present during a session.
- Endeavour to have at least one Team Member qualified in Paediatric First Aid at each children's or young people's club meetings
- If, due to unexpected or unplanned factors this is not possible, the team leader will be responsible for the response to any injury. As a general guide, parents should be called if an injury requiring first aid occurs. In an emergency situation, both emergency services and the parents should be notified.
- Each child attending groups must return a Consent Form signed by their parent or legal guardian

- Young people who arrive at a group without parents will be given grace on their first visit and will be provided with a consent form, which must be returned, completed, on their next visit.
- Copies of consent forms, which include details of any medical conditions, allergies or other support needs and emergency contact details will be kept securely but also readily available to Team Leaders and Members during all meetings. These must be in hard copy format, so that even if internet access is disrupted, these details can be accessed quickly.
- Explicit consent is always required before taking children on any club activity which is not taking place at the Church building or at the school.
- Fire evacuation practice will take place approximately once per year during children's and young people's meetings
- Smoking, the consumption of alcohol or other drugs, or the carrying of weapons on Church premises during children's Clubs or activities which are aimed at children are strictly forbidden.
- If children are being transported to church events, drivers must abide by the Policy on Transporting Children (Appendix H)
- Leaders should avoid being alone with children during group sessions, except in exceptional circumstances such as emergency situations or if the young person wishes to speak privately. Under such exceptional circumstances, the team leader should be informed so that the situation can be handled safely and acceptable staff-to-child ratios maintained.
- Where a young person wishes to speak privately, a space that is visible to other leaders should be used and a proportionate record of the conversation should be retained by the church. Any safeguarding concerns should be reported to the DSL / DDSL in the usual manner.
- All leaders and team members must respond to safeguarding concerns and disclosures as outlined in this policy and procedures
- CCHH do not permit the taking of photographs by any adults present, unless specifically authorised as part of an activity of the group, and then to be held in accordance with the Church's Data Protection Policy.

Care of children and young people who are present at meetings primarily intended for adults, where no provision is made for them.

When the child / young person's parents are present

During these times, children remain the responsibility of their parents who are responsible for their safety and care. Any concerns or support needs identified will be recorded and reported to the Safeguard Lead or Deputy in the usual way.

Care of young people who are present at meetings that are primarily aimed at adults, and they are participating in that meeting in their own right, where their parents are not present.

- Although there are no specific procedures for such meetings, the normal principles of safeguarding will apply.
- If the young person is not believed to be competent to consent to attendance, consent will, be sought from their parents / carers.
- If the young person refuses to identify themselves or their parents, a report should be made to the DSL / DDSL in the usual manner, including a specific description of the child.
- If the child is believed to be at immediate risk of harm (e.g. if they leave the building unattended and appear to be below an age where this is acceptable and safe) the concern should be reported to emergency services and the DSL / DDSL informed.
- If the young person is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their parents / carers and consent will be sought for the church to contact the parents and establish open communication and transparency.
- Leaders of the church or of the meeting in question will be vigilant to ensure that the young person is adequately protected. Any concerns or support needs identified will be recorded and reported to the Safeguard Lead in the usual way.

- The young person will be informed of the safeguarding arrangements and who they can speak to if they have any concerns or are uncomfortable with anything that happens while at meetings of the church.

Care of young people during 1:1 mentoring, discipleship or pastoral care

One-to-one or small group discipleship of young people and pastoral care of children and young people are fundamental parts of the church's ministry and CCHH recognises the importance of managing this well.

Children up to school year 6 (11 years of age)

- Meeting one-to-one with children under senior school age is not generally part of the church's ministry, however, on rare occasions, such meetings may be requested by the parents and / or the child in question. The church wishes to respond positively to such requests.
- Such meetings will usually be conducted:
 - o in the child's home with at least one of the parents or legal guardians present (in the home), however, if the parent or legal guardian, or the child requests an alternative,
 - o in the church building with a parent present in the building, or
 - o in the home of the adult speaking to the child with a parent also present in the home, or
 - o In a public space with one of the parents or legal guardians in direct line of sight
- Generally, such meetings would be arranged with one of the pastoral staff or Elders, or with a leader from the group that the child attends.
- Such meetings must be conducted in accordance with the procedures outlined in this document.

Young people in school years 7-9 (age 11-14)

- Discipleship, mentoring and pastoral care of young people in this age group forms part of CCHH's regular ministry to young people.
- Generally, such meetings involve 1 adult with 2 young people: reading scripture, discussing, and praying with them, however, one-to-one discipleship is permissible if both the young person and their parents are happy with that arrangement.
- Such meetings will usually be held, either:
 - o at the home on one of the young people with at least one parent present in the home, or
 - o At the church with either a parent or another member of staff or volunteer present and with the clear visibility into the room where the meeting is taking place, or
 - o At the home of the adult with at least one parent present, or
 - o In a public space such as a café or coffee shop with at least one parent or legal guardian in direct line of sight
- Such meetings must be conducted in accordance with the procedures outlined in this policy.

Young people in school years 10-13 (aged 14-17)

- Young people of this age will generally be considered competent to consent themselves, however, parental consent will usually be sought.
- If the young person is competent to consent for themselves and for specific reasons, parental consent is not sought, the young person will be encouraged to be open with their parent / legal guardian and consent will be sought for the church to seek to establish contact with the parent / guardian.
- Examples of situations where parental consent may not be sought or obtained could include:
 - o where a young person from a different faith background requests one-to-one support, but to inform the parents may cause conflict or place the young person at risk of harm or

- o where the young person wishes to receive one-to-one support but a history of non-engagement of the parents means that a response to a request for consent is unlikely to be received

General requirements for all one-to-one work with children and young people

- One-to-one work with children or young people must only be conducted by adults (18 years old minimum) who have been safely recruited (including completion of an Enhanced DBS check with Barred List check), who are well known to the church leadership, and who have not, to the church's knowledge, been subject to any credible allegation or concern about their suitability to work with children and young people.
- Subject to the clause above "Young people in school years 12-13(aged 16-17)", consent will be sought from parents before one-to-one support is provided. In addition, the child must agree to participate. Children who do not wish to participate must not be forced to do so, even though parental consent has been provided.
- If meetings are to be held at the adult's home (even with a parent present in the home), any member of the household who is **over 15 years of age** must also be DBS checked in line with DBS guidance.
- All such work must be risk assessed.
- When meeting in a home, the meeting must take place in a shared space (e.g. lounge, dining room etc). Meetings must never be conducted in the child or young person's bedroom.
 - o Even if a meeting is conducted via video chat, both the adult and the young person should be in a shared space within the home.
- Doors to the room being used for the meeting must be left open to allow visibility and access to the room at any time.
- The arrangements (purpose, frequency, duration, location etc) must be explained to both the child / young person and the person giving consent to the meeting.
- Subject to the clause above "Young people in school years 12-13(aged 16-17)", the parent and the adult providing the one-to-one support must exchange contact details and any additional support needs, allergies, medical needs etc must be communicated to the adult, along with instructions for dealing with any such issues that arise.
- Adults involved in this ministry must act in accordance with this policy, including the codes of conduct (see section 3 of this document) and should consciously act in a way that empowers the child and minimises any negative impact of the imbalance of power.
 - o The young person should be made aware that they can raise any matter that they wish to discuss, but that they can at any point decline to answer any question that is asked of them.
 - o Adults must not engage in any inappropriately intrusive, or overly personal questioning. The young person must be given the freedom to not engage in any discussion that they do not wish to participate in and to decline to respond to any question that they do not wish to answer.
 - o The child / young person must be informed of their right to discontinue involvement at any time.
- Adults engaging in this ministry must refrain from promoting obscure or controversial views that do not accord with the church's statement of faith. They must maintain a focus on helping the child / young person to think through the issues under discussion, with prompting, guidance and instruction to aid understanding.
- Children or young people must be made aware that if anything makes them uncomfortable or doesn't feel right, they can speak to their parents, one of the church leaders, the safeguarding leads, or any other adult that they trust.

Preventing harm to adults in our care

Expectations of those working with adults who may be vulnerable in some way

- As a Church Leadership, we are committed to supporting all Team Leaders and Members and ensuring they receive support and supervision. We have high expectations of appropriate behaviour from those working with adults with care and support needs.
- It is unacceptable for Team Leaders and Members or Helpers to be under the influence of alcohol or other drugs, or to smoke or vape, whilst engaged in any of the activities covered by this Policy.
- It is unacceptable for Team Leaders and Members or Helpers to engage in any behaviour which might give the appearance of, or lead to, an inappropriately exclusive or sexual relationship with any adult in groups or activities run by the Church.

For the purpose of clarity, it should be noted that this does not prevent the development of genuine romantic relationships between consenting adults. It is, however, intended to protect against the misuse of power or influence to coerce or otherwise harm an adult.

- It is unacceptable for Team Leaders and Members or Helpers to ask for or accept substantial or regular gifts from those they are supporting.
- We value friendship, personal encouragement and support; as well as Bible study, discussion and prayer in large or small groups or one-to-one. This may lead to advice or counsel being given, on matters to do with faith and daily living. Where a member of the church or a team member is involved in meeting regularly with someone for such support or counsel, we encourage them to be accountable to one of the elders of the church.
- We expect men to counsel men and women to counsel women. Those volunteering in such roles should take care not to behave in a way that could reasonably be misunderstood or misconstrued or raise suspicion of inappropriate behaviour; seeking to act with transparency and accountability so as to minimise the risk of reputational damage to themselves or to the church as a whole. Care should also be taken to avoid placing avoidable temptation in the way of those ministering on behalf of, or receiving ministry from CCHH.

Record keeping

- It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken, or concerns identified.
- The record of these meetings should distinguish clearly between observations or facts, and opinions, interpretations or conclusions.
- All safeguarding records must be held in a secure, but accessible location such as a locked filing cabinet, a password protected folder on an accessible drive, or in a suitably secure computer based system.
- Any safeguarding allegations, concerns or disclosures should be passed on to the DSL / DDSL in a timely and proportionate manner.

Pastoral Relationships

- All those involved in pastoral ministry should work in a way that complies with the code of conduct (see section three of this document) and these procedures), which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it, including:
 - Being aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
 - Avoiding behaviour that suggests favouritism or gives the impression of a special relationship.
 - Being aware of the dangers of over-dependency within a pastoral relationship.
 - Refraining from ever taking advantage of their role, for example, by engaging in sexual activity with someone with whom they have a pastoral relationship, regardless of the person's age or any consent given.
 - Pastors / leaders should not seek to gain any personal benefit; whether financial or otherwise from pastoral relationships. Gifts offered should generally be declined. Low value items that are accepted should be recorded.
 - Treating anyone receiving pastoral ministry with respect and courtesy, and should be encouraged to make their own decisions about any actions or outcomes. This is particularly important when challenge or rebuke are required.

- o Pastors/Leaders should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- o Recognising the limits of their own abilities and competencies and seek further help when working with situations outside of their expertise or role.
- Concerns about the conduct of anyone engaged in pastoral ministry or care should be raised in the first instance with one of the Elders.

Our Commitment as a Church to equality and to anti-discriminatory practice

- The church recognises its responsibilities to treat everyone fairly and equitably, regardless of gender, ethnicity or ability.
- As members of this church we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.
- Everyone, including those who might be considered vulnerable, and those with whom we have a difference of opinion, has the right to:
 - o be treated with respect and dignity.
 - o have their privacy respected.
 - o be able to lead as independent a life as possible.
 - o be able to choose how to lead their life.
 - o have the protection of the law.
 - o have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background.
 - o be able within reason, to use their chosen language or method of communication.
 - o be heard.

Ministering to Adults with Care and Support Needs

- If the individual is not believed to be competent to consent to attendance, consent will be sought from their carers.
- If the individual is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their careers and consent will be sought for the church to contact them with a view to establishing open communication and transparency.
- Leaders of the church or of the meeting in question will be vigilant to ensure that the individual is adequately protected.
- Any concerns or support needs identified will be recorded and reported to the Safeguard Lead in the usual way.

Transport

Transporting adults with care and support needs is not considered regulated activity unless:

- it is carried out on behalf of the church (not a private arrangement between friends **and**
- The purpose of the transport is to attend a medical appointment.

Transport that is provided on behalf of the church should however consider any risks to ensure that all parties are safe. For example,

- In many cases, providing a lift is a private arrangement between friends who are adults and are not vulnerable and there are no particular issues, but as good practice you should make sure that it will be safe for you and the passenger if the person requires help (e.g. you can safely get them in and out of the car, beyond a steadying hand). Such private arrangements are outside the scope of this policy and are not part of the ministry of the church, nor are they exercised under the authority of the church.

- When providing transport for Adults with Care and Support Needs as part of the church's ministry (i.e. Not where this is a private arrangement):
- Wherever necessary for reasons of safety, have two "leaders" in the car. Transporting an adult with care and
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- Consideration to be given to the risks of harm or of the accusation of physical, sexual or financial abuse due to the particular vulnerability.

General safeguarding procedures

Premises

The church building will be made as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and where necessary, aids and adaptations put in place. Risks associated with the church building or activities are identified and managed under the CCHH Health and Safety Policy through a combination of procedures, risk assessments and a risk register.

Language

Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We will be mindful of the language used within worship and the language used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves).

Worship

In all worship services, we will consider the varied requirements of our congregation and try to be as inclusive as possible, by:

- Providing some copies of large print type for all printed materials.
- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading.
- Describing what is being presented on a screen for those who cannot see it clearly.
- Using inclusive language.
- Using a variety of liturgy and resources to cater for different levels of understanding.
- Using a microphone during times of open prayer so that all can hear.
- Considering holding a service which specifically caters for certain groups of Adults with Care and Support Needs or others who have specific vulnerabilities, such as those with learning disabilities or those who have a hearing or visual impairment.

Insurance

We will take reasonable steps protect support everyone who engages with our ministries and will follow any specific safeguarding requirements as laid out by our insurance company.

Financial integrity

- Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below:
 - Those who work with Adults with Care and Support Needs may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else.
 - Such activity constitutes regulated activity, and the individual must be safely recruited.
 - The carer / supporter should always obtain receipts or other evidence of what has been done, and should keep a record of the details.
- Workers (including volunteers) must not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
 - They must not allow themselves to be influenced by offers of money or any other material or other personal benefit.
 - Any such offer made or implied should be reported to one of the trustees.
 - Any gifts received should be reported to the church trustees, who should decide whether or not the gift can be accepted.
 - A log of all gifts offered or received will be maintained by the trustees

For the sake of clarity, this relates to the personal receipt of gifts from those to whom the church is ministering. It does not apply to gifts made by the church to individuals (e.g. a longstanding officer who retires, members who are ill or who are celebrating or mourning a significant life event , or to gifts between friends / associates that are unrelated to the receipt of the ministry.

- Any cash received by the church should be handled by two unrelated church workers.
- Those acting on behalf of the church must not canvass for church donations from those adults who may be at risk, such as the recently bereaved, or others who may be in a vulnerable situation.
- The church is funded by members, who donate to the work, and provides financial reports to members. The church includes biblical teaching of tithing and offering when these arise in our teaching plan and makes specific needs known to members.
- The church will not pressure or seek to unduly influence individuals or groups of members to give financially
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

Photography

- CCHH uses photographs and video in a variety of ways; including for promotion of the church's activities and events, social media posts, the church website, printed media etc.
- If livestreaming meetings, signage indicating which areas are visible on the livestream and those which are not will be deployed.
- Consent will be sought before taking photographs.
- Where consent has not or cannot be granted, due care will be taken to ensure those individuals are not included.
- In the event that on inspection of a photograph, it is discovered that someone who has not consented has been accidentally included (e.g. in the background), consideration will be given to whether the photograph can be cropped to eliminate them. If the image cannot be cropped, it will be deleted.

For clarity, this clause relates to situations where the individual who has not consented is identifiable. It does apply to situations where, for example, the only way that the person can be identified is due to specific knowledge of the situation photographed, such as "that must be me because I was the only person wearing a blue cap" etc

- Consent forms will explicitly define the anticipated or possible uses of the photographs.
- Photographs must be taken using church equipment and downloaded to church storage devices or accounts. Official photographs must not be stored on personal devices.
- Photographs used must not be modified in a way that misrepresents the context of the original..
 - For clarity, enhancing, cropping, overlaying or otherwise editing photographs in a way that reflects the true context of the photograph is permissible. Editing that involves creating a false or misleading impression is what is forbidden.
- Guidelines for the taking of photographs by those authorised to do so are provided in the code of conduct (see section 3 of this document)
- The use of phones during group sessions is not permitted by young people during meetings. Team Leaders and Members should set this same example to young people and should not use mobile devices unless required specifically for an activity (e.g. playing music that is required for a game) or in response to an emergency situation to call for help.

Computers

All church computers and networks will have suitable parental controls and blocks applied. Access to church networks will be provided to individuals based on username and password or through device identified access. Although this is not failsafe, it will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users in a proportionate and practically manageable way. Those using church devices and networks must do so in accordance with the code of conduct (see section 3 of this document).

Working with Ex-offenders and those who pose an identified or potential risk to others

- When someone attending the church is known, or believed to pose an identified or potential risk to children, young people, or adults (particularly those who are more vulnerable) the Leadership will seek to ensure that pastoral care is offered (where this is practically achievable), while also giving due regard to our responsibility to protect and promote the wellbeing of children and adults.
- Where the individual is under investigation, or supervised by statutory services, a formal risk assessment will be completed. Advice will be sought from statutory services regarding appropriate restrictions
- Once the risks are understood, an assessment will be made of the church's ability to support the individual while also upholding its responsibilities to safeguard the whole church family.
- One of the Elders and the DSL / DDSL will discuss with the individual the support that can be offered and any restrictions that are deemed necessary.
- A Safeguarding and care agreement will be drawn up and signed by an Elder (on behalf of the church) and the individual who poses the risk.
- The agreement will be monitored on an ongoing basis and will be amended as required. The process of drawing up the agreement should give due regard to the views and wishes of the individual who poses a risk, however, the safety of vulnerable people will be prioritised, and the church leaders will not sanction the implementation of any measure compromises the safety of vulnerable people.
- If the individual refuses to sign the agreement and leaves the church, any relevant statutory services will be informed of that fact. If the Elders become aware that the individual is attending another church, that information will be shared with their offender officer, or directly with the church where there is no offender manager.
- All information relating to the risk assessment and any formal agreement will be confidential and information will only be shared with the consent of the person who poses the risk, or where necessary to ensure the safety of those who may be at risk of harm.

Section 3: Codes of Conduct

Code of conduct for adults involved in ministry to children and young people

Those working with children and young people 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 at the frequency stipulated in this policy.
- Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge from parents.
- Ensure as representatives of the church, their behaviour, speech and attitudes are consistent with biblical teachings and the church's statement of faith.
- Ensure health and safety procedures are followed and that their conduct embraces their responsibility for the safety of the children in their care.
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about adults who may pose a risk to children.
- Refrain from any misuse of their power or authority as adults and leaders.
- Only take responsibility for children if they are physically and mentally able to do so.
- Treat everybody including children and young people with respect and dignity.
- Treat them age-appropriately recognising their developmental stage and ability.
- Treat them as individuals, respecting their views and providing appropriate choice.
- Promote and ensure appropriate behaviour towards other children and leaders.
- Ensure appropriate professional boundaries are maintained.
- Refrain from inappropriate physical play (e.g. rough and tumble games that involve physical contact). Remain aware of risks due to differences in physical size or strength and the possible appearance of sexual motivation.
- Ensure that age-appropriate boundaries are clearly explained and consistently implemented in accordance with this policy.
- Ensure that any age-appropriate physical contact is child led.
- Ensure that physical intervention is only used as a last resort to ensure the safety of an individual child or the group.
- Refrain from any physical chastisement.
- Refrain from making any unofficial, private or one-to-one connections with under 18s on social media, at all times abiding by the church's safeguarding guidelines in this area.
- Not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them.
- Act with fairness and treat children equitably, avoiding discrimination or favouritism.
- Seek to avoid any language or behaviour or adopting any attitude that could reasonably lead to misunderstanding or misrepresentation.
- Support the participation of the children and young people (and their parents / carers where appropriate) in the planning of support or other decisions that affect them.

Code of conduct for young helpers

Junior helpers working with children and young people will:

- Work under the direct supervision of an adult team leader or team member and follow instructions from the adult(s) supervising them.
- Make sure that they understand and follow this code of conduct and ask if they are unsure of what to do at any point.
- Make sure their behaviour and language shows the care and respect that the church expects, and that if they are finding this difficult, speak to the adult supervising them.
- Keep in mind their responsibility for the safety of the children in their care and, if they have any concerns about the safety or wellbeing of a child, will raise that concern with the adult who is supervising them, one of the other adult team members or the team leader.
- Keep in mind their responsibility to set a good example to the children and young people that they are serving and do their best to be good role models for them.
- Keep in mind that the children they are serving are younger than them, are not as strong as they are and may not be able to do some things that the helper can.
- Treat them as individuals, respecting their views and wishes.
- Keep in mind that they are helpers, not group members, and that they are there to help the children as part of the team.
- Treat everyone in the group fairly; avoiding discrimination or favouritism.
- Try to avoid any language or behaviour or adopting any attitude that could reasonably lead to misunderstanding or misrepresentation.
- Behave in a friendly and helpful way towards children who attend the group or event but must *not* try to make friends with them outside of the group or event.
- *Not* involve themselves in inappropriate physical play (e.g. rough and tumble games that involve physical contact). Remain aware of risks due to differences in physical size or strength and the possible appearance of sexual motivation.
- *Not start* any physical contact with children or young people. Any physical contact must be age-appropriate and started by the child and in plain sight.
 - o If the helper feels uncomfortable with physical contact the child is making, or if they think it may not be appropriate, they must speak to the adult who is supervising them, one of the adult team members, or the team leader.
- *Not* get involved in controlling children who are misbehaving; leaving it to the adult team members to deal with it and must not discipline a child in any way.
- *Not* speak to or behave in any sexualised, aggressive, humiliating, demeaning, discriminatory, (etc) way; either with adults, other young helpers, or the children or young people who attend.

Code of conduct for adults ministering to adults who may have support needs or be vulnerable in some way (including sub-threshold vulnerabilities)

Those working with vulnerable adults including adults at risk of abuse 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 church leaders.
- Ensure as representatives of the church, their behaviour, speech and attitudes are consistent with biblical teachings and the church's statement of faith.
- Ensure that their conduct embraces their responsibility for the safety of those with whom they are working.
- Ensure health and safety procedures are followed.
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to them.
- Refrain from any misuse of their power or position and will always seek to act in the best interest of the individual.
- Only engage in activity for which they are physically and mentally fit.
- Treat everybody with respect and dignity, particularly the vulnerable adults.
- Treat them as individuals and ensure that support offered or provided is client led and that their views, wishes, and choices are respected.
- If working in groups, promote and seek to ensure appropriate behaviour towards group leaders and 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 client led, appropriate and complies with this code of conduct.
- Ensure that proportionate physical intervention is 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 or favouritism.
- Seek to avoid any language or behaviour or adopting any attitude that could reasonably lead to misunderstanding or misrepresentation.
- Support the participation of the vulnerable person (and their carers where appropriate) in the planning of support or other decisions that affect them.
- If they are subjected to any unwanted or inappropriate conduct, report this to the team leader or one of the Elders.

Code of conduct for those providing pastoral care

Those involved in providing pastoral care will:

- Ensure that support provided is led by the person receiving the support.
- Ensure that the dignity and wishes of the individual are always respected.
- Ensure as representatives of the church, their behaviour, speech and attitudes are consistent with biblical teachings and the church's statement of faith.
- When delivering challenge or difficult messages, do so in a respectful, compassionate, and gentle way that is in line with their best interests (including their emotional and spiritual wellbeing).
- Will communicate clearly the individual's right to question or ignore any advice or suggestions made and ensure that this right is respected in a manner that does not undermine or diminish the need, on occasions, to deliver difficult or unwelcome messages (potentially including matters of church discipline).
- 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 church leaders.
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to them.
- Refrain from any misuse of their power or position and will always seek to act in the best interest of the individual.
- Only engage in activity for which they are physically and mentally fit.
- Ensure that appropriate professional boundaries are maintained.
- Ensure that any physical contact is client led.
- Ensure that proportionate physical intervention is only used as a last resort to ensure the safety of an individual or the group.
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them, including behaviour that is initiated by the person receiving the support.
- Act with fairness and treat each person equitably, avoiding discrimination or favouritism.
- Seek to avoid any language or behaviour or adopting any attitude that could reasonably lead to misunderstanding or misrepresentation.
- If they are subjected to any unwanted or inappropriate conduct, report this to the team leader or one of the Elders.

Code of conduct for those using church social media platforms (including messaging apps such as WhatsApp etc) to communicate with the church family, team members or others who engage with the church.

This code of conduct only addresses safeguarding aspects of social media use. It is not intended to cover non-safeguarding aspects of the church's use of social media.

General provisions that apply to all use of social media channels or messaging platforms

- All use of social media channels should be respectful, courteous, and should reflect the beliefs, standards of conduct and values of the church.
- Only content relevant to the purpose of the group should be posted.
- Adults must not contact under 18's via any form of one-to-one private message. All messages to under 18's must be posted into a public chat
- Social media must not be used to make comments or promote views which are contrary to the gospel standards espoused by the church. This includes ensuring that comments or posts that are sexually explicit, depict or promote violence, material that church members may find offensive, are discriminatory, or may be harmful or offensive to others.
- All social media use must respect the privacy of others, and not seek to obtain contact details of others using church social media platforms, for personal use. The obtaining and recording of an individual's personal details should be based on their consent. *For clarity, consent will have been given for sharing contact detail's in any church publications, including the website and any directories etc published by the church. This clause does not prevent the recording of such publicly available material.*
- Only post from accounts that clearly and accurately identify them as the account holder. Fake or ambiguous identities must not be used and will be removed and blocked.
- Must respect any request to remove contact details from personal devices or records or requests to stop privately messaging an individual
 - In law, if an individual asks another person not to message them, three or more unwanted messages are classed as harassment. Any such misuse of social media channels or messaging platforms will be reported to the police
- Report any misuse of social media channels to ??????. Information will be passed to statutory agencies if legal, regulatory, safeguarding requirements or best practice etc require such reporting.

Adults who are members of social media groups or other communication platforms that include under 18's, but which are not part of the children's and youth ministry

The church uses a range of apps and platforms to communicate, for example between teams of volunteers. In addition to the "general provisions" above:

- Where under 18's are included in such groups, parental consent will be obtained and parents will be invited to join the social media group, even though they may not be part of the team.
- Particular attention should be paid to this code of conduct by any adult involved in a social media or messaging group involving under 18's.
- Under 18's should not seek to create personal social media connections with adults and should not accept requests to create personal links with adults in church.
- Any breaches of this code of conduct should be reported to ?????

Groups related to children and youth ministry that are used to communicate with young people

Adult team leaders or team members who have access to a social media or messaging group that is used to communicate with young people must adhere to the following code of conduct in addition to the general provisions above:

- Only adults who are team leaders or team members of the relevant group or activity are permitted to be part of the related social media or messaging group.
- Wherever possible, adult team leaders or team members should avoid using their personal social media accounts to access social media or messaging groups. An account that is used only for posting to the group should ideally be used.
- At least 2 adult leaders from the group or activity, who have therefore been safely recruited, and who know the young people, must be actively involved in monitoring and moderating the social media or messaging group.
 - o Inappropriate messages should be recorded via a screenshot or other means and then immediately removed.
 - o The young person posting the inappropriate content should be informed that the content has been removed and the reason for its removal should be clearly explained to the young person, along with a reminder of the consequences of posting inappropriate material.

For clarity; in extreme cases, such as where the inappropriate content is blatantly unsuitable and offensive, the consequences (e.g. removing them from the group either temporarily or permanently or even banning them from attending the group or activity) can be enacted immediately and without previous warning.

- Any young people joining a social media or messaging group must provide a completed parental consent form and must agree to abide by the code of conduct below before being admitted to the group.
- Age restrictions for any social media or messaging platforms must be respected.
- Leaders must not create one-to-one social media or messaging platform connections with members of the group or activity.
 - o In the event that a leader is a close relative of a young person in the group and as a result has a social media connection with them, this should be identified to the group leader and the DSL so that an exception record can be created.
- Team leaders and members must make the young people who are part of the social media group aware of the code of conduct below and of the consequences of breaching the expected standards before they are added to the group.
- Young people should be regularly reminded of the code of conduct below at least annually.

Young people who wish to join a church social media or messaging group must provide a completed parental consent form and agree to this code of conduct before being admitted to the group.

- Young people will be automatically removed from the social media / messaging group when they stop attending the church group or activity.
- All communication must be via the public group. Young people admitted to the social media or messaging group must not
 - o Try to make one-to-one connections, or to privately message any adult in the group.
 - o Try to make one-to-one connections with, or to privately message other young people in the group unless the young person they are contacting has given them their contact details and permission to contact them.
 - o Must not accept any request by an adult to create a one-to-one connection with them and **MUST** report the request to the team leader or one of the team members.
- All use of social media channels should be respectful, polite and kind.

- o Social media must not be used to make comments or promote views which may be offensive or harmful to other group members. This includes, for example, comments or posts that are sexually explicit, that include or promote violence, that are discriminatory, that provide private or personal information about other people, that are insulting, making fun of others or any form of bullying etc.
- Only messages that are relevant to the purpose of the group should be posted.
- All social media use must respect the privacy of others, and group members must not use the group to collect contact details of other group members and keeping a record of them.
- Only post from accounts that clearly and accurately identify them as the account holder. Fake or ambiguous identities must not be used and will be removed and blocked.
- Any request to remove contact details from personal devices or records or to stop privately messaging an individual must be respected.
 - o In law, if someone asks another person not to message them, three or more unwanted messages are classed as harassment. Any such misuse of social media channels or messaging platforms will be reported to the police
- Report any misuse of social media or messaging apps to the team leader or to one on the team members. If content posted breaks the law, or needs to be reported to safeguarding organisations, the church leaders will report that information to the police or social care.

Code of conduct for those who use church computers or other devices and social media accounts

Church computers, tablets or other devices

- must only be used for the intended purpose
- must not be used to access any inappropriate material including, but not limited any illegal material, pornography, material that promotes extremist views or promotes violence, self-harm, suicide etc.
- must not be used for any illegal activity or for the distribution of inappropriate, offensive or harmful activity.
- Must not be used to bully, harass, threaten or otherwise frighten or discriminate against any individual or group
- If the user of a church computer accidentally accesses inappropriate material, they must report the incident to the group leader, their line manager, or one of the church leaders.
- Must not be used to store personal files. These should stored in cloud based or removable storage devices.
- Must be handled with appropriate care so as to avoid damage.

Code of conduct for those taking photographs or video for church activities

Those authorised to take or use photographs and / or video of church events must abide by the following code of conduct:

- Follow the procedures included in the procedures commencing on page 30 of this policy document
- If photographing children, the photographer must be safely recruited.
- Photos must only be taken of under 18's if explicit parental consent, indicating specifically how the photographs will be used, has been given.
- Generally speaking, photographs of church events should comprise of groups of people engaged in the activity or event rather than close-ups of individuals.
 - This is particularly important when photographing under 18's.
- Care should be taken to avoid using photographs that inadvertently may cause embarrassment to the person involved.
- Any images recorded of church events are the property of the church and must only be used for church purposes. Files should be stored in church owned devices or drives and must not be retained for personal use.

Section 4: Important contact details

CONTACT DETAILS

*If leaving an answerphone message, emailing or texting, please do **NOT** give details of the situation or the names of those involved, but rather request an urgent reply from the DSL / DDSL.*

Designated Safeguard Lead

Mark Ventham (Elder responsible for Children's Ministry)

Phone – 07719 866 913

Email – markv@cchh.org.uk

Address – 73 Gower Rd, Haywards Heath, West Sussex RH16 4PW

Deputy Safeguard Lead

Sarah McQuaker (Children and Families Worker)

Telephone – 01444 458 758 Mobile – 07906 242 134

Email – sarahmcquaker@cchh.org.uk

Address – 14 Pasture Hill Road, Haywards Heath, West Sussex RH16 1LX

Elder Responsible for Overseeing Safeguarding at CCHH

Colin Strudwick

Telephone – 07355 805144

Email – colin@cchh.org.uk

Address – Charlswood, College Road, Haywards Heath, West Sussex RH16 1QS

For Advice and Guidance - Christian Safeguarding Service (CSS)

(please use as advised in this policy)

Safeguarding Advice Line - 0116 218 4420 8am to 10pm. Calls may be diverted to answerphone

Email - contact@thecss.co.uk

West Sussex Council / Police Contact Details (please use as advised in this policy Section 2)

For concerns about a child in Mid Sussex:

Use the online reporting form -

<https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/raise-a-concern-about-a-child/>

Phone the West Sussex 'Integrated Front Door' – 01403 229 900 (Monday to Friday 9am to 5pm) Emergency Duty team outside office hours – 033 022 26664

For Concerns about an adult with care and support needs in Mid Sussex:

Visit - <https://www.westsussexsab.org.uk>

Phone West Sussex Adult Social Care on 01243 642 121

Email: socialcare@westsussex.gov.uk

For concerns about an adult working or volunteering with children, where the adult may have behaved inappropriately in Mid Sussex:

For advice email (secure): LADO@westsussex.gov.uk or phone 033 022 26450

To report a concern: see information on Local Authority Designated Officer (LADO) at

<https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/raise-a-concern-about-a-child/>

For concerns about an adult working or volunteering with adults with care and support needs, where the adult may have behaved inappropriately in Mid Sussex:

Contact adult Social Care – see “concerns about an adult

Police: For when a child or adult is in immediate danger

For concerns regarding children: phone 999 Textphone (for hard of hearing) 18000

For concerns regarding adults: phone 101 (non-emergency, 24/7) Textphone (for hard of hearing) 18001 101

Section 5: Appendices

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- B. Definitions and Signs of Abuse in Children and Adults
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- F. Policy and Consent for Communication with Young People in FX/Rooted
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- H. Transporting Children and Young People: Policy and Form
- I. Register of Ministries Under the Scope of this Policy
- J. Child Protection Incident/Welfare Concern Form
- K. Running Online Groups for Children and Young People

Appendix A: The role of the DSL

The role of the Designated Safeguard Lead/Deputy is to:

- Maintain a current and effective knowledge or safeguarding requirements as outlined in legislation, national and local guidance, and local procedures
- Ensure that the church's policies and procedures and systems are compliant, effective, proportionate and that they are effectively implemented.
- Ensure that staff or volunteers involved in regulated activity are appointed in accordance with the safer recruitment procedures outlined in this policy
- Building competence in staff and volunteers through regular training and awareness raising
- Support staff and volunteers by providing advice and taking responsibility for any required actions
- Receive any concerns raised by members of the church and ensure that records are maintained
- Maintaining all necessary safeguarding records and providing statistical reports and updates to the trustees
- Liaising with the Local Authority and other partners on all safeguarding matters on behalf of the church

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

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Appendix B: Categories of abuse with potential signs and indicators

Basic principles underpinning safeguarding

When evaluating safeguarding concerns it is important to distinguish between children (those who are under the age of 18), and adults (Those who are 18 or over). We then need to consider the “level” or “tier” of safeguarding. There are 3 “tiers” to consider, universal safeguarding, additional need for care or support, and protection from abuse or neglect.

Underpinning assumptions:

Safeguarding children: all children are considered vulnerable, by virtue of their age / developmental stage.

Consequently, we as adults have a duty to ensure that they are protected from harm, since they are not able to protect themselves.

Safeguarding adults: since adults are assumed to be able to protect themselves (unless it can be clearly demonstrated via statutory assessment that they cannot), they have the right to make decisions for themselves.

Universal safeguarding relates to those who have no additional support needs. We recognise that we have a general duty of care to everyone. In relation to children, this means those who, compared to their peers, do not require additional support, and we have no concerns about their wellbeing, development or safety. In relation to adults, this refers to anyone who does not meet the threshold for “adults with care and support needs” (see below), where the general duty of care applies.

Those requiring additional care or support. In relation to children, we subdivide this group into targeted Early Help and Child in Need. These children require some additional support when compared to their peers. As a church we will seek to support as we are able and will also signpost to other support that we are aware of, however, at this level, support is consent based and cannot be imposed. “Adults with Care and Support Needs” as defined in the Care Act (2014) are those adults who, due to physical or mental limitations, require additional support with basic and essential tasks such as personal care, cooking (including shopping in order to be able to cook), keeping their accommodation in a clean and hygienic state, or who due to mental capacity, require support managing their finances or making more complex life decisions. As with children, support at this level is consent based, and the adult is not obliged to accept the help or support.

Those at risk of abuse and in need of protection. In relation to children, this refers to those who are at risk of significant harm. Because of their age and developmental stage, they are unable to protect themselves and so we as a church have duty to refer them to statutory agencies so that they can be protected. In relation to adults, this refers to those who meet the criteria for “Adults with Care and Support Needs” (regardless of whether they are receiving support) but who in addition are at risk of abuse and who, due to their care and support need, are unable to protect themselves. As with children, these adults are unable to protect themselves, so we as a church have a duty to refer to statutory services so that they can be protected.

Safeguarding children and young people.

Definition of a ‘Child’

The legal definition of a child is someone under the age of 18. Some legislation in the UK allows young people from age 16 to make certain decisions for themselves (e.g. getting married), but safeguarding legislation applies to anyone under the age of 18 because this is the legal definition of a child. The Children Act 1989 and 2004 in England and Wales, the Children (Scotland) Act 1995 in Scotland and the Children (Northern Ireland) Order 1995 in Northern Ireland similarly define a child as someone under 18.

Definitions of Abuse (children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

Working together to safeguard children describes safeguarding as:

providing help and support to meet the needs of children as soon as problems emerge
protecting children from maltreatment, whether that is within or outside the home, including online
preventing impairment of children's mental and physical health or development
ensuring that children grow up in circumstances consistent with the provision of safe and effective care
promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework

The categories of child abuse are:

Physical abuse

Physical abuse is the mistreatment of a person, so as to cause or exacerbate physical harm. It can include a wide range of behaviours including assault (hitting, kicking, punching, slapping, biting shaking, throwing etc), poisoning (e.g. salt poisoning, administering unnecessary medication, inappropriate use of alcohol with babies / young children etc), burning, scalding, or branding etc, drowning, suffocating or choking failing to provide the care that the child needs such as failing to access medical care when a child is ill and needs it, or failing to seek first aid support when an accident occurs. Use of excessive force during discipline would be classed as physical abuse. (E.g. smacking a child such that it leaves a bruise or causes a break in the skin). Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

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

Some level of emotional abuse is involved in all other types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). It may involve the abuser performing a sexual act on a child, or the abuser forcing or coercing the child into a sexual act (either with themselves or someone else, including another child).

Sexual abuse is not solely perpetrated by adult males. Adult women can also commit acts of sexual abuse, as can other children or young people.

There are additional complexities related to sexual abuse. The “age of consent” in England is 16, and at present, 16-year-olds can marry with parental consent. However, when a person is in a position of trust (e.g. teachers, pastors, youth workers, sports coaches etc.) the imbalance of power between the adult and the child means that sexual activity with 16- or 17-year-olds would constitute abuse, even though the young person is over the age of consent.

While the age of consent is 16, the practical application of the law means that generally, consensual sexual activity between peers aged 13-16 would usually not be classed as sexual abuse and would not be prosecuted unless it involved some sort of coercion, force or an imbalance of power. Any sexual contact with a child under the age of 13 would be considered as the child would be considered unable to consent due to their age and developmental stage.

Neglect

Neglect is the persistent failure to meet a child’s basic physical and/or psychological or emotional needs, likely to result in the serious impairment of the child’s health, development or wellbeing. Neglect may occur during pregnancy as a result of maternal substance abuse, . Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment) warmth; protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Signs and indicators of possible abuse (children & young people)

The following could be signs or indicators that abuse has taken place but should be considered in the context of the child’s whole life and of their age and developmental stage. When working with children who are developmentally delayed, appropriate adjustments need to be made, while also remembering that such children are particularly vulnerable to abuse and neglect. Many of these indicators could apply to more than one category of abuse, however, the presence of some of these indicators does not definitively confirm abuse. It is important to remember that where a plausible alternative explanation is provided and we have no evidence or concerns to the contrary, to . It is important to be inquisitive and interested, and to listen non-judgmentally. In our inquisitiveness, we must be careful not to ask any leading questions, and not to be overly “pushy”. It is not our place to investigate or actively seek to identify abuse. Rather, we aim to be vigilant, interested and supportive.

General indicators that may relate to any or all of the 4 categories of abuse

Considering the following indicators, may initially seem contradictory, however, this reflects different personalities. For example, the first point states that aggressive or violent behaviour may be an indicator of abuse, but so may withdrawal, lack of confidence, nervousness, fear and uncertainty. The key point however is that unexplained changes in behaviour, demeanour or attitude can be indicators of abuse. If we imagine a spectrum running nervous and fearful to angry and violent, abuse can push an individual towards one or of the extremes.

Aggressive or violent behaviours towards others, or alternatively, unexplained withdrawal from relationships or activities they previously engaged in or enjoyed, and lack of confidence, nervousness, fear or uncertainty.

Fear of specific individuals, not wanting to return home or hypervigilance.

Disclosures, including “disclosure through play”, which would include conversations, roleplay, vocabulary, non-age-appropriate conduct, drawings etc.

Self-harm, including eating disorders or other mental health issues such as depression, aggression, extreme anxiety, mood swings, flinching in the presence of a particular person or in particular circumstances, nervousness, hypervigilance or “frozen watchfulness”.

Changes or regression in mood, developmental milestones or deterioration of behaviour, particularly where a child withdraws or becomes clingy.

Changes to attendance at school, (including non-attendance at school / school refusal) loss of interest in school or lessons, lack of concentration or under-achievement compared to previous performance.
Inappropriate or disrupted relationships with peers and/or adults.
Reluctance to change for, or participate in, games or swimming that require changing clothes
Disruption of sleep or eating, including insomnia, sleep deprivation or the need for excessive sleep, unexplained change in appetite, unusual or unexplained weight loss or gain.

Physical

Injuries not consistent with the explanation given for them, that occur in places not normally exposed to falls, rough games, etc, or injuries or illnesses that have not received medical attention would justify further exploration. Attempts may be made to cover injuries, e.g. perhaps by wearing long sleeved or baggy clothing during hot weather etc.

Indications that the child or young person is in pain such as limping, flinching etc but being evasive or denying any injury may be suggestive of abuse

Repeated injuries or illnesses, unexplained tummy pains or other symptoms such as headaches or nausea
anxiety, depression, panic attacks or other mental health issues.

Injuries to non-mobile children

Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation.

It is worth remembering that “non-mobile children don’t bruise, don’t break”.

Of course, this must not be taken too literally; particularly if there are other siblings in the family, however, babies should be supervised for most of their waking hours and therefore unexplained injuries should be extremely rare.

Sexual

Developmentally inappropriate knowledge of or interest in sexual matters may be an indication of abuse.

This could include preoccupation with sexual matters (post pubescent children) or detailed knowledge of sexual behaviour that appears to be experiential rather than purely repeating an explanation or vocabulary, (particularly in pre-pubescent children). Age-inappropriate sexualised, conversation or vocabulary, roleplay or drawing.

A child who appears sexually provocative or seductive in their behaviour or conversation with adults or other children, whether knowingly or not, a lack of recognition of personal space or personal / behavioural boundaries (e.g. affectionate with strangers etc) or inappropriate bed-sharing arrangements at home may be indicators of abuse.

Other indicators could include secretiveness and unwillingness to be open about their whereabouts or activities (e.g. secret boyfriends), repeated Urinary Tract Infections, bruising or abrasions in the genital area, pregnancy or fear of being pregnant.

Emotional

Indications of, or concerns about emotional abuse may arise from observation or interaction with the child or young person, or from observation of their relationships with others.

Common indicators would include:

Low self-esteem, hyper-self criticalness, unusual patterns of crying / weeping / sobbing, etc.

Attention-seeking behaviour or withdrawal and discomfort with social situations and interactions

Obsessions or phobias

Persistent tiredness

Running away/stealing/lying

Paranoia

Neglect

Malnourishment or excessive hunger, hoarding or stealing food, rummaging for food, including in bins

Failure to thrive (particularly in babies and very young children) unexplained weight loss
Untreated illnesses, inadequate care, etc
Repeated missed appointments\ Lack of appropriate supervision or protection from harm
Premature development of life skills (i.e. self-care at an abnormally early age)

Important note re: domestic abuse

If children are present in a household where there are concerns about domestic abuse, reporting to children's social care is a mandatory requirement for the church, regardless of whether the adult victim wishes to report the abuse to the police to protect themselves.

Safeguarding adults

Adults with care and support needs, such as older people or people with disabilities, are more likely to be abused or neglected. They may be seen as an easy target and may be less likely to identify abuse themselves or to report it. People with communication difficulties can be particularly at risk because they may not be able to alert others. Sometimes people may not even be aware that they are being abused, and this is especially likely if they have a cognitive impairment. Abusers may try to prevent access to the person they abuse.

Signs of abuse can often be difficult to detect. This section aims to help people who come into contact with people with care and support needs to identify abuse and recognise possible indicators. Many types of abuse are also criminal offences and should be treated as such.

The categories of adult abuse are:

- Physical abuse
- Domestic abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

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.

General indicators of abuse that may indicate abuse related to multiple

- Unexplained change in demeanour, mood or behaviour, depression, anxiety or panic attacks.
- Refusal to engage with activities or people that they previously enjoyed engaging with
- Significant, unexplained changes in weight, eating disorders, self harm, suicidal ideation
- Outbursts of anger violence etc.
- Substance misuse
- Unexplained deterioration in personal hygiene or self-care
- Fear, anxiety, hypervigilance, and extreme startle responses
- Disordered sleep (whether excessive sleep or insomnia)

Physical Abuse

- Physical abuse is the mistreatment of a person, so as to cause or exacerbate physical harm. It includes assaults including hitting, slapping, punching, kicking, hair-pulling, biting, pushing, shaking etc.
- It would also include burning (including ice burns), scalding, branding, or poisoning (including the misuse of prescribed medication or “over the counter” medications, the use of illegal substances, or the misuse of alcohol.
- Inadequate care such as rough handling, inappropriate, disproportionate, unauthorised or unlawful use of restraint, misuse of or failure to use appropriate equipment such as hoists etc, or the misuse of medication (e.g. causing sedation unnecessarily), and forcible feeding or withholding food or medication.
- Physical chastisement, retaliation or retribution, including the withholding of medication or treatments, withholding food or isolating / restricting the individual’s freedom of movement with restrains or by locking doors, preventing them from sleeping or deliberately making them uncomfortable (e.g. opening a window and removing blankets).

Possible indicators of physical abuse

- Unexplained, inadequately explained or inconsistently explained injuries or injuries that are inconsistent with the person’s lifestyle.
- Bruising, cuts, welts, burns and/or other marks on the body or loss of hair in clumps.
- Frequent injuries, or injuries that manifest identifiable patterns (e.g. each time a particular person has cared for them).
- Unexplained falls
- Unexplainable subdued, withdrawn or otherwise changed behaviour in the presence of a particular person, or more generally.
- Signs of malnutrition
- Failure to seek medical or first aid treatment when required, frequent changes of GP, or accessing different hospitals.

Domestic Abuse

Types of domestic abuse

Domestic violence or abuse can be characterised by any of the indicators of abuse outlined in the sections relating to:

- psychological abuse
- physical abuse
- sexual abuse
- financial or material abuse
- Coercive or controlling behaviour

Domestic 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 Abuse

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.

Possible indicators of domestic 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

Important note re: domestic abuse

If children are present in a household where there are concerns about domestic abuse, reporting to children's social care is a mandatory requirement for the church, regardless of whether the adult victim wishes to report the abuse to the police to protect themselves.

Sexual Abuse

Types of sexual abuse:

- Rape, attempted rape or sexual assault, non- consensual sexual penetration or attempted penetration of the vagina, anus or mouth
- Inappropriate sexualised touch (whether over clothes or beneath).
- Non- consensual masturbation of either or both persons
- 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

Psychological Abuse

Types of psychological or emotional abuse

- Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends or family
- 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, wishes or views
- 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

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 – eg. 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

Modern Slavery

Types of modern slavery

- Human trafficking
- Forced labour
- Domestic servitude
- Sexual exploitation, such as escort work, prostitution and pornography
- Debt bondage – being forced to work to pay off debts that realistically they never will be able to

Possible indicators of modern slavery

- Signs of physical or emotional abuse
- Appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers
- Further Home Office information on identifying and reporting modern slavery

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

Organisational 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

Neglect or 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

Self-Neglect

Types of self-neglect

- 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
- 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
- Lack of self-care to an extent that it threatens personal health and safety

Information taken from SCIE website: www.scie.org.uk

Appendix C: Effective and helpful listening

Effective listening

- Ensure the physical environment is welcoming, giving opportunity for the child or adult at risk of harm or abuse to talk in private but making sure others are aware the conversation is taking place.
- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep (e.g. regarding confidentiality, actions that will be taken, or outcomes to expect.)
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen, and pass that information to the DSL / DDSL
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.
- Don't make a judgment based on how the person seems to be dealing with something – they may perceive as normal something which is abusive. So a relaxed or joking attitude in the person disclosing harm should not invalidate what they are saying.

Helpful responses

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

Don't say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- "I am shocked, don't tell anyone else!" or "everything will be OK".

Appendix D: Information / application form for team leaders and team members in ministries to children, young people and adults

We ask all prospective team members with children, young people and adults to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by Christ Church, Haywards Heath, unless requested by an appropriate authority.

1. Personal Details

(We will need to see birth/marriage certificates or documents regarding a change of name.)

Full Name _____

Maiden/Formal Name(s) _____

Date and place of birth ____ / ____ / ____ _____

Address: _____

Postcode _____

Daytime Tel No: _____ Evening Tel No: _____

Mobile Tel No: _____ Email address: _____

How long have you lived at the above address? _____ Years _____ Months

If less than 5 years, please give previous address(es) with dates

Previous Address _____

Previous Address _____

Post Code _____

Post Code _____

From ____ / ____ / ____ to ____ / ____ / ____

From ____ / ____ / ____ to ____ / ____ / ____

Please tell us about any Church/Christian ministries or groups for children, young people or adults that you have been involved in, including names, dates and details of the areas of your involvement.

Continues...

Please give details of previous experience of looking after or working with children, young people or adults. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Have you ever had an offer to work with children/young people or adults with care and support needs declined?
YES NO (Please circle)

If yes, please give details

Do you suffer, or have you suffered, from any illness which may directly affect your work with children or young people? YES NO (Please circle)

If yes, please give details.

2. Employment History

Please tell us about your past and current employment / voluntary work in the table below.

Employers Name and Address	Employed from (Date)	Employed to (Date)	Job Title and Description	Reason for Leaving

Are you currently working in any other care position in either a voluntary or paid capacity?

If yes please give details:

Name of the organisation: _____

Contact person: _____

Continues...

Contact Address: _____

_____ Tel no: _____

Details of duties: _____

3. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer. You should also provide details of your leader of place of worship/line manager. We reserve the right to take up character references from any other individuals deemed necessary.

Name _____

Name _____

Address _____

Address _____

Post Code _____

Post Code _____

Tel No _____

Tel No _____

Relationship _____

Relationship _____

If you have recently moved from another church, please give details:

Church Name _____

Name of church leader _____

Contact Address _____

Tel no: _____

Please would you complete the attached Self-declaration Form, place it in a sealed envelope and address it to Mark Ventham, the Safeguard Lead, with whom you are welcome to discuss any aspects of this procedure. Please confirm that you understand and agree to a Disclosure Check should we wish to appoint you to a post involving working with adults and/or children.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure Check and I have sent the Self-declaration Form to the Recruiter in a separate, sealed envelope.

Signed: _____ Date _____

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form).

Information/Application Form updated May 2018

Appendix E: self-disclosure form for team leaders and team members in ministries for children, young people or adults

STRICTLY CONFIDENTIAL

All those who are invited to work with children and young people, and some of those involved in working with adults with care and support needs in the church are required to complete this form before proceeding to an Enhanced Disclosure application where required. This is because the role that you have applied for is classed as “regulated activity” and is exempt from the provisions of the “Rehabilitation of offenders act”. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by Christ Church, Haywards Heath, unless requested by an appropriate authority. Following the return of a ‘clear’ check from the Disclosure and Barring Service (DBS), this information may be destroyed.

As a Church, we recognise that this form may raise painful issues for some applicants. Should this be the case, please do not hesitate to speak with Sarah McQuaker or Mark Ventham.

As a church we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form and return it in a sealed envelope to the Safeguard Lead.
the accompanying notes.

Please read

Full name _____ Date of Birth _____

Ministry/position applied for: _____

CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select ‘No’ below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select ‘No’ below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select ‘Yes’ below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

Do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>
<https://www.gov.uk/government/publications/dbs-filtering-guidance>

**https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitation-offenders.pdf.pdf

POLICE INVESTIGATIONS: Please complete this section if you are applying for an Enhanced Disclosure Check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules)*?

Yes No (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care) or the Local Authority Designated Officer (LADO)?

Yes No (please tick)

If yes, please provide details, we will need to discuss this with you.

Has there ever been any cause for concern regarding your conduct with children, young people, adults with care and support needs? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes No (please tick)

If yes, please give details.

DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____ of (address) _____

consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or adults and/or the termination of my employment.

Signed _____ Date _____

Those applying for work with children and/or adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/adults at risk of harm or abuse.

I confirm that I am not barred from working with children / adults.

Signed: _____ Date: _____

NB: Those applying for work with children and/or adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

Self-Disclosure Form updated May 2018

LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves substantial, unsupervised contact with children, young people and/or 'adults at risk of harm or abuse' all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or adults at risk of harm or abuse within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS Service.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking that involves working with children or adults with care and support needs. Should we ever need to refer an individual to any of the lists of people deemed unsuitable for working with children or 'adults at risk of harm or abuse' then we would also inform them of any knowledge we have of that individual working in any other capacity with children/adults.

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <https://www.gov.uk/government/collections/dbs-eligibility-guidance>

Appendix F: reference request form

Thank you for agreeing to provide a reference for the person named below. If for any reason you feel it would be helpful to have a conversation with us about any of the information that you provide below, please contact Mark Ventham on the number above or by e-mailing markv@cchh.org.uk to arrange a convenient time.

About the applicant
Name:
Role:
This role involves regulated activity with children, young people and vulnerable adults <i>(delete as appropriate)</i>
About you (the referee)
Name:
Role:
Organisation:
E-mail address:
Phone:
Your relationship to the applicant
In what capacity do you know the applicant?
How long have you known the applicant? How well do you feel you know them?
Do you have any family relationship (including extended family) to the applicant? If so, please describe.
About the applicant
1. What is your impression of the credibility of their profession of faith? What are their strengths? Are there any areas where they may need support?

2. Has the applicant held any roles within the church / organisation or served on teams?
3. Has the applicant been involved in ministry to children or young people? Please comment on their suitability for such ministry if you are able.
4. Has the applicant been involved in ministry to adults who may be in a vulnerable position? Please comment on their suitability for such ministry if you are able.
5. Have you ever had any concerns about their suitability for a specific role due to safeguarding concerns?
6. Have you ever received any complaints about or allegations against them that would have a safeguarding implication?
7. In relation to questions 5 & 6 above, if you have had any concerns, please provide details of the nature of the concern, how it was addressed and the outcome (including whether the matter was escalated to any statutory services such as the police or LADO etc)
8. Has the applicant been placed of church discipline?
9. Would you regard the applicant as being in good standing with the church / organisation.
10. Is there anything else that you would like to say or that you feel we need to be aware of about the applicant.
Date this form was completed.
I confirm that the information I have provided it true and accurate to the best of my knowledge. (Please enter your name to confirm this statement.)

Appendix G: Parental consent for communication with under 18's

I, _____, am the Parent/legal guardian of _____

I understand that my Child will not be encouraged to enter into regular communication of a personal nature with the group's Team Leaders and Members. I will advise the Leader of the Group, or the Church's Safeguarding Officer of any concerns or inappropriate communications.

I understand that the Team Leaders of my child's club may wish to contact my child via electronic communication to arrange a 1:1 Bible study meet up (see bottom of the page) or to advise of events or changes in times/venues.

I give permission for my Child and the Team Leaders of _____ Club, run by Christ Church, to communicate using the following means (please Circle your choices):

By text message or WhatsApp No Yes I wish to be included on any Communication

Email No Yes I wish to be included on any Communication

Home Phone No Yes I wish to be included on any Communication

I have read the statements and principles above and consent to them.

Name: Mr/Mrs/Miss _____

Signed: _____ Date: _____

What is a 1:1 Bible study meet up?

Sometimes, Team Leaders and Members of Rooted and FX Clubs, may offer to meet up with a young person to read the Bible together and Pray. This always takes place with consent from the Parent/Legal guardian. Meetings vary in frequency from once a week to once a month, and are for no longer than an hour at a time. Such meet ups will always be in a public place (eg. Caffè Nero's) or at home when a parent is present. The leader will discuss with you the content, time and place the 1:1 will take place. Team Leaders and Members will be from the DBS-checked Rooted/FX team and of the same gender as the young person.

If your Child is already Meeting up to do a 1:1 Bible study with a Rooted/FX leader, then please complete the Consent below:

I, _____ am the Parent/legal guardian of: _____

I give my consent for my child to meet with a leader of Rooted/FX based on the principles stated above (Please delete as appropriate)

I understand that the frequency of meetings will be: _____

Meeting venue: _____

Name: Mr/Mrs/Miss _____

Appendix H Reporting accidents and incidents

Reporting accidents and incidents

During any activity, there should be a member of staff present that is first aid trained and has an up-to-date First Aid Certificate. Following any accident / incident this member of staff will treat the child in accordance with their training.

Minor accidents

Dealing with an injured child:

- The leader trained in first aid should treat the child in accordance with their training.
- When checking for possible soft tissue injury, sprain, strain, fracture etc it is acceptable for the first aider to gently examine joints such as elbows, knees, wrists, ankles, fingers and toes. The child may also be asked if they can move the limb / joint. *However*, passive movement – where the first aider moves the limb for them is to be avoided.

Recording the injury:

- As soon as is reasonably practicable, all details of the accident / incident are to be recorded in the Children's Ministry Accident Log book, as guided by the book. ONE child to be recorded per page (for confidentiality reasons). Complete the form in ink, not pencil.
- The form is signed by the staff member who dealt with the child and administered any first aid.
- The accident book must then be returned to the locked cupboard, for safe keeping.

Informing parents of an injured child (minor injury):

- For minor accidents, the parent / guardian will be informed when the child is collected, they will be shown the accident form and asked to sign that they have seen it. A photocopy can be given if requested.
- In situations where possible injury could have occurred, but the child appears not to have sustained serious injury it is still advisable to inform the parents of the incident so that they can monitor for indications of any unidentified injury or illness.. In these circumstances, it is better to explain what happened, what treatment has been done (e.g. ice pack) and that you recommend they monitor the child for pain, swelling, reluctance to move a joint etc and to seek further medical advice as necessary.
- If the child has had a bump on the head the advice leaflet "Head Injury in Children and Young People – Advice for Parents and Carers" (WSCC 2014) will be given. This will help them monitor their child for concussion and decide if taking their child to A&E is appropriate.

Serious accidents

The parent / guardian will be phoned as soon as possible after the accident. Paramedics will be called as necessary or parents advised to take their child to A&E as the situation requires.

The accident must be recorded in the Children's Ministry Accident Log Book (in the locked register cupboard). IN ADDITION, a Serious Accident Form (Appendix F) must be completed and shown to the Safeguarding Officer. This will be kept securely as a formal record of action taken, until the child is 21.

Administration of Accident Records

- On a half-term basis, a person appointed by the Safeguarding Officer will remove the forms from the accident book. They will review the forms to see if any action is needed to prevent a recurrence of the incident.
They will sign the forms and file them securely in the Children's Ministry Secure Cabinet.
These forms need to be kept until the child is 21.

Christ Church Haywards Heath Serious Accident and Incident Reporting Form

This form should be completed in INK immediately after any significant accident or incident. The team member should discuss with the appropriate leader for the group/activity what follow up action is necessary. Any continuation sheets (including body maps) must be labelled, numbered, dated, signed and stapled to this document. This document must then be given to the Safeguarding Officer or their Deputy.

Day, date and time of the incident _____

Names, addresses and ages of those involved in the incident

Where did this incident take place? _____

Name of place of worship/organisation: _____

Name of the group: _____

Who is normally responsible for the group? (name, address and telephone number)

Who was responsible for the group at the time of the incident, if different from the above? (name, address and telephone number)

Which other team members were supervising the group at the time of the incident? (names, addresses and telephone numbers)

Who witnessed the incident? (names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

Have you retained any defective equipment? YES NO NONE INVOLVED (Please circle)

If yes, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use **YES** **NO** (Please **circle**)

Is the equipment still safe for your group to use? **YES** **NO** (Please **circle**)

Who else do you need to inform? _____

Have you reported a serious/significant accident or injury to the Local Authority environmental health department?

YES **NO** (Please **circle**)

If so, when and by whom? _____

Signature of person in charge of group at time of accident/incident

Signed: _____ Print Name: _____

Date: ____/____/____

Form seen by: _____

(State role eg. Church Elder, Children or Youth Team member, Health & Safety Officer)

Signed: _____ Print Name: _____

Date: ____/____/____

Completed form to be placed in a sealed envelope marked Confidential and given to Safeguard Lead, Christ Church, New England Road, Haywards Heath RH16 3LE.

Appendix I: transporting children and young people policy and consent form

As a church we do not commit to providing regular transportation of children or young people to and from our regular activities. In some instances, parents request that we transport their children to or from the activities on a regular basis, especially in darker months, and we may agree to do this as a good-will gesture and on occasions may not be able to transport children (e.g. if a Leader is unwell).

If transport is to be offered to children, written permission must be given by parents. A consent form is available for this purpose, and should be filed in the appropriate Clubs file, with the general Clubs consent forms.

Principles to adhere to:

Drivers provided by the church will:

- be those involved in children's work in the Church, who have been recruited in accordance with our Safer Recruitment processes, including Obtaining an Enhanced Disclosure and Barring Service Check
- have held a full driving license for at least 2 years
- Ideally, drivers will be at least 21 years of age, and an age gap of at least 5 years between the driver and the passengers should be observed
 - o CCHH strongly discourage young drivers from offering lifts to their peers and will not sanction such an arrangement for any transport organised by the church. Any such arrangement is purely a private matter between those involved and / or their parents
- ensure that the event, including the transport to the event, has been risk assessed and that all drivers understand the relevant risk mitigation measures including:
 - o What to do, and who to contact in the event of a breakdown or accident
 - o What to do if a passenger is ill while in the vehicle, or if the passengers are causing a distraction to their driving
- Where possible, two Team Members will accompany children who are being transported. CCHH do not permit the regular transporting of children individually on a regular basis, unless in discussion with and with the written agreement of the parents. Transporting children in this way will be done as a good-will gesture and may on occasions not be possible, in cases of illness or extenuating circumstances. When such circumstances arise, a Club Leader or Helper will contact the parent or legal guardian as soon as possible, to advise them of the situation and will ensure that the child is collected by someone appointed by the parents. When it is not possible to contact parents, the Club Team Leader will make such arrangements as they deem appropriate for the safe return home of the child. This will be noted and kept with Club records.
- It is the responsibility of the driver to:
 - o Ensure that they are physically fit to drive (including that they are not too tired to drive).
 - o Drivers must not be under the influence of any intoxicating substance and will not smoke whilst driving children or young people. Ensure that the vehicle is roadworthy
 - o Ensure that the vehicle is insured for the task (i.e. that they have business insurance that covers them to transport passengers
 - o That they drive safely and in accordance with the rules of the road as laid out in the Highway Code
 - o That they are able to maintain good discipline while driving and that if distracted by one of the passengers, they will pull over when it is safe to do so and ensure that the distraction is dealt with
 - o Ensure that They do not carry more passengers that the vehicle is able to accommodate within the requirements of the law
- Children under the age of 12 who are under 135cm (around 4'5") in height are required by law to use an appropriate 'booster' seat. It is the responsibility of parents to provide such a seat for their child. For further clarification, please see <http://think.direct.gov.uk>

Parental consent

I am the parent/legal guardian of:

I request that the Team Leaders and Members of _____ Club, run by Christ Church, transport home my child(ren) on a regular basis, when the Club has ended **OR** on the evening of _____.

I have read the statement and principles above and consent to them.

Name: Mr/Mrs/Miss _____

Signed: _____ Date: _____

Please sign and return one copy and keep the other for reference.

Appendix J: 'regular' and 'occasional ministries within scope of this policy

'Regular' Ministries for Children and Young People

Groups where parents are not present:

- **SUNDAY MORNINGS at Warden Park Primary Academy:**
 - Weekly creche/group for babies and preschoolers
 - Weekly small groups for Reception-Year 5
 - Fortnightly small groups for Years 6-8
- **WEEKLY afternoon or early evening in term-time, usually on Christ Church premises:**
 - Zig Zag: Reception to Year 2
 - YoYo: Years 3 to 5
 - FX: Years 6 to 8 (may meet on other premises, with permission)
 - Rooted: Year 9 to Age 18 (may meet on other premises, with permission)
- Assemblies and Christian clubs in local Primary and Secondary schools.

Groups where parents are present:

- Saltworks Tots: 0-4 years on Christ Church premises, weekly in term time
- Creches for the International Café and for the Together on Wednesday Bible Study

Mayflower Playgroup is not included, as it has its own policies and procedures as an independent organisation.

'Occasional' Ministries for Children and Young People:

- Holiday Bible Fun – Reception to Year 5: 3 mornings/year, in school holidays (parents not present)
- 'Summer Wednesdays' – 4 or 5 mornings per year, in August (parents responsible for children)
- Explore 814: Residential camp for children aged 8-14, run in conjunction with other local churches.
- And other such events or one-off days for families or children

'Regular' Ministries for Adults

- Sunday morning meetings at Warden Park Primary School
- 'Community Groups': small groups for Bible study, discussion and prayer, held in homes or at the Church building
- Ladies' Bible study Group (Together on Wednesday)
- 'Christianity Explored', 'Life Explored', 'Uncover': Introductory Bible study and discussion groups (small groups or 1:1), held over a number of weeks online, in homes, in cafes or at the church building
- Individual visiting, offering of lifts, pastoral conversations – in person or online
- International Café – language support and Bible teaching, at the Church building
- Older adult coffee mornings and tea parties, Bible Study groups ('Saltworks Friends', Luther study group) – at the church building and other venues, including care homes.

Appendix K safeguarding incident and wellbeing concern form

Where possible, please complete this form online through the church members' page at www.cchh.org.uk

Name of Child/Adult you have concern about/ involved in the incident / making the allegation			
Their address			
Their date of birth (if under 18)		Child's School and Year Group	
Name of the Person writing this report			
Address and Phone number of the person writing this report			
E-mail address of the person writing this report			
Ministry role of the person writing this report/ your connection to the child or adult concerned			
Details of the incident / allegation / concern			
Date of incident (dd/mm/yyyy)		Time of incident	
Where the incident/allegation/concern occurred or was received. (The actual place and any event/ministry/activity taking place)			
Who else was present to witness what happened/was said? Give their names			
Record of the incident/concern/allegation Write what happened/was said/what you noticed. Use facts where possible, rather than opinions or feelings. If appropriate, describe the location of any injury or marks on the child/adult's body, using a body map – this should be securely attached to this form.			

Continues overleaf

Your signature:

Date:

Continuation of SAFEGUARDING INCIDENT/WELFARE CONCERN FORM

Name of person of concern:

Date of incident:

Name of person completing this report:

Continuation of Report of incident/allegation/concern

Continuation sheets are available if needed – attach them securely to this report, along with any body maps.

What action (if any) has been taken in response to this concern/allegation?

Note anything that you or anyone else have done to assist the person or to ensure immediate safety if need be.

If the allegation is about a person, give details of the person accused (as much information as possible or necessary to identify the person)

Have you or anyone else sought advice in response to this concern/allegation?

If yes, please say who was consulted, what advice was given, and what action was taken in response.

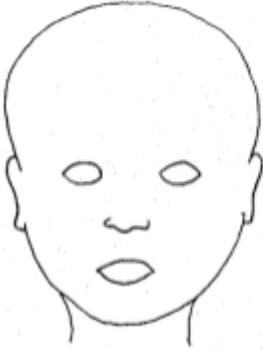
Signature of the person writing this report		Date dd/mm/yyyy	
Have you attached a body map to this report? YES / NO			
How many continuation sheets have you attached?			
Please pass this form to the Safeguard Lead as soon as possible, in a sealed envelope marked confidential. If the incident concerns the Coordinator or their family, give it to the Safeguarding Deputy			
Name of child or adult:			
Child or adult's date of birth:			
Response to the incident/concern			
This section should be completed by the Safeguard Lead or Deputy			

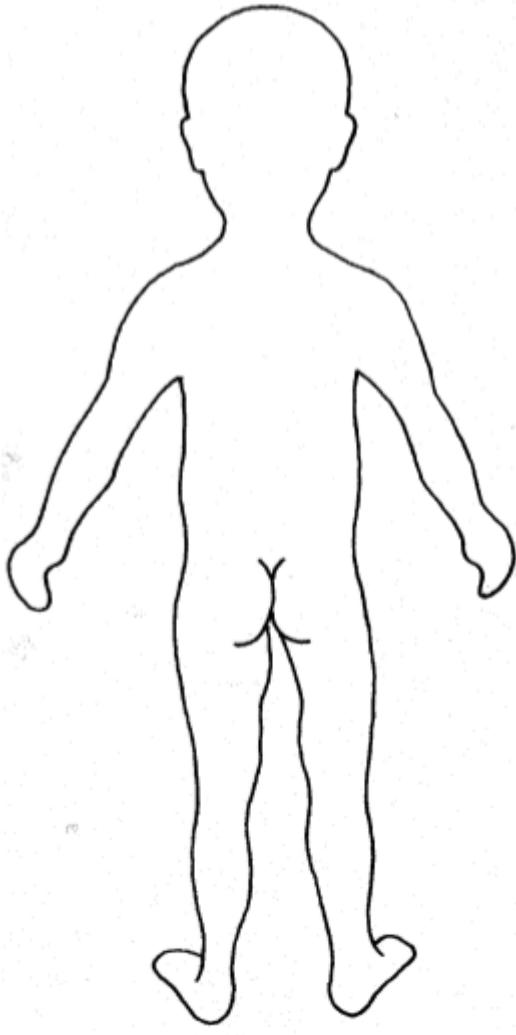
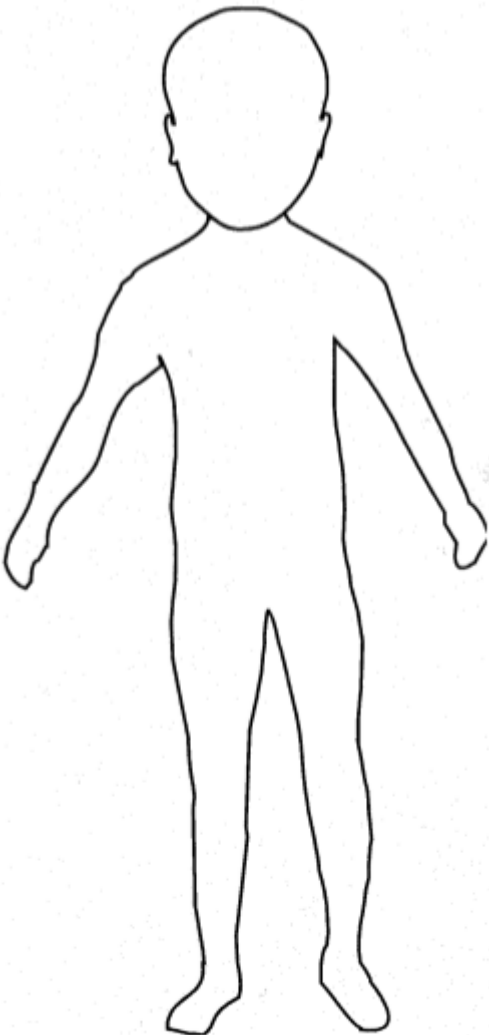
Action Taken Include dates, and names/details of anyone to whom information was passed	Outcomes Include dates and any relevant information
<i>How many continuation sheets have you attached?</i>	

Name of person reporting (printed) Role Signature		Date	
--	--	-------------	--

SAFEGUARDING INCIDENT/WELFARE BODY MAP

Please complete and attach securely to Incident/Welfare Concern form, then give to Safeguard Lead. If the incident/allegation concerns the Lead or their family, give to Safeguarding Deputy.

Child's Name					
Date (dd/mm/yyyy)					



Appendix L: running online groups for children and young people

As a church, we are committed to running ministry to children and young people online when not permitted to meet in person. This is so that children of all ages may be given an opportunity to meet for encouragement and support, and to hear God's word, discuss and respond to it.

We appreciate the benefits of meeting online but recognise the potential risks and challenges this presents. We particularly note the risks of:

- Grooming/sexual exploitation
- Sharing of personal contact details between Leaders and children/young people
- Inappropriate conversations between Leaders and children/young people
- The possibility of unkind or abusive conversations or messages between children/young people
- Potential allegations against workers
- Use of apps with minimum age restrictions
- Particular risks associated with children in care or known to children's services
- Children/young people and leaders' alertness to general online risks being reduced through familiarity with the setting

The Safeguarding Policy continues to apply in all areas – e.g. the recruitment and appointment of team members; expectations of conduct; reporting and dealing with concerns, and communication with children and young people.

Principles for Group Meetings

- For purposes of supervision and consistency, online groups will initially retain known names and age groups (eg. YoYo, First Words, FX)
- Groups must be set up with password-protected links for access
- Parents will be advised of the links for the groups using a weekly Family email, or by the leader of the group contacting parents directly (ie. Not directly to children/young people)
- New groups may be set up in consultation with the Children and Families worker or Youth Worker and Elders
- Parents will be encouraged to be in the vicinity or to be within sight and sound of their children/young people
- Leaders need to wear modest clothing and be aware of what can be seen in their background
- There will be two Leaders in each group (meeting or breakout room), acting as Host and Co-Host
- Only adults who are Leaders of the Church's groups for children/young people may be present in the meeting. Other adults may only attend as guests following discussion with the Safeguard Lead or Deputy.
- A register must be kept of all children/young people and adults in the meeting
- The Host of the meeting is responsible for setting the meeting controls, and for monitoring attendance and behaviour. They may choose to blank or mute a participant for inappropriate speech or conduct or remove them from the meeting if deemed necessary.
- Meetings must be set up with a 'waiting room' facility, to reduce the risk of unknown people entering
- The Host must disable the group's ability to: chat, screen share, rename, record, unmute themselves and to annotate when screen sharing.
- If a child/young person is removed for conduct or speech, this must be followed-up on by the Leader. Safeguarding Policy guidelines must be followed, and a record made of the events and subsequent actions.
- Leaders must always report any inappropriate communications from a child/young person, or any Safeguarding concerns, as outlined in the Safeguarding Policy.
- Children/young people should be advised to always tell an adult they trust about communications that make them feel uncomfortable or where they have been asked not to tell their parent/carer about the communication.
- Meetings should not be recorded.

Principles for One-to-One Discipleship Meetings Online

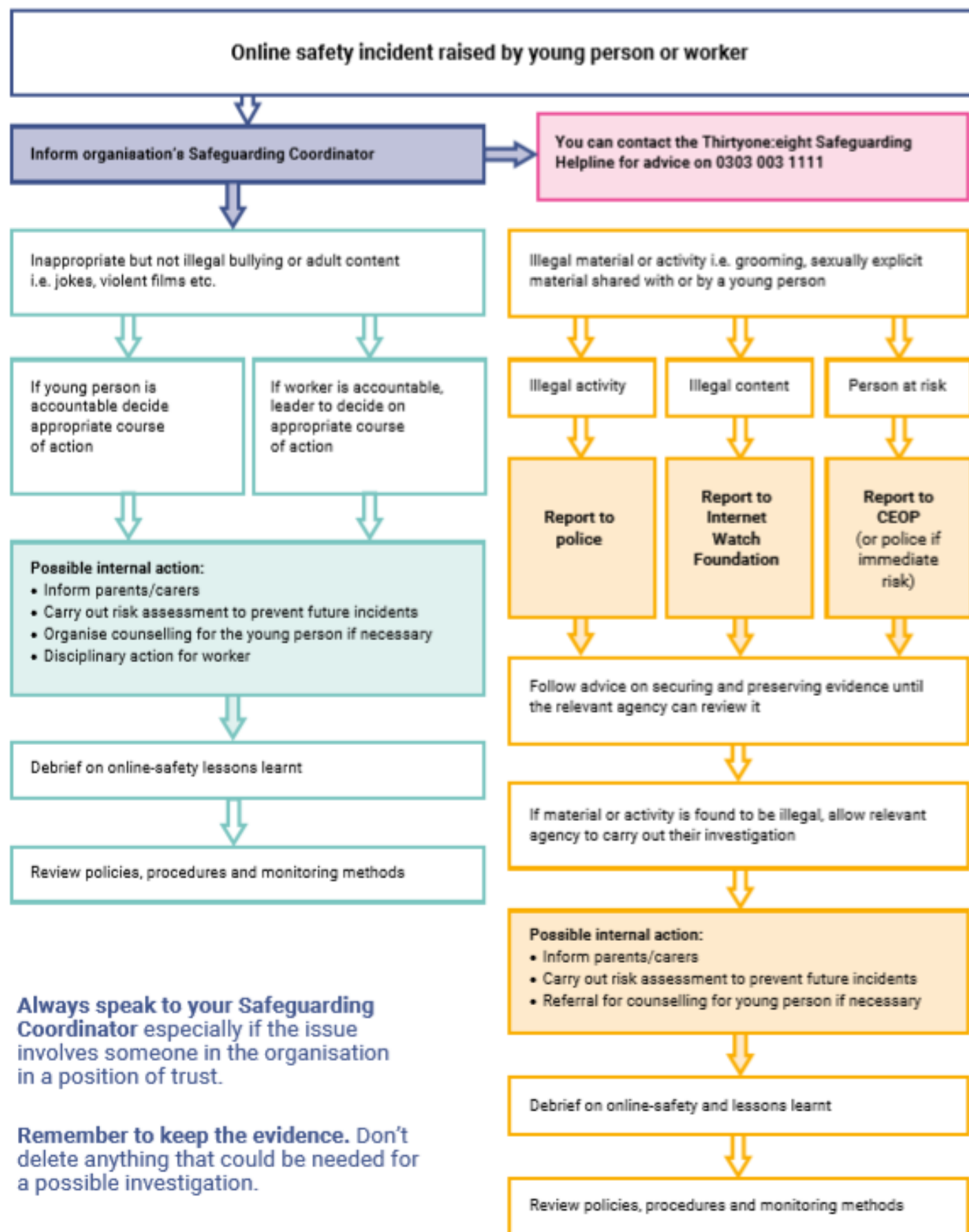
- Principles for 1-1 Discipleship meeting online
- All 1-1's with young people from before Lockdown or starting in Lockdown will be agreed with the parents before they take place
- They will take place over Zoom and when that isn't possible, Facetime, not WhatsApp
- Parents and young people will be asked to find a suitable place for the 1-1 to take place that isn't a bedroom
- After the 1-1, the leader will keep a record of the date, time and brief content covered during the time together
- The 1-1 will not be recorded

Responding to online incidents or concerns

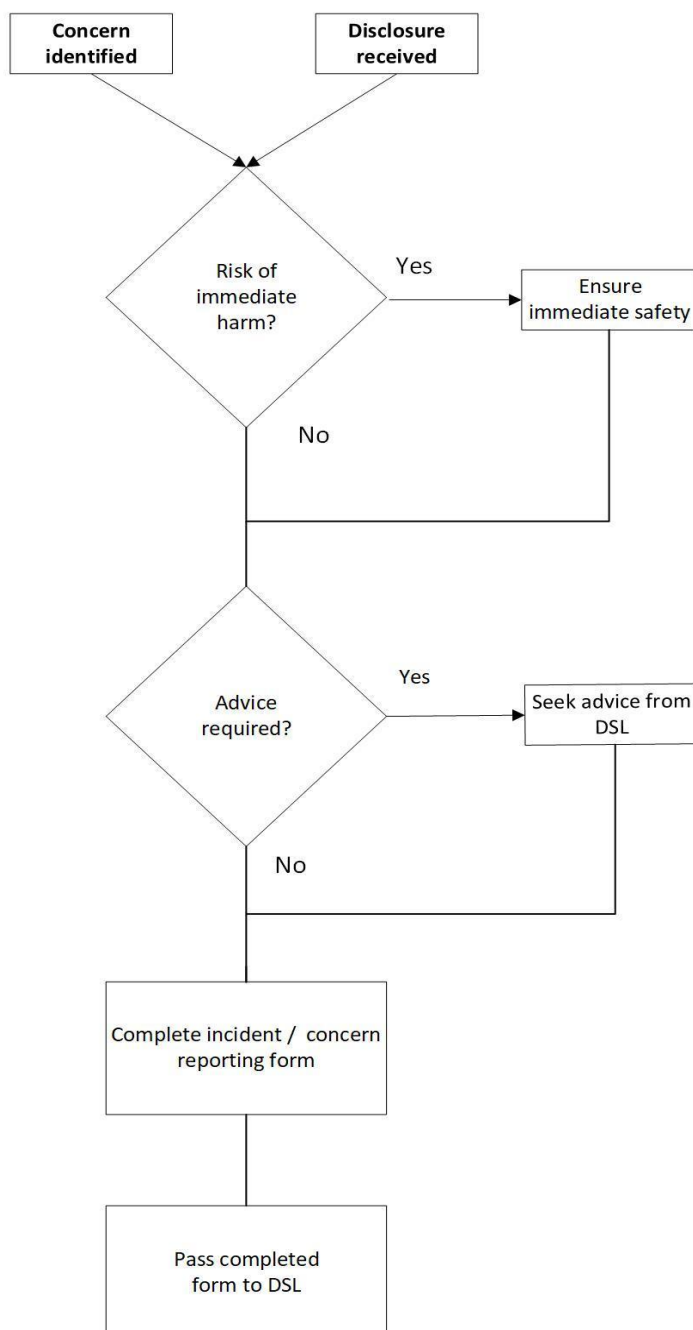
See flowchart on next page. If in doubt, speak with the Safeguard Lead or Deputy.

This appendix written using Youthscape and ThirtyOne:Eight framework, June 2020 (whilst in membership with ThirtyOne:Eight)

Appendix M: Responding to online concerns (Produced by Youthscape and thirtyone:eight)

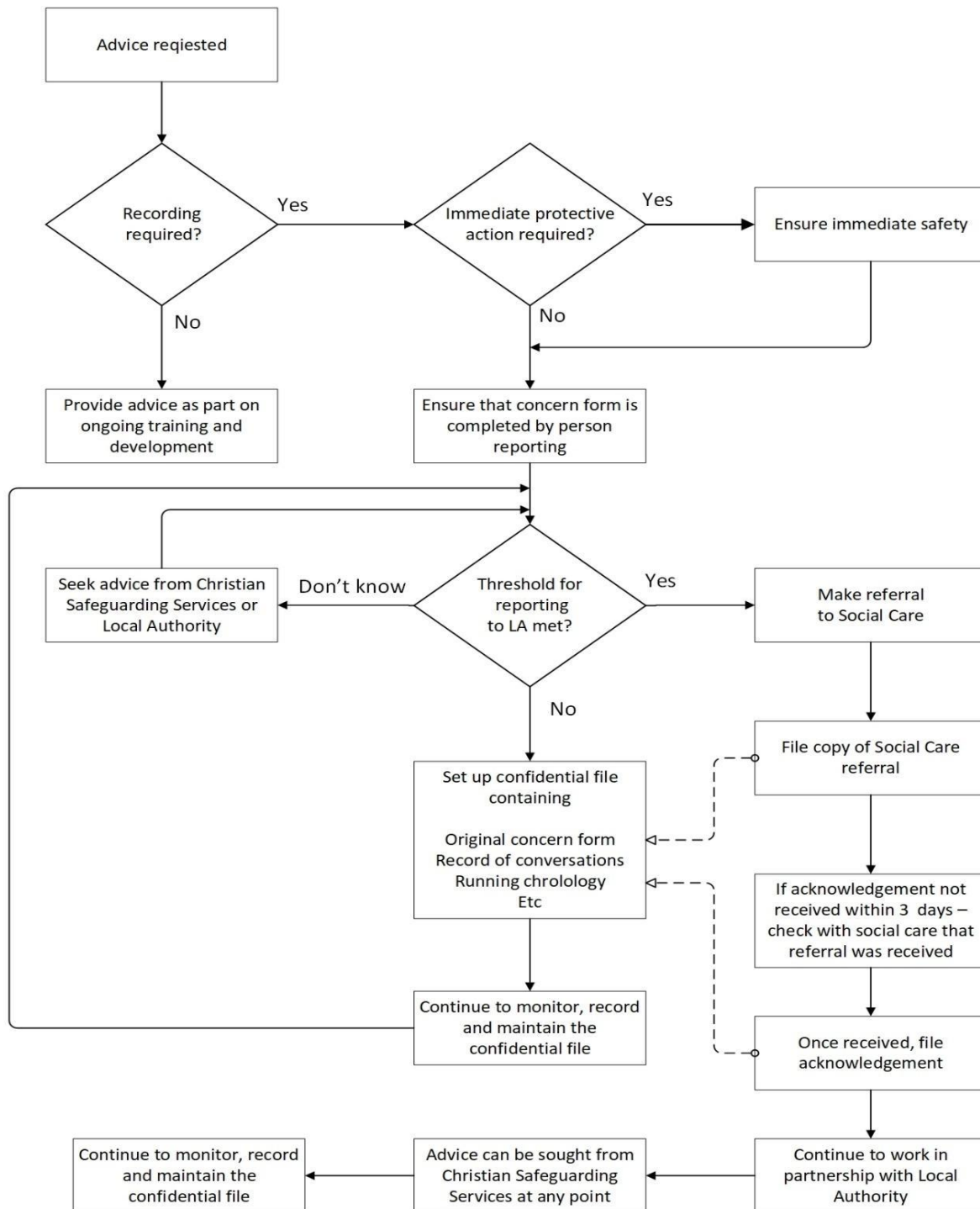


Reporting concerns or disclosures



Christian Safeguarding Services can be contacted for advice at any point in the process
Phone 07960 751778 or e-mail advice@thecss.co.uk

Processing concerns or disclosures: the role of the DSL



*Christian Safeguarding Services can be contacted for advice at any point in the process
Phone 07960 751778 or e-mail advice@thecss.co.uk*

