

Community of Christ (British Isles)

Statement on the Safeguarding of Children and Young People

Throughout this policy the terms children and young people are used interchangeably, the term 'Leadership Team' is used to refer to the Leadership Team of the British Isles Mission Centre and the term 'Church' is used to refer to Community of Christ.

Community of Christ recognises the importance of its ministry with children, young people and adults in need of protection and its responsibility to protect everyone entrusted to its care.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual and emotional abuse and neglect of children (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 all 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 believe all adults should enjoy and have access to every aspect of church fellowship 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.

We are committed to:

- Following the requirements of UK legislation in relation to safeguarding children and to 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 young people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national developments relating to safeguarding.
- Following Community of Christ guidelines in relation to safeguarding children.
- Supporting the safeguarding coordinators in their work and in any action they may need to take in order to protect young people.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Community of Christ.
- Supporting parents and families.
- Nurturing, protecting and safeguarding children.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the Church who are affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service (CCPAS).

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.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

Our safeguarding policy was agreed by the Leadership Team on 2nd October, 2015 and has been lodged with the Churches' Child Protection Advisory Service (CCPAS).

The safeguarding statement, policy and procedures will be reviewed every two years.

Safeguarding is a Priority Here

COMMUNITY OF CHRIST (_____)

If you have any concerns regarding the safety or welfare of a child you can speak to:

_____ or _____
Safeguarding Coordinator Deputy Safeguarding Coordinator

A copy of the full policy is available from the Safeguarding Coordinator.

Useful Contacts

CCPAS

0845 120 45 50

www.ccpas.co.uk

Through The Roof

01372 749955

Childline (for children)

0800 1111

Childnet Int

www.childnet.com

NSPCC

0808 800 5000

CEOP

www.ceop.police.uk

Stop It Now

0808 1000 900

NAPAC

020 3176 0560

The Safeguarding Policy

Details of the congregation / organisation

Name of Congregation / Organisation: _____

Address:

Tel No: _____ Email address: _____

British Isles Charity Number: **1119770**

Congregation Charity Number (if applicable): _____

Insurance Broker: **Berkeley, Applegate & Webb**

The following is a brief description of the type of work / activities we undertake with children:

Our commitment

We recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.” We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” 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 attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by the Churches’ Child Protection Advisory Service (CCPAS) and prepared in consultation with Community of Christ.

The Leadership Team undertakes to:

- Endorse and follow all national safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and regularly review the operational guidelines attached.
- Meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, providing welcoming and inclusive premises.
- Support safeguarding coordinators in their work and in any action they may need to take in order to protect children and vulnerable adults.
- File a copy of the policy and practice guidelines with CCPAS and any amendments subsequently published. The Leadership Team agrees not to allow the document to be copied by other organisations.

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children 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.

In order to safeguard those in our care we adhere to the UN Convention on the Rights of the Child which states in Article 19:

- 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.*

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included in the Appendices.

Definitions of Abuse – see Appendix A

Signs and Symptoms of Abuse – see Appendix B

How to Respond to a Child wishing to Disclose Abuse – see Appendix C

Safeguarding awareness

The Leadership Team 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 safeguarding training on a regular basis through in-house training. It is intended that workers will also receive an update every two years.

Registered youth workers will provide children with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Responding to allegations of abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

Suspicious 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. See Appendix D

The person in receipt of allegations or suspicions of abuse should report concerns **within 24 hours** to the **SAFEGUARDING COORDINATOR** as listed with contact details on the Notice Board.

In the absence of the safeguarding coordinator or, if the suspicions in any way involve the safeguarding coordinator, then the report should be made to the Mission Centre safeguarding coordinator who will then contact CCPAS for advice if necessary.

Where there is concern, the safeguarding coordinator should contact Children's Social Services.

The local Children's Social Services office telephone number (office hours) is _____.

The out of hours emergency number is _____.

The Police Child Protection Team telephone number is _____.

The Leadership Team will support the safeguarding coordinator/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.

If the youth worker with the concern feels that the safeguarding coordinator has not responded appropriately, or where they have a disagreement with the safeguarding coordinator as to the appropriateness of a referral, they are free to contact an outside agency direct.

The role of the safeguarding coordinator/deputy is to collate and clarify the precise details of the allegation or suspicion for use by statutory agencies who have a legal duty to investigate.

Detailed procedures where there is concern about a child

Allegations of physical injury, neglect or emotional abuse

Where there are concerns about a physical injury, symptoms of neglect or emotional abuse, the safeguarding coordinator will:

- Contact Children's Social Services (or CCPAS) for advice. Follow their instructions and check whether or not parents or carers should be informed.
- Seek medical help if needed urgently, informing the doctor of any suspicions.

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 CCPAS (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 coordinator 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 CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

Allegations of abuse against a person who works 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 coordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures, will need to liaise with Children's Social Services and, in regards to the suspension of the worker, also make a referral to a Safeguarding Advisor/Local Authority Designated Officer and the Mission Centre safeguarding coordinator who has responsibility for the safeguarding of children in the British Isles.

Prevention

Safe recruitment of volunteer youth workers

The Leadership Team will provide all workers with training, support and supervision in accordance with the following:

- Those applying have completed an application form and a self-declaration form.
- Safeguarding has been discussed at interview.
- Written references have been obtained and followed up where appropriate.
- A disclosure and barring check has been completed (We will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- A suitable training programme is provided for the successful applicant.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns. (See Appendix D)

Management of Workers – Codes of Conduct

As a Leadership Team 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 and young people (See Appendix E). The Leadership Team 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.

Pastoral Care

Supporting those affected by abuse

The Leadership Team 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 the Church.

Working with offenders

When someone attending the Church is known to have abused children, or is known to be a risk to vulnerable adults, the Leadership Team will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. These are clearly defined by Community of Christ. Consequently a contract should be developed and agreed on by all parties in order for participation to take place under supervision.

Practice Guidelines

As a Church working with children we 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 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 may be found in Appendix F.

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 vulnerable 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 regards 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 working with children and using Church premises, as part of a letting agreement, will have their own policy that meets CCPAS' safeguarding standards.

Good communication is essential in promoting safeguarding to those we wish to protect, to everyone involved in working with children and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

All Church premises will have information regarding the safeguarding of children clearly displayed at all times.

As such this document comprises the Safeguarding of Children policy for the Community of Christ in the British Isles and will become effective from November 2015. This document supersedes the Child Protection Policy that has been in place in the British Isles Mission Centre since 2001.

APPENDIX

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A. Definitions of Abuse

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C. How to Respond to a Child Wishing to Disclose Abuse

D. Reporting Accidents and Incidents (Issues of Safeguarding)

E. Code of Conduct

F. Practice Guidelines:

Instructions for all gatherings of children and young people meeting under the name of Community of Christ including transportation and overnight stays (relevant forms and documentation are included here)

G. Social Media

H. Children/youth worker Registration

It is an expectation that all Children/youth workers and Assistants in Community of Christ are registered in the manner set out in this document

A. Definitions of Abuse

*The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Employment and the Home Office in their joint document, **Working Together to Safeguard Children** (1999) are as follows:*

Abuse and Neglect

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.

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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve 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 ill-treatment 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, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Organised Abuse

Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

(A child may suffer more than one category of abuse).

B. Signs and Symptoms of Abuse

Physical Abuse- Physical Observations

- Bruising on face, upper arms, shoulders consistent with gripping
- Bruising on trunk
- Fingertip bruising/finger marks
- Burns and scalds, particularly from cigarettes or excessive exposure to heat
- Human bite marks
- Fractures, especially spiral
- Swelling and difficulty with the use of limbs
- Any serious injury with conflicting explanations or inconsistent accounts
- Untreated injuries

Physical Abuse-Behavioural Observations

- Unusually fearful with adults
- Unnaturally compliant with parents/carers
- Refusal to discuss injuries/fear of medical help
- Withdrawal from physical contact
- Aggression towards others
- Wears cover up clothing
- Any unexpected behaviour for a child of their age or stage of development

Neglect-Physical Observations

- Poor personal hygiene
- Poor state of clothing
- Poor growth pattern
- Emaciation, pot belly, short stature
- Poor skin and hair tones
- Untreated medical problems
- Non organic failure to thrive

Neglect-Behavioural Observation

- Constant hunger
- Constant tiredness
- Low self esteem
- Lateness
- Neurotic behaviour
- No social relationships
- Running away
- Compulsive stealing or scavenging
- Destructive tendencies

Sexual Abuse-Behavioural Observations

- Sexual knowledge inappropriate for age
- Sexualised behaviour in young children
- Sexually provocative behaviour/promiscuity
- Hinting at sexual behaviour, or about secrets they cannot tell
- Sudden changes in personality
- Restlessness, aimlessness, lack of concentration
- Socially withdrawn
- Overly compliant
- Aggressive behaviour
- Clinging behaviour
- Substance, alcohol misuse
- Self-mutilation, self-disgust, attempted suicide
- Low self esteem

Sexual Abuse-Observations Specific to Sexual Exploitation

- Changes in peer group
- Unexplained wealth/goods
- Dressing in an unexpected manner
- Repeated association with unknown men, may be by phone
- Drug habit without a means of sustaining it
- Reports of having been seen in places used for prostitution

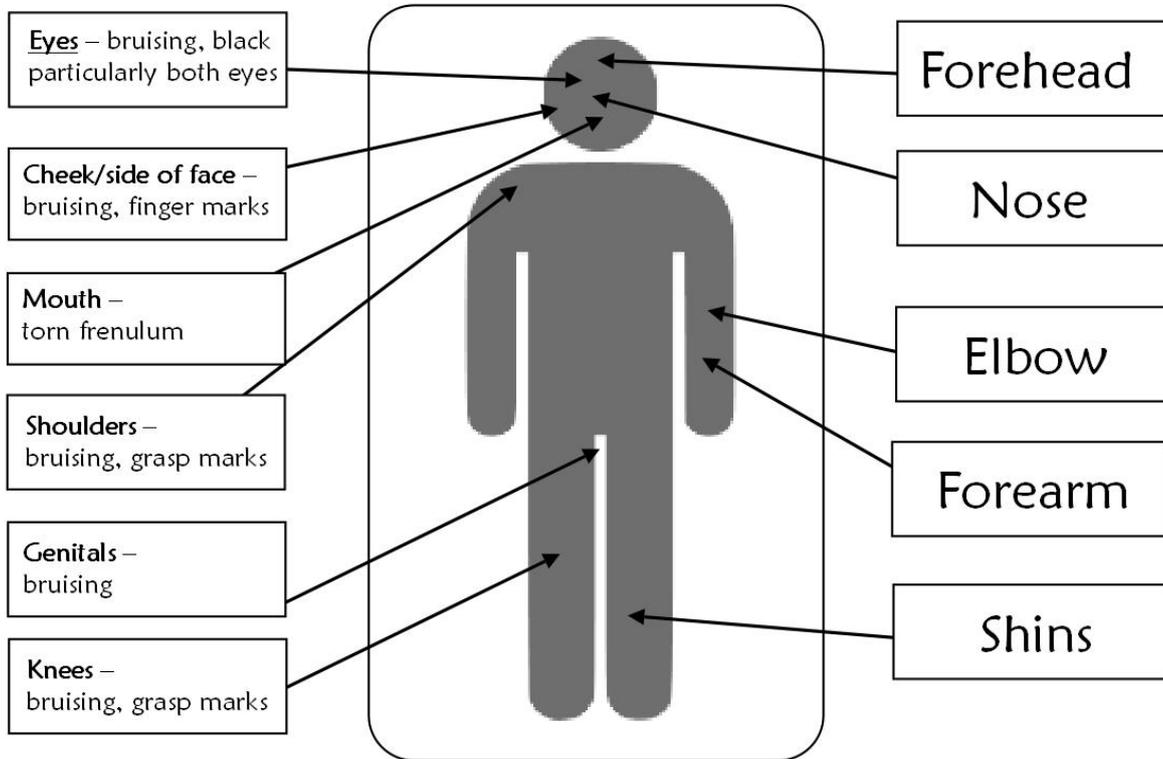
Emotional Abuse-Potential Causes

- Abuse from community
- Individual from carers
- Witnessing domestic violence
- Racism
- Bullying

Emotional Abuse-Indicators

- Inappropriate emotional responses to painful situations
- Neurotic behaviour (hair twisting, rocking)
- Fear of new situations
- Self-mutilation
- Fear of parents being contacted
- Being the scapegoat in the family
- Coldness/hostility
- Extremes of passivity or aggression

Common sites for Non-accidental Injury



Bruises likely to be:

- frequent
- patterned, e.g. finger and thumb marks
- old and new in same place (note colour)
- in unusual position (see chart)
- correct development level of child and their activities may be more difficult to see on darker skins.

Burns and scalds likely to be:

- clear outline
- splash marks around burn area
- unusual position e.g. back of hand
- indicative shapes e.g. cigarette burns, bar of electric fire

Injuries likely to be:

- bite marks
- fingernail marks
- large and deep scratches
- incisions e.g. from razor blades

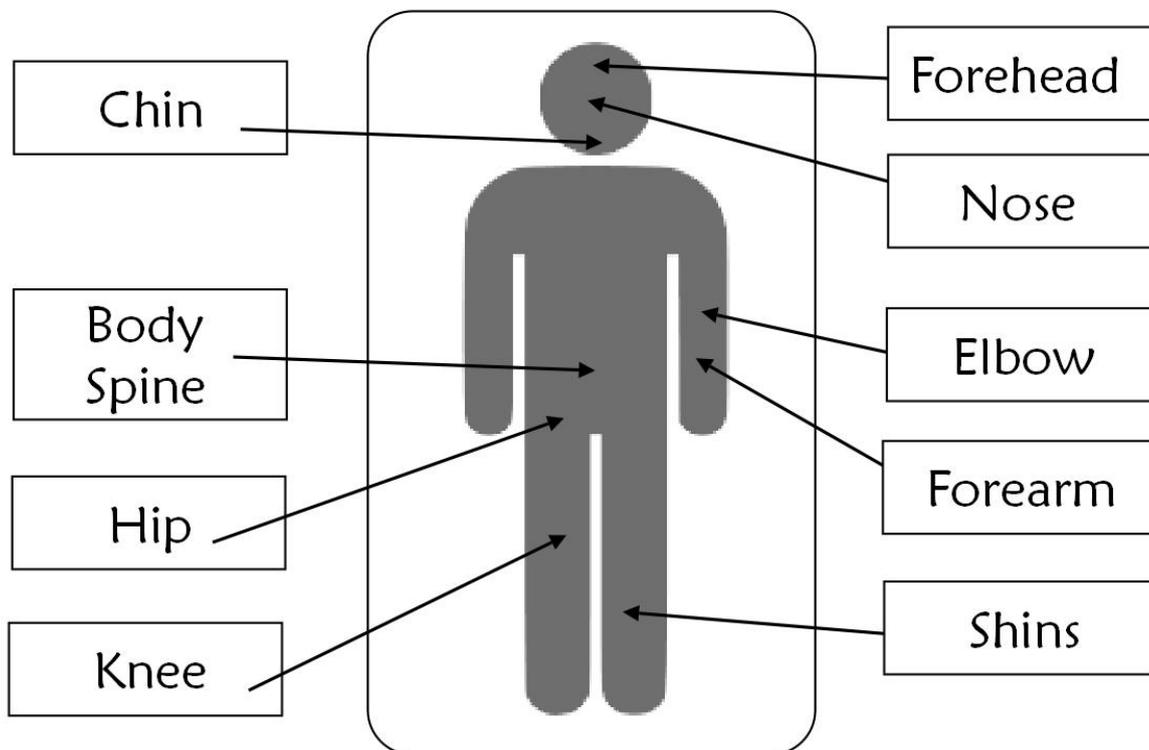
Fractures likely to be:

- numerous - healed at different times
- consider age of child, always suspicious in babies under 2 years old, delay in seeking treatment

Sexual abuse may result in:

- unexplained soreness, bleeding or injury to genital or anal area
- sexually transmitted diseases, e.g. warts, gonorrhoea

Common sites for Accidental Injury



Bruises likely to be:

- Few but scattered
- No pattern
- Same colour and age
- Consider age and activity of child e.g. learning to walk may be confused with birthmarks or other skin conditions

Burns and scalds likely to be:

- Treated
- Easily explained
- May be confused with other conditions, e.g. nappy rash

Injuries likely to be:

- Minor and superficial
- Treated
- Easily explained

Fractures likely to be:

- Of arms and legs
- Seldom on ribs except for road traffic accident
- Rare in very young children
- May rarely be due to brittle bone syndrome

Genital area

- Injury may be accidental (seek expert opinion)
- Soreness may be nappy rash or irritation e.g. from bubble bath
- Anal soreness may be due to constipation or threadworm infestation

C. Responding to a Child Wishing to Disclose Abuse

When a child wants to talk about abuse (called disclosure) it is important for the worker to listen carefully without prompting or using leading questions. It is vitally important that a written record is made of the event and used in accordance with the notes below.

The following points are guidance for the interaction:

- Show acceptance of what the child says (however unlikely the story may sound).
- Keep calm. Look directly at the child and be honest.
- Inform the child that you will need to let someone else know. Do not promise confidentiality.
- Even when a child may have broken a rule, they are not responsible for the abuse. Tell them clearly that they are not to blame.
- Be aware that the child may have been bribed or threatened not to tell.
- Never push for information. If the child decides not to begin the conversation or to end it at any point then accept the decision and let them know you are always ready to listen.
- Thank the child for speaking to you.
- Reassure the child that they were right to tell you.
- Assure the child that you will help them.
- Do not question the child regarding the truth of the disclosure.
- Do not make false promises.
- Let the child know exactly what you are going to do next.

After the conversation:

- Make handwritten notes as soon as possible after the event, writing down in detail what the child said, when it was said and what you said in reply. A form entitled Record of Disclosure can be found in the Incident File to help with the detail (see overleaf).
- Record a description of what was happening at the time of disclosure.
- Record the date and time and who was present at the activity.
- Contact your group's safeguarding coordinator as soon as possible but certainly within 24 hours. If he/she is unavailable then contact the Deputy safeguarding coordinator.
- If the disclosure is made at a residential activity then it should be reported to the identified safeguarding coordinator for the activity.
- If the allegation is against the director then this should be reported to the Mission Centre safeguarding coordinator.
- Notes should be kept of any action taken following the disclosure.
- Keep all notes safely in the file held by the safeguarding coordinator and send copies to the Mission Centre safeguarding coordinator for reference.

Record of Disclosure

CONFIDENTIAL

Name of Child/Young Person: _____

Address: _____

Date of Birth: _____

Name of Person Reporting Event: _____

Date: _____

Time: _____

Event/Location: _____

Persons present at time of disclosure: _____

Details of Disclosure, including any response/action taken with child/young person following the disclosure (Use additional pages, if necessary):

Signature of Person Reporting Event

Date

Signature of Safeguarding Coordinator

Date

D. Reporting Accidents and Incidents

Accident Book - All accidents at both youth groups and camps should be recorded in an accident book. This is essential in the event of an insurance claim. A record of the matter should be recorded along with details of action taken. Parents should be informed and, wherever possible, asked to sign to acknowledge this.

Incident File – Youth workers at both youth groups and camps should record unusual incidents. Each worker present should record what they have witnessed. Such events may include fights, having to deal with a difficult young person or a young person making throwaway sexual comments about another person. Incident records can protect both children and workers. Forms are available for completion in the file and copies should be given to the safeguarding coordinator (see overleaf).

All concerns of Signs and Symptoms as described in Appendix B should also be logged in the incident file and copies given to the safeguarding coordinator within 24 hours. The safeguarding coordinator will deal with any issues of safeguarding appropriately.

The incident file should be kept separate from the accident book since parents and older children could have access to the accident book but should not see what is written in the incident file.

In the case of an incident where a child has a symptom of physical abuse or neglect:

- Record your concerns.
- Contact the safeguarding coordinator as soon as possible but certainly within 24 hours.
- Do not tell the parents until advice has been sought from Children's Social Services.
- If emergency medical attention is necessary it should be sought immediately, informing the doctor of any suspicions you may have.
- In some situations where the concern is not so great it may be appropriate to speak with the parents and suggest that medical help is sought. If a parent seems unwilling then offer to accompany them.

Where there are allegations/concerns of sexual abuse:

- Record your concerns.
- Contact the safeguarding coordinator as soon as possible but within 24 hours.
- DO NOT investigate the matter yourself.

If your concern is about inappropriate sexual behaviour or language from one of the workers you should contact the safeguarding coordinator and log your concerns.

INCIDENT FORM

This form should be completed immediately after any safeguarding incident occurs

Day, date and time of incident: _____

Names, ages and addresses of those involved in the incident:

Place where the incident took place: _____

Name of your group: _____

Person responsible for the group at the time of the incident (name, address and telephone number): _____

Workers supervising the group at the time of the incident (name, addresses and telephone numbers): _____

Witnesses to the incident (names, addresses, telephone number and ages if under 16).
Normally only two witnesses would be needed. _____

Name of Person Informed: _____ Date and Time: _____

Details of Incident:

E. Code of Conduct for Children and youth workers.

It is not appropriate for youth workers to talk to children alone in a secluded place.

Touching

- Keep everything public. A hug in the context of a group is different from a hug behind closed doors.
- Touch should be related to the child's needs, not the workers.
- Touch should be age-appropriate and generally initiated by the child rather than the worker. Children should have control of their physical contact with adults.

Individuals not registered as youth workers should not have unsupervised access to children.

Group leaders should always be aware of where children are in buildings etc. Children should not be left alone.

Discipline should be constructive and reflect Christian values. Corporal punishment is never permissible.

Youth workers will need to visit children and their families at home from time to time. Youth workers should never go into a child's home if a parent or guardian is not present.

Additional guidance for residential/camping activities

It is the responsibility of workers to know the whereabouts of all children and young people who are on camp.

No children should be allowed to participate in any activity without providing a consent form completed by a parent or adult with parental responsibility.

All staff must be registered as youth workers or assistants and no assistants should have unsupervised responsibility for a group of children including having sole responsibility for a bedroom or tent.

Each camp should have a designated safeguarding coordinator. In normal circumstances this will be the camp director.

Sleeping arrangements:

- Sleeping arrangements should always look to safeguard children.
- Where possible use large dormitories/tents for children to sleep in rather than small rooms/tents.
- In the case of large dormitories/tents it is preferable for one or more staff members to share sleeping accommodation with children. Staff should not share accommodation with only one or two children in a room.
- In cases where children are sleeping in rooms with no adult, a staff member should be assigned responsibility for that room.
- Staff members sharing a room or tent with children should sleep near to the exit.
- Staff need to respect the privacy of young people in camp living situations and should protect their own privacy as well.

Best practice dictates that there should be at least one person qualified in first aid at the camp. The first aider should check that first aid boxes are available and their location known, should record all accidents and injuries and should have the telephone numbers of the nearest doctor and hospital readily available. A list of suitable first aid kit content is found below.

Everyone on camp should be warned of the danger of fire and be made aware of fire exits. A fire drill should be practised on the first day of camp.

On the day that the camp begins a list of all campers present along with parent/guardians' contact phone numbers should be e-mailed to the Mission Centre President. The list should also include the names of all staff present.

First Aid

All premises used by children should have a properly equipped first aid kit. Its contents should be stored in a waterproof container and the designated worker should regularly check contents. Workers should be encouraged to attend training run by the St. John Ambulance or the Red Cross, etc.

A recommended minimum for a first aid kit is:

- Emergency aid guidance card
- Sterile dressings of various sizes, medium, large and extra large
- Individually wrapped adhesive dressings (plasters)
- Eye pads
- Triangular bandages
- Safety pins
- Disposable latex gloves
- Sealed eye wash
- Ice pack (for camps)

Good hygiene should always be practised. Disposable latex gloves and, where possible, an apron should be used when dealing with broken skin, bodily fluids, and faeces.

F. Practice Guidelines

All those who lead or help with children's groups (workers/assistants) must be aware of the following issues and guidelines.

1. Staffing

The staffing of all youth and children's activities should comply with the youth worker screening process (see Appendix H).

There must always be more than one registered youth worker at any youth activity.

It is not essential that there be both male and female adults at a children's group although it is preferable where possible.

In certain situations, such as taking a mixed group of young children swimming, it will be necessary to have youth workers of both sexes present.

2. Premises

Accommodation should be warm, adequately lit and ventilated.

Consideration should be given to the ratio of children to floor space, especially with younger children (for 5-8 year olds - 25 square feet per child is the guideline under current UK legislation).

The premises must meet health and safety requirements. Toilets and washbasins must be accessible. Provide disposable towels if possible.

Smoking should not be permitted.

Food preparation should be done in line with Environmental Health guidelines.

3. Accidents and Emergencies

Everyone must be aware of emergency procedures and fire exits. Groups should consider the accessibility to a mobile telephone. This information should be posted on a wall.

A first aid kit must be available. Preferably at least one youth worker present should have a working knowledge of first aid.

4. Documentation

Consent Form - All children attending a regular youth group should have a parental consent form completed (see end of this section) by a parent or adult with parental responsibility. These completed forms should always be accessible at any activity.

Consent Form for Camps - Separate consent forms will need to be completed for camps and one-off activities not covered by the form described above (see end of this section).

Register - A register should be kept of children and helpers attending each activity.

Accident Book - All accidents at both youth groups and camps should be recorded in an Accident Book. This is essential in the event of an insurance claim. A record of the matter should be recorded along with details of action taken (see Appendix D).

Incident File – Youth workers at both youth groups and camps should record unusual incidents. Each worker present should record what they have witnessed. (See Appendix D)

The incident file should be kept separate from the accident book since parents and older children could have access to the accident book but should not see what is written in the incident file.

5. Insurance

The British Isles Mission Centre and each congregation within the Mission Centre have a liability insurance policy which provides protection in respect of claims made against the church in respect of negligence by the church or its officers. This policy does not provide cover for personal accidents, for damage/loss in respect of personal belongings of the participants or for other similar risks.

Parents of participants in an event should be informed of the extent of the insurance cover provided by the church. The taking out of any additional insurance cover which may be desired then becomes their responsibility.

The parental consent forms at the end of this section include appropriate wording for informing parents of the cover provided.

6. Music, Films and Video Games

All music, films and video games shown or played at church sponsored events must be age-appropriate for every child and youth present.

7. Camps with campers younger than and older than 18

All staff members must be registered youth workers.

All campers below the age of 18 must have a completed parental consent form.

Sleeping accommodation should be such that no campers below the age of 18 share a room or tent with anyone over 18 who is not registered as a youth worker.

The programme should be planned in such a way that at no time is there a requirement for campers below the age of 18 to be in a room or place with persons over 18 who are not registered as youth workers without there being a staff member present.

At the beginning of the camp the camp director or a representative of the director should speak to the whole camp about safeguarding expectations.

8. Helping Children Help Themselves

Current research shows that very little impact is made into this area of need (abuse) unless there is **PREVENTION** work done alongside intervention. This work, with the children themselves, takes varied forms. It is not the intention of this document to provide a curriculum to raise children's awareness of child abuse, but rather provide ideas through which group leaders can nurture the child in a safe environment.

Possible topics to teach to young people

Children's Rights - Children should be aware of their rights. The U.N. 'Convention on the Rights of Children' lays out all basic rights of children. They include the right to:

- affection, love and understanding,
- adequate nutrition and medical care,
- protection against neglect, cruelty and exploitation,
- free education, opportunity to play,
- a name and nationality,
- develop abilities,
- care if disabled
- grow up in peace despite race, colour sex religion or social origin.

By making the children aware of their rights the leader is educating the child to the rights and wrongs of society, thus making them aware of any differences there may be in their life-experience.

Peacemobile – 20 interactive exhibits that help children to develop peace-making skills and awareness through play. This is available by contacting the Peacemobile Coordinator (peacemobileUK@sky.com).

Develop self-esteem and self-confidence - Take every opportunity to uphold the children between themselves, giving them opportunity to talk, share and (if necessary!) perform. There are plenty of books with games to promote this kind of skill.

Improve appropriate assertiveness - Always allow the children the highest respect. Give them time and opportunity to express themselves in the group and give them the opportunity to make decisions about the group.

Touch - Educate children about appropriate touch. Always follow the advice about touch given in Appendix E of this document. Touch is one of our five senses and could be included in activities about them.

Feelings - Acknowledge the children's feelings. In group time help the children to reflect on their own feelings at different times in their lives. Follow a topic about feelings.

Feeling Safe - Educate the children about safety in places and around people. Talk about people we can trust. Try not to teach distrust of people, but rather raise awareness of dangerous situations, but remember familiar does not always equal nice.

Fears - Discuss/have an evening thinking about things that make us frightened. Acknowledge fear as a real feeling, not just a sappy thing.

Problem Solving - Help the children think about how to solve problems they may have or encounter in life. For instance, what would they do if they got lost in a shop? What would they do if their friend stole something? What would they do if they were locked out of the house? etc. Drama obviously lends itself to this kind of theme.

Secrets - Are there any good or bad secrets? What secrets do people have to keep? Who has secrets?

Bullying - Discuss various forms of bullying. Refer children to school anti-bullying policies and help children to develop their own strategies for addressing bullying.

9. Out and About

When selecting outside providers for any activity, ascertain their suitability for running the event. It is the activity leader's responsibility to be satisfied that any appropriate licences/qualifications are held.

Be aware that a licensed provider does not necessarily have to hold a licence for all the activities offered. Some might be accredited under non-statutory schemes.

If possible make an exploratory visit to check out the facilities and layout of the venue to check on its suitability.

When using organisations without licensing regulations it is necessary to obtain assurances, in writing, that:

- they have assessed all risks,
- all of their staff are competent to instruct and lead children in the activity,
- all equipment is appropriate and is safety checked before each use,
- all appropriate safety systems are in place,
- adequate first aid is always available and a good emergency system is in place.

Inform all parents in writing of the nature of any outdoor activity that involves their child/children. Details should always be specified on the consent form. They should be provided with contact details in case of an emergency. No child should take part in an outdoor activity without parental consent.

Someone should be available to brief parents prior to any visit, in case they require additional information or reassurance about any aspect of the activity. Parents should be able to make informed decisions on whether their child/children should take part.

All consent forms should be taken on any trips out. If using a number of separate vehicles for transport, the consent form should be taken in the appropriate vehicle.

Fully brief the whole group before going on the activity. This should include any safety information. The group should not take any unnecessary risks and must follow the instructions of the leader at all times.

There should always be an identifiable member of staff on duty, with the person's availability and whereabouts being known at all times.

Children should be told to inform a member of staff if, at any time, they are unsure about the safety aspect of the exercise or if they feel that they no longer want to take part.

Children have the right to opt out of any activity and should not face undue pressure in persuading them to take part. Also, if staff members have issues with the attitude, behaviour, or ability of any child to undertake the requirements, then they should be removed from the activity at any stage. These children should still be adequately staffed at all times, even though they are not directly involved.

10. Training

This document provides guidelines and policies for caring for children participating in gatherings in the name of the church. It is essential that youth workers read, understand and act on the contents of this document. In order to be even more effective in providing for the physical, emotional and spiritual well-being of children, we would recommend that youth workers also find opportunity to attend training courses whenever possible.

The church in the British Isles will endeavour to provide youth workers' training courses, covering a wide range of topics, on a regular basis.

The Churches' Child Protection Advisory Service (CCPAS) is an independent charity working inter-denominationally which has been advising churches on issues of abuse since 1983. Some elements of this document are based on a Model Child Protection Policy supplied by CCPAS and a copy of the policy will be filed with them.

CCPAS provide safeguarding training courses on a regular basis at venues around the British Isles. These are generally open to anyone who wishes to attend at a minimal cost.

It is expected that all youth workers will attend safeguarding training before the Spring of 2016. This will be provided in-house and in various regions of the British Isles

It is also recommended that youth workers consider having training in First Aid if they do not already have it.

11. Transport

All drivers should be aged 21 or over and have adequate car insurance if they are transporting children on behalf of the church.

All children under 1.35m (about 4ft 6in) tall and less than 12 years old should use a booster seat or child seat. All other passengers must wear a seat belt.

Wherever possible there should be a registered youth worker in the vehicle

Consent forms should always be carried in the car in which the child is travelling.

If a number of vehicles are travelling together to a venue, stops to be made on the journey should be pre-arranged so that all vehicles stop at the same place at the same time.

In the situation where a driver has to be used who is not a registered youth worker they should be given a copy of the Transporting Children Form (see end of section) to read, sign and carry with them on the journey.

Avoid the situation where one adult is providing transport for only one child.

Coaches and mini-buses with hired drivers must have registered youth workers on board when transporting children.

PROVIDING TRANSPORT FOR CHILDREN ON BEHALF OF THE CHURCH

The church's child protection policy states that wherever possible there should be a registered youth worker in vehicles transporting children.

In the case where children are being transported by an adult not registered as a youth worker, that adult should read this form and sign it to indicate that they understand and will comply with its contents.

The driver must:

- Have adequate car insurance for transporting children on behalf of the church.
- Have a clean driving licence excluding SP30 (speeding and parking convictions).
- Carry completed consent forms for each child in the vehicle during the journey.
- At no point be transporting only one child.

If other vehicles are travelling to the same venue and it will be necessary to make a stop on the way then make arrangements before setting off for all vehicles to stop at the same place(s).

The driver of the vehicle will be responsible for ensuring the safety of the children at all times during the journey.

I understand the contents of this form and agree to comply with them.

(signed)

(date)

Regular Activity - Parental Consent Form

This information will be held in confidence.

Name of church/group: _____

DETAILS OF CHILD

Full name of child: _____ Sex (M/F): _____

Address: _____ Post Code: _____

Telephone No. (in case of an emergency): _____ Date of Birth: _____

MEDICAL

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs etc.) or disabilities which may affect normal activity? _____

CONSENT

In an emergency and/or if I am not contactable I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic. **Yes/No** (Please delete as appropriate)

I am willing for videos and photographs of my child taken at the youth group to be displayed in the church building or to be used in promoting the group. **Yes/No** (Please delete as appropriate)

I understand the nature of the activities to be offered and give permission for my child to take part in the normal activities of this group, which may include swimming, visits to a leisure centre and other activities outside the building

normally used. I understand that while involved he/she will be under the control of the group leader and/or other adults approved by the church leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Signed _____

(parent or adult with parental responsibility)

(date)

INSURANCE

The church has a liability insurance policy, which provides protection in respect of claims made against the church in respect of negligence by the church or its officers. This policy does not provide for damage / loss in respect of personal belongings of the participant or for similar risks.

Camps/Special Events - Parental Consent Form

This information will be held in confidence.

DETAILS OF CHILD

Full name of child: _____

Date of Birth: _____

Gender (M/F): _____

EVENT

Name of Activity: _____

From (date): _____ To (date) _____

Venue: _____ Tel: _____

This event may include the following activities, which may have some risk involved. Please indicate any of these which you do not wish your child to participate in:

Please delete Yes or No as appropriate for the following statements:

In an emergency and/or if I am not contactable I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic. **Yes / No**

I am willing for my child to be administered Paracetamol or Calpol if necessary. **Yes/No**

I am willing for a plaster to be applied to my child for a minor injury. **Yes/No**

I give permission for my child to travel in a vehicle with a Registered youth worker/ parent to get to the camp and for off-site activities during the camp. **Yes / No**

I give permission for my child to apply sun cream provided by the camp where necessary. **Yes / No**

I give permission for an adult to apply sun cream to my child if they are not able to apply it themselves. **Yes / No**

I am willing for videos and photographs of my child taken at this event to be displayed in the camp log and/or to be used in promoting Dunfield and future camps. **Yes / No**

Swimming:

My child **can / cannot** swim.

My **can swim/ cannot swim** 25m confidently

My child can swim **with / without** armbands. (Arm bands must be provided by home if the child requires these)

MEDICAL/ PHYSICAL

In an emergency the following person should be contacted:

Full name: _____

Relationship to the child: _____

Address: _____ Post Code: _____

Telephone: (Daytime) : _____ Telephone: (Evening): _____

Name of Family Doctor: _____ Telephone: _____

Name of Doctors surgery: _____

Details of any medical, physical, emotional, behavioural or social conditions which the leaders should be aware of:

Details of any allergies (medical or food) or special dietary requirements:

All medication should be given to the Camp Director or designated First Aider, clearly marked with name and full instructions for use. Where a child has a spare inhaler, they may retain one for themselves.

Details of any medication required during the camp: _____

I understand the nature of the activities to be offered to my child, and give permission for my child to take part in the activities of this group. I understand that while involved he/she will be under the responsibility of the camp director and/or other adults approved by the church leadership (and CRB checked) and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Signed _____
Parent or adult with parental responsibility Date

INSURANCE

The church has a liability insurance policy, which provides protection in respect of claims made against the church in respect of negligence by the church or its officers. This policy does not provide for damage/ loss in respect of personal belongings of the participant or for similar risks unless the loss or damage results from such negligence. Parents are in order to take out further insurance for areas not covered by the insurance detailed above if they so wish.

G. Social Media

This Code of Conduct is in addition to that outlined in Appendix E and is intended for all children and youth workers. It should be shared with children and their parents as appropriate.

Definition of Social Media and Social Networking

Social Media is the means by which electronic communications take place within society.

Social networking is the content of the communication.

Context

The use of social media by children, young people and adults is increasing.

The use of social media in Christian ministry is becoming widespread practice.

There is NO privacy and NO confidentiality when sharing through social networks. Everything is public.

The practice of communicating via social networking is informal and can blur the roles of youth leaders. Maintaining the integrity of the ministerial relationship is important.

The church recognises the potential for social networking to create confusion and an imbalance of authority.

The youth worker needs to assess the risks and benefits of communicating in this way and always respect the boundaries.

Boundaries

Any youth worker within the church should give serious consideration to having a separate social networking account from their personal account for communication with children and young people specifically. This provides opportunity for monitoring messages and refuses the young person access to adult conversation.

It is inappropriate for an adult to “friend” a child to their personal account.

The primary reason for an adult to communicate with a child/young person is to share information.

For young people under the age of 18, parents should be copied into communications.

Adults should avoid from engaging in counselling via social network sites. This should only be done face to face and with another adult present.

Photographs should not be posted without the parent's permission.

It is inappropriate to share comments posted on social media about specific individuals.

H. Children and youth worker Registration

Who needs to be registered?

All persons having responsibility for activities involving children and young people **MUST** be registered in accordance with Community of Christ policy and all such persons must sign to say they have read the Safeguarding Policy. In addition, in accordance with World Church direction, all priesthood members should be registered.

Persons must be registered either as a youth worker or a youth worker assistant. Assistants will only work under the supervision of a youth worker but must go through the same application procedure. All youth workers must be aged 21 or over. In some circumstances it may be deemed appropriate to register persons older than 21 as assistants.

For an assistant to become a youth worker the safeguarding coordinator (SC) will need to complete an Annual Renewal Form to indicate that the change in role has been discussed with the individual. It will not be necessary for the assistant to go through the application procedure again.

The Screening Process

The SC of the congregation or group with which the applicant is associated will be responsible for processing the application.

In cases where the SC is closely related to the applicant, the SC should delegate the responsibility to another person in a leadership position in the congregation who has been registered as a youth worker. Where no such person can be found, the responsibility should be passed on to the Mission Centre safeguarding coordinator.

The stages of the application process are set out below. Stages (a) and (b) may be done concurrently.

(a) Application Form

The applicant will need to complete an application form provided by the SC and the self-declaration form, if necessary.

On receipt of the application form the SC will obtain the required references.

- youth worker assistants aged 14-17 and those aged 18 and over who do not meet the criteria for a DBS check need 3 references
- youth worker assistants aged 18 and over who meet the criteria for a DBS check need 2 references and a DBS check
- youth workers need 2 references and a DBS check

It is recommended that at least one reference be obtained from an individual not associated with the church.

(b) Disclosure and Barring Service Check (DBS)

To be eligible to meet the criteria for a DBS check the person must work with children/youth at least once a week, 4 times a month or at one or more overnight activity per year.

All youth workers and youth worker assistants over the age of 18 who meet the required criteria require a DBS check applied for on behalf of Community of Christ. Copies of checks made through another body will not be accepted.

While it is still possible to register using a paper form, it is proposed that from now on all registrations will be completed online. Registrations can be completed by contacting the Mission Centre Recruiter, currently Marianne Rowe, at the Mission Centre office or on 01623 453434. All necessary identification must be provided to the Mission Centre Recruiter.

In the case of online registrations, copies of the Enhanced Disclosure Certificate will be sent to the applicant and the registered body. The certificate will disclose if there are any offences which indicate that the applicant is unsuitable for work with young people.

(c) Interview

This is a crucial part of the application process.

At the interview the SC will discuss the content of the application with the applicant as well as any matter that arises from it. A suggested list of questions for the interview can be found in the Registration Forms section.

It is useful during the interview to discuss briefly the relevant parts of the Safeguarding Policy and to provide a copy for the applicant to read. This is studied further in the necessary training that the applicant will need to undertake and refresh at regular intervals.

Once the interview is completed the interviewer should complete the Statement of Personal Interviewer (see Registration Forms section) and send it with other documentation to the Mission Centre safeguarding coordinator at the Mission Centre office.

On receipt of this documentation, the Mission Centre safeguarding coordinator will send the Statement of the Personal Interviewer to World Church Legal Services.

(d) Successful Applications

If World Church Legal Services approve the application, an approval certificate will be issued from the Mission Centre to the SC together with a copy for the applicant.

All documentation will be held at the Mission Centre office.

A list of all registered youth workers and assistants will be maintained at the Mission Centre office and sent to pastors and the Mission Centre safeguarding coordinator periodically.

(e) Unsuccessful Applications

A registration application may not be successful if, during the registration process:

- a relevant past conviction is revealed on the enhanced disclosure certificate.
- there is an unwillingness to abide by the Safeguarding Policy.
- references are unsatisfactory
- there are reasons for concern about the applicant's lifestyle, personality or commitment to being a youth worker.

Where the application is unsuccessful, sensitive and honest feedback should be provided.

Annual Renewals and DBS Check Renewals

Registration for youth workers is subject to annual renewal. To renew a registration the appropriate coordinator will sign a renewal form (see end of Registration Forms section) having discussed it with the person concerned and return it to the Mission Centre Recruiter.

The appropriate coordinator may recommend that a youth worker registration be revoked at any time. A decision may also be made to defer approving an annual renewal. In this case the individual may not act as a youth worker until an annual renewal form has been completed. A renewal may be deferred for a maximum of two years. After that the registration will be revoked and the individual would have to go through a complete registration process again in order to be a youth worker. All individuals who have an annual renewal deferred or who have a registration revoked should be informed of this action by the appropriate coordinator.

Annual renewal forms may also be used to recommend the amendment of a registration from assistant to worker or vice-versa.

New DBS checks will be applied for every 5 years for volunteers and every 3 years for employed staff.

Guests

From time to time a 'guest' may share in an activity. A guest would not have to be registered, but would always be under the supervision of a registered youth worker. A guest minister would be a person used on a short-term basis to help in ways such as sharing a story, leading a campfire or serving refreshments. Guest ministers could be parents or those with a special skill that would add to a portion of a programme. They could not have ongoing contact with a programme.

Youth Workers from Overseas

Community of Christ has a World Church child protection policy which includes a youth worker registration process similar to the one outlined in this policy. The World Church policy does not require registrants to have a criminal record check but approval is required from the First Presidency of the church and from the church's legal department before a youth worker application may be completed.

A person from overseas, who is not registered as a youth worker in the British Isles, will only be permitted to work with young people in the British Isles if this has been approved by the British Isles safeguarding coordinator. Before such an approval is made the British Isles safeguarding coordinator will require the coordinator of the World Church policy to have confirmed in writing or by e-mail that the prospective youth worker is registered as a youth worker with World Church and that they know of no reason why this person should not be involved in youth work.

Working with Offenders

Where someone attending church is known to have abused children then, whilst extending friendship to the individual, the safeguarding coordinator together with the Mission Centre Safeguarding Coordinator and as part of the Church's commitment to the protection of all children will meet with the individual and discuss boundaries that the person will be expected to keep. A written plan will be compiled and signed as a commitment to the boundaries.