

Community of Christ (British Isles)

Safeguarding Children Policy

Contents

| | |
|---|----|
| Safeguarding information form | 3 |
| 1. Statement on the safeguarding of children and young people..... | 4 |
| 1.1 Structure of responsibilities | 4 |
| 1.2 Context..... | 4 |
| 1.3 Principles into practice | 5 |
| 2. Safeguarding children..... | 6 |
| 2.1 Qualifying to work with children and young people..... | 6 |
| 2.2 Understanding child abuse | 6 |
| 2.3 Safeguarding awareness | 7 |
| 2.4 Responding to allegations of abuse in the congregation | 7 |
| 2.5 Responding to allegations of abuse disclosed at camps | 7 |
| 2.6 Allegations of physical injury, neglect, or emotional abuse | 8 |
| 2.7 Allegations of sexual abuse..... | 8 |
| 2.8 Concerns regarding child exploitation, radicalisation, or the influence of extremism..... | 8 |
| 2.9 Allegations of abuse against a registered children and youth worker (RCYW)..... | 9 |
| 3. Prevention | 9 |
| 3.1 Safer recruitment of volunteer youth workers (see also 2.1)..... | 9 |
| 3.2 Management of workers – code of conduct..... | 9 |
| 4. Pastoral care | 9 |
| 4.1 Supporting those affected by abuse..... | 9 |
| 4.2 Working with offenders..... | 10 |
| 4.3 Good practice guidelines | 10 |
| 5. Position statements..... | 10 |
| 5.1 Children with Special Educational Needs and Disabilities (SEND) | 10 |
| 5.2 Supporting transgender children and young people..... | 11 |
| 5.3 Working in partnership | 11 |
| 6. Conclusion..... | 11 |
| 7. List of acronyms..... | 12 |

| | |
|--|----|
| Appendices to the Community of Christ safeguarding policy | 13 |
| Appendix A: Definitions of abuse | 14 |
| Appendix B: Signs and symptoms of abuse | 16 |
| Appendix C: Responding to a child wishing to disclose abuse..... | 20 |
| Appendix D: Reporting accidents and incidents | 22 |
| Appendix E: Code of conduct for children and youth workers..... | 24 |
| Appendix F: Practice guidelines | 26 |
| Appendix G: Social media and Messsaging..... | 36 |
| Appendix H: Children and youth worker registration..... | 37 |

Safeguarding information form

Details of the congregation/organisation

Name of congregation/organisation: _____

Address: _____

Tel no: _____ Email address of pastor: _____

Name of congregational safeguarding coordinator: _____

Contact information: _____

Insurance Broker: **Life and General**

Local safeguarding information

Children's social care office telephone number (office hours): _____

Out of hours emergency number: _____

Police Child Protection Team telephone number: _____

National safeguarding information

Childline: <https://www.childline.org.uk> 0800 1111 (for children and young people).

NSPCC: NSPCC Helpline 0808 800 5000. Email help@NSPCC.org.uk or complete NSPCC report abuse online form. Voice Helpline is currently available 10am–8pm Monday to Friday.

1. Statement on the safeguarding of children and young people

Community of Christ recognises the importance of its ministry to everyone entrusted into its care. This includes children, young people, and adults in need of protection. This responsibility is grounded in scripture, ethical perspective, peace and justice ministry and legal requirements.

Specifically:

- We recognise that safeguarding is everyone's responsibility.
- 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 undertake to exercise proper care in the appointment and selection of all those who will work* with children. All those working with children and youth must become registered as children and youth workers with Community of Christ. This process is detailed below.
- Registered children and youth workers (RCYW) can identify the various forms of abuse of children (those under 18 years of age), know how to manage disclosures and report any such abuse.
- We believe adults should enjoy and have access to every aspect of church fellowship unless they pose a risk to the safety of those we serve.

**The term 'work' used throughout this document is not intended to imply paid employment but those who engage with or minister to children and young people.*

1.1 Structure of responsibilities

Responsibility for execution of the safeguarding policy is as follows:

1. The mission centre safeguarding coordinator (MCSC) maintains strategic regulation of this policy.
2. Congregational safeguarding coordinators (CSC) have day to day responsibility for implementation of the policy.
3. The mission centre president (MCP) and leadership team have responsibility to monitor its effectiveness and execution.

1.2 Context

Community of Christ recognises the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of

exploitation, extremism and radicalisation, in addition to physical, sexual and emotional abuse and neglect.

We accept the United Nations 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.”

With reference specifically to children we 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.”

In addition we follow the United Kingdom legislative guidance as below:

- The Safeguarding Vulnerable Groups Act 2006.
- Children and Young Persons Act 2008.
- The Children and Families Act 2014.
- The Children and Social Work Act 2017.
- Keeping Children Safe in Education 2023.

As applicable to Community of Christ’s status as a charitable organisation working with children, young people and vulnerable adults, and in line with statutory guidance, Community of Christ is committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

Community of Christ upholds nine Enduring Principles. These are the values, concepts, and themes through which those attending Community of Christ live out their discipleship. Amongst the Enduring Principles are ‘Worth of all Persons’, ‘Sacredness of Creation’ (including humanity), ‘Grace and Generosity’, ‘Responsible choices’ and ‘Blessings of Community’. These Enduring Principles in particular support the ministry of safeguarding children.

1.3 Principles into practice

The policy and attached practice guidelines are based on the safe and secure safeguarding standards published by thirtyone:eight and prepared in consultation with Community of Christ.

Those responsible for safeguarding within Community of Christ (see above) undertake to:

- endorse and follow all national safeguarding legislation and procedures, in addition to the international conventions outlined above
- comply with registration of children and youth workers as described below including national disclosure and barring safeguarding checks (DBS)
- provide ongoing safeguarding training for all its workers and regularly review the operational guidelines attached

- meet the requirements of the Equality Act 2020 and all other relevant legislation, providing welcoming and inclusive premises
- support congregational safeguarding coordinators in their work and in any action they may need to take to protect children and adults
- file a copy of the policy and practice guidelines with thirtyone:eight and any amendments subsequently published
- provide all congregational safeguarding coordinators with a copy of the policy (this document not to be copied by other organisations).

Any organisation that involves or works with children must, as part of their letting agreement have their own safeguarding policy that meets thirtyone:eight's safeguarding standards.

2. Safeguarding children

2.1 Qualifying to work with children and young people

All those working with children and young people in Community of Christ are required to register as a registered children and youth worker (RCYW) or registered children and youth worker assistant (RCYWA). All future references to RCYWs include RCYWA.

In the British Isles church this process is threefold:

1. A successful enhanced check by the Disclosure and Barring Service (DBS) at gov.uk if over 18 years old.
2. Successful completion of the RCYW application form, including positive references.
3. Completion of the safeguarding children core training.

NB: All three of these must be in place before anyone can work with children and young people. Registration must be renewed as per the policy (see Appendix H for definition of 'guest' status).

2.2 Understanding child abuse

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 by or in a trusted relationship with the child.

Detailed definitions, along with signs and symptoms of abuse, and guidance on how to respond to a disclosure of abuse, are included in the appendices to this policy:

- 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.

2.3 Safeguarding awareness

The poster and contact information (see appendices) must be displayed in a public space within the church building. A copy (or online link) of the policy should be available for anyone who may ask to see it. Parents of children attending camps should receive an electronic copy of the policy or be directed to the Community of Christ (British Isles) website where the policy is available to read.

Community of Christ is committed to ongoing safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All workers must receive induction training. This should be face to face or via zoom (or similar) meetings. Refresher safeguarding training is available via an online course. It is intended that workers will complete the refresher training every two years or before being on staff at a camp.

RCYW may 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.

2.4 Responding to allegations of abuse in the congregation

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

The process for reporting allegations of abuse is shown in Appendix D.

Guidance can be sought from local authorities or thirtyone:eight at any point.

Allegations must not be discussed with anyone other than the congregation safeguarding coordinator (CSC).

If the RCYW with the concern feels that the CSC has not responded appropriately, or if they have a disagreement with the CSC as to the appropriateness of a referral, they are free to contact an outside agency or the MCSC directly.

Suspensions of abuse should be recorded in the incident file (a copy can be found in Appendix D).

2.5 Responding to allegations of abuse disclosed at camps

All adults attending camps organised by Community of Christ **must** be registered children and youth workers (RCYW).

Those transporting children to camps should also be a RCYW. If this is not possible parents should be asked specifically if they consent to their children travelling with an unregistered person. Best

practice is that there are two RCYWs in each car. If this is not possible then single car journey stops should be minimised and when cars travel in convoy stops made together.

All camps must have a safeguarding coordinator identified whose name is shared with staff. This person fulfils the role of the congregational safeguarding coordinator. That is, coordinating any concerns and making reports as necessary.

All camp staff must have taken the safeguarding children core training or online refresher training before attending the camp (please check camp directors handbook for details).

If appropriate, any disclosures of abuse on residential camps should be reported to children's social care where the child lives (see below).

2.6 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:

- ask the parent or carer for the cause of the injury
- inform the parent or carer that you will be talking to the safeguarding coordinator and will talk to them again if it's felt advice needs to be sought from children's social care
- record their concerns in the incident file
- contact the MCSC as soon as possible but within 24 hours. Discuss any follow up plan needed
- request the parent/carer seeks medical attention immediately if it is necessary and offer to accompany them.

Self-harm:

Observation and disclosures of self-harm should be reported to parents or carers, recorded and sent to the MCSC.

2.7 Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the safeguarding coordinator will contact children's social care during working hours (please see local contacts for out of hours numbers).

If, for any reason the safeguarding coordinator is unsure whether to contact children's social care/police, they can seek and follow the advice given by thirtyone:eight who will confirm its advice in writing for future reference.

2.8 Concerns regarding child exploitation, radicalisation, or the influence of extremism

Reporting concerns regarding these forms of abuse should follow the same procedures as other forms of abuse (as 2.6). Concerns regarding criminal activity should be reported to the police.

2.9 Allegations of abuse against a registered children and youth worker (RCYW)

If an accusation is made against a RCIYW the safeguarding coordinator should follow the procedure outlined above (2.4 – 2.8).

If the abuse occurs at a church activity the RCIYW will be sent home and RCIYW status suspended. Following the outcome of any investigation the RCIYW status will then be withdrawn or re-instated.

3. Prevention

3.1 Safer recruitment of volunteer youth workers (see also 2.1)

Community of Christ is committed to safer recruitment of children and youth workers. To ensure this, the following procedures are followed:

- 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.
- An enhanced DBS has been completed (following GDPR requirements concerning the fair treatment of applicants and the handling of information).
- Those applying to be RCIYWs have completed the safeguarding children core training prior to registration. The RCIYW complete refresher training (online available) should be completed at least every two years after registration.
- The applicant has been given a copy of the organisation's safeguarding policy or the electronic link to the policy and knows how to report concerns (see Appendix D).

3.2 Management of workers – code of conduct

Community of Christ is committed to supporting all workers and ensuring they receive support and supervision (see also 1.1). All workers are provided with a link to a code of conduct for working with children and young people (see Appendix E).

4. Pastoral care

4.1 Supporting those affected by abuse

Community of Christ 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. All priesthood, leaders and members are encouraged to live out Christian discipleship by following the Enduring Principles (see also 1.2).

4.2 Working with offenders

Those convicted of child abuse can never become a RCYW, nor can they hold leadership positions within the church. If an offender wishes to share in the fellowship of the church a **confidential** supervised participation plan (SPP) must be drawn up.

The SPP identifies the conditions under which the offender can attend. Care should be taken to ensure the offender does not take leadership responsibilities and/or front facing responsibilities that may be interpreted by children or young people as trustworthy.

The pastor of the congregation, safeguarding coordinator, **and offender** will agree to and sign the plan, and meet to review it every year. The SPP lasts for as long as the individual attends church. If the individual attends mission centre events, the SPP must be clear in its conditions and supervision at that event.

Templates for an SPP are available from Community of Christ legal department. Once approved by the MCP, a copy of the SPP along with a letter of explanation should be held at the MC office (both electronic and paper copy) and sent to Community of Christ international legal services.

4.3 Good practice guidelines

Children are a valued and integral part of Community of Christ. As such the church aims 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 there are also specific good practice guidelines for activities (see Appendix F).

5. Position statements

5.1 Children with Special Educational Needs and Disabilities (SEND)

The ministry of hospitality to all is important and based on the ministry of Jesus Christ. Supporting children with special educational needs can be challenging and keeping them safe demanding. This is especially so if children attend events without their parents/carers. Whilst a loving, inclusive environment is beneficial and welcome, there are some children whose needs demand further strategies and help to keep them and the children around them protected.

Open and frank conversation with parents/carers is essential, as is a realistic understanding of the expertise of the youth workers. For instance, a child with a visual impairment attending a youth group will need a lot of preparation to feel familiar with the environment and is likely to need a RCYW with them during the activity.

For many children with SEND consistency creates security, and so for the child to accomplish and succeed staff will need to follow advice given by parents/carers. This may include altering activities to promote the child's inclusion.

There may be situations where staff have such little experience or confidence that it will be necessary for the child's parent/carer to accompany them to the activity. This individual can attend as a 'guest' (see Appendix H). Equally, being honest with parents/carers about the church's resources (practical and personnel) and about how the child behaves is crucial.

5.2 Supporting transgender children and young people

Children and young people who are transitioning or have transitioned should be addressed in their transitioned gender.

There should be discussion with both the parents and the child or young person, and their wishes communicated to all staff.

No discriminatory language will be tolerated from either staff or children attending the activity.

The church (or campground) should identify a gender-neutral bathroom and uphold the individual's privacy at all times.

5.3 Working in partnership

Community of Christ works in partnership with diverse organisations and settings. Its aim is to nurture and protect children and young people. There may be situations where a partner's cultural traditions, beliefs and religious practice (for example, of what constitutes abuse) conflicts with those of Community of Christ. This policy contains non-negotiable principles with regards to our interactions with children. We will discuss with all partners our safeguarding expectations.

Any organisation that involves or works with children must, as part of their letting agreement have their own safeguarding policy that meets thirtyone:eight's safeguarding standards.

6. Conclusion

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 children policy is just one means of promoting safeguarding. All church premises must have information regarding the safeguarding of children clearly displayed at all times with a hard copy of the policy available.

This document comprises the safeguarding children policy for Community of Christ in the British Isles and will become effective from January 2025. This document supersedes the child protection policy that has been in place in the British Isles Mission Centre since 2001, updated in 2015.

7. List of acronyms

| | |
|-------|--|
| MCP | Mission Centre President |
| MCSC | Mission Centre Safeguarding Coordinator |
| CSC | Congregational Safeguarding Coordinator |
| DBS | Disclosure and Barring Service |
| RCYW | Registered Children and Youth Worker |
| RCYWA | Registered Children and Youth Worker Assistant |
| SPP | Supervised Participation Plan |
| SEND | Special Educational Needs and Disabilities |

Appendices to the Community of Christ safeguarding policy

Please note Appendix F contains instructions for all gatherings of children and young people meeting under the name of Community of Christ. This includes transportation and overnight stays. The relevant forms and documentation can also be found [here](#).

NB: All references to registered children and youth worker (RCYW) also include registered children and youth worker assistant (RCYWA) unless otherwise stated.

Appendix 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 documents, **Working Together to Safeguard Children** (1999) and **Keeping Children Safe in Education** (2024), 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.

Multiple abuse

One or more patterns of abuse may occur. For instance, sexual abuse can often be accompanied by emotional abuse.

Organised abuse

In recent years the British government has been concerned with the exploitation of children by various means. This includes, but is not limited to:

- **County lines:** a form of criminal activity in which drug dealers in major cities establish networks for the supply and sale of drugs to users in towns and rural areas, using other people (typically those who are young or otherwise vulnerable) to carry, store, and sell the drugs.
- **Prevent strategy:** grooming children in the following ways:
 - Radicalisation: the process by which people (children) come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.
 - Extremism: the Government has defined extremism in the prevent strategy as 'vocal or active opposition to fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs'.
- **Child exploitation:** the two main forms of child exploitation are criminal and sexual. Child criminal exploitation occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive the young person or child. Exploitative practices can also include child trafficking and child labour.

Appendix B: Signs and symptoms of abuse

Physical abuse

| Physical observations | Behavioural observations |
|--|---|
| Bruising on face, upper arms, shoulders consistent with gripping | Unusually fearful with adults |
| Bruising on trunk | Unnaturally compliant with parents/carers |
| Fingertip bruising/finger marks | Refusing to discuss injuries/fear of medical help |
| Burns and scalds, particularly from cigarettes or excessive exposure to heat | Withdrawal from physical contact |
| Human bite marks | Aggression towards others |
| Fractures, especially spiral | Wearing cover-up clothing |
| Swelling and difficulty with the use of limbs | Unexpected behaviour for a child of their age or stage of development |
| Any serious injury with conflicting explanations or inconsistent accounts | |
| Untreated injuries | |

Neglect

| Physical observations | Behavioural observations |
|--------------------------------------|-----------------------------------|
| Poor personal hygiene | Constant hunger |
| Poor state of clothing | Constant tiredness |
| Poor growth pattern | Low self-esteem |
| Emaciation, pot belly, short stature | Lateness |
| Poor skin and hair tones | Neurotic behaviour |
| Untreated medical problems | No social relationships |
| Non-organic failure to thrive | Running away |
| | Compulsive stealing or scavenging |
| | Destructive tendencies |

Sexual abuse

| Behavioural observations | Observations specific to sexual exploitation |
|--|---|
| Sexual knowledge inappropriate for age | Changes in peer group |
| Sexualised behaviour in young children | Unexplained wealth/goods |
| Sexually provocative behaviour/promiscuity | Dressing in an unexpected manner |
| Hinting at sexual behaviour, or about secrets they cannot tell | Repeated association with unknown men – may be by phone |
| Sudden changes in personality | Drug habit without means of sustaining it |
| Restlessness, aimlessness, lack of concentration | Reports of having been seen in places used for prostitution |
| Socially withdrawn | |
| Overly compliant | |
| Aggressive behaviour | |
| Clinging behaviour | |
| Substance/alcohol misuse | |
| Self-mutilation, self-disgust, attempted suicide | |
| Low self-esteem | |

Emotional abuse

| Potential causes | Indicators |
|------------------------------|---|
| Abuse from community | Inappropriate emotional responses to painful situations |
| Individual from carers | Neurotic behaviour (hair twisting, rocking) |
| Witnessing domestic violence | Fear of new situations |
| Racism | Self-mutilation |
| Bullying | Fear of parents being contacted |
| | Being the scapegoat in the family |
| | Coldness/hostility |
| | Extremes of passivity or aggression |

Organised abuse*

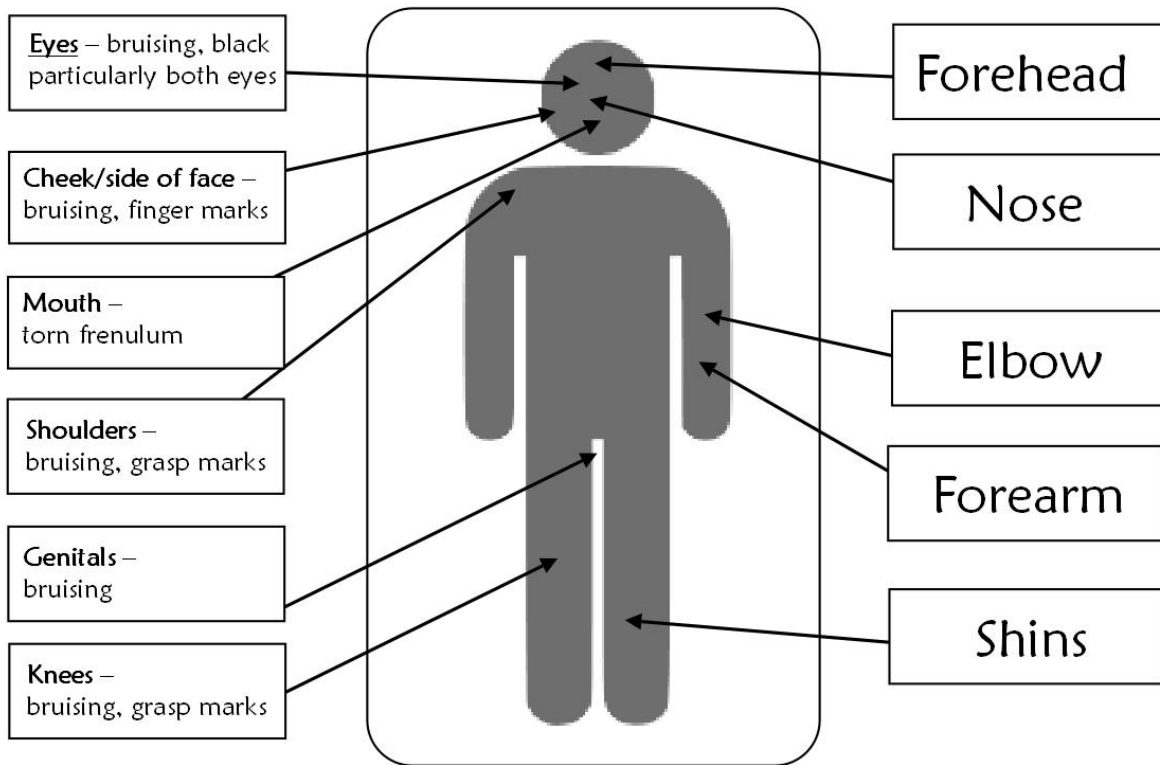
| Children are more at risk of being recruited if: | Indicators |
|---|--|
| They have been excluded from school | Frequently absent from and doing badly in school |
| They have special educational needs | Going missing from home, staying out late and travelling for unexplained reasons |
| There are problems at home like neglect or domestic abuse | In a relationship/hanging out with someone older than them |
| They live in existing gang territories | Being angry, aggressive or violent |
| They have mental health issues | Being isolated or withdrawn |
| | Having unexplained money and buying new things |
| | Wearing clothes or accessories in gang colours or getting tattoos |
| | Using new slang words |
| | Spending more time on social media and being secretive about time online |
| | Making more calls or sending more texts, possibly on a new phone/s |
| | Self-harming and feeling emotionally unwell |
| | Taking drugs and abusing alcohol |
| | Committing petty crimes like shoplifting or vandalism |
| | Unexplained injuries and refusing to seek medical help |
| | Carrying weapons or having a dangerous breed of dog |

*Source: www.nspcc.org.uk

Common injury sites

The following diagrams show common sites for both accidental and non-accidental injuries.

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

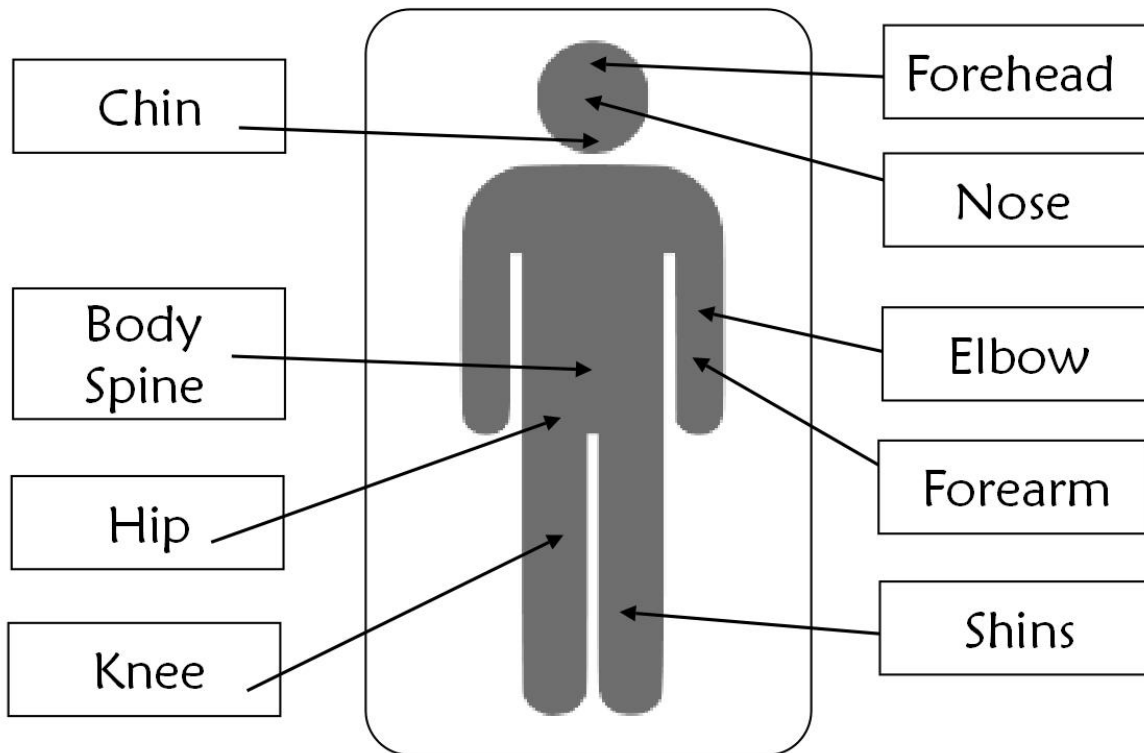
Fractures likely to be:

- 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

Appendix 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 do what you can to 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 follow this guidance:

- 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 (MCSC).
- Notes should be kept of any action taken following the disclosure.
- Notes should be sent to the MCSC, who will then forward to the mission centre president (MCP) for secure storage.

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

Appendix 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/carers should be informed and asked to sign to acknowledge this. If the parent/carer does not pick up the child, they must be telephoned immediately after the activity.

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 care.
- 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:

Appendix E: Code of conduct for children and youth workers

All registered children and youth workers must adhere to this code of conduct:

1. It is not appropriate for youth workers to talk to children alone in a secluded place.
2. Individuals not registered as youth workers should not have unsupervised access to children.
3. Group leaders should always be aware of where children are in buildings etc. Children should not be left alone.
4. Staff should follow the two by two rule and always have two members of staff no matter how small the group. Alternatively small groups can cluster in a larger space with one member of staff at each small group. One member of staff should never accompany a child to the toilet.
5. Discipline should be constructive and reflect Christian values. Corporal punishment is never permissible.
6. Youth workers may 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.
7. 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.
 - Permission should be sought from the child/young person prior to hugging/holding hands.
 - Children should have control of their physical contact with adults.

Additional guidance for residential/camping activities

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

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 RCYWs, or assistants and no assistants should have unsupervised responsibility for a group of children including having sole responsibility for a bedroom or tent.

Staff must **never** go to secluded space with a child or young person. Even if they request time to discuss something personal, the RCYW should always tell someone where they are going, and that person should remain in line of sight of the camper and staff member.

See Safeguarding Children Policy 4.4 regarding campers who are transitioning or have transitioned. Careful consideration and discussion about sleeping arrangements must be held with the young person and parents/carers.

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.

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 emailed to the Mission Centre President (MCP). The list should also include the names of all staff present.

First Aid

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

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

Appendix 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 example, for 5-8-year-olds, 25 square feet per child is the guideline under current UK school legislation.

The premises must meet health and safety requirements. Toilets and washbasins should be accessible.

Smoking and vaping are not 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 youth group must have a parental consent form completed (see end of this section) by a parent or adult with parental responsibility. These completed forms should be completed on the first visit to the group and always be accessible at any activity.

Consent form for camps

Separate consent forms 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 children and 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 include:

Children's rights

Children should be aware of their rights. The UN '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

Includes 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, and 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 soppy 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? 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 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 that 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. Potential youth workers must take the church's safeguarding children training before they can become a RCYW. The online refresher course must be taken at least every two to three years and before being on camp staff

To be even more effective in providing for the physical, emotional and spiritual wellbeing of children, we would recommend that youth workers also find opportunity to attend external training courses, e.g. PREVENT training.

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

thirtyone:eight 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 thirtyone:eight and a copy of the policy will be filed with them.

thirtyone:eight 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 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 passengers must wear a seat belt.

Wherever possible there should be a registered youth worker in the vehicle. Parents must be told and give permission for their child to travel if the driver is not a RCYW.

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 a RCYW on board when transporting children.

PROVIDING TRANSPORT FOR CHILDREN ON BEHALF OF THE CHURCH

The church's safeguarding children 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 unaccompanied 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) and time(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: _____ Gender _____

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.

Safeguarding children policy

A copy of the British Isles Mission Centre safeguarding children policy can be found at www.cofchrist.org.uk.

Camps/Special Events - Parental Consent Form

This information will be held in confidence.

DETAILS OF CHILD

Full name of child: _____

Date of Birth: _____

Gender: _____

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 (armbands 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 DBS 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.

Safeguarding children policy

A copy of the British Isles Mission Centre safeguarding children policy can be found at www.cofchrist.org.uk.

Appendix G: Social media and messaging

The following information gives guidance for communicating with children and young people through social media and networking.

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 significant. Children increasingly have smart phones and use social media sites at younger ages.

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

There is no privacy and no confidentiality when sharing through social networks.

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

Whilst the use of messaging and social media is appropriate between adults, for instance youth leaders, it should not be for communication between a RCYW and anyone under 18 years old. All communications should be made to the parents of the children and young people. Communications to parents should be for informational purposes.

It is inappropriate for an adult to “friend” a child to their personal account or “follow” them on any social media page.

‘WhatsApp’ or other electronic messaging services should not be shared between RCYWs and under 18 year olds (including RCYWAs). Group and individual messages should, instead, be shared with parents of under 18 year olds.

Similarly, RCYWAs under 18 years of age should not be included on camp staff/youth worker ‘WhatsApp’ (or similar) groups.

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

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

*Further training on boundaries when working with children and young people is available on request.

Appendix H: Children and youth worker registration

It is an expectation that all children and youth workers and assistants in Community of Christ are registered in the manner set out in this document.

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. RCYWAs can be registered aged 14-20. 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 (CSC) 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

Persons must be provided with the Community of Christ safeguarding policy (or guided to the website).

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

In cases where the coordinator is closely related to the applicant, they 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.

Registration as a RCYW in the British Isles is a three-part process. The stages of the application process are set out below. Stages one and two may be done concurrently.

1. Application form and interview

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

On receipt of the application form the CSC will obtain the required references:

- RCYW assistants aged 14-17 need three references.
- RCYW or RCYW assistants over 18 need two references and a DBS check.

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

The interview is a crucial part of the application process.

At the interview the CSC 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 separate Safeguarding Policy Forms document.

It is useful during the interview to briefly discuss 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 Safeguarding Policy Forms document) and send it with other documentation to the MCP.

2. 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, four times a month, or at one or more overnight activity per year.

All RCYWs and RCYWA's over the age of 18 who 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.

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.

3. Training

All potential RCYWs or RCYWAs must complete the core training before registration can be complete. Online refresher training must be taken every two to three years or before being on staff at a camp.

Successful applications

Applicants will be notified of their successful application.

All documentation (both paper and electronic copies) 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.

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.

Periodic renewals and DBS check renewals

Registration for youth workers is subject to renewal every two to three years. To renew a registration the CSC will sign a renewal form (see Safeguarding Policy Forms document) having discussed it with the person concerned and return it to the MCSC.

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

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 five years for volunteers and every three 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 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. Guests could be parents or those with a special skill that would add to a portion of a programme. They do not have ongoing contact with a programme.

Professionals visiting activities/camps must assure leaders they have a DBS certificate.

Youth workers from overseas

Community of Christ requires all those working with children and young people register as RCYWs or RCYWAs similar to the one outlined in this policy. Any visiting youth worker/volunteer must be a RCYW or RCYWA with the Community of Christ. This process must be completed by the individual's jurisdiction.