

SECTION 1

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SECTION 1
Details of the place of worship / organisation

Name of Place of Worship / Organisation:	Coastal Community Church (Assemblies of God).
Address:	We currently meet online for more details go to: https://www.coastalcommunitychurch.org.uk
Mobile No:	Pastors Andrea and Mark Rowan: 07971522542 or 07368887665
Designated safeguarding lead: Deputy Designated safeguarding lead:	Ben Warrender Andrea Rowan
Email address for any safeguarding concerns:	safeguardingccc@gmail.com
Charity Number:	1050320
Company Number:	We are not a limited company.
Regulators details (if any)	The National Ministry Centre Mattersey Hall Retford Road Mattersey DN10 5HD
Denomination/Membership	Assemblies of God (GB)
Insurance Company	Congregational & General Insurance (Kingdom Bank).

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children and adults who have care and support needs:

Typically our general activities include: Regular worship together, prayer, Bible study, teaching, baptism and taking communion together. Inclusion and activities for children and young people, pastoral care, supporting and encouraging charitable social action, encouraging friendship relationships with other Christians.

Children's Church – Teaching children about the bible through games, activities and stories. Praying with Children and playing active games.

Young peoples Church – Teaching young people about the bible through games, activities and stories. Praying with the young people and playing active games.

Provide adults who have care and support needs a comfortable and accessible environment where they can connect with others and learn about God.

Currently we meet online via our You Tube and Facebook pages.

Leadership Commitment to Safeguarding

As the Leadership at Coastal Community Church, we recognise the need to provide a safe and caring environment for children, young people and adults with additional care and support needs. We acknowledge that children, young people and adults can be vulnerable to 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 a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build 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 the Churches' Child Protection Advisory Service (Thirtyone:Eight) and have been prepared in line with the AOG National Leadership Team’s commitment to Safeguarding. Each section title contains reference to the relevant standard within ‘Safe & Secure’ for further information.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- **provide on-going safeguarding training for all its workers and no less than every three years will regularly review the operational guidelines attached.**
- ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with additional care and support needs.
- undertakes an annual review of the policy and its implementation
- ensure that a copy of the policy is available upon request for quality assurance purposes
- file a copy of any amendments subsequently published in the same manner.
- not to allow the document to be copied by other organisations.

† Throughout this policy document, 'Leadership' refers to any body of individuals with overall responsibility for the organisation.

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

2.1 Understanding Abuse and Neglect.

Defining child abuse or abuse against an adult with care and support needs is a difficult and complex issue. A person may abuse by inflicting harm, or by failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our place of worship and organisation 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:

Also for adults the UN Universal Declaration of Human Rights with particular refer-

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Article 19, UN Convention on the Rights of the Child

ence to Article 5 which states:

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Article 5, UN Universal Declaration of Human Rights

Definitions of abuse: This covers physical, emotional, sexual and spiritual abuse with additional issues with vulnerable adults of domestic and financial abuse. Female Genital Mutilation, Domestic Abuse, Forced marriage and trafficking of adults and children (Please see appendix 3).

How to respond to a child wishing to disclose abuse: (Please see appendix 2).

2.2 Safeguarding awareness.

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 appropriate safeguarding training at least every three years according to 'good practice' guidelines, and training should cover signs and symptoms of abuse and how to respond as a minimum. This may be provided either by the Safeguarding Coordinator (if confident and competent to do so) or by Thirtyone:Eight via the 'Facing the Unthinkable' training, or another recognised body, organisation or qualified individual.

The Leadership will also ensure that children and adults with care and support needs 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.

Volunteers will attend a Facing the Unthinkable seminar run by Thirtyone:Eight as part of their induction (or follow the on line learning course).

Volunteers will read and familiarise themselves with the AOG safeguarding Policy and undertake any roles specified within the policy. They will sign to confirm they've read the policy.

Leadership Team and the Prayer Ministry team will read and familiarise themselves with the AOG safeguarding Policy. They will sign to confirm they've read the policy.

2.3 Responding to allegations of abuse.

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below and see the flow chart in Appendix 2:

Procedures:

Please read Signs of abuse Appendix 2.1

Please read When a Child expresses concern Appendix 2.2

Please read Responding to allegations of abuse Appendix 2.3

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name of Safeguarding Co-Ordinator:	Ben Warrender
Contact Details:	07929539378 safeguardingccc@gmail.com

This person is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Name of Deputy Safeguarding Co-Ordinator:	Andrea Rowan Senior Pastor
Contact Details:	Andrea Rowan andrearowanccc@gmail.com 07971522542

- If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

<p>Thirtyone:eight <u>PO Box 133, Swanley, Kent. BR8 7UQ.</u> Telephone: 0303 003 1111 info@thirtyoneeight.org A 24 hour helpline is available for advice, but where the situation is an emergency, the police should be contacted.</p>

- Where the concern is about a child the Safeguarding Co-ordinator should contact Children’s Social Services.

The local Children’s Social Services office telephone number (office hours) is	01392 383000
The out of hours emergency number is	0345 600 0388

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- Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from Thirtyone:Eight as above.

Devon Safeguarding Adults Board (DSAB)	<p>DSAB contact details Tel: 01392 383000 and ask for Devon Safeguarding Adults Board. Email: safeguardingadultsboardsecure-mailbox@devon.gov.uk</p> <p>If you are concerned that an adult is at risk please call:</p> <p>0345 155 1007 or email csc.caredirect@devon.gov.uk. If it's an emergency call 999</p>
The out of hours emergency number is	<p>Care Direct is open from 8am to 8pm Monday to Friday and 9am to 1pm on Saturdays. Outside of these hours and on Sundays and Bank Holidays and only in an emergency, please contact the Emergency Duty Service on:</p> <p>0845 600 0388.</p>

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The Police Public Protection Unit telephone number is	Telephone: Multi Agency Safeguarding Hub (MASH) 0345 1551071
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- Where required, the Safeguarding Co-ordinator should then immediately inform senior personnel within the organisation as follows:

Name:	Rev. Mark Rowan
Position:	Senior Pastor
Contact Details:	07368887665

Name:	Andrea Rowan
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Position:	Senior Pastor
Contact Details:	07971522542

- Suspicions must not be discussed with anyone other than those nominated above.
- A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- The Leadership must consider any duty regarding informing the church's insurers and the charity commission (if a registered charity) of offences committed by staff and volunteers.
- If the person against whom an allegation is being made is in a position of trust, the Local Authority Designated Officer (LADO) needs to be contacted within 24 hours. It may also be necessary to inform the DBS if the person is engaged in 'regulated activity'.
- 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 expect that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral, they are free to contact an outside agency directly. This would also apply if the Safeguarding Co-ordinator/Deputy were not available. We believe by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator/ Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate. It is not necessarily the role of the Safeguarding Coordinator to investigate allegations and concerns.

PROCEDURES FOR WHEN THERE IS CONCERN ABOUT THE WELFARE OF A CHILD

See the flow chart in Appendix 2

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Seek medical help if needed urgently via phoning 999.
- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home. If the issue is urgent, the Police Protection Unit and/or the Out of Hours Children's Services must be contacted without delay.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by Thirtyone:Eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:Eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:Eight will confirm its advice in writing for future reference.

PROCEDURES FOR WHEN THERE IS CONCERN ABOUT THE WELFARE OF AN ADULT WITH CARE AND SUPPORT NEEDS

See the flow chart in Appendix 2

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

The Care Act 2014 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.

If an adult with additional care and support needs has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life. Advice needs to be sought from the statutory agencies if it is felt that their choice might contradict their welfare needs.
- If the adult with additional care and support needs is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the appropriate Adult Social Care Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse.
- The Police Public Protection Unit will also provide advice and will need to be contacted where the concerns are of a serious nature. Alternatively Thirtyone:Eight can be contacted for advice.

PROCEDURE FOR WHEN THERE IS CONCERN ABOUT ABUSE BY THOSE WHO WORK WITH CHILDREN

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

- liaise with Children’s Social Services in regards to the suspension of the worker, also making a referral to a Designated Officer formerly called a Local Authority Designated Officer (LADO).
- (Working Together to Safeguard Children 2015 no longer refers to them as LADOs only ‘designated officers’. However the function remains the same which is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.)
- contact the Operations Manager at AOG National Office (if the allegations concern a status or probationary minister or other Senior Minister responsible for the church in question regardless of status);
- the Designated Officer (DO) will be contacted within 24 hours as follows:

Name::	LADO Service. Please refer to these guidance notes - LADO Guidance Advice for Organisations https://www.devon.gov.uk/education-andfamilies/child-protection/managing-allegations-against-adults-working-with-children/advice-for-organisations
Phone::	01392 384964
Email::	ladosecure-mailbox@devon.gcsx.gov.uk
Online form link::	email childsc.localauthoritydesignatedofficer-secure-mailbox@devon.gov.uk for a notification form
Fax::	N/A
Post::	N/A
Opening Hours::	N/A
In an emergency outside of these hours, contact::	N/A

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In addition to this, whether or not there are such mechanisms in operation, 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 adults with additional care and support needs. Where we are liaising with a Designated Officer we will discuss with them about the need to refer to the DBS. If a Designated Officer is not involved, we will contact the DBS if the situation is that the nature of concern leads us to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

Note:

There may also be a requirement under law to make a referral to the DBS (Disclosure and Barring Service) who hold the lists of people barred from working with children and adults with additional care and support needs – this will require discussion with the Designated Officer (please note that DO's exist only in England – other nations should use the usual channels of communication with children's services or their equivalent).

DO Role: The role of the Designated Officer (DO) is set out in the HM Government guidance Working Together to Safeguard Children (2013 and 2015). Chapter 2 Organisational responsibilities lays out the procedures for managing allegations against people who work with children, for example, those in a position of trust, including volunteers.

The DO works within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

The DO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. They capture concerns, allegations or offences emanating from outside of work. The LADO is involved from the initial phase of the allegation through to the conclusion of the case.

They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures.

SECTION 3 Prevention

3.1 Safe recruitment

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

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable child protection training programme is provided for the successful applicant (as outlined above).
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

3.2 Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. Please see our Workers Code of Conduct for all staff and volunteers (Appendix 4).

The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

3.3 Safeguarding training

As a 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 Leadership will also ensure that children and adults with care and support needs 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.

Section 4 PASTORAL CARE

4.1 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 part of Coastal Community Church (AOG). This support will be given by the most appropriate people given the situation which may include the Pastor, Safeguarding co-ordinator and deputy safeguarding co-ordinators. Signposting to specific counselling services may be needed.

When an allegation/suspicion arises about someone in the church, period of investigation will follow, which will be stressful for all involved.

- Support will be offered to the suspected perpetrator if they are a regular member of the congregation where appropriate without compromising the children or their families. This is one reason for limiting information in relation to allegations of abuse on a need-to-know basis. In this way leaders who are not informed of the detail are free to offer support to other parties including the suspected perpetrator.
- Where an investigation is under way, this support will be provided with the knowledge of and in liaison with the child protection authorities.
- The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrators family.

4.2 WORKING WITH OFFENDERS

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, it will set boundaries for that person which they will be expected to keep. Our Policy and Sample contract can be found in Appendix 5

SECTION 5 Practice Guidelines

5.1 PRACTICE GUIDELINES

As an organisation / place of worship working with children, young people and vulnerable adults the Leadership wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are listed below.

Good practise guidelines for:

Taking children to the toilet.

- Children who are still in nappies will need the support of a parent/carer to aid with changing.
- Children who are potty training will need the support of a parent/carer to aid with their personal needs.
- Some children may require adult assistance at the toilet.
- A statement on the child's Consent Form (are you getting the idea that we are serious about making sure you get consent for stuff?!) will include toileting.
- Parents/Carers will be asked to sign to give their consent for workers/volunteers to assist their child at the toilet.
- ONLY workers/volunteers with DBS certification will be allowed to assist at the toilet.
- The assisting adult will never do anything of a personal nature that a child can do for him/herself.

Ratio of Children to volunteers.

We follow the Thirtyone:Eight guidelines relating to the supervision of church work involving children.

Ratio of adults to children: As recommended by Scripture Union... Always more than 1 adult per group with at least 1 female [see below though for a caveat*].

Plus:

Age 0-2: parent comes out with the children

Age 3-4: (Little Fish) 1 adult to 4 children

Age 5-8: (Explore) 1 adult to 8 children

Age 9-16: (Navigate) 1 adult to 12 children* There are no legal requirements for older groups but we will adhere to this ratio.

No one under the age of 16 can be left in charge of a group of children and the group should not be left alone. *Where the number of children is small enough to allow for one adult, that adult and the children must be in close proximity and within easy access to additional help or support where needed.

Keeping safe online

Newcomers to church

1. Newcomers should fill in an online Connect card;
2. Coastal Community Church will respond to the Connect Group card;
3. Newcomers will be contacted by our Pastoral Leads Paul and Linda Wright;
4. Newcomers will be invited to a Zoom meeting to give them a chance to find out more about Coastal Community Church;
5. Newcomers will be allocated to Connect Group by Paul and Linda Wright in consultation with Connect Group Leaders, after stages 1-4.

Zoom meetings:

- The following guidelines must be adhered to: Meetings must be protected with a password
- Zoom passwords must not be advertised or shared publicly on Facebook or YouTube other open public forums; Waiting rooms must be activated
- People must not join a Zoom meeting unless they have had an invite and or can be verified
- Screen sharing must be restricted to the host in the first instance
- If the meeting is recorded for training purposes, attendees verbal consent must be secured before recording commences

Pastoral care using digital communication

- Connect group leaders should not conduct extensive pastoral conversations over text or What's App but use phone calls where possible. Whats app groups should not be initiated with people outside the church or whose identity cannot be verified
- People who are part of a Connect group will be invited to join the Whats App after a reasonable period of time connecting with the group, typically about a month.

Facebook

- Under no circumstances must people be approved to join the Coastal Community Church Member Closed Group unless one of the Pastoral Leads has met them and their identity verified.
- People using the Coastal Community Church Facebook page must adhere at all times to our rules of conduct.

Keeping children safe online

Explicit consent should be sought from parents where children are included, or even better keep communication with children through their parents. Remember that safe recruitment principles should not be compromised: only those with DBS checks should be involved in the delivery of any activity, even when online.

It is preferable for activity to be delivered using a one-way format — for example a pre-recorded video on YouTube or Facebook. Where one-way formats are used, regularly monitor to ensure no unauthorised content has been added.

If multi-way interaction is required — for example, a Zoom meeting with children:

- **(See Zoom meeting guidelines above)**
- Public forums that restrict communication to groups rather than one-to-one should be used where possible;
- The same principles in a physical space should be applied to video conferencing:
 - Rules relating to having more than one adult present should be maintained, as in a physical space. However larger staff ratios don't need to be maintained: children remain the responsibility of the supervising adult;
- Risk assessments should be completed for activities;
- Maintain usual male to female ratios;
- Children should not join the meeting until the leaders are present and active, and children should leave before the leaders do;
 - Particular care should be taken if a leader becomes absent (e.g., visiting the bathroom during the group) because it may not be as obvious as when in a physical space. Being “logged in” is not the same as being present!
- Monitor chat logs where possible;
- Consider how a child could engage with a leader if they needed a private conversation;
- Keep registers.

Online Sunday services

- Online chat will be monitored for any inappropriate content and comments will be deleted as appropriate
- Generally content will be recorded and broadcast live

5.2 WORKING IN PARTNERSHIP

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regard to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets Thirtyone:Eight' safeguarding standards.

GOOD COMMUNICATION

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding. The Safeguarding message is also communicated by:

- Having the Safeguarding policy to hand at church meetings.
- Having a registration form to be completed by all parents if they wish to make use of the children's/youth work.
- Communicating to the congregation on a regular basis the name of the safeguarding lead.
- Showing the 'Kids are safe here' video at least twice a year
- Communicating to the congregation on a regular basis the safeguarding process.
- Displaying the Thirtyone:Eight number at all church meetings.

LOCAL CHURCH MISSION

Policy Statement

This safeguarding policy applies to all our Mission workers and volunteers overseas and any members of our local churches that participate in locally-driven missions activity; whether planting/establishing churches within indigenous communities, visiting on short-term mission or placed as a long-term missionary in our many locations around the world.

Prevention of abuse

It is recognised that the cultures within which international missions are often working may adopt different standards to the care and treatment of children and young people. Nevertheless, the standards and principles adopted within the UK are expected to apply in international mission situations. The maltreatment of children and young people is contrary to Biblical values and practices and therefore cannot be tolerated.

Due regard will need to be given to the cultures within which activities are taking place, however under the expectation of applying UK standards to the practice of missions workers, some guidance may be useful.

Procedures

Our Workers/Missionaries should:

- be able to recognise situations which may present risks
- plan and organise the work and workplace so as to minimise risks as far as possible and be visible to other adults when working and talking with children
- take particular care for the needs of disabled children and other vulnerable children as research has shown that abuse can often go unrecognised and unreported due to people's attitudes and assumptions about disability
- ensure that others know where interviews of children are taking place and that someone else is around in the building

Our Workers/Missionaries should not:

- spend excessive time alone with children
- take children to their personal home, or to stay overnight, especially where they will be alone with you
- leave any person under 16 in charge of any children of any age. However, some local/national legislation may require this to be 18 years of age. Nor should children or young people attending any group be left alone at any time.
- hit or otherwise physically assault children
- develop physical/sexual relationships with children
- develop relationships with children which could in any way be deemed exploitative or abusive
- use language, make suggestions or offer advice, which is inappropriate, offensive or abusive.
- do things for children of a personal nature that they can do for themselves
- act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular children to the exclusion of others.

Responding & Reporting Mechanisms

All overseas mission activities should have a designated Safeguarding Coordinator responsible for safer recruitment of both staff and volunteers/visitors (including DBS disclosures where these are necessary) and for ensuring that applicants are fully apprised of the safeguarding policy. All incidents, allegations or concerns identified during overseas missions activities must be reported to the Safeguarding Co-ordinator for the sending church if a part of locally-driven mission activity, who will then liaise with the appropriate authorities to ensure good practice is facilitated in relation to the reporting of any allegations of abuse within the relevant country.

If an allegation is made against a worker/missionary, that person must be removed from their duties or prevented from having any further contact with children and young people or adults with additional care and support needs immediately whilst necessary action is taken. Due account must always be taken of the laws and frameworks in place within any country in which AOG missions operate. In many cases, practice, values and beliefs in relation to safeguarding the vulnerable will be different to the UK. However, care must always be taken to ensure that the rights of the individuals concerned are upheld (see the UN Convention on Human Rights and UN Convention on the Rights of the Child).

LOCAL CHURCH EVENTS

Policy Statement

Safeguarding the vulnerable is no less important at one-off events as it is in regular local, regional or national activity. In many ways there is greater need to ensure that the planning of such events includes awareness of safeguarding and adherence to our safeguarding policy. The maltreatment of children and young people is contrary to Biblical values and practices and therefore cannot be tolerated.

This safeguarding policy therefore applies to all our events and any employees or volunteers who participate in local, regional or national activity.

Single Approach

It is recognised that events occur in many formats, and that there are responsibilities for both the host/venue, and also the lead/planning organisation. There are no differences in standards and principles within the UK, regardless of the nature of the event.

There are responsibilities for the host/venue, and equally there are responsibilities for the lead organisation, however it is the event organiser that has primary responsibility for ensuring safeguarding at their event. We shall ensure that, whether we are a host venue, or event organiser at another venue, the following will be checked:

Venues should:

- Have a safeguarding policy
- Undertake DBS Checks on all employees and volunteers that require checks
- Use safer recruitment procedures
- Make any organisation that wishes to hold an event on their premises aware of their safeguarding policies and procedures.

Event organisers should:

- Ask to see proof of host/venue safeguarding policy & procedures
- Ensure that safeguarding policy and procedures are followed at their event, by
 - Appointing a Safeguarding Co-ordinator
 - Employing staff or volunteers that have been DBS checked (where required)
 - Planning activities and events that are appropriately supervised (ratios, trained staff etc)
 - Checking that locations are safe and secure

Responding & Reporting Mechanisms

All events and activities should have a designated Safeguarding Coordinator responsible for overseeing the activity and ensuring that all staff and volunteers/visitors are fully apprised of the safeguarding activity and requirements. All incidents, allegations or concerns identified during events must be reported to the Safeguarding Co-ordinator for the organising church if a part of locally-driven outreach activity, who will then liaise with the appropriate authorities to ensure good practice is facilitated in relation to the reporting of any allegations of abuse.

If an allegation is made against an employee or volunteer, that person must be removed from their duties or prevented from having any further contact with children and young people or adults with additional care and support needs immediately whilst necessary action is taken.

APPROVALS

Signed by:

Print Name:

Position (On behalf of the Leadership):

Date:

Signed by:

Print Name:

Position (On behalf of the Leadership):

Date:

Signed by:

Print Name:

Safeguarding Coordinator

Date:

Signed by:

Print Name:

Deputy Safeguarding Coordinator

Date:

This policy will be regularly reviewed annually and amendments made as necessary.

Appendix 1

Leadership Safeguarding Statement

The Leadership _____ hereafter referred to as 'Leadership') 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 leadership/organisation on:

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

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 in regard to 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 co-ordinator/s in their work and in any action they may need to take in order 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 the Churches' Child Protection Advisory Service.

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 co-ordinators for this place of worship/organisation.

Child Safeguarding Coordinator

Deputy Child Safeguarding Coordinator

Adult Safeguarding Coordinator

Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from the blue folder at every church meeting. _____

Signed on behalf of the Leadership of

Signed

Date

Appendix 2 Signs of Abuse and how to respond.

2.1 Signs of Abuse

Knowing whether a child is being abused or neglected may be difficult to judge. It is important that all those who work with Children and young people are alert to the indicators that a child or young person is being abused. Comprehensive training in safeguarding, including modules on recognising the possible signs of abuse should be undertaken by all workers.

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- Unexplained injuries
- Injuries on areas of the body not usually prone to injury
- An injury that has not been treated/received medical attention.
- An injury for which the explanation seems inconsistent.
- Changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper).
- Unexplained changes in behaviour or mood (eg becoming very quiet, withdrawn or displaying sudden bursts of temper).
- Inappropriate sexual awareness.
- Signs of neglect, such as under-nourishment, untreated illnesses, inadequate care or inappropriate clothing for the weather or time of year
- Going missing for periods of time or regularly returning home late
- Appearing with unexplained gifts or possessions that cant be accounted for.
- Experiencing health problems that may indicate a sexually transmitted infection.
- Using drugs and alcohol
- Displaying inappropriate sexualised behaviours, such as over familiarity with strangers, dressing in a sexualised manner or sending sexualised images by mobile phone ('sexting').
- They may also show signs of unexplained physical harm such as bruising and cigarette marks.
- Having difficulty walking, sitting or standing.
- Spend longer than normal in the bathroom or toilet.

This list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why any of the above are occurring – it is not your job to investigate or decide if something is abuse, only to report on what is observed. Please also ensure that you know to whom you report your concerns.

Ways that harm might be discovered

On occasions an incident or an injury will give cause for concern, but often it is a series of incidents, or an accumulation of concerns, which indicate that a child may be suffering or is at risk of suffering harm.

- Children and young people might share with a trusted adult a concern they have about their safety or disclose that they are being harmed.
- A child's observed behaviour, their physical appearance, developmental progress and emotional demeanour might indicate that they are being abused or neglected.
- Sudden changes might be observed in a child's behaviour.
- There may be a history of concerns noted over a number of occasions.

How adults (parents, carers, leaders etc.) behave around children and young people might also give rise to concerns.

- There may be indicators that parents/carers are experiencing difficulties which are having adverse and potentially damaging effects on their child, e.g. domestic abuse, substance misuse or mental health issues.
- Observations of an adults interaction with a child or young person might give cause for concern.

When a Child Expresses Concern

When a child expresses a concern...Listen, listen, listen.

When a child or young person talks about harm or abuse that they are suffering:

- Create a safe environment in which the child or young person can share their concerns.
- React calmly so as not to further distress the child or young person
- Listen carefully to what the child or young person has to say
- Allow them time to say what they want
- Don't rush or interrupt them, or ask more questions than you need to in order to establish whether there is cause for concern, or to ensure a clear and accurate understanding of what has been said
- If you need to ask questions to clarify what the child is saying, always use open questions and not closed questions (e.g. 'Who is it you are afraid of?' not "Is it Daddy you are afraid of?").
- As soon as you believe there is cause for concern allow the child to finish, but do not question them any further. Explain that you will have to tell someone who knows what to do next
- Accept what the child or young person says and take seriously what you are hearing.
- Reassure the child or young person, and tell them that you know how difficult it must be to confide in you.
- Tell the child or young person that s/he is not to blame and that s/he has done the right thing in speaking to you
- **Help the child or young person to understand what is going to happen next – the child should be informed that other people will need to be told about the concerns which have been shared, and who those people may be.**

- **Do not promise or lead a child to believe that any child protection concern which affects them or other children or young people will be kept confidential.**
- Be aware that a child or young person may be frightened and that they may have been threatened if they tell of what has been happening to them.
- Remember that most children feel loyalty to their parents and other significant people in their lives and often find it difficult to say things to their detriment.
- Make notes as soon as possible afterwards using the child's language and recording any questions that you asked to prompt for a response.
- Complete the safeguarding incident form as soon as possible, signing it with a date and give this to the safeguarding co-ordinator who will place it in a locked cupboard (these can found in this document or can be emailed to you).
- Contact the safeguarding co-ordinator, or in their absence their deputy.

DO's

- Listen and clarify
- Give support
- Explain what happens next
- Take action

Dont's

- Minimise
- Show shock, alarm or disapproval
- Question or push for information
- Offer false re-assurance

2.3 Responding to Allegations of Abuse

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

- Do not dismiss your concerns – in particular, do not ignore or dismiss concerns about a professional or colleague
- Do not confront the person whose behaviour you have concerns about
- Do not take responsibility for deciding whether or not abuse is actually taking place
- Do not investigate allegations
- Do not act alone
- Do not take sole responsibility for what has been shared or any concerns you may have (always work through the churches procedures).
- Do follow the churches procedures for responding to concerns.

2.4 Safeguarding Incident Report Form.

Safeguarding Incident report form

This form will be used by members of staff or volunteers to record disclosures or suspicions of abuse. The completed form should be sent to the Safe-guarding lead or Deputy dealing with the allegations.

Your name	Your position
Place of work	Contact phone number
The child's details	
Name	
Address/phone number	
Date of birth	
Other relevant details about the child: <i>Eg family circumstances, physical and mental health, any communication difficulties.</i>	
Parent/guardian/carers details	
Details of the allegations/suspicions	
Are you recording: <ul style="list-style-type: none">• Disclosure made directly to you by the child?• Disclosure or suspicions from a third party?• Your suspicions or concerns?	
Date and time of disclosure	
Date and time of incident	
Details of the allegation/suspicions. <i>State exactly what you were told/observed and what was said. Use the persons own words as much as possible</i>	

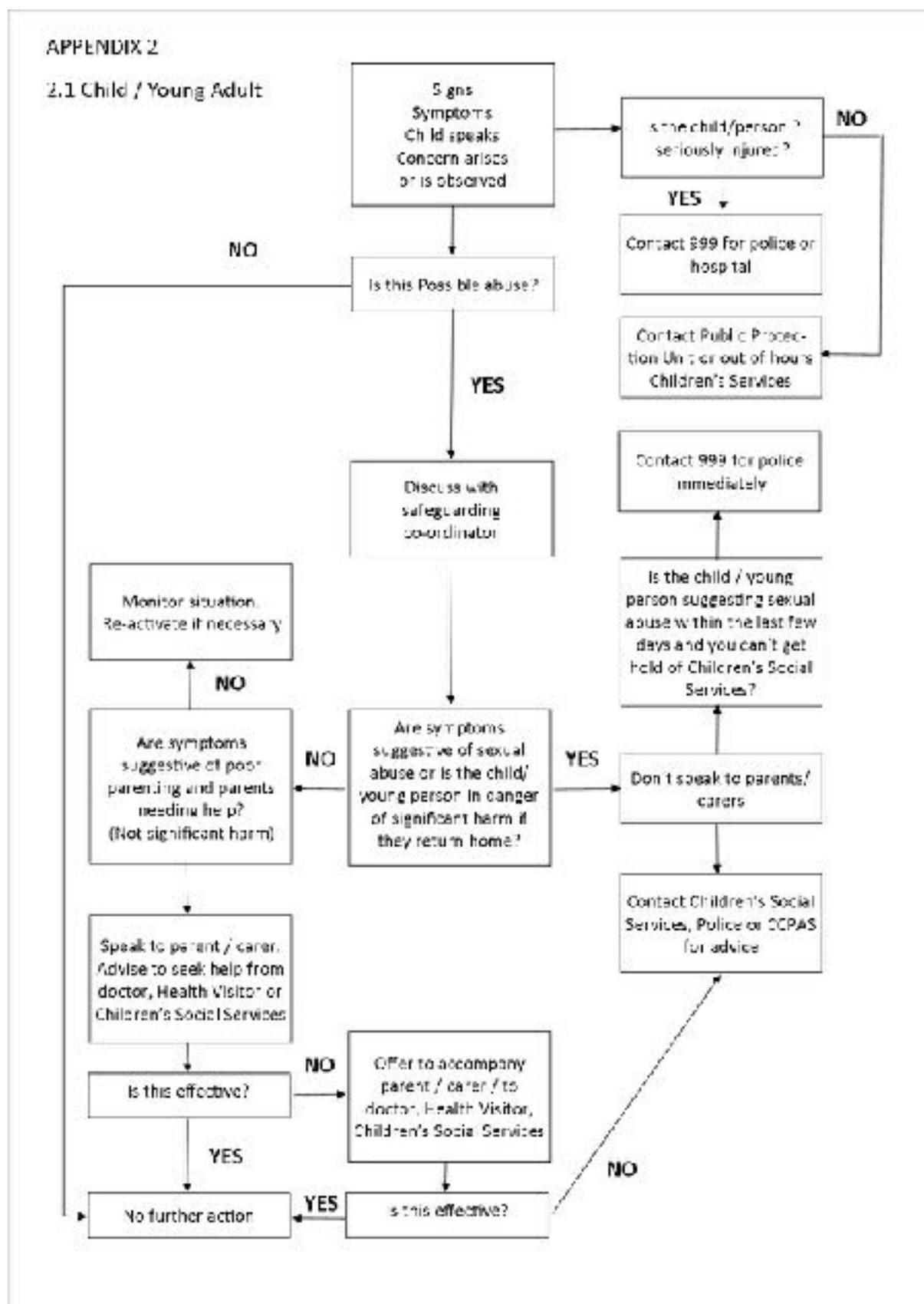
Action taken so far:

Signed

Date

Appendix 2.5 SAFEGUARDING PROCEDURE

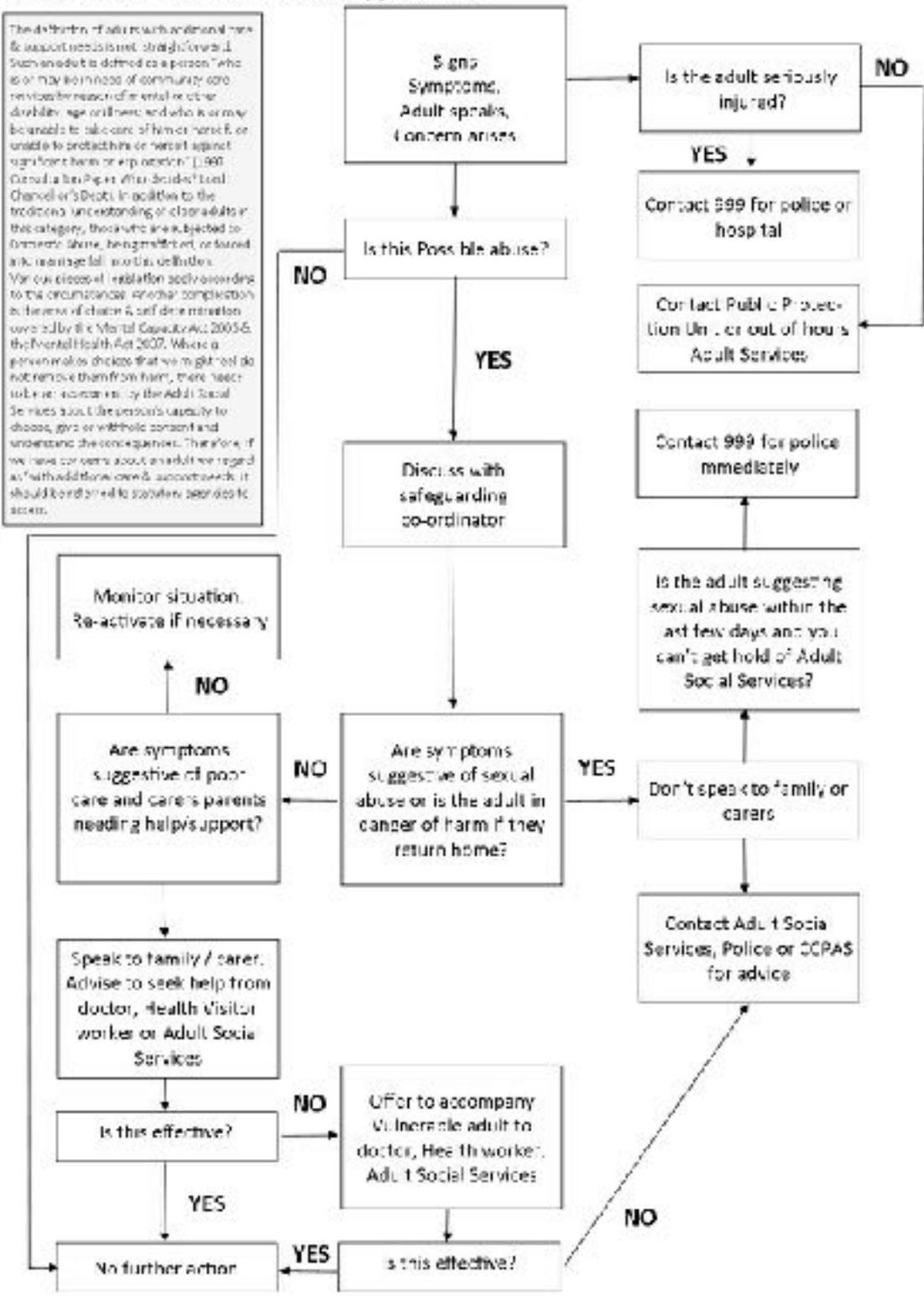
Any concerns please contact the designated safeguarding lead:
safeguardingccc@gmail.com



APPENDIX 2

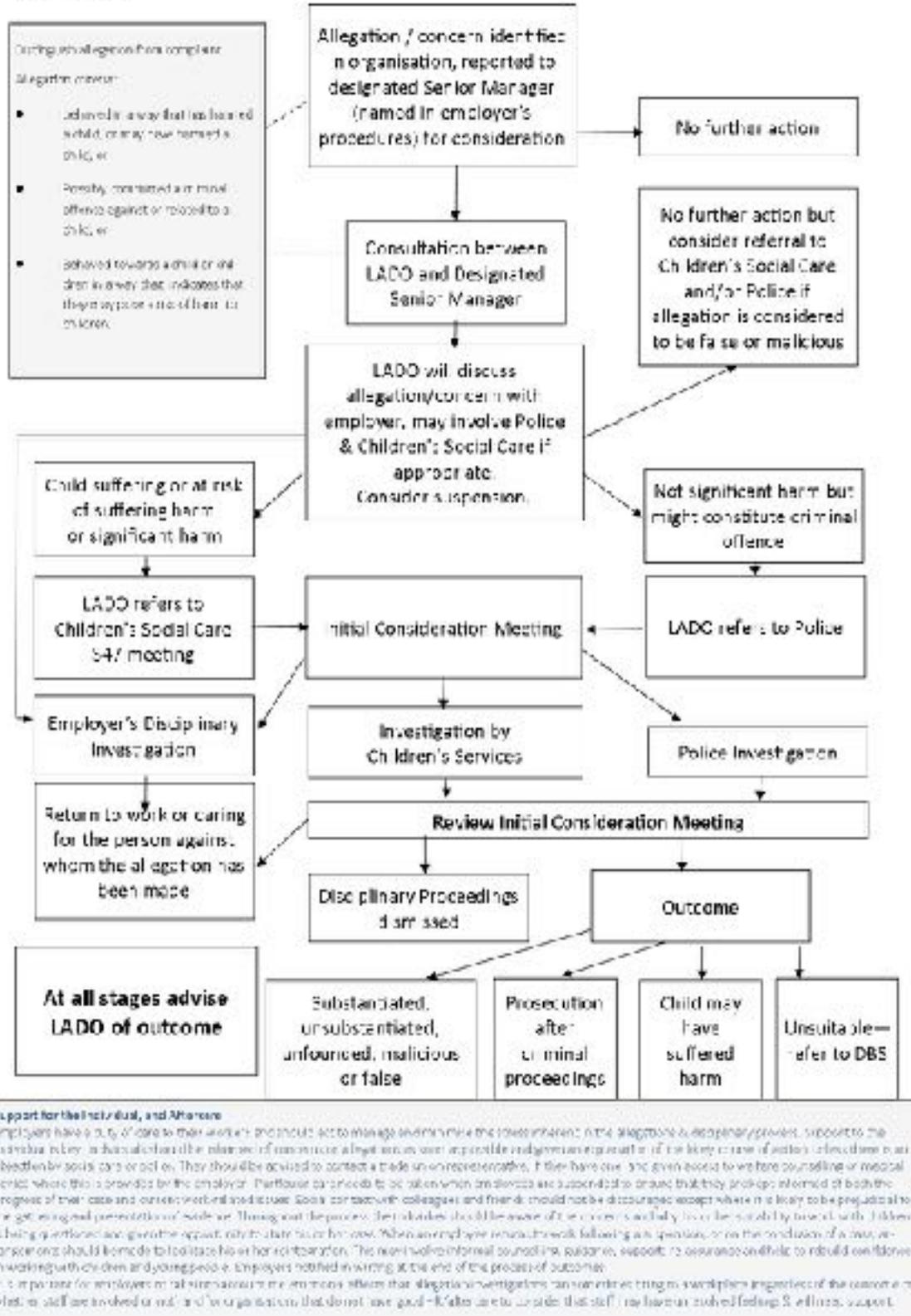
2.2 Adult with additional care & support needs

The definition of adults with additional care & support needs is not straightforward. Such an adult is defined as a person "who is or may be in need of community care services because of mental or other disability, age or illness, and who is unable to take care of him or herself or unable to protect his or herself against significant harm or exploitation" (1997 Care Act Paper after decided Local Council or's Dept). In addition to the traditional understanding of older adults in this category, those who are subjected to domestic abuse, being mistreated, or forced into marriage fall into this definition. Various disability legislation apply according to the circumstances. Another complication is the issue of choice & self-determination covered by the Mental Capacity Act 2005 & the Mental Health Act 2007. While a person makes choice that we might not do not remove them from harm, there needs to be an assessment by the Adult Social Services about the person's capacity to choose, give or withhold consent and understand the consequences. Therefore, if we have concerns about an adult we regard as "with additional care & support needs" it should be referred to services according to access.



APPENDIX 2

2.3 Worker



APPENDIX 3

Statutory Definitions of Abuse (Children)

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

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

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

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2013)'.

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

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.

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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

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

production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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 as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

STATUTORY DEFINITIONS OF ABUSE (ADULTS WITH ADDITIONAL CARE AND SUPPORT NEEDS)

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect adults with additional care and support needs from abuse (Department of Health 2000):

'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 a number of 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 into 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'.

Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Sexual Abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

Financial or Material Abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

Neglect or Act of Omission

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired

Discriminatory Abuse

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional Abuse

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

DEFINITIONS OF SPIRITUAL ABUSE

In recent years the concept of Spiritual Abuse has become one that has gained greater understanding amongst those in the faith community. Spiritual abuse has many similarities to the other categories of abuse and indeed may include the identification of those categories as abuse is often multi-faceted.

Although not recognised as a category of abuse in its own right by the statutory authorities, Spiritual abuse will often co-exist with those accepted forms of abuse (described above). A number of definitions have been given to this type of abuse in an attempt to adequately describe what often amounts to an abuse of trust and power to the detriment of others. Johnson and VanVonderen ('The Subtle Power of Spiritual Abuse', Bethany House Publishers, 1991) have described it as follows:

"Spiritual abuse is the mistreatment of a person who is in need of help, support or greater spiritual empowerment, with the result of weakening, undermining or decreasing that person's spiritual empowerment"

This view is shared with a similar definition offered by Ken Blue ('Healing Spiritual Abuse', IVP, 1993) as follows:

"Spiritual abuse happens when a leader with spiritual authority uses that authority to coerce, control or exploit a follower, thus causing spiritual wounds"

Thirtyone:Eight have defined Spiritual Abuse as follows:

Spiritual abuse is linked with other forms of abuse, and could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who

is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Additional information

In addition to the above, in relation to adults and children, there needs to be an understanding of other forms of harm such as Female Genital Mutilation, Domestic Abuse, Forced marriage and trafficking of adults and children. All these are included in various pieces of legislation and all those concerned with safeguarding need to be aware of the issues.

Appendix 4

Code of conduct for staff and volunteers at COASTAL COMMUNITY Church

Volunteers working with children, young people and vulnerable adults have a great opportunity to be a positive role model and to serve in this area of ministry.

Staff and volunteers are expected to:

- Ensure the safety of all children, young people and vulnerable adults by providing effective supervision, proper planning of sessions in a safe environment.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all people fairly and ensure they feel valued. Have no favourites.
- Encourage all not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Be positive, approachable and offer praise to promote the objectives of the group.
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with the church policies and procedures.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the church's "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of all in their care.
- Ensure the rights and responsibilities of all are enforced.

- Establish and address the additional needs of disabled participants or other vulnerable groups.
- Not abuse members physically, emotionally, spiritually or sexually.
- Not engage in a relationship with a young person for whom they are responsible
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of all people.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children and young people learn by example.
- Refrain from smoking and consumption of alcohol during all church activities.
- Not spend an excessive amounts of time alone with children unless there are exceptional circumstances
- Never taking children to their home but if necessary have someone else accompany you.
- Not administering First Aid involving the removing of children's clothing unless in the presence of others

Staff and volunteers have the right to:

1. Access on-going training and information on all aspects of leading/managing activities, particularly on Safeguarding. ·
2. Support in the reporting suspected abuse or poor practice. ·
3. Access to professional support services. ·
4. Not to be left vulnerable when working with children.
5. Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Serious or persistent breach of the code will result in disciplinary action and could lead to the person being asked to step down from the volunteering role.
6. Emergency action and first aid - All volunteers should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures. This will include: Access to First Aid equipment , Telephone contact if the participant is a minor and Telephone contact to the Emergency Services

Appendix 5 Working with Offenders

Policy and Procedures

If the individual who poses a risk is to be allowed to attend certain activities run by the organisation, it is vital robust measures are put in place to ensure children, young people and vulnerable adults are safeguarded. This should include their agreement to a written contract setting out behavioural boundaries they sign and agree to abide by, as well as the provision of appropriate supervision and support. These safeguards are in the interests of everyone – those at risk, the offender who may be making strenuous efforts to change, and the organisation.

However, at all times the safety of a child, young person or vulnerable adult is paramount when assessing the risk an individual may pose. No one has an automatic right to work with or have access to children or young people. Similarly no one has a right to work with adults who may be at risk.

In looking at the appropriate supervision of an individual considered a risk the organisation should:

- Arrange a frank discussion between the leaders (more than one) and the person concerned. This may include the probation officer or other agencies involved.
- Make efforts to sustain open communication with the statutory and voluntary agencies involved with the offender.
- Establish boundaries of behaviour in relationships. These boundaries may vary depending upon the nature of the offence(s) they have committed.
- Draw up a contract between leadership and offender based upon an open discussion. Such a contract may well form part of MAPPA that is agreed for an individual in advance of their release from prison.
- Ensure the contract is signed and dated by the offender and by leaders of the organisation.
- Understand the contract may be associated with but not solely follow a criminal prosecution. Similarly the ending of a period when an offenders name has been on the sex offenders register should not indicate the ending of the contract drawn up between the offender and the leadership.

Coastal Community Church: Contract for a Sex Offender

Boundaries

1. I will never allow myself to be in a situation where I am alone with children, young people or vulnerable adults.
2. I will attend meetings and activities as directed by the leadership.
3. I will sit where directed at activities (e.g. church gatherings, social gatherings) and will not place myself near children, young people and vulnerable adults.
4. I will not enter certain parts of the building designated by the leadership, nor any area where activities for children, young people and vulnerable adults are in progress.
5. I will decline invitations of hospitality where there are children, young people or vulnerable adults In the home.
6. I accept that 'X' and 'Y' will sit with me during activities (e.g. church meetings, social gatherings) and accompany me when I need to use other facilities. They will know that I am a sex offender.
7. I accept there are certain people who will need to be told of my circumstances in order for them to protect the children, young people or vulnerable adults for whom they care.
8. I accept that contact will need to be made with my probation officer, who will meet with leaders as and when necessary (where appropriate).
9. I accept that 'z' will provided me with pastoral care.
10. I understand that if I do not inform the statutory agencies (e.g. police, probation, adult services, children's social services), and any other relevant organisations, as well as members of the faith community or organisation.
11. I understand that any other concerns will be taken seriously and reported.
12. I understand that this contract will be reviewed regularly every ____ months and will remain for an infinite period.

Pastoral Care

As well as outlining the boundaries a sex offender would be expected to keep, it is also helpful to outline the types of pastoral care and support you are able to offer.

'x' and 'y' and 'z' have agreed to provide you with pastoral care and support; as part of that undertaking, they and the leadership of the organisation agree to:

- Support you in seeking any specialist help e.g. attendance on any Sex Offender Treatment Programmes, drug or alcohol or psychiatric rehabilitation or any counselling appointments.
- Liaise with any previous Places of Worship you have attended, with the Prison Chaplaincy Team, or any other organisation you have worked with prior to joining us.
- Work closely as a place of worship/organisation with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services, cooperating with them in helping and supporting you.
- Where appropriate, ask for any risk assessment in order to determine how best we can meet your needs while protecting children and vulnerable adults.
- Support you in joining Circles of support or any other similar programme.
- Provide pastoral care and support to anyone with whom you are living with. We recognise that partners of known sex offenders need pastoral care, and 'space' to share without judgement.
- Be there for you and will support you.

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: SC040578. Company No: 2046487

General Information and Consent Form page 1
(for children and young people)

Child's full name	
Date of birth	
Allergies	
Medical concerns (e.g. asthma, epilepsy, diabetes)	
Parents name	
Address and postcode	
Mobile number	
Email address	
Name of GP	
GP surgery	
Address of GP Surgery	

I agree that my child can take part in the normal activities as part of Coastal Kids.

Signature..... Date.....

General Information and Consent Form page 2 (for children and young people)

I understand that it is my responsibility to sign in my child at the start of church and sign them out when it is time to collect them. I understand Coastal Kids teachers will not be responsible for the child after they have been signed out.

Signature..... Date.....

I do/do not consent to photographs of my child being taken to document the year or for publicity purposes only.

Signature..... Date.....

I do/do not consent for my child to be given a snack e.g Biscuit, water etc

Signature..... Date.....

I understand it is my responsibility to ensure my child has been to the toilet or had nappies changed before attending a Coastal Kids session. (Little Fish/Explore only)

Signature..... Date.....

I do/do consent for the workers to take/assist my child at the toilet. (Little Fish/Explore only)

Signature..... Date.....

I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer or outside the normal meeting times of the group.

Signature..... Date.....

I consent to my child receiving first aid in the event of an accident or injury by a trained First Aider.

Signature..... Date.....

In the event of a serious accident whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'. We will make every reasonable attempt to contact a parent before any treatment.

Signature..... Date.....

Signed: (parent/adult with parental responsibility) _____
Date: _____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer). If you would like to withdraw consent or have any further questions about the information we hold about you, please contact Ben Warrender at benwarrenderccc@gmail.com

This information will be stored on file and only used for the administration of Coastal Community Church. It will not be disclosed to any third parties. It will be treated as confidential in compliance with the Data protection Act 2018 and Coastal Community Church's Safeguarding Policy