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Commonwealth Christian Fellowship

Child Protection and Safeguarding an Adult at Risk

Owner of Policy	Safeguarding Lead
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This policy should be read in conjunction with:

- Working Together to Safeguard Children. Department for Education published (2006) updated document in 2024.
- No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect adults at risk from abuse. Department of Health (2015) and the Care Act 2014

1.0 Our commitment

The leadership of Commonwealth Church recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As Leadership we have chosen to adopt the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building a constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and appendices are based on the ten **Safe and Secure** safeguarding standards published by Thirtyone:eight.

The CCF leadership are fully committed to child protection and adults at risk and would like to ensure that there is a culture of awareness. Individuals working with children are required to attend training advised by the church administrator to understand the basics of child protection and be able to apply that knowledge in their engagement within the church.

1.1 Procedural Implications

Safeguarding is Everyone’s Responsibility

It is important to note that places of worship are more vulnerable because, like supermarkets, they are open to all. Therefore, whilst this policy highlights responsibilities of key individuals in paid and voluntary roles, as a church we view safeguarding children and adults at risk as everyone’s business. Therefore, whilst it particularly applies to those meeting children, young people and adults at risk, everyone within CCF church needs to understand the importance of keeping everyone safe.

1.2 Duty of care

This is the legal and moral duty of an individual or organisation to ensure they take all reasonable steps to promote the safety and well-being of a child, young person or adult involved in any activity or interaction that the individual or organisation is responsible for.

This includes the need to ensure that anyone who works with or on behalf of children, young people, and adults in the organisation are competent, confident and safe to do so. Any person in charge of or working with children and young people in any capacity is considered, to owe them a duty of care. Please refer to Practice Guidance Section on page 16 for list of roles and responsibilities.

The duty of care is in part exercised through the development of respectful and caring relationships but also by workers taking all reasonable steps to ensure the safety and well-being of those they have responsibility for, particularly in relation to sexual, physical and emotional abuse. Before individuals start working with children, young people and adults at risk, they need to understand and acknowledge the responsibilities and trust inherent to their role.

1.3 Positions of Trust

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

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

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

2.0 Aim and purpose of this policy

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting children, adults at risk and staff. It includes detailed definitions, and signs and symptoms of abuse. It also highlights clear procedures for taking appropriate action when safeguarding concerns are raised involving children and adults within our church, or those who attend our activities and events.

2.1 Who this policy applies to:

- This policy is approved and endorsed by the Pastors and leaders of Commonwealth Christian Fellowship and applies to:
- all those who attend our church
- our trustees and staff (both paid and voluntary)
- Individuals whom we may recruit to support children and youth events within Sunday services or church outings e.g. Chosen or Soul Survivor.

2.2 Observing Good Practice

The policy and procedures should be interpreted in the light of the most recent, Thirtyone:eight

- The church has appointed a Safeguarding Lead and Church Office Support for Safeguarding children and adults.
- To safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:
- *1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- *2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*
- Also for adults the UN Universal Declaration of Human Rights with reference to Article 5 which states:
No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

3.0 What is Abuse?

3.1 Definition of Abuse In Relation to Children

The following definition of abuse in relation to children is as defined in the Working Together to Safeguard Children. Department for Education published 2013, updated in 2024

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 institutional or community setting; by those known to them or, more rarely, by a stranger. The abuse may be by an adult or adults or another child or children.

Practice Guidance for Child Protection and Safeguarding Adult at Risk

At CCF, working with children, young people and adult at risk we wish to operate and promote good working practice. This will enable our workers to participate in children church and/or church events safely, develop good relationships and minimise the risk of false or unfounded accusation.

1.0 Practice Guidance when working with children / Young People

1.1 Educating our Children

At CCF, we are making child protection and safeguarding adult at risk everybody's business. All staff and volunteer in contact with children or vulnerable adults are required to be involved in educating our children to apply the following principles if they are asked to tell or do anything they are not sure of:

If someone asks or tells me to do anything that I am not sure about:

Do I have a "yes" feeling or a "no" feeling?

If I do as the person asks, will an adult I trust know where I am?

If I do as the person asks, can I be sure to get help if I need it?

If the answer to any of these questions is "no", I can say "no!" and tell an adult I trust about it.

All children workers are also required to be able to inform children, young people and vulnerable adults of how to ask for help if they are worried about anything.

1.2 Response to a concern or allegation of abuse

- If there is a concern that a child, young person or adult at risk may have been abused or a direct allegation of abuse has been made, it is important the person receiving this information does the following:
- If deliberate injury is suspected, if there is concern for a child's immediate safety or they are afraid to return home, Children's Social Care should be contacted.
- Don't discuss with parents / carers – it could jeopardise an official investigation. Seek medical help if needed urgently, advising doctor of suspicions.
- If a child isn't at immediate risk (e.g. poor childcare), encourage parent / carer to seek help themselves, but monitor the situation.
- Make careful notes of conversations and/or concerns as they may be required in an investigation. **Refer to Practice Guidance - Section 1.13**
- Where sexual abuse is suspected or disclosed always contact Children's Social Care or the Police immediately. Don't discuss with parents or carers for the reasons stated above.
- **Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The worker (s) are required to adhere to the following process.**
- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Nadine Sylvester, CCF Safeguarding Lead, Tel no: 0845 130 3334 during office hours, or email info@commonwealthchurch.com**, who can act in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- If the suspicions implicate the Safeguarding Lead/ Lead Recruiter, then the report should be made to the Pastors of the church and the Churches' Thirtyone:eight support. Alternatively, contact Social Services or the police.

- Where the concern is about a child the Safeguarding Coordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from Thirtyone:eight **See Appendix 6**
- The Safeguarding Lead **may** need to inform others depending on the circumstances and/or nature of the concern i.e., Designated Officer (formerly LADO) if allegations have been made about a person who has a role with under 18's elsewhere. Suspicions must not be discussed with anyone other than those nominated above.
- A written record of the concerns (keep record factual) should be made in accordance with these procedures and kept in a secure place. Please refer to **Section 1.13**
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Church Office Safeguarding Support or nominated lead should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.
- The Leadership will support the Safeguarding Lead 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.

1.3 Identifying children and families who would benefit from early help

The church aims to cover how to identify and respond early to the needs of all vulnerable children, including: unborn children; babies; older children; young carers; disabled children; and those who are in secure settings.

CCF Church workers are particularly asked to be alert to the potential need for early help for a child who:

- is disabled and has specific additional needs;
- has special educational needs;
- is a young carer;
- is showing signs of engaging in anti-social or criminal behaviour;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems and domestic violence;
- has returned home to their family from care; and/or
- is showing early signs of abuse and/or neglect.

In these instances, the church workers are asked to be aware of the symptoms and triggers of abuse and neglect, to share that information with the church Child Protection and Safeguarding Adults Lead. The aim is to work together to provide the child or the young people and their family with the help they may need.

1.4 Individual' responsibility to report concerns

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead or the church safeguarding administrator has not responded appropriately, or where they have a disagreement with the Safeguarding lead as to the appropriateness of a referral, they are free to contact an outside agency direct. This is to demonstrate the leadership commitment to effective safeguarding and the protection of all those who are vulnerable.

1.5 Allegations of Physical Injury, Neglect or Emotional Abuse

Where there is a physical injury or symptoms of neglect the safeguarding lead /church office should do the following:

- Contact Children's Social Services if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. **Do not tell the parents/carers in such circumstances.** It may also be helpful to have the contact number for the police child protection team.
- If a child needs urgent medical attention an ambulance should be called or they should be taken to hospital, informing the parents/carers afterwards of the action that was taken. The hospital staff should be informed of any child protection concerns. They have a responsibility to pass these concerns on to the statutory authorities.
- If the concerns for the child centre round poor parenting it may be appropriate to speak to the parent/carer, offer practical domestic help and suggest, for example, a chat with the health visitor, doctor or Children's Social Services.
- If a parent/carer is unwilling or frightened to seek help, then offer to accompany them. If they still fail to acknowledge the need for action it is possible to informally discuss the situation with Children's Social Services without divulging their personal details (such as names and addresses) unless, of course, Children's Social Services consider the situation to be serious enough to do so. In these circumstances, it is important to realise there may be a bigger picture. Information may have come to light that might be a vital missing piece in the jigsaw.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Services.
- It is important to take older children's wishes into account when deciding whether to talk to parents/carers unless other children are potentially at risk.

1.6 Concerns or Allegations of Sexual Abuse

Where the concern or allegation of abuse is sexual the safeguarding co-ordinator should do the following:

- Contact Children's Services (Out of hours, the Emergency Duty Team). DO NOT try to investigate the matter. The important thing is to relay the information to Children's Social Services and/or the Police so they can carry out any investigation and take appropriate action under Section 47 of the Children Act 1989.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, contact the police. Remember to make a note of what the child alleges and the circumstances surrounding the allegation because of the possibility of being called to give evidence at court. Do not touch or tamper with any evidence, such as clothing and dissuade the child from cleansing themselves.
- **DO NOT tell the parents/ carers,** as they could be involved. It is also important no one else who might be involved is inadvertently alerted to the situation because this might lead to the child being 'silenced'. Allegations of sexual abuse are usually denied and often difficult to prove. Remember, the child's welfare must be always the first consideration.
- Keep information confidential and share on a need to know basis only so that any alleged perpetrator is not warned or 'tipped off'. The child or young person also has a right for their privacy to be respected as much as is possible.
- Should the safeguarding Lead not feel it necessary to refer the matter to Children's Social Services, but the worker (or anyone else) has serious concerns for the child's safety, then they should contact the relevant authorities themselves.

- **The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.**
- If the allegation is made against someone who has responsibility for implementing the safeguarding policy, the referral should be made direct to Children's Social Services or appropriate professional advice sought, e.g. from Thirtyone:eight.
- *In the instances of physical Injury or symptom of neglect or concerns or allegations of sexual abuse, it is important to inform the pastors of the church as matter of urgency. We advise that you take advise from statutory services as the sharing of information*
- In the above instances, depending on the conditions of the church insurance, the church may need to inform the insurance company if this is a requirement.

1.7 Reasons for Not Contacting the Parent/Carer or Alleged Abuser

- A child, young person or vulnerable adult might make a direct allegation of abuse naming the person who did it. Because of fear, confusion or other reasons the allegation might not be wholly accurate.
- Informing a parent/carers of the allegation could damage any subsequent investigation by the statutory authorities if their reaction inadvertently alerts the person under suspicion e.g. the parent/carers going to see them to sort the matter out. It is vital no one from the organisation informs the parent/carers of the allegations at this stage. This decision should be left to the statutory authorities.
- Another very important reason the alleged abuser is not contacted is that they could try to silence their victim with bribery or threats. Also, they could dispose of any incriminating material such as books, videos, DVDs, photos, computer files or text messages.

1.8 Allegations Against Children and Young People

Children and young people have always been curious about the opposite sex and/or experimented sexually. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through engaging in sexual activity, this is likely to be regarded as abusive. The same applies where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child. This is not mutual exploration. Such situations should be taken as seriously as if an adult were involved.

1.9 Allegations of Abuse Against a Person who Works with Children or Young People

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead or the Church Office Safeguarding Support in accordance with Local Safeguarding Children Board (LSCB) procedures will need to:

Liaise with Children's Social Services regarding the suspension of the worker

- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).
- Consideration should 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 vulnerable adults. Where you are liaising with a designated officer discuss with them about the need to refer to the DBS. If a designated officer is not involved, you need to contact the DBS if the situation is that the nature of concern leads you to end the

employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

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1.10 Effective Communicating with a Child or Adult Raising Concerns

The following provide guidance to assist CCF church workers and volunteers to communicate effectively with a child or adult who may want to talk about any matter not just those pertaining to abuse. Adults who can listen to children and are attentive to their needs can help prevent abuse from happening in the first place as well as ensuring that appropriate responses are made whenever it takes place. This also applies to adults at risk who need someone to listen and respond.

- Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.
- Give the person time to talk without ‘jumping in’ too soon. 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 regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, where necessary, ensure there is someone available who understands sign language, Braille etc.

Useful ways to clarify information is to repeat back in the person’s own words

- 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?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

1.11 Confidentiality

Be clear about the boundaries of confidentiality. For those under 18, harm to themselves or others cannot be kept secret, but reassurance can be given that the information will be kept confidential between those who need to know. For adults, it is advisable that the same rule applies and the statutory agencies will decide whether further action will be taken based upon whether there is harm to others and whether the person has the mental capacity to make decisions for themselves

Please refer to the flow chart for children and young people, to help in your decision making

Appendix 5

1.12 Unfounded Allegations

Unfounded allegations are at times referred to as ‘false allegations’. However very few allegations are fabricated (less than 10% in many research studies). Others may not lead to prosecutions because of the inability to prove or disprove. **Therefore, safe practice guidelines are essential for those who work with the vulnerable to minimise situations where actions can take place or be misinterpreted.**

And remember – it is not the church’ job to decide what is true or untrue but to report what is alleged where in the case of CCF to the safeguarding Lead or in her absence, Church Office Safeguarding Support. Report could also be made directly in the absence of the Safeguarding Lead by any church worker or member to the appropriate agencies i.e., social services and/or police. However, it is useful to get advice from Thirtyone:eight or NSPPC depending on case and the age of the individual involved in the concerns prior to doing so.

1.13 Record Keeping

- Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and if possible, a drawing of its location and shape on the child's body. **Refer to Practice Guidance Section 1.13**
- Include the personal details of the child/Adult, also that of the parent/carer in the case of child. The date of birth of the child/adult. Should the incident concern a child or adult that do not attend CCF, please ensure you have the details of the church they attend and the school if a child.
- Write down exactly what has been said, when it was said, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Write a chronological account with dates and times of these events and when the record was made. It is advisable that the records of events are kept factual.
- Write down any action taken including whom the incident was reported to.
- Keep all handwritten notes even if subsequently typed up.
- Print your name and sign all recordings
- These notes should be passed on to the Safeguarding Lead /Church Office Safeguarding Support to assist them.
- Where possible the statement or notes should be handed in person to the Safeguarding Lead/Church Office Safeguarding Support.

If records are being sent electronically, please ensure it is sent securely and password protected. The password to open the document is to be sent via a separate e-mail. Should the matter need to be referred to Adult or Children’s Social Services or the police, the worker(s) involved need to share concerns or clear allegations made by, or about, children, young people and vulnerable adults.

Do note that someone becoming quiet and withdrawn does not automatically mean that they are being harmed. By sharing your concern about them with your safeguarding coordinator, it will enable you to discuss ways of asking ‘open questions’ which may clarify their worries.

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

This will be in the instance of suspicions or allegations of abuse or harm including physical, sexual, organisational, financial, discriminatory, neglect, self neglect, forced marriage, modern slavery, domestic abuse

If there is concern about any of the above, the Church Safeguarding Co-ordinator or in her absence, the deputy or the operational manager or another appropriate person will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Refer to Contact details - **Appendix 15**
- Adult Social Care Teams operate Emergency Duty Teams (EDT), outside regular office hours, at weekends and over statutory holidays. They are available to offer advice and will also take action to protect an adult, including arranging emergency medical treatment and, where appropriate, involving the police.
- Alternatively Thirtyone:eight. can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of the concerns.

1.2.1 Allegations of abuse against a person who works with adults with adult at risk

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

2.0 Prevention

2.1 Recruitment of Workers

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

- Where relevant there is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Where relevant written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of
- Practice requirements concerning the fair treatment of applicants and the handling of information)
- As a member of Thirtyone:eight., DBS checks will be carried out by this organisation.

The Lead Recruiter /Church Office Safeguarding Support will :

1. undertake DBS check in accordance to the guidance provided by Thirtyone:eight. The
2. guidance is available via the following link <https://thirtyoneeight.org> Qualifications where relevant have been verified
3. A suitable training programme is provided for the successful applicant
4. The applicant has been given a copy of the organisation's safeguarding policy and knows
5. how to report concerns.
6. carry out the recruitment of voluntary children or youth workers and for church events
7. The application for paid work will be carried out through the agreed church process.

8. A worker may not work with children or vulnerable adults until the application process has been completed and the candidates has fulfilled all the required criteria

2.1.0 Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. To help us to do this, we will be referring to the Thirtyone:eight and make available to our workers different national guidance. Links included below

Thirtyone:eight: <https://thirtyoneeight.org/media/za4oo3tk/code-of-conduct-template-1.docx>

Complaints: <https://thirtyoneeight.org/media/urtbeawk/model-complaints-policy-1.docx>

Lone working: [Lone working \(thirtyoneeight.org\)](https://thirtyoneeight.org/lone-working)

Whistleblowing [\(thirtyoneeight.org\)](https://thirtyoneeight.org/whistleblowing)

2.1.1 Safeguarding Awareness and Training

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

The Safeguarding Lead is required to attend recommended online training run by Thirtyone:eight. Details are available at [Webinar | Thirtyone:eight \(thirtyoneeight.org\)](https://thirtyoneeight.org/webinar). Training can also be discussed with the training team at Thirtyone:eight. All other specified individuals in **Practice Guidance - Section 4.0** are required to undertake the online learning courses and those training being delivered by CCF safeguarding Lead.

2.1.2 Other Resources to Consider:

Children’s workers can also refer to other resources for educating children i.e., PANTS is available on the NSPCC website: <https://www.nspcc.org.uk/search/?query=pants%20rule>

3.0 Pastoral Care

3.1 Supporting those Affected by Abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are members of CCF.

Support where necessary will be provided through several key individuals within the church who can support the individuals’ and/or refer them to the appropriate agencies. **Please refer to Appendix 15)** for information on agencies that can offer practical support and guidance

3.2 Working with Offenders

When someone attending CCF is known to have abused children or is known to be a risk to adults at risk the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults at risk, set boundaries that the person will be expected to keep. The contract should give details of both the boundaries as well as the support the church will offer them. These boundaries will be based on a risk assessment and through consultation with appropriate parties. **The Safeguarding Lead MUST be informed.**

The boundaries will be referred to as ‘Agreed Code of Behaviour ‘ACoB’. and will include an understanding that the individual must not under any circumstances be left unsupervised with a child or vulnerable adult. This approach also serves to protect the individual from risk of accusation. The nominated Shield Team lead for child protection and preventing abuse to

adults at risk is to be involved in writing, enforcing as well as monitoring the boundaries that have been set within the ACoB.

The CCF 'Shield Team' who will be required to enforce the ACoB contents, at every church gathering and event, will be informed of its content. The boundaries must be in writing and the individual, if deemed necessary should be invited to sign it as an indication of their commitment to the boundaries that have been set.

4.0 Church members

- The whole Church/Place of Worship/Organisation needs to:
- Accept the guidance of the leaders and Safeguarding Coordinator(s) on safeguarding children and vulnerable adults
- Support the work of safeguarding and be informed of who the lead is for child protection and safeguarding vulnerable adult
- Highlight any suspicion and/or concern relating to a child or vulnerable adult to the Safeguarding Coordinator
- Take time to watch and familiarise themselves with the <https://thirtyoneeight.org/get-involved/safeguarding-sunday/>

4.1 Key Workers and volunteers

All workers need to:

- Be willing to attend training
- Make sure they know the contact details for the Safeguarding Lead
- Ensure they know and follow safe practice guidelines as illustrated in this policy
- Familiarise themselves with key useful agencies (**Appendix 15**) highlighted.

4.2 List of Key Workers

The key workers and volunteers for supporting child protection and vulnerable adults include but not limited to those listed below:

- Safeguarding Lead
- Church Office Safeguarding Support
- Pastors
- Elders
- CCF Administrator
- CCF Operations Manager
- Lead for Shield Team
- Lead for Children Church
- Lead for LEAPS (Suspended)
- Lead for Edge (Suspended)
- Lead for Intercessory team
- Lead for Counselling
- Lead for the House Group

Refer to Appendix 2 for roles and responsibilities of key workers

Names and contact details - CCF Child Protection & safeguarding personnel is in **Appendix 14**

APPENDICES

Types and Signs of Abuse

There are four agreed forms of abuse based on the government guidance are defined below:

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

1.2 Emotional Abuse: Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. 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 causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

1.3 Sexual Abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways

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

Other forms of abuse:-

1.5 Child sexual exploitation:

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur using technology.

For more details :

https://assets.publishing.service.gov.uk/media/5a7f8e3640f0b62305b87dbc/CSE_Guidance_Core_Document_13.02.2017.pdf

1.6 Female Genital Mutilation

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003 (“the 2003 Act”). It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

Section 5B of the 2003 Act introduces a mandatory reporting duty which requires regulated health and social care professionals and teachers in England and Wales to report ‘known’ cases of FGM in under 18s which they identify in the course of their professional work to the police. The duty came into force on 31 October 2015.

‘Known’ cases are those where either a girl informs the person that an act of FGM – however described – has been carried out on her, or where the person observes physical signs on a girl appearing to show that an act of FGM has been carried out and the person has no reason to believe that the act was, or was part of, a surgical operation within section 1(2)(a) or (b) of the FGM Act 2003

For more details :

<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information/mandatory-reporting-of-female-genital-mutilation-procedural-information-accessible-version>

1.7 Child on child

Child-on-child abuse, also referred to as peer-on-peer abuse, is when children under the age of 18 sexually, physically or emotionally abuse another young person. Children may abuse other children because of the perceived vulnerabilities or differences of the victim. For example, children may abuse other children because of their race, sexual orientation, religion, disability etc.

Additionally, children who abuse other children may suffer from unstable conditions in their own lives; they may be exposed to domestic abuse or be subject to abuse themselves and therefore project their trauma onto other children. Regardless, child-on-child abuse is wrong, and no children should have to suffer from this treatment.

For more details :

<https://www.cica-uk.co.uk/child-on-child-abuse/>

1.8 Domestic abuse

1.8.1 Definition of Domestic Abuse

- Incident of pattern of incidents of controlling, coercive, or threatening behaviour, violence, or abuse...by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Includes: psychological, physical, sexual, financial, emotional abuse; so called ‘honour based violence; Female Genital Mutilation; forced marriage
- Children and Young People can suffer this form of abuse and are considered victims if they see, hear or experience the effects of abuse and they are related to the victim or the offender.
- Age range extended down to 16 (for the purpose of the safeguarding adult arrangements, safeguarding children’s arrangements would be applied to a person under 18)

1.9 County Lines

County lines is a form of criminal exploitation. It is when criminals befriend children, either online or offline, or then manipulate them into drug dealing. The 'lines' refer to mobile phones that are used to control a young person who is delivering drugs, often to towns outside their home county.

More information on County lines is available from NSPCC <https://learning.nspcc.org.uk/child-abuse-and-neglect/county-lines>

1.10 Spiritual Abuse

Spiritual abuse works both ways: congregations can abuse pastors and pastors can abuse congregations and congregants. It is characterized by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it.

This abuse may include, manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, coercion to conform, (inability to ask questions) control using sacred texts or teaching, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation as a means of punishment, and superiority and elitism.

1.11 Significant Harm

The legislation defining the circumstances in which compulsory intervention in family life is justified in the best interests of children is based on the concept of 'significant harm'. There are no absolute criteria for judging what constitutes significant harm. However, they may include the degree, extent, duration and frequency of harm.

Sometimes a single traumatic event may constitute significant harm e.g. violent assault, sexual assault, suffocating or poisoning. More often, significant harm is a series of events, both acute and longstanding, which interrupt, change or damage the child's physical and/or psychological development.

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

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

As of April 2022 it is illegal (England and Wales)(Northern Ireland) for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision. Involving a child who can give informed consent on a matter, while illegal, may not necessarily constitute sexual abuse as defined for the purposes of this guide. One example, which would fall into this category, is a sexual relationship between a 16 year old and her 18 year old boyfriend. It is necessary Child protection and Safeguarding Adult lead to seek advice if faced with such a situation.

2.0 Signs of Possible Abuse (children & young people)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

2.1 Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse (May be an indication of self harming)
- Eating disorders - anorexia, bulimia (May be an indication of self-harming)

2.2 Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations

2.3 Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying
- Eating disorders - anorexia, bulimia (May be an indication of self-harming)

2.4 Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc

3.0 Definition of Abuse in Relation to Adults

To implement a policy that prevents abuse of adults at risk, it needs to be recognised that the term 'abuse' can be subject to wide interpretation and for this reason this policy provides the consensus reached in relation to the following:

- Definition of adult at risk
- Which adults are 'at risk'?
- Definition of abuse
- The main form of abuse?
- Pattern of abuse
- Who might be causing the abuse?
- How to response to a concern or allegation of abuse

3.1 Definition of Adult at Risk

A vulnerable adult is a person "who is or may need community care services by reason of mental or other disability, age or illness. who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

In this guidance 'adult' means a person aged 18 years or over. As defined now by the Care Act 2014. The Care Act 2014 applies to an adult who;

needs care and support (whether the local authority is meeting any of those needs); and Is experiencing, or at risk of, abuse or neglect; and as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

3.2 Which Adults are at Risk?

Some adults might be more at risk than others. The following factors could increase the risk of abuse:

- Learning, sensory or physical disability
- Old age and frailty, especially if creates dependency on or needing help from others
- Mental health problems
- Dementia or confusion
- Severe illness
- Alcohol or illegal substance dependency?
- A partner, child, relative or friend
- A paid or volunteer carer
- A health, social care or other worker
- A church worker, or minister of religion

3.3 What is adult abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to several factors. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

4.0 What is Safeguarding?

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding any action. This must recognize that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances (Care Act guidance Sec 14)

4.1 Responding to Concerns

4.1.0 Physical Abuse: This includes hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

4.1.2 Sexual Abuse: This includes rape and sexual assault or sexual acts to which the vulnerable adult has not consented or could not consent or was pressured into consenting.

4.1.3 Psychological Abuse: This includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks

4.1.4 Financial or Material Abuse: includes theft, fraud, exploitation, pressure in connection

with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits

4.1.5 Neglect and acts of omission, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

4.1.6 Discriminatory Abuse: This includes racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

Institutional or Organisational Abuse: This can sometimes happen in residential homes, nursing homes or hospitals when people are mistreated because of poor or inadequate care, neglect and poor practice that affects the whole of that service.

4.1.7 Pattern of Abuse

Any or all these types of abuse may be perpetrated as the result of deliberate intent, negligence, ignorance or lack of training, knowledge or understanding. Incidents of abuse may be multiple, either to one person in a continuing relationship or service context, or to more than one person at a time. Often if a person is being abused in one way they are also being abused in other ways.

This may be one of the key reasons why the church may need to escalate to statutory agencies who will be better equipped to look beyond the single incident or breach in standards to underlying dynamics and patterns of harm. Some instances of abuse will constitute a criminal offence.

4.1.8 Who might be causing the abuse?

The person who is responsible for the abuse is very often well known to the person abused and could be:

- A person at work
- A person in an educational establishment (School, Colleges)
- A person in a place of worship such as Churches
- A paid carer or volunteer
- A health worker, social care or other worker
- A relative, friend or neighbour
- Another resident or service user
- An occasional visitor or someone who is providing a service

4.2.0 Signs of Abuse in Adults

4.2.1 Possible Signs of Physical Abuse

- Multiple bruising
- Fractures
- Burns
- Bed sores
- Fear
- Depression
- Unexplained weight loss
- Assault (can be intentional or reckless)

4.2.2 Possible signs Neglect and Acts of Omission

- Malnutrition
- Untreated medical problems
- Bed sores
- Confusion
- Over-sedation
- Deprivation of meals may constitute “wilful neglect”

4.2.3 Possible signs Psychological and Emotional Abuse

- Fear
- Depression
- Confusion
- Loss of sleep
- Deprivation of liberty could be false imprisonment. Aggressive shouting causing fear of violence in a public place may be an offence against Public Order Act 1986, or harassment under the Protection from Harassment Act 1997

4.2.4 Possible signs of Sexual Abuse

- Loss of sleep
- Unexpected or unexplained change in behaviour
- Bruising
- Soreness around the genitals
- Torn, stained or bloody underwear
- A preoccupation with anything sexual
- Sexually transmitted diseases
- Pregnancy
- Rape – Forced sexual intercourse
- Indecent Assault

4.2.5 Possible signs Financial and Material Abuse

- Unexplained withdrawals from the bank
- Unusual activity in the bank accounts
- Unpaid bills
- Unexplained shortage of money
- Reluctance on the part of the person with responsibility for the funds to provide basic food and clothes etc.
- Fraud
- Theft

4.2.6 Possible signs Institutional/Organisational Abuse

- Inflexible and non-negotiable systems and routines
- Lack of consideration of dietary requirements
- Name calling; inappropriate ways of addressing people
- Lack of adequate physical care – an unkempt appearance

4.2.7 Possible signs of Discriminatory Abuse

Abuse can be experienced as harassment, insults or similar actions due to race, religion, gender, gender identity, age, disability, sexual orientation.

Sexual exploitation is a subset of sexual abuse. It involves exploitative situations and relationships where people receive 'something' (e.g. accommodation, alcohol, affection, money) because of them performing, or others performing on them, sexual activities

4.2.8 Possible signs of Self-Neglect

This includes various behaviours; disregarding one's personal hygiene, health or surroundings resulting in a risk that impact on the adult's wellbeing, this could consist of behaviours such as hoarding.

4.2.9 Possible signs of Modern Slavery

Modern Slavery is an international crime, it can include victims that have been brought from overseas, and vulnerable people in the UK.

- **Physical appearance:** Victims may show signs of physical or psychological abuse, look malnourished or unkempt, or appear withdrawn
- **Isolation:** Victims may rarely be allowed to travel on their own, seem under the control, influence of others, rarely interact or appear unfamiliar with their neighbourhood or where they work
- **Poor Living Conditions:** Victims may be living in dirty, cramped or overcrowded accommodation, and / or living and working at the same address
- **Few or no Personal Effects:** Victims may have no identification documents, have few personal possessions and always wear the same clothes day in day out. What clothes they do wear may not be suitable for their work
- **Restricted Freedom of Movement:** Victims have little opportunity to move freely and may have had their travel documents retained, e.g. passports
- **Unusual Travel Times:** They may be dropped off / collected for work on a regular basis either very early or late at night.
- **Reluctant to Seek Help:** Victims may avoid eye contact, appear frightened or hesitant to talk to strangers and fear law enforcers for many reasons, such as not knowing who to trust or where to get help, fear of deportation, fear of violence to them or their family.

4.2.10 Possible signs of Domestic Abuse

If someone is being physically abused, they will likely have frequent bruises or physical injuries consistent with being punched, choked, or knocked down—and they'll likely have a weak or inconsistent explanation for these injuries.²

Some signs of physical abuse include:

- Black eyes
- Bruises on the arms
- Busted lips
- Red or purple marks on the neck
- Sprained wrists

It's also common for someone to try to cover up the physical signs with clothing. For example, you may notice someone wearing long sleeves or scarves in the hot summer. Wearing heavier than normal makeup or donning sunglasses inside are also common signs of domestic abuse.⁴

Key Roles & Responsibilities

1.1 The Leadership

The CCF leadership appreciates the importance of the key principles of safeguarding and its own remit in ensuring that the principles of child protection and safeguarding adult at risk is well embedded in its operation. They will do this by: -

- Endorsing and following all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Supporting the Safeguarding lead in their work and in any action, they may need to take to protect children and vulnerable adults.
- Support the provision of on-going safeguarding training for all its workers and will support the review and update the operational guidelines annually.
- Facilitate and nurture a safer culture across the activities of the Commonwealth Church

1.2 Lead for Child Protection and Safeguarding Adult at Risk

The Lead for Child Protection and Safeguarding Adult at Risk, hereafter **refer to as Safeguarding Lead** will utilise resources <https://thirtyoneeight.org>

- Make sure they are known to everyone especially all those working with vulnerable people within the church community
- Display their names on posters (**Appendix 4**), where notice boards or publication in a magazine is an available resource
- Act as an advocate (i.e., someone who speaks for and on behalf of children and adults at risk.
- Provide oversight and ensure that all the relevant individuals listed in **Section 4.2** received Child Protection and Safeguarding Adult at Risk training.
- Ensure that all the relevant individuals listed in **Section 4.2** are informed of the policy and process for responding and reporting incidents of abuse.
- To address and be willing to share and report concerns at an early stage of an incident which pertains to child protection and vulnerable adult if it is appropriate to do so and were deemed necessary to the statutory authorities, that is Children's or Adult Social Care or the Police.
- Collate and clarify the precise details of allegation or suspicion of abuse and pass this information on to statutory agencies who have a legal duty to investigate.
- Share confidential information on need to know basis
- Disseminate to all children workers, updates and other useful information from Thirtyone:eight and other relevant bodies.
- Keep leadership aware of 'Good Practice'. Keep all the relevant individuals listed in **Section 4.2** aware of those who may pose risk to other members of the church
- Ensure that the church and specified individuals listed in **Section 4.2** are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

4.3 Church Office Safeguarding Support

In the absence of the Church Safeguarding Lead, the Church Office Safeguarding Support is the delegated person for child protection and safeguarding adult at risk.

- Act as the lead recruiter and undertake DBS check in accordance to the guidance provided by Thirtyone:eight. The guidance is available via the following link <https://thirtyoneeight.org> Qualifications where relevant have been verified
- Make sure they are known to everyone especially all those working with vulnerable people within the church community

- Act as an advocate (i.e., someone who speaks for and on behalf of children and adults at risk).
- Provide oversight and ensure that all the relevant individuals listed in **Section 4.2** received Child Protection and Safeguarding Adult at Risk training.
- Ensure that all the relevant individuals listed in **Section 4.2** are informed of the policy and process for responding and reporting incidents of abuse.
- To address and be willing to share and report concerns at an early stage of an incident which pertains to child protection and vulnerable adult if it is appropriate to do so and where deemed necessary to the statutory authorities, that is Children's or Adult Social Care or the Police.
- Collate and clarify the precise details of allegation or suspicion of abuse and pass this information on to statutory agencies who have a legal duty to investigate.
- Share confidential information on need to know basis
- Disseminate to all children workers, updates and other useful information from Thirtyone:eight and other relevant bodies.
- Keep leadership aware of 'Good Practice'. Keep all the relevant individuals listed in **Section 4.2 aware** of those who may pose risk to other members of the church

Ensure that the church and specified individuals listed in **Section 4.2** are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

4.4 Lead for Recruitment of Children' Workers (Church Office Safeguarding Support)

- Utilise the Thirtyone:eight. <https://thirtyoneeight.org>.
- service to ensure each children worker has a valid DBS check
- Carry out DBS checks on newly appointed children worker or those invited to participate at church events.
- Maintain the CCF children church workers DBS check record.
- Share confidential information on need to know basis
- Maintain and update names of key staff and volunteers listed in **Appendix 14** to ensure contact details are correct.
- Ensure safe storage of all confidential data relating to DBS checks
- Ensure all personal data is kept in a secure place, e.g., in filing cabinet which can be locked or in a room which can be locked when unoccupied.
- Prevent unauthorised access to documents/computer file that contain personal data
- Ensure that the CCF child protection and safeguarding adult at risk policy is easily accessible to everyone who may require it.

4.5 CCF Operations Manager / Deputy Manager

To attend basic child protection and safeguarding adult training as indicated by the Safeguarding Coordinator

- To enforce CCF child protection and adult at risk Policy as indicated within the church policy.
- To discuss with leadership and arrange for the 'How do we make church safer' to be available on a suitable media arrangement for CCF i.e., website or such like.
- To know and understand the process for emergency reporting and for escalation of concerns
- Ensure the CCF To enforce CCF child protection and adult at risk Policy as indicated within the church policy is displayed at a prominent place at every church service and church events
- Ensure that the poster on CCF named lead for child protection and safeguarding Adult at Risk (Safeguarding Lead) is displayed in a similar manner.

4.6 Lead for Shield Team

- To attend basic child protection and safeguarding adult training as indicated by the Safeguarding Lead
- To enforce CCF child protection and safeguarding adults at risk policy as indicated within the church policy
- Disseminate relevant information received from the Safeguarding Lead to other members of the shield team
- To attend and/or facilitate the attendance of the shield team members to the Child Protection and Safeguarding Adults at risk training and meeting
- To know and understand the process for emergency reporting and for escalation of concerns
- To take part in the formation of ACoB **Section 3.2** and to ensure that which has been agreed is enforced at every Sunday services and church events

4.7 Lead for Children Church

- To attend basic child protection and safeguarding adult training as indicated by the Safeguarding Lead
- To enforce CCF child protection and safeguarding adults at risk guidance as indicated within the church policy
- Disseminate relevant information received from the Safeguarding Lead to other children church leads.
- To attend and/or facilitate the attendance of children church leaders to the Child Protection and Safeguarding Adults at risk training and meeting
- To know and understand the process for emergency reporting and for escalation of concerns

4.8 Lead for LEAPS (Suspended)

- To attend basic child protection and safeguarding adult training as indicated by the Safeguarding Lead
- To enforce CCF child protection and safeguarding adults at risk guidance as indicated within the church policy
- Disseminate relevant information received from the Safeguarding Lead to other members of the leaps team
- To attend and/or facilitate the attendance of the Leaps team members to the Child Protection and Safeguarding Adults at risk training and meeting
- To know and understand the process for emergency reporting and for escalation of concern.

4.9 Lead for EDGE (Suspended)

- To attend basic child protection and safeguarding adult training as indicated by the Safeguarding Lead
- To enforce CCF child protection and safeguarding adults at risk guidance as indicated within the church policy
- Disseminate relevant information received from the Safeguarding Lead to other members of the Edge team
- To attend and/or facilitate the attendance of Edge team members to the Child Protection and Safeguarding Adults at Risk training and meeting
- To know and understand the process for emergency reporting and for escalation of concerns

4.10 Lead for Intercessory team

- To attend basic child protection and safeguarding adult training as indicated by the Safeguarding Lead
- To enforce CCF child protection and safeguarding adults at risk guidance as indicated within the church policy

- Disseminate relevant information received from the Safeguarding Lead to other members of the intercessory team
- To attend and/or facilitate the attendance of intercessory team members to the Child Protection and Safeguarding Adults at Risk training and meeting
- To know and understand the process for emergency reporting and for escalation of concerns

4.11 Lead for Counselling

- To attend basic child protection and safeguarding adult training as indicated by the Safeguarding Lead
- To enforce CCF child protection and safeguarding adults at risk guidance as indicated within the church policy
- Disseminate relevant information received from the Safeguarding Lead to others who may engage in counselling
- To attend and/or facilitate the attendance of those delivering counselling to the Child Protection and Safeguarding Adults at Risk training and meeting
- To know and understand the process for emergency reporting and for escalation of concerns

4.12 Lead for the House Group

- To attend basic child protection and safeguarding adult training as indicated by the Safeguarding Lead
- To enforce CCF child protection and safeguarding adults at risk guidance as indicated within the church policy
- Disseminate relevant information received from the Safeguarding Lead to others who lead house groups.
- To attend and/or facilitate the attendance of home group leaders to the Child Protection and Safeguarding Adults at Risk training and meeting to know and understand the process for emergency reporting and for escalation of concerns

Appendix 2

Leadership Safeguarding Statement

The Leadership **Rod and Julie Anderson** recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Pastor Rod Anderson, and the Trustees of Common Wealth Fellowship, Dipo Okedeji, David Adkins, Nadine Sylvester, Pat Fraser in March 25. This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their wellbeing.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation regarding people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.

- Supporting the safeguarding lead and the church office safeguarding support in their work and in any action, they may need to take to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by Thirtyeight:one 'Child Protection Advisory Service.
- We will **display** the Thirtyone:eight poster 'Safeguarding is a Priority here' in our place of worship
<https://thirtyoneeight.org/dashboard/resources-library/posters-resources/> **(Appendix 4)**

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually. If you have any concerns for a child or adult with care and support needs, then speak to one of the following who have been approved as safeguarding Lead for CCF

Nadine Sylvester – Child Protection & Safeguarding Adult Lead
Bianca Temowo - Church Office Safeguarding and DBS Support

A copy of the full policy and procedures is available from Commonwealth Church Office. A copy will also be made available for reference at the church Sunday services

Signed by leadership/organisation

Signed _

Date _

Appendix 3

Safeguarding is a priority here

We are committed to creating safer places by following statutory guidelines on good working practice.



Your safeguarding team:

Children's safeguarding lead(s):
(for anyone under 18 years)

Contact details

Adult's safeguarding lead(s):
(for anyone 18 years or over)

Contact Details

A copy of our safeguarding policy is available upon request.

In an emergency, or for independent advice call thirtyone:eight on:

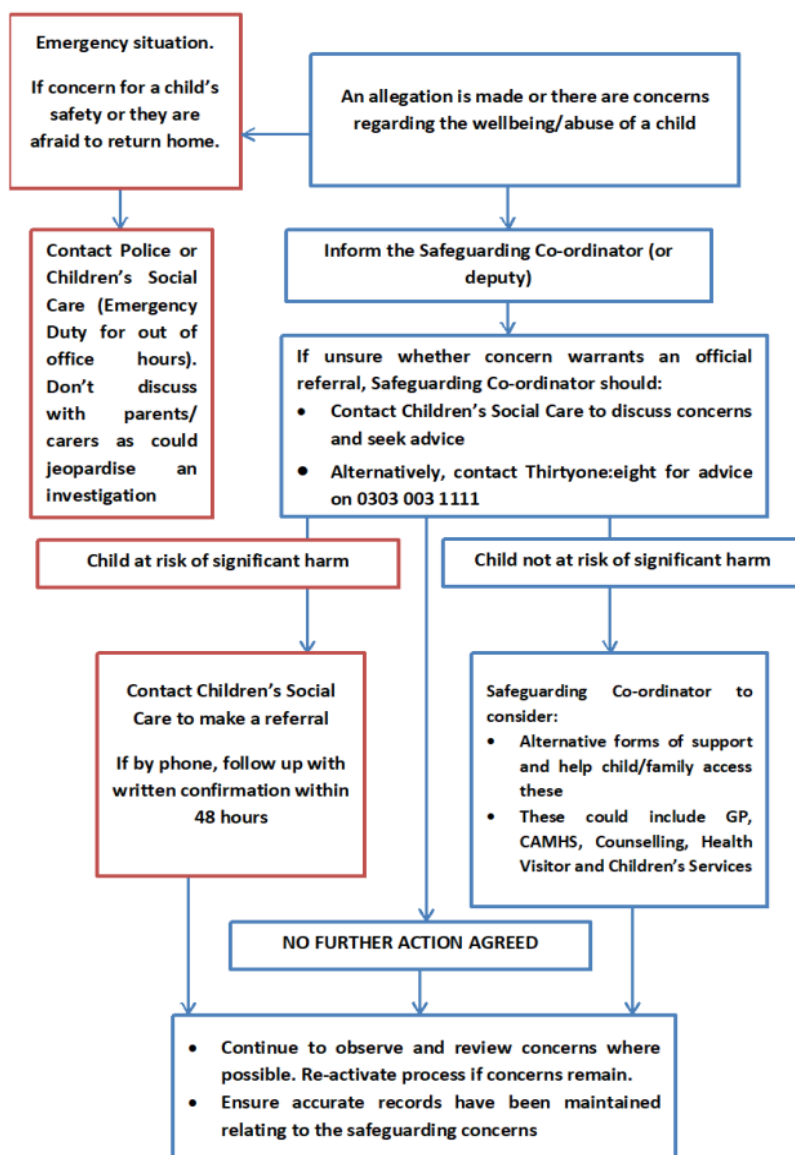
0303 003 11 11

With safeguarding support from:



Thirtyone:eight is an independent Christian safeguarding charity.
Charity No: 1004490. Scottish Charity No: SCO40578. Company No: 2646487

This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.

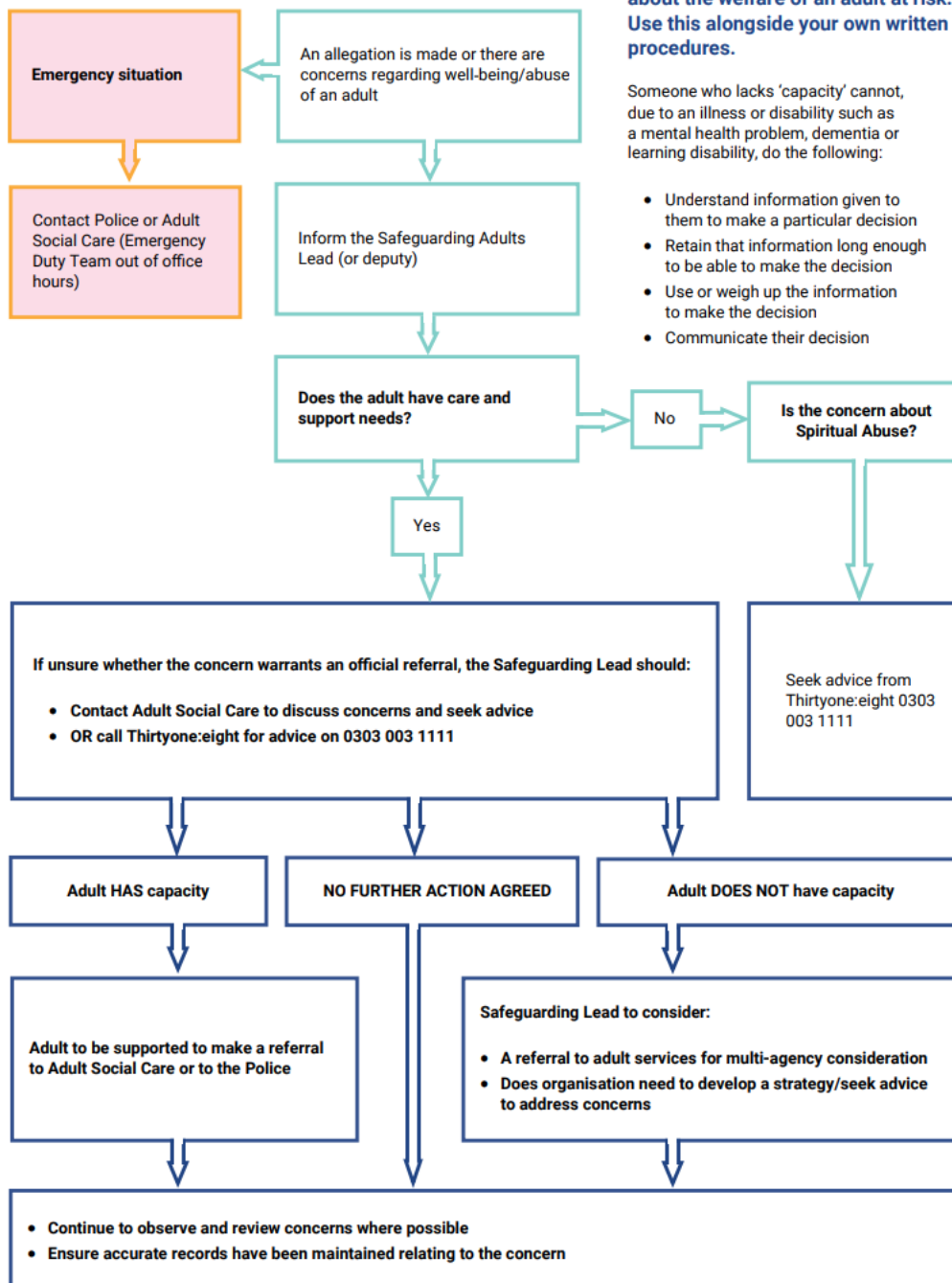


Working Together to Safeguard Children defines significant harm as:

“... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development.”

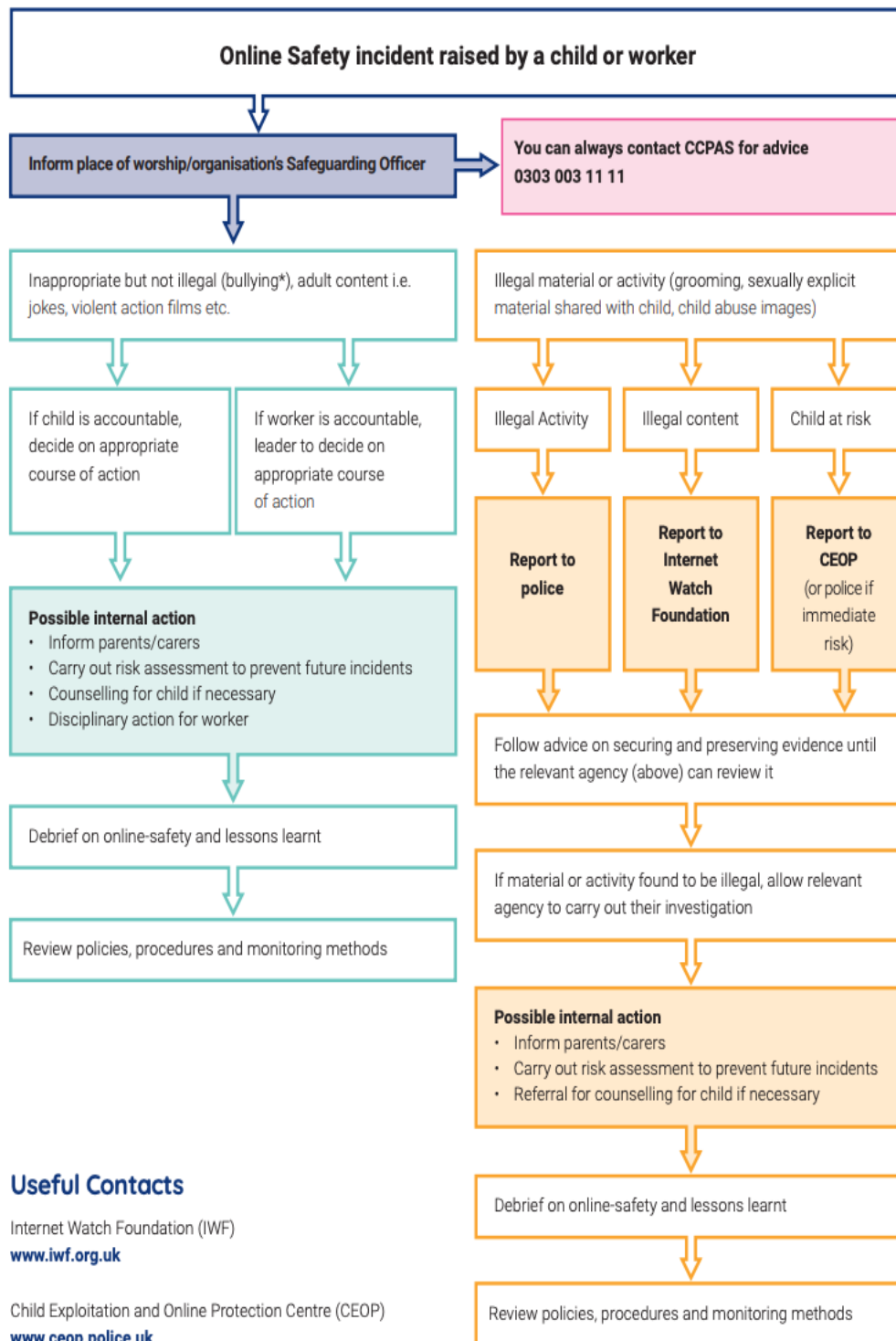
© Thirtyone:eight 2018 Flowchart for Action Children & Young People

Action for Adults at risk flowchart



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Appendix 6



Useful Contacts

Internet Watch Foundation (IWF)
www.iwf.org.uk

Child Exploitation and Online Protection Centre (CEOP)
www.ceop.police.uk

(*) Some forms of bullying or content may be illegal – see Malicious Communications Act 1988, Obscene Publications Act. For extreme pornography – Criminal Justice and Immigration Act 2008, etc.



✉ info@commonwealthchurch.com

Commonwealth Forms

Form 1	Using Images of Children Form
Form 2	Conference/ Event Parental Information / Consent form
Form 3	Parental Permission Slip for Youth/ Children's trip
Form 4	Medication and Health Information Sheet
Form 5	Checklist for Transportation
Form 6	Consent For Transporting Children Form

Form 1: Using Images of Children: Parental Consent Form

To: _Name of parent/carer (person with parental responsibility)
(Block Letters)

Name of child:
(Block Letters)

Commonwealth Church would like to take photograph(s) /make a video/webcam recording
(name of child/ren).

These images may appear in our printed publications, on our website, or both. (Delete/add as appropriate). To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any images of your child/children are taken and used. Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

Please answer questions below, then sign and date the form where shown. Please return the completed form to:

(Insert the name of the worker commissioning the photography and the return address.)

To the parent/Carer (Delete as appropriate)

May we use your child's image in our printed promotional publications?	YES/NO
May we use your child's image on our website?	YES/NO
May your child be used in our video	YES/NO

Signed: (parent/adult with parental responsibility)

Date: / / _

Youth Worker

I have checked parent/carer is happy for their child/ren's images to be used in the (churches/organisation's) printed publications or on its website or both. **YES/NO**

I have read and understood the conditions for using these images as detailed below.

Print name _

Signed (Youth/Children's worker)

Date: / / _

Conditions of use

This form is valid for (length of time in years) from the date of signing / *for this project only. Your consent will automatically expire after this time

We will not re-use any images *after this time / *after the project is completed.

We will not include details or full names (which means first name and surname) of any person in an image on website, or in printed publications, without good reason and only with your express consent.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.

We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations"



✉ info@commonwealthchurch.com

**Commonwealth Christian Fellowship
P.O. Box 15027
London, SE5 0YS**

Form 2: Conference/ Event Parental Information / Consent

Organiser:

Organiser's contact number before and during trip:

Departure location:

Departure date and time:

Return Location:

Return date and time:

Cost:

Transport arrangements:

Please return the following to the above address or to:

- Permission Slip
- Medication and Health Information.

Please give payments to:

- Full payment by:

Please retain this page and return permission slip on next page.

Form 3: Parental Permission Slip for Youth/ Children's trip

Trip:	
FULL NAME OF CHILD: _(Block letters)	
ADDRESS: _	
POST CODE: _	
GENDER: Female / Male	DATE OF BIRTH: _
YOUTH'S MOBILE NUMBER:	
YOUTH'S EMAIL ADDRESS:	
NAME OF RESPONSIBLE PARENT/GUARDIAN: _	
EMERGENCY CONTACT NUMBERS (please give two): _	
EMAIL ADDRESS OF PARENT/GUARDIAN:	
I have read the details of the trip and I give permission for my child to take part in ALL activities involved.	
PARENT/GUARDIAN'S SIGNATURE: _	
Date: / /	

Form 4: Medication and Health Information Sheet

TRIP:	
FULL NAME OF CHILD (Block letters) : _	
ADDRESS:	
POST CODE:	
TELEPHONE NO:	
GENDER: Female / Male	DATE OF BIRTH: _
NAME OF GP & SURGERY: _	
CONTACT NUMBER OF GP: _	
Please give the details of any medical conditions, allergies, medication and dietary/physical requirement of the child that we need to know. _	
I give my consent to any emergency treatment that may need to be administered to the named individual in the case of an emergency. I give consent for the CCF Youth Leaders to act on my behalf as the responsible adult(s) in an emergency.	
NAME OF RESPONSIBLE PARENT/GUARDIAN: _	
TELEPHONE & EMERGENCY CONTACT NUMBERS OF PARENT/GUARDIAN:	
PARENT/GUARDIAN SIGNATURE: _	
Date: / /	

Form 5: Checklist for Transportation

Transporting children in a car:

1. Drivers should hold a current full driving licence. Yes/No	
2. Insurance covers voluntary work (domestic, pleasure and business)	Yes/No
3. Parental agreement obtained.	Yes/No
4. Pick-up and drop-off times arranged.	Yes/No
5. Agreement as to how many adults in the car.	Yes/No
6. Agreement as to where children are seated (Front or rear seat of car, only transport For the recommended number of the passengers)	Yes/No
7. Seatbelts used.	Yes/No
8. Risk assessment completed if journey is part of an organised trip.	Yes/No
Correct child seat restraints used for under 12s or children under the height of 135cm.	Yes/No
Transporting children in a minibus	
1. Driver has current full driving licence and is entitled to drive a minibus.	Yes/No
2. Driver is over 25 years of age and entitled to drive a minibus (check their driving licence).	Yes/No
3. Driver has completed any approved training (may be a condition of hire from Local Authorities)	Yes/No
4. Minibus logbook is available to record the journey.	Yes/No
5. Trained passenger escort is accompanying the driver.	Yes/No
6. Accompanying adults are distributed throughout the minibus	Yes/No
7. Passenger list completed.	Yes/No
8. No children sitting in the front.	Yes/No
9. All passengers using seatbelts.	Yes/No
Every passenger has access to two emergency exits.	Yes/No
9. All luggage stowed away securely without blocking any gangways or exits or luggage transported separately.	Yes/No
10. Mobile phone available for emergency contact.	Yes/No
11. Any defects or incidents recorded.	Yes/No

Form 6: Consent for Transporting Children

This place of worship/organisation can provide transport for children to and from their homes and/or for specific activities. This transport will be in a minibus/car/other (state all modes of transport) and the following principles will be adhered to:

All drivers will be safely recruited following national government guidelines and our safeguarding policy.

Transport will be provided in vehicles that are roadworthy i.e. MOT and appropriate insurance.

All minibus drivers are over years of age and have held a full driving licence for at least years.

Seat belts will be always worn by all occupants of the vehicle.

I give permission for my child(ren) to be transported to and from the activity/I understand that my child(ren) will be transported to/from the address on this form (delete where appropriate).

Name of Child:

Date of Birth: _

Address:

Print name _

Signed: (parent/adult with parental responsibility)

Date: / / _

Contact Details - CCF Child Protection and Safeguarding Adults at Risk and other supportive Roles

Position	Name	Telephone No	E-mail address
Lead for Child Protection and Safeguarding Adults at Risk	Nadine Sylvester	0845 130 3334	info@commonwealthchurch.com
Church Office Safeguarding and DBS Support	Bianca Temowo	0790 3674412	bianca@commonwealthchurch.com
Lead for Children Church	Tommy Maher	07723 399050	tommymaher2001@yahoo.co.uk
Lead for LEAPS			Suspended
Lead for Youth			Suspended
Lead for CCF Shield Team	Des Marrant	07714 702423	des@mastermindacademy.co.uk
Lead for Intercessory Team	Abi Dikko	07956365472	abioladikko@hotmail.com
Lead for Counselling	Deji Jegede/ Tina Jegede	07717840405 07973842057	ajegede@yahoo.co.uk tinajegede5@gmail.com
Lead for the House Group	Deji Jegede Tina Jegede	07717840405 07973842057	ajegede@yahoo.co.uk tinajegede5@gmail.com

Contact Details - Useful Agencies

Agencies	Contact Details
<p>Westminster Social Care (The local social care services) Call this number between the hours of 9am and 5pm</p> <p>Emergency (Emergency Duty Team) If you need a service in an emergency between 5pm and 9am weekdays or 24 hours a day at weekends and bank holidays. Call - 020 7641 2388</p>	<p>Children - 0207 641 4000 Adult - 0207 6412500</p>
<p>Police - Non - Emergency incident – Allegation of serious abuse that has already happened</p>	<p>101</p>
<p>Police - Emergency (Always call 999 when a crime is happening, someone suspected of a crime is nearby, someone is injured, being threatened or in danger)</p>	<p>999</p>
<p>Thirtyeight:one - The Churches' Child Protection Advisory Service. Website: https://thirtyoneeight.org/help-and-resources/ The Thirtyeight:one helpline is available 24 hours each day for the Safeguarding Lead or any other person to discuss concerns and receive advice</p>	<p>0845 120 4550</p>
<p>NSPCC- National Society for the Prevention of Cruelty to Children (24hr helpline for advice and support)</p>	<p>0808 500 8000</p>
<p>Domestic Abuse (Run in partnership with Women' aid and Refuge) 24-hour National Domestic Violence</p>	<p>0808 2000 247</p>
<p>E-Safety Internet Watch Foundation (IWF) Website: www.iwf.org.uk Child Exploitation Call (Opening hours 8:30am - 4:30pm)</p>	<p>01223 20 30 30</p>
<p>First Aid -St. John Ambulance, 27 St. Johns Lane, London, EC1M 4BU. Web site: www.sja.org.uk</p>	<p>08700 104950</p>
<p>Modern Slavery Helpline Website: https://www.modernslavery.gov.uk/start?hof-cookie-check</p>	<p>0800 0121 7000</p>

CCF Church Workers Handbook

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The purpose of the church handbook is to provide guidance and direction for church workers. It outlines the practices and policies of the church and acts as a resource for church workers around safeguarding children and vulnerable adults.

1.0 Prayer

Many places of worship consider prayer a central part of their activities and pastoral care. This should be done sensitively, responsibly, and only by those appointed by the leadership to do so.

It is important to make people aware, especially Parents/Carers of any children or young people who attend your activities, that prayer is part of your activities and that sometimes you may pray together as a group or with individuals at their request.

All those involved in prayer ministry should know how to respond to any safeguarding concerns.

When praying you SHOULD:

- Get the persons permission before you pray with them (or from a Parent/carer).
- Pray in an open area where other leaders are around.
- Be aware of safeguarding concerns and don't delay in taking action.
- Reflect what the person has said to show you have understood their prayer request.
- Use clear uncomplicated language and keep prayers simple so they can be understood.
- Avoid giving specific advice about problems involving decisions and never advise someone to stop taking medication or receiving professional support for their care or welfare.
- Stop if the person becomes distressed.
- Never pressure someone into receiving prayer.
- Never promise total confidentiality.

1.1 Praying with children and young people

- Where there is a general invitation to receive prayer as part of a service or event, have children's workers available to pray with the children/young people.
- If someone requests that their child doesn't participate in prayer, this must be respected.
- It can be helpful to write down what you have prayed about and give it to the child so that, if they want, they can let their parents/carers know and remember it themselves.
- Avoid praying 'in tongues or any other language different from the child's own as this can be confusing and alarming.
- A child or young person can be very susceptible to suggestion, so even if you believe you have heard from God about their situation, talk this through with another leader first before talking about this with the child.
- Avoid any physical contact as much as possible, such as putting your hand on their head.
If you think they may appreciate some physical reassurance or comfort, always ask their consent first e.g., an arm around the shoulder.

1.2 Things to consider

- Think about your body language, particularly in relation to things like your height and the height of the person you are praying for. Try to ensure you are on their level rather than standing over them e.g., by both of you sitting.
- Some places of worship believe that a child can have an evil spirit or be 'possessed' when they display behaviours or are different in some way. A child should never be told they are demonised, possessed or oppressed by the devil or evil spirits.
- Any religious, traditional or cultural practices such as prayers for deliverance or exorcism that cause significant harm to a child are a criminal offence and cannot be justified.

2.0 Online Safety

Commonwealth Fellowship Church Safety Online Policy is to be read in conjunction with the Thirtyone:eight Online Safety Help Leaflet

https://thirtyoneeight.org/media/3medyvcy/guidance-for-online-youth-work_v2.pdf.

Thirtyone:eight Online Safety definition:

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology.

Please refer to flow Chart, **Appendix 7**

2.1 Guidelines for Church Workers/Volunteers

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only give personal contact details to children that are within the public domain of the church / organisation, including your mobile telephone number.
- If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.
- Only contact children for reasons related to the work of the church/organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by the church/organisation to communicate with children.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Ensure your church/organisation domain name/logo appears with every Internet post made by a church computer user. Any user may thus be viewed as a representative of your church/organisation while conducting business on the Internet.
- Email should only be used to communicate specific information. (e.g., times and dates of events). It should not be used as a relationship building tool.
- Email History should be kept and dated.
- When using email/internet for communication with children, it is advised that it should take place between the hours of 9am-5pm. Where working with children outside normal office hours workers should seek advice from their leader but there should be no email communication after 9pm.
- Use of skype and any other web camera or visual communication via the internet is generally not permitted.
- Workers should refrain from using such methods on a one to one basis as they cannot be recorded. (It can be used for conference calls and is considered appropriate if a project or group uses a web camera/Skype in a group environment for project purposes and has clear aims and objectives for its use). **See Appendix 8**

3.0 Data protection

- Data protection is a responsibility for all organisations working in the UK and helps protect people's privacy and personal information. It applies to all paper records as well as information held and communicated digitally.
- Data Protection Legislation defines the law on the processing of data on identifiable living people and how that data should be protected. In accordance with our Data Protection Policy that outlines our expectations around how data is managed within your organisation, CCF church administration would follow the eight general principles regarding the collection, retention and disposal of data in accordance to the data protection principles.

4.0 Social media

- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored /administrated groups for all the children church groups.
- Text and any other media posted shall be subject to the acceptable use policy
- All interaction on social media groups shall be recorded for safeguarding purposes
- Any private messages shall be recorded for safeguarding purposes
- Any safeguarding concerns/allegations arising from social media shall be referred onto the safeguarding co-ordinator.
- All users of social media must be above the minimum age limit i.e., 13 for Facebook
- Workers should ensure their privacy setting ensure the highest levels of security to restrict children being able to see any more than what is relevant to communication within the group
- When in use, all social media groups will provide links to statutory authorities such as CEOP, <https://www.ceop.police.uk/safety-centre/> to enable children to report online abuse.

5.0 Anti-bullying Policy and Practice (Children & Young People)

CCF operates a zero tolerance to bullying so if it does occur children and leaders are able to report the matter and it can be dealt with promptly and effectively. There is an expectation that anyone who knows that bullying is happening will report it.

5.1 Prevention

Strategies can be adopted to prevent bullying. As and when appropriate, these may include:

- Writing a set of group rules
- Signing a behaviour contract
- Having discussions about bullying and why it matters

5.2 Procedures

1. Report the bullying incident to children's leaders
2. Ensure that details are carefully checked before action is taken
3. In all cases of bullying, the incidents should be recorded by the worker
4. Consideration should be given to informing the parents/carers of the bully, but this should only be done if workers are satisfied there is no bullying/abuse going on at home that might exacerbate the situation
5. If it is thought that an offence has been committed, consideration should be given to contacting the police
6. The bullying behaviour or threats of bullying must be investigated and stopped quickly
7. Help should be offered to help the bully address his/her behaviour

5.3 Outcomes

- The children's worker involved in dealing with the incident should issue a warning to the child concerned.
- An apology should be given by the child who has bullied another
- If possible, those involved will be reconciled

- After the incident has been investigated and dealt with, the situation should be monitored to ensure repeated bullying does not take place
- After the incident/incidents have been investigated parents/carers should be informed of the action taken
- All incidents must be recorded in the incident logbook.

4.0 Peer-group Activities (Children and Young People)

All peer-group activities i.e., house group or youth outing such as 'Soul Survivor' should be overseen by named adults who have been selected in accordance with agreed recruitment.

4.1 Before setting up a peer-led activity the following should be taken into consideration:

- The appropriateness of the venue for the activity
- Any medical issues, dietary needs and allergies will be appropriately managed.
- Emergency contact numbers are to hand for all members under the age of 18 years.
- If the provision of food is part of the activity, leaders must ensure that food is prepared in accordance with Basic Food Hygiene standards.

In the event of a youth house group i.e., age 16+ being led and run by their peers, adult leaders should always be in the vicinity and should contribute to any programme reviews and planning. Youth group leaders must be trained and supported by at least one adult worker

The following should also be followed:

1. If there are children/young people under 16 years at an activity, adults workers should be present or within earshot.
2. No person under the age of 18 should be left with the sole responsibility of caring for or supervising other children or vulnerable adults.
3. Young people (over 16) who assist with caring for other children/young people should be subjected to the same recruitment process as adults and have undertaken safeguarding training.
4. Peer-group leaders are to be aware of safeguarding procedures, including reporting concerns (e.g., abuse, bullying) to their supervising adult and that sensitive information should not be shared openly in the group.
5. Parents/carers must always be kept informed about what peer-group activities are for, who the leaders are, how they are run, where they meet and what parents can do to support them.
6. As thirtyone:eight recommendation, only adults aged 18 or over are to be responsible for working with children or vulnerable adults.

4.2 Risk Assessment

Taking care of children, young people and adults at risk involves always taking responsibility for their well-being, being prepared for unforeseen eventualities, anticipating situations where they could be harmed and taking steps to minimise the risks.

Where necessary the children worker (s) must assess the risk involved in the activities that are provided.

A risk assessment should be carried out for activities and especially where it is:

- Outdoors
- High risk or dangerous
- When catering for people with disabilities or special needs

A risk assessment should follow these steps:

1. Identify the issue or situation that needs to be assessed.
2. Decide who is at risk of being harmed and how.
3. Evaluate the risk and decide on any actions needed.

4. Record and report your findings and agreed actions.
 5. Review your assessment and update as the situation changes.
- All risk assessments should contain the date of when they were completed and the name of the person who completed it.
- Any risk assessment which is carried out should be feed into CCF risk register. Further information and support on [risk register](#) is available from Thirtyone: eight website.

Contact Thirtyone: eight [Safeguarding Helpline](#) to get specific advice and guidance on assessing and managing risk.

5.0 **Safeguarding Principles for Children or Youth Activity some general principles for running an activity include:**

- Time of drop off and pick is to be agreed by the group leaders and parents to be instructed accordingly.
- Children to be dropped & picked up by parent/Guardian at the time instructed by children/youth leader.
- Ensure that everyone is treated with dignity and respect in attitude, language and actions.
- Consider the number of workers needed to run the group and whether they should be male, female or both.
- Children not to be left alone- must be with adult supervision etc. Workers are to be clear on when summoning additional help is required (if needed) in situations where a worker is working alone with a child, young person or vulnerable adult.
- Assistance to the toilet should only be by an **'approved children'** worker or the parent or responsible adult i.e., the adult that accompanied the child. Support should be provided to an adult in accordance with the existing care plan
- Clear guidelines on personal privacy e.g., when working with children avoiding questionable activity such as rough or sexually provocative games and comments.
- Not allowing anyone under 18 years of age to be left in charge of children of any age or those attending the group being left unsupervised.
- Only workers assigned to the group being allowed to participate in the activity. Other adults should not be allowed free access.
- Making a note of other people in the building during the activity and any other events taking place at the same time.
- Any concerns of abuse to be reported to Church Safeguarding Lead and in her absence to the nominated lead on site. **See contact list for details – Appendix 14**

5.1 **Adult to Child Ratios**

To supervise children's activities safely, we will aim to have at least two workers safely recruited and DBS checked with every children group. The following guidance is in accordance with the statutory framework for the Early Years Foundation Stage. Although this is not a requirement for the church, the church in any group setting will endeavour:

To have:

- Children aged 0-2 years - 1 adult to 3 children
- Children aged 2-3 years - 1 adult to 4 children
- Children aged 3-8 years - 1 adult to 8 children
- Following a risk assessment of the activity you may need to reassess the number of workers that are needed.

5.2 **Special Needs and Disabilities**

Workers should be aware that any child, young person or an adult at risk attending an activity who has a special need or disability may need extra help in areas such as communication and mobility (e.g., use of sign language and assistance in going to the toilet).

In the case of special needs and disability, the church worker is required to determine with parents or carers how their needs can be met, ensuring all workers involved with them are aware of their expectations.

If possible the care plan or an understanding of their care need is to include the number of workers required to assist for a specific activity to prevent injury. Some of these needs may not be easily met, so it is important that the worker is realistic about the church worker(s) ability to meet fully the need of the individual.

- It is preferred that a worker of the same gender aids when a disabled or individual with special need require help with toileting.
- It is necessary again to discuss with the person, their family or carer of their preference and the church ability to provide this.
- It is necessary to make note of any special needs, (e.g. medication) and put in appropriate measures to support it. Also useful to note actions if any, to take in an emergency

5.3 Intimate Care

- False allegations of sexual abuse are rare however, adhering to the church guidance will safeguard both the children and adults.
- The workers should minimise the need to be involve in intimate care that falls outside those provided for small children e.g. those attending crèche, and for children and adults with disabilities. **Soiled nappy is to be changed by parent/ guardian.**
- Only approved children worker or the responsible adults should take young children to the toilet.

5.4 Challenging Behaviour

The following is the guidance for managing disruptive behaviour If someone is being disruptive:

1. Ask them to stop.
2. Speak to them to establish the cause(s) of the upset.
3. Inform them they will be asked to leave if the behaviour continues.
4. Warn them if they continue to be disruptive, this might result in longer-term exclusion from the group.
5. If they are harming themselves, another person or property then others in the group should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, the request to STOP should be made
6. If the request is ignored, it may be necessary to warn the individual calling the Police will be considered.
7. As a last resort, in the event of them harming themselves, other people or property, physical restraint can be used until the Police arrive if the specific restrain training has been received

The workers involved should always record what happened in writing as soon as possible after the incident. This should include:

- What activity was taking place.
- What might have caused the disruptive behaviour.
- The person's behaviour.
- What was said and how the worker and others responded.
- A list of others present who witnessed the incident.
- A copy should be given to the Lead for Child Protection and Safeguarding Vulnerable Adult, a copy retained by the worker and a copy kept with the logbook. **Parents should be informed if their child has been restrained.**

- The worker involved in the incident should meet with the lead for Child Protection and Safeguarding Vulnerable Adult to talk things through, reviewing what happened and considering whether there is a way of doing things differently so that the incident could be de-escalated avoiding the need for restraint.

5.5 Unexpected Attendance at Activities

Sometimes children, young people or vulnerable adults will want to join in with an organisation's activities without the knowledge of parents or carers.

In this instance the worker (s) is required to follow the guidance below:

1. The worker is advised to welcome the child or the young person but try to establish their name, age (children), address and telephone number. Record their visit in a register.
2. Ask if a parent/carer is aware where they are, and what time they are expected home. If this is before the session ends, they should be encouraged to return home, unless the parent/carer can be contacted, and they are happy with the arrangement.
3. In the case of children, suggest the child seeks the parent/carer's permission to return the following week.
4. On leaving, provide the child or young people a standard letter to the parent/carer inviting them to make contact.

5.6 Transportation

Where children, young people or vulnerable adults are being transported by minibus the church will ensure the following:

- The driving will be restricted to those who have gone through CCF recruitment procedures for workers.
- All drivers would have read the safeguarding policy of the organisation and agree to abide by it.
- Parents / carers should be asked to sign a Transportation Consent Form, **(Appendix 13)** if this is not included in the General Information and Consent Form.
- The driver will hold a full driving licence, the vehicle must be adequately insured and the vehicle road worthy.
- Drivers should not spend unnecessary time alone in the vehicle with someone they are transporting.

If, for example, a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then but arrange to meet them at a location where there are other adults around with the knowledge of the group leader. **The child may want to talk to the driver about an abusive situation.**

- When travelling in groups with more than one vehicle it is good practice to insist those being transported stay in the same groups on the outgoing and return journey. This will avoid anyone, at worst, being left behind.
- At collection or dropping off points no child or young person should be on their own and the driver should make sure they are collected by an appropriate adult. This may also apply to a vulnerable adult, depending on the nature of their vulnerability and/or disability.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular individual e.g. where there has been a disagreement, or they have romantic feelings for a driver.

- If parents or carers do some transporting, ensure they are made aware that such arrangements are their own responsibility and not that of CCF.

5.7 Consent for photographic images and videos online

Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed. If the intention is to use an image on the internet this will be clearly stated and further permission acquired if an image is to be used in a way not originally stated.

Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified. The Live streaming of events will be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines. The worker should write to parents or carers to explain what is happening and leave the onus on the parent/ carer to contact them if they have any objections. In addition to this:

- It must be made clear why the image(s) or film is being used, what it will be used for and who might want to look at the pictures.
- When using photographs of children and young people, group pictures would be used and Children's full names or other personal details will not be used on the website in association with their photographs.
- Provide information on how the images would be used and stored
- Obtain written and specific consent, **Appendix 8** from parents or carers before using photographs on a website.
- As best as possible use of images will reflect diversity of age, ethnicity and gender of the activity.

5.8 Tobacco and Alcohol

There is a smoking ban in all enclosed public spaces throughout the UK and a no-smoking policy should therefore be enforced within the church building.

- Alcohol consumption is also disallowed.
- The Shield Team is required to enforce a no smoking and no consumption of alcohol during the church service or within a church building.
- Workers do not have the right to confiscate alcohol found in a young person's possession, but they can enforce a no-alcohol policy.
- Discuss with the Safeguarding Lead if it is considered necessary to inform parents /carers that a child/young person has been drinking, particularly if they are under the influence of alcohol at the group or there are concerns for their health or safety.

5.9 Solvents and Illegal Substances

- Workers should be alert to possession and use of illegal substances. The church adopts a zero tolerance on all illegal substances
- If a worker becomes aware a child, young person or adult at risk may be abusing solvents they should be encouraged to seek professional help from their doctor or a counsellor specialising in this area. **Safeguarding Lead to be informed.**
- Should the discovery be at a residential outing, the Church Safeguarding Lead must be informed immediately.

5.10 Action for Safeguarding Lead to consider in relation to illegal alcohol consumption and solvent abuse

1. Inform the parents/carers if the young person is over 16 years (with their permission).
2. Discuss with the young person the proposed course of action, particularly if they re-offend (e.g. informing the police).

3. Write down the content of any discussion with the young person, including the action taken and keep this in a secure place. Refer to **Section 1.3**
4. If necessary, liaise with the police to devise a strategy for dealing with the use of illegal substances.
5. The Shield team should be informed of any adults who is known to possess illegal drugs

6.0 Practical Guidance for External Event or Outing

- Smaller Safeguarding handbook will be distributed to teams working with external events and outings. This will include all relevant information and the concerns escalations process.
- Safeguarding meeting will take place before each event/outing.
- DBS Checks will be completed for all workers and volunteer teams as necessary.

6.1 Children and youth events:

1. Information and consent form will be issued for parents or guardians to sign.
See Appendix 9 & 11.
2. Medical and health information form will also be issued for signing by parent or guardian.
See Appendix 11.
3. External Conference host safeguarding information will be distributed as necessary.

6.2 Adult and family events:

1. Registration forms will be issued.
2. Children and youth consent and medical forms will be issued as above.
3. Safeguarding Lead and/or Church safeguarding Administrative Support will be announced at events.
4. Any other relevant information will be distributed and collected as required.

7.0 First Aid

First aid is the help given to someone who is injured or ill, to keep them safe until they can get more advanced medical treatment by seeing a doctor, health professional or go to hospital.

The following highlights First Aid guidance for the church

1. In the event of an accident during church service requiring first aid, the operational manager/deputy will identify a First Aider to provide the necessary care.
2. The operational manager/deputy will ensure that an appropriately qualified first aider is available at all activities together with an adequate First Aid kit.
3. It is the duty of the designated lead for First Aid to ensure that the First Aid kit contents is stored in a waterproof container.
4. The designated worker (**Tina Jegede**) should regularly check the contents of the First Aid kit.
5. First aiders may refer to:
6. The first aid book
7. The John Ambulance website for guidance on delivery first aid <http://www.sja.org.uk/sja/first-aid-advice/what-to-do-as-a-first-aider/the-role-of-a-first-aider.aspx>

8.0 Records of Incident

8.1 Logbook

A logbook should be maintained for all activities where workers can write down unusual events or conversations that they witnessed. This may be very helpful if, for example, leaders must deal with a difficult member who subsequently makes an accusation of assault or a young person repeatedly makes sexual comments about workers that may, later, result in an allegation of abuse. In this situation, written records would enable any allegations to be seen in context.

8.2 Accident Book

All accidents, however minor, should be recorded in an accident book. In the event of an accident, the parent/carer of a child or young person should be asked to read and sign the accident book. Whether an adult at risk can sign the book will depend on the nature and extent of their disability.

If the child, young person or an adult at risk is not collected at the end of a session, a letter should be sent to the parent or carer explaining what has happened in much the same way a school would respond. See also **Section 1.3**

9.0 Gifts and Rewards

The giving of gifts or rewards to children, young people and adults at risks can be part of an agreed policy for supporting positive behaviour or recognising achievements. In some situations, the giving of gifts as rewards may be accepted practice for a group of children, whilst in other situations the giving of a gift to an individual child or young person will be part of an agreed plan with the knowledge of a manager and the parent or carer.

Any gifts should be given openly and not be based on favouritism. Adults need to be aware however, that the giving of gifts can be seen as a gesture to bribe or groom a young person.

