3. SAFEGUARDING

Safe and Secure

(a) for children

Safeguarding Guidelines for Leaders:

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Section 1

1.1. General Introduction

This Policy is specifically for the leaders of groups meeting at the Longcroft Church. It applies to all members of children's and young people's groups, up to the age of 18.

The Policy contains guidance to enable the Church to be proactive in safeguarding and to have confidence in responding effectively to any safeguarding matters that arise.

Children's Social Care Services, the Police and other Statutory Agencies have duties and responsibilities to safeguard and promote the welfare of children. These are set out in legislation and government guidance such as " Working Together to Safeguard Children " 2018.
This states that all Agencies, including Charities, Voluntary Agencies, Faith Communities and others are expected to follow the guidance and have procedures and systems in place to ensure children and
adults at risk are safeguarded in all environments.

It is recognised that churches provide a wide range of services for children and that leaders and volunteers have an important role in supporting children and vulnerable adults at risk. Whenever forms and documents are mentioned in the text examples can be found in Annexe 1. All numbers given in brackets refer to sections within this policy.

The issue is not just one of protecting the children and young people in the Church but also to protect all involved as leaders in the various groups.
It is important to take these guidelines seriously and address the issues raised to safeguard God's children.

1.2. Sources and Information:

Thirty one: eight Model Safeguarding Policy - © CCPAS August 2017
In Focus - Statutory Definitions of Abuse (Children); Effective Listening (Children)

Working Together to Safeguard Children 2017 - Government Guidance for England
The Charity Commission
Children Act 1989 and 2004

1.3. Glossary:

For the purpose of this document:
Descriptions are interchangeable eg. gender references such as:
“he” and “she”,
children and young people.

Church Leader: the Elder with lead responsibility for safeguarding children.
Church Leadership Team: Elders, Wider Leadership Team and Trustees
Main Leader: responsibility for specific group of children.
Leader: any adult engaged in any work in a children’s/ youth group.
Safeguarding Officer / Lead Recruiter: includes DBS and Leaders’ Applications.
Junior Helper: under18 years of age working under the supervision of a Leader/ Main Leader.

1.4. Church activities:

The Longcroft functions as a fully autonomous local church and the main activities are regular meetings for worship, preaching, teaching, outreach and fellowship. This includes children’s activities on Sundays and during the week for all age groups homegroups; and social outreach activities.

Section 2

2.1. Introduction:
The Church Leadership is committed to ongoing safeguarding training and development opportunities for all leaders to develop a culture of awareness of safeguarding issues which will help to protect everyone.
It is the aim that all leaders should be suitable, committed and selected following an appropriate and stringent procedure to ensure best safeguarding practice.

2.2. Appointing Leaders:
The requirements are completion of application and self declaration forms, two personal references and production of an up-to-date Disclosure and Barring Service (DBS) Certificate. These forms and information are subsequently retained in confidence in a secure place on the Longcroft Church premises.

(a) Potential children's leaders should be approached by the designated officer (Deputy Safeguarding Officer, Christopher Knight) who seeks the approval of the designated Church Elder. The Safeguarding Officer/ DBS Recruiter (Ruth Elks) is informed of the decision and starts the appointment procedure.
(b) Applicant is requested to complete the Application Form (Form 6.01, Annexe 1) and Self Declaration Form for a Position Requiring a Disclosure (Form 6.04, Annexe 1).
Applicant gives the Reference Form to the referees to complete (Forms 6.02 and 6.03, Annexe 1).
(c) Once the Reference Forms are returned, if satisfactory, the Applicant is asked either to produce an up-to-date DBS Enhanced Certificate or apply on-line via Thirty one: eight. On completing the DBS application the designated officer verifies and completes the ID check. The Recruiter/Safeguarding Officer authorises and forwards to Thirty one: eight to countersign and await processing by DBS.
(d) On receipt of the Disclosure Certificate the Applicant should join the DBS Updating Service. The Applicant shows the DBS certificate to the Recruiter/Safeguarding Officer who then confirms the appointment.
(e) The Applicant signs the Contract Form to confirm the " Safeguarding Policy " has been read and fully understood.

2.3. Unsuitable Applications:
There may be occasions when things are revealed, or where there are uncertainties, which cannot be resolved.
In these situations the Safeguarding Officer considers the following points :

1. Do not allow subjectivity to cloud judgment.
2. Do not appoint if there are ANY doubts.
3. Do not appoint to avoid hurting feelings.
4. Do not appoint to solve a staffing shortage.
5. Do not appoint those with a record of abusing others, or who have a record of violent or inappropriate sexual behaviour.

God does forgive but no one should be put in a situation of temptation.

2.4. Junior Helpers (aged 14 to 18 years)
Each group has a Main Leader and at least one other leader/ helper. Junior Helpers work under supervision and are not usually left on their own.
The parent/ guardian of the young person completes their consent (Form 6.08, Annexe 1).

Section 3: Good Practice

3.1. Supervision of Leaders:
(a) With new Leaders there is a period of 3 months' probation when their role is reviewed and either terminated or made permanent. Wherever possible a new Leader is attached to a more experienced one and has a clear and specific job description;
(b) Monthly (prayer) meeting for Leaders to review each group and plan future activities;

(c) Annual meeting each year for the Leaders of each group with the designated Church Elder, to discuss the programme for the children and youth work in the year ahead. Each Main Leader to submit a written report in advance. All Leaders to be encouraged to contribute at the meeting.
Each meeting to be minuted and the records kept in a secure place.

3.2. Health and Safety:
Adequate heating and lighting in every venue.
Hygienic and safe toilet areas.
Careful, hygienic preparation of any food by holder of Food and Hygiene Certificate.
Enough space for activities.
First Aid Kit in central place (front door porch on shelf with the Accident Book).
Annual Fire Drills.
Annual Risk Assessment (overseen by the WLT).
Register of attendance completed each time groups meet.
Awareness of dangers in car park area, the drive and the dale.
Clear record keeping of all monies handled.
Ensure the " no smoking " policy is adhered to.
Parental completion of consent forms about children's health (Form 6.06, Annexe 1) and when off-site / required for different activities (Forms 6.07a,b,c,d,e, Annexe 1).
Awareness of vulnerable children lacking social skills.
The Hub and Hive doors locked when not in use by children / youth groups.
Appropriate ratio of adults to children, according to age / disability / hazardous events.
Any concerns / risks to be conveyed to Safeguarding Officer. Children's Leaders only responsible for children / young people during the agreed times of their activities.

Section 4. Behaviour of Leaders:

4.1. Requirements of Leaders :
Provide good and consistent care for the children with whom they work.
Agree to be trained supported and appraised.
Treat all children as valuable individuals, without favouritism or antagonism.
Have reasonable physical health, mental stability, spiritual attitude, integrity and flexibility.
Be receptive, a good listener and available to make time for children.
Avoid being in a vulnerable situation and relating in such a way as to be open to misinterpretation.
Avoid exclusive relationship with a group member, however small the age gap.
Never smack or physically discipline.
Do not take a child home without others, preferably another leader / helper.
Avoid sexist / physical attribute comments.
Avoid situations of temptation.
Exercise wisdom and tact in all relationships.
Do not be judgmental.
Think about children's safety at all times.

Touching may be important as part of relationships but must be appropriate, age-related and in public.
Ensure you are visible to others if in a one to one situation with a child.
Talk and pray about potentially difficult or vulnerable situations.

4.2. Discipline:
Discipline is necessary to the development of us all, but use it appropriately.
Never smack or hit a child.
Be firm, consistent, persistent and patient.
Do not shout or put down a child.
Encouragement and praise can often calm volatile situations.
Walk away and seek help if feel you are losing your temper or unable to cope.
Lay down simple and clear ground rules which all children should follow.
Develop a procedure that is explained to all children and followed by the Leaders, which may include loss of privileges, exclusion, and speaking to parents.
Never reject a child, but make it clear that the behaviour is not acceptable.
Examine activities and programme as discipline problems can arise out of boredom or frustration.
Before making judgments remember a child might have problems of which you are aware / unaware.
God is in control and He will help in some other way if it is impossible to persevere.

4.3. Areas of Abuse:
There are three main areas of abuse, namely physical, emotional and sexual, but others include significant harm, neglect, spiritual, ritual, cultural and bullying.
(cf Child Protection Policy Flowchart "What to do when you suspect child abuse").
The signs of the three main areas are listed and the identification of one or more of these signs can alert to the possibility, but not the certainty, of abuse.
Signs should never be taken in isolation. They are as follows :-
(a) Physical abuse
DEFINITION: likely or physical injury to a child, or a failure to prevent such injuries.
Actions such as hitting, shaking, throwing, squeezing, burning, scalding, biting, cutting, drowning, suffocation, or administering poisonous substances.
Neglect may fall into this category and is self-explanatory.
SIGNS: injuries not consistent with the explanation given or in parts of the body which do not normally sustain bruising or other injury; injuries which have not been adequately treated, or are unlikely to be accidental (i.e. cigarette burns); excessive caution or flinching when approached by adults; unwilling to change for swimming or games, or to remove outer clothing; consistent poor health, hunger, tiredness and withdrawn behaviour.
(b) Emotional abuse
DEFINITION: persistent and/or severe emotional development in a child. All abuse has an emotional aspect.
SIGNS: withdrawn behaviour, clinging and excessive need for security and routine; nervousness, persistent tiredness and attention seeking behaviour; inappropriate relationships with peers and/or adults; expression of worthlessness and being unloved. This

may be a result of age-inappropriate expectations being imposed, including over-protection, bullying and cyber-bullying (through the Internet / Facebook / mobile phone etc.), causing fear and feeling threatened.
(c) Sexual abuse
DEFINITION: Sexual activities which involve the dependent, developmentally immature who do not fully comprehend what they are doing, or give informed consent.
ACTS: May include sexual intercourse (oral, anal, vaginal), the showing of pornographic material, sexual touching and the exposure of sexual organs.
SIGNS: An allegation or disclosure made by a victim; a child with an inappropriate knowledge and / or preoccupation of sexual activity reflected in conversation, play or drawings; inappropriate bed sharing arrangements at home, and regular sleep disturbances including vivid dreams and nightmares.

Any form of abuse consists of damage to the person. The abuser is operating from a position of power which maybe due to age, home hierarchy, relationship, gender, intellect, physical strength or emotional maturity. The victim may suffer degradation, rejection, violation, neglect, hurt, guilt, hopelessness, inferiority, physical injury, and enforced maturity, theft of childhood and severe emotional damage.

4.4. Abuse Disclosures:
A " Disclosure " is a situation when a child tells someone else, usually an adult leader.
(a) Confidentiality
Never promise to keep what a child wants to say to you totally confidential, as you may need to take it further. More advice is given under (b) below.
Never keep a matter of abuse to yourself / small group. The needs of the abused child and other possible victims come first.
The action to take depends upon the nature of the disclosure. It may be necessary to refer to the Elder with lead responsibility for safeguarding children, OR the police OR Social Services. Usually seek immediate help from the Safeguarding Officer – and s/he may contact Thirty One: Eight for advice.
Do not discuss with anybody else, including any other Leaders.
(b) Talking to the Child
Follow the guidelines as much as is possible and what is appropriate to your situation.
General points:
Accept what the child says
Keep calm
Be honest
Look at the child directly
Do not appear shocked
Let the child know that you may need to tell someone else
Assure the child that he / she is not to blame for the abuse
Never ask leading questions
Do not fill in words, finish sentences, or make assumptions
Be aware that the child may have been threatened

Examples of things a Leader may say :
Repeat the last few words in a questioning manner in order to clarify what the child is saying.
You may say:
“ I would like you to tell me”
" I will help you ",
" I am glad that you told me ",
" You are not to blame ".

Things NOT to say:
" You should have told someone before",
" I can't believe it ",
" I'm shocked ",
" No, not ... he /she's a friend of mine ",
" I won't tell anyone else ",

At the end:
Reassure the child that he was right to tell you;
Let the child know what you are going to do next.
Thereafter contact the Safeguarding Officer, if not already done so, or in his/ her absence the deputy Safeguarding Officer.
Leader/ Safeguarding Officer should take notes throughout of what was said by child/ Leader/ Safeguarding Officer with dates and times. These may be essential in helping other parties, such as Elder/ Police/ Social Services to assess what is in the best interests of the child and, if necessary, can be used in evidence.

4.5. Responsibilities of the Safeguarding Officer
The Safeguarding Officer should:
have some experience in safeguarding or related work;
be able to act with discretion, maintain confidentiality, remain calm and re-assuring, exercise vigilance, be approachable, a good listener and have the confidence to pass on concerns received;
be available to respond immediately, be a mature and respected member of the Church, able to make decisions, carry responsibility and offer support to others;
preferably be independent of but known to the children and young people;
keep up to date with legislation, good practice and attend appropriate training;
be confident to communicate with and assist outside agencies involved in child safety including the statutory authorities.

Section 5. Statutory and Voluntary Agencies

5.1. (a) Children's Social Services, known as Wirral Integrating Front Door, has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Contact details: 0151 606 2008 Ext.1. Mon.- Fri. 9am-5pm.
Out of hours, weekends and Bank Holidays: 0151 677 6557
Mon.- Fri. 8.50am-5.00pm. Out of hours, weekends, Bank Holidays: 0151 677 6557.

(b) If an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency on 0151 709 6010 or 999.

(c) Health Agencies might need to be involved for examination or treatment, longer-term support and counselling.

5.2. NSPCC (National Society for Protection of Cruelty to Children) is a registered charity and a respected part of the support agencies. Childline is their helpline for children and young people facing difficulties and requiring support. Contact details: 0800 1111. For adult help and advice: 0808 8005000. General office: 0116 2347227.
Website: nspcc.org.uk/consultancy.

5.3. Victim Support Scheme and a number of local agencies offer help, counselling and support. Contact details: 0300 3361404.

5.4. Wirral Charity S.A.F.E. (Safe Families for Children). This registered charity's national HQ is in Newcastle-on-Tyne, offering support and practical help for families struggling and facing need. Local contact details: 0151 3344473.

5.5. Thirty one: eight (formerly CCPAS) is a registered charity, runs training sessions and specifically supports faith groups by giving advice on how to respond if there is a suspicion or disclosure of abuse.
The Longcroft Church subscribes to Thirty one: eight and uses their services. Contact details:
0845 1204550. Address: PO Box 133, Swanley, Kent, BR8 7UQ. Web:www.ccpas.co.uk
Email: info@ ccpas.co.uk Email: disclosure@ccpas.co.uk

5.6. DBS ie. The Disclosure and Barring Service, a government initiative, which replaced the Criminal Records Bureau and Independent Safeguarding Authority, to prevent unsuitable people from working with vulnerable groups including children.
Contact details: for disclosures 03000 200190; for helpline 0870 9090811.
Address: PO Box 165, Liverpool, L69 3JD.
https://www.gov.uk/government/organisations/disclosure-and-barring-service

5.7. CEOP ie. Child Exploitation and Online Protection Command, a Government Agency for law enforcement, to keep safe from exploitation and abuse. Contact details:
0870 0003344. Email: enquiries@ceop.gov.uk; www.ceop.gov.uk; or thinkuknow.co.uk.

5.8. Childnet International is a registered U.K. charity that aims to make the internet a safe place for children and young people. It can respond to non-urgent queries about staying safe on-line but if you have concerns about a child contact NSPCC direct. Contact details for

Childnet International: 020 7639 6967. Email: info@childnet-int.org Website: www.childnet-int.org; or www.kidsmart.org.uk

5.9. Safe at School – for parents whose children face harmful sex education; 02070917091.

Annexe 1
Forms in use for the Children's work:

Volunteer Application Form
Junior Application Form
Reference Reply Form
Parental Registration Form
Off-site Group Activity Form
Residential Group Activity Consent Form
Abuse Report Form
Abuse by Church Worker Report Form
Niggle Form

Annexe 2
Leadership Responsibilities:

The Longcroft Church complies with the requirements of the Charity Commission with regard to Safeguarding.
As a Church Leadership Team we recognise the need to provide a safe and caring environment. We see the importance of our ministry/work with children, young people and adults, especially those who are in need of protection as it is our responsibility to protect everyone entrusted to our care.
We are committed to creating and enabling a healthy culture in order to minimise any coercion and control within our church.

The following statement was agreed by the leadership on: .....

The Longcroft Church is committed to the safeguarding of children to ensure 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 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 ensure the children for whom we have contact 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 dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure our policies and procedures reflect this.
We believe all adults should enjoy and have access to every aspect of the Church 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 vulnerable adults.
We believe in the necessity of creating a healthy culture in our Church where the value of all people is recognised and challenges are responded to appropriately.

We are committed to :
Following the requirements for U.K. legislation in relation to safeguarding children and adults and good practice recommendations.
Implementing the requirements of legislation in regard to people with disabilities.
Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
Supporting the safeguarding co-ordinators in their work and in any action they may need to take in order to protect children/adults with care and support needs.
Supporting, resourcing, training, monitoring and providing supervision to all those who are involved in this work.
Supporting parents and families, and all in the church affected by abuse.
Adopting and following the safeguarding standards in the Longcroft Church's Policy.

We recognise:
The Local Authority Children and Adult Social Services have lead responsibility for investigating all allegations or suspicions of abuse and that where an allegation suggests a criminal offence has been committed the police to be informed urgently.

We will review this statement and our policy and procedures annually.

If there are any concerns for a child or adult with care and support needs, the following have been approved as safeguarding co-ordinators for the Longcroft Church.

Ruth Elks	Safeguarding Officer
Christopher Knight	Deputy Safeguarding Officer
David Meeten	Responsible Elder for Safeguarding
Mark Jones	Deputy Responsible Elder for Safeguarding

David Meeten Responsible Elder for Safeguarding

Signature……. Date: .....

3. SAFEGUARDING

Safe and Secure

(b) for vulnerable adults

Completion of this policy awaits a member of Longcroft taking responsibility for safeguarding of vulnerable adults and receiving suitable training.
Below are some indicative contents for the policy:

Safeguarding Guidelines for Leaders:

Vulnerable adult:
*"A **person** who is 18 years of age or over, and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation."*

As a Church we recognise and respect the dignity of all vulnerable people and strive to take all appropriate steps to maintain a safe environment for all, to keep them safe from harm, and to respond sensitively to everyone's needs.

Longcroft Church runs no activities specifically for vulnerable adults.
There are, however, usually a small number of such adult adults in some of our regular events, notably the weekly Sunday meetings, monthly mid-week lunch club and daytime Bible study.

Thirty one: eight Model Safeguarding Policy - © CCPAS August 2017
In Focus - Statutory Definitions of Abuse (Adults)
The Care Act 2014 (for vulnerable adults: Chapter 14 “The Care and Support Statutory Guidance”)

Abuse specific to adults
In addition to types of abuse cited in section 3 regarding children, the following may also apply:
Psychological abuse, mental distress, anguish, or harmful effects on emotional health.
Financial or material abuse, misappropriation, embezzlement, theft, fraud, exploitation.
Neglect and acts of omission to aid daily living, failure to intervene when in danger etc.
Discriminatory abuse due to age, gender, race, religion, culture, sexuality, or disability.
Institutional abuse, mistreatment by poor or inadequate professional practice etc.
Domestic abuse, violation of rights in various ways.

Adult Social Services, under Wirral Community NHS Foundation Trust, has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care needs. Contact details: 0151 514 2222 Ext.3.
Mon.- Fri. 8.50am-5.00pm. Out of hours, weekends, Bank Holidays: 0151 677 6557.
If an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency on 0151 709 6010 or 999.
Health Agencies might need to be involved for examination or treatment, longer-term support and counselling.

Victim Support Scheme and a number of local agencies offer help, counselling and support.
Contact details: 0300 3361404.

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Email: info@ ccpas.co.uk Email: disclosure@ccpas.co.uk

The Disclosure and Barring Service, a government initiative, which replaced the Criminal Records Bureau and Independent Safeguarding Authority, to prevent unsuitable people from working with vulnerable groups including children.
Contact details: for disclosures 03000 200190; for helpline 0870 9090811.
Address: PO Box 165, Liverpool, L69 3JD.
https://www.gov.uk/government/organisations/disclosure-and-barring-service

Safeguarding Vulnerable Group Act 2006