

# Binscombe Church Safeguarding Policy

Last updated: 22/07/2019

Next update due: 22/07/2020

## SECTION 1

### Details of the place of worship / organisation

**Name of Place of Worship / Organisation:**

Binscombe Church

**Address:**

Binscombe Church, Barnes Road, Godalming, Surrey, GU7 3RF

**Tel No:**

01483 425 652

**Email address:** [pete@binscombechurch.org](mailto:pete@binscombechurch.org)

[anna@binscombechurch.org](mailto:anna@binscombechurch.org)

[sarah@binscombechurch.org](mailto:sarah@binscombechurch.org)

**Website:**

[www.binscombechurch.org](http://www.binscombechurch.org)

**Denomination/Organisation:**

Member of the Fellowship of Independent Evangelical Churches (FIEC)

**Charity Number:** 1167497

**Company Number:** N/A

**Regulators details (if any):** N/A

**Insurance Company:**

Church Connect Policy with Ansvar Insurance (Policy number CHP2139720)

**The following is a brief description of our place of worship and the activities we undertake with children and adults with care and support needs:**

Binscombe Church aims to provide a safe and secure place for children of all ages to have fun and learn about God. We have 5 midweek groups for children across a range of 3-18 year olds, as well as a Toddlers group in the week. We also provide a crèche and Junior Church classes for children from 3-14 years old on a Sunday morning, and a Kids' Club for children of all ages during our pre-service meeting on a Sunday. On a Sunday morning, adults with care and support needs are present in the main church service.

We also occasionally hold school visits from local primary schools, where the children are supervised by their class teachers.

**This document is based on a Model Safeguarding Policy supplied by the Churches' Child Protection Advisory Service (now Thirtyone:eight). This policy must not be copied by other churches/organisations without the written agreement of Thirtyone:eight.**

## Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults with care and support needs. We acknowledge that children, young people and adults with care and support needs can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building 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 Thirtyone:eight (formerly CCPAS) and prepared in consultation with the Surrey Safeguarding Children Board (SSCB) and the FIEC.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- to not allow the document to be copied by other organisations.

## SECTION 2

# Recognising and responding appropriately to an allegation or suspicion of abuse

## Understanding abuse and neglect

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

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

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

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

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

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

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

## **Definitions of abuse:**

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

### **What is abuse?**

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by others. Abuse can take place wholly

online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

### **Physical abuse**

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

### **Emotional abuse**

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

### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Child sexual exploitation**

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

### **Neglect**

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

## **Signs and symptoms of abuse:**

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

### **Physical**

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention

- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies
- Bites, burns, fractures etc which do not have an accidental explanation\*
- Cuts/scratches/substance abuse\*

### **Sexual**

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

### **Emotional**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

### **Neglect**

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

\*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

## **Safeguarding awareness**

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. Our staff team will attend safeguarding training, as provided by Thirtyone:eight, at a minimum every three years. All volunteers with children or young people will receive induction child protection training and will have ongoing in-house safeguarding training. We will also provide training for trustees and, where appropriate, other volunteers.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## **How to respond to a child or vulnerable adult wishing to disclose abuse:**

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

### **HELPFUL RESPONSES**

- You have done the right thing in telling me
- I am glad you have told me
- I will try to help you
- Is there anything else you'd like to tell me?

### **DON'T SAY**

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

## RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Anna Rossiter (hereafter the "Safeguarding Co-ordinator"), tel no: 07717 821628/01483 542070, who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to the Deputy Safeguarding Coordinators: Pete Hitchcock, tel no: 07889 978065/01483 423 464 or Sarah Shelley, tel no: 01483 427797/07740 475087. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputies, then the report should be made in the first instance to the Thirtyone:eight (formerly CCPAS). Telephone 0303 003 1111. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from CCPAS as above.

The local Children's Social Services office telephone number (office hours) is 0300 470 9100. The out of hours emergency number is 01483 517898.

The local Adult Social Services office telephone number (office hours) is 0300 200 1005. The out of hours emergency number is 01483 517898.

- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company and other strategic personnel within the denomination:  
Ansvar Insurance, e-mail: [ansvar.reception@ansvar.co.uk](mailto:ansvar.reception@ansvar.co.uk)  
FIEC Practical Services Director, tel: 01858 411 569  
For a serious incident, the Charity Commission should be informed.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputies should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.

- The Leadership will support the Safeguarding Co-ordinator/Deputies 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.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputies have not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency directly. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

### **Detailed procedures where there is a concern about a child:**

#### **ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE**

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

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- 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 Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.



## **ALLEGATIONS OF SEXUAL ABUSE**

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

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

**The following procedure will be followed where there is a concern that an adult is in need of protection:**

## **SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE**

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputies will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Adults with care and support needs Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.

## **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 Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

## SECTION 3

# Prevention

## Safe recruitment

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

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

In the case of volunteers, workers will be permitted to take part in one event in order to observe what takes place during that event. Should the worker wish to be involved in further events, the volunteer recruitment process will be followed and reference and a DBS check must be completed and processed before the worker will be able to volunteer with the group.

## Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with safe working guidelines for working with children and young people.

The Home Office issued guidance in 'Abuse of Trust Caring for young people and the vulnerable: Guidance for preventing abuse of trust'. This guidance is intended to apply to those caring for young people or adults at risk of harm or abuse in both paid and unpaid work, including volunteers, regardless of whether they are in the public, private, voluntary or volunteering sectors. It is important that places of worship and organisations have clear boundaries in regards to the personal relationships which can develop.

## SECTION 4

# Pastoral Care

## Supporting those affected by abuse

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

The Leadership will provide a pastoral care team to care for the pastoral needs of anyone who has been affected by abuse, and where necessary, will liaise with professional counselling agencies to explore the possibility of providing professional counselling and advice for those who have been affected by abuse.

## Working with offenders

When someone attending Binscombe Church is known to have abused children, or is known to be a risk to adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of everyone who may be at risk of harm, will set boundaries for that person which they will be expected to keep.

If someone who poses a risk to children, young people or adults wants to join in with activities or become part of an organisation, it is important the leadership manage the risk appropriately by creating clear policies and a code of behaviour the individual must follow. This will help protect everyone and lessen the possibility of the person being wrongly suspected of abuse in the future, this may include sitting with a particular person or not entering areas of the church where children's groups are running. A contract will be drawn up which will give details of both the boundaries we expect the individual to keep and the support we will offer them. It will be tailored specifically to individual circumstances and informed ideally by risk assessments from the statutory agencies.

## SECTION 5

# Practice Guidelines

As an organisation / place of worship working with children, young people and adults with care and support needs 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.

We adhere to the “Staying Safe and Secure” good working practice guidelines as given by the Thirtyone:eight (formerly CCPAS) – these may be produced by the Safeguarding Coordinator upon request. We also have a specific code of behaviour for those with working with children and adults with care and support needs.

Consent forms, incident forms and disclosure forms are attached as appendixes.

## Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults with care and support needs. 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 using our premises, as part of the letting agreement will need to read our safeguarding policy and agree to abide by it.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults with care and support needs and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding. We also display the Thirtyone:eight Safeguarding poster, detailing the Safeguarding and Deputy Safeguarding Coordinators, as well as the Thirtyone:eight advisory telephone number.

## Leadership Safeguarding Statement

The Leadership Team recognises the importance of its ministry/work with children and young people and adults with care and support needs and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership:

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

Specifically:

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

### **We are committed to:**

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

- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/adults with care and support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by Thirtyone:eight.

### **We recognise:**

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

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

(This statement is also available to view on our website)

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Anna Rossiter: Child Safeguarding Coordinator

Pete Hitchcock and Sarah Shelley: Deputy Child Safeguarding Coordinator

Anna Rossiter: Adult Safeguarding Coordinator

Pete Hitchcock and Sarah Shelley: Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures, in paper or electronically, is available on request from the Safeguarding Coordinator

# Safeguarding is a priority here

**We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.**

We work to a formal safeguarding policy and it can be seen on request from:

\_\_\_\_\_

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

\_\_\_\_\_ or \_\_\_\_\_

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

\_\_\_\_\_ or \_\_\_\_\_

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*On behalf of the Leadership*

## Useful Contacts

CCPAS  
0845 120 45 50

Childline (for children)  
0800 1111

NSPCC  
0808 800 5000

Stop it Now  
0808 1000 900

Through the Roof  
01372 749955

Action on Elder Abuse  
0808 808 8141

Childnet Int  
[www.childnet.com](http://www.childnet.com)

CEOP  
[ceop.police.uk](http://ceop.police.uk)

NAPAC  
020 3176 0560



**CCPAS**   
setting standards in safeguarding

CCPAS, PO Box 133,  
Swanley, Kent, BR8 7UQ.  
Tel: 0845 120 45 50  
Email: [info@ccpas.co.uk](mailto:info@ccpas.co.uk)  
Web: [www.ccpas.co.uk](http://www.ccpas.co.uk)

# Form

## Accident and Incident Form for parents/carers

Day, date and time of the incident

---

Names, of those involved in the incident

---

---

Where did this incident take place?

---

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

---

---

---

---

---

Signature of person in charge of group at time of accident/incident

Signed: \_\_\_\_\_ Print

Name:

---

Date: \_\_\_/\_\_\_/\_\_\_

Form seen by: \_\_\_\_\_

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_



# Form

## Expression of concern Form

This form should be completed immediately after disclosure of abuse or observation that has led to concern. The worker should discuss with the safeguarding coordinator (or deputy) what follow up action is necessary. If they are unavailable or in any way implicated in the allegation, then the report should be made to Thirtyone:eight on 0303 003 1111. Alternatively contact social services or the police.

Day, date and time of the conversation/observation

---

Names of those involved in the conversation/observation

---

---

---

---

Where did this conversation/observation take place?

---

Name of place of worship/organisation:

---

What did the person say?/What did you observe?

---

---

---

---

---

---

---

---

---

---

---

---

What did you say in response?

---

---

---

---

---

---

---

---

---

---

---

---

Describe the size, shape and position on the body of any marks or bruises observed.

---

---

---

---

---

---

---

---

Who have you reported your concern to? *(please note that this information is confidential and you should only discuss it with the appropriate people below)*

- |                                 |                              |                             |               |
|---------------------------------|------------------------------|-----------------------------|---------------|
| Safeguarding coordinator        | <input type="checkbox"/> YES | <input type="checkbox"/> NO | (Please tick) |
| Deputy Safeguarding coordinator | <input type="checkbox"/> YES | <input type="checkbox"/> NO | (Please tick) |
| CCPAS advice line               | <input type="checkbox"/> YES | <input type="checkbox"/> NO | (Please tick) |
| Police or social services       | <input type="checkbox"/> YES | <input type="checkbox"/> NO | (Please tick) |

Signature of person writing the form

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Form seen by: \_\_\_\_\_

(state role eg. Safeguarding Coordinator)

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

## Mid-week Club Registration Form

**Please complete as much information as possible.** We collect and use your information so we can contact you in an emergency and so we can keep you updated on the activities of the club and associated events.

### Child's details

Name: Date of birth:

School: School year:

Medical conditions/allergies:

### Parent/Guardian's details

Name: Phone number:

Relationship to child:

Address: Email address:

I give permission for ..... to take part in the normal activities of this group. In an emergency and/or I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including anaesthetic.

**Signature of parent/guardian (or adult with parental responsibility):**

.....

Print name:

Date:

<b>CONSENT</b>		
Can we email you to keep you updated with term dates and invite you to other church events?	Yes	No
Do you consent to photos being taken of your child for display or publicity?	Yes	No
Do you consent to un-named photos being used on the church website?	Yes	No
Do you consent to Binscombe Church storing the information you have provided?	Yes	No

## Crèche Registration Form 19-20

Please complete as much information as possible. We collect and use your information so we can care for your child's needs and contact you if necessary.

Child's Name:	DOB:
Health info/Allergies:	
Any other info you'd like us to know:	

Parent/Guardian Names:
Mobile:
Email:

<p><b>I am happy for my child to have their nappy changed/be assisted in their trip to the toilet (if needed) by a member of the crèche team.</b></p> <p>(All the crèche team are DBS-checked).</p> <p><i>If no, please sit near the back of church so we can find you if your child needs assistance during the service.</i></p> <p>If your child needs any specific assistance with toilet trips please make a note of it here:</p>	<p><b>Yes / No</b></p>
---	------------------------

<b>CONSENT</b>		
Do you consent to Binscombe Church storing the information you have provided?	Yes	No

<b>Signed:</b>	<b>Date:</b>
----------------	--------------

**Junior Church  
Registration Form 19-20**



Please complete as much information as possible. We collect and use your information so we can care for your child's needs and contact you if necessary.

Child's Name:	DOB:
Health info/Allergies:	
Additional learning needs	

Parent/Guardian Names:
Mobile:
Email:

**I am happy for my child to be assisted in their trip to the toilet Yes/No  
(if needed) by a member of the Scramblers team.**

(All the Scramblers team are DBS-checked).

*If no, please sit near the back of church so we can find you if your child needs assistance during the service.*

If your child needs any specific assistance with toilet trips please make a note of it here:

<b>CONSENT</b>		
Do you consent to photos being taken of your child for display or publicity?	Yes	No
Do you consent to un-named photos being used on the church website?	Yes	No
Do you consent to Binscombe Church storing the information you have provided?	Yes	No

<b>Signed:</b>	<b>Date:</b>
----------------	--------------

# Junior Church Registration Form 19-20



Please complete as much information as possible. We collect and use your information so we can care for your child's needs and contact you if necessary.

Child's Name:	DOB:
School:	School year:
Health info/Allergies:	
Additional learning needs:	

Parent/Guardian Names:
Mobile:
Email:

CONSENT		
Do you consent to photos being taken of your child for display or publicity?	Yes	No
Do you consent to un-named photos being used on the church website?	Yes	No
Do you consent to Binscombe Church storing the information you have provided?	Yes	No

<b>Signed:</b>	<b>Date:</b>
----------------	--------------



# Junior Church Registration Form 19-20



Please complete as much information as possible. We collect and use your information so we can care for your child's needs and contact you if necessary.

Child's Name:	DOB:
School:	School year:
Health info/Allergies:	
Additional learning needs:	

Parent/Guardian Names:
Mobile:
Email:

CONSENT		
Do you consent to photos being taken of your child for display or publicity?	Yes	No
Do you consent to un-named photos being used on the church website?	Yes	No
Do you consent to Binscombe Church storing the information you have provided?	Yes	No
I give permission for recognised youth leaders to use electronic means of communication with my child (text messages, whatsapp and e-mail)	Yes	No

<b>Signed:</b>	<b>Date:</b>
----------------	--------------

## ***Safe behaviour: a code of behaviour for workers***

### **A. Overview/code of behaviour**

The aim of these general guidelines is to ensure quality childcare, protect children from possible abuse and workers from false accusation.

- Workers should treat all children /young people with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- Do not engage in any of the following;
  - Invading the privacy of children or young people when they are using the toilet or shower.
  - Rough games including contact between a leader and a child or young person.
  - Sexually provocative games.
  - Making sexually suggestive comments.
  - Scapegoating, ridiculing or rejecting a child or young person.
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may arise where a child or young person needs to be restrained in order to protect them or a third person.
- If a child or young person wants to talk on a one-to-one basis you should make sure that:
  - You try to hold the conversation in a corner of a room where other people are.
  - Or if you are in a room on your own, leave the door open.
  - Or you make sure another team member knows.
- The only adults allowed to be a regular leader in children's and young people's activities are those appointed and DBS-checked as children's/youth workers. The leader of the activity should be aware of any other adults who are in the building.

Below are suggested ratios of adults to children, recommended for all activities with children and young people.

Age group	Adult Helpers	Number of Children
2 years and under	1	3
3 years	1	4
4 to 7 years	1	8
8 years or older	1	10

- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

### **B. Taking Care of Touching**

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.



- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

### **C. Children with Special Needs**

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, may have limited understanding and behave in a non age appropriate way.

It is good practice to speak with the parents of children/young people with special needs and find out from them how best to assist the child or young person.

### **D. Children with no adult supervision**

When children turn up to and want to join in with church activities without the knowledge of their parents, we will:

- Welcome the child and try to establish their name, age, address and telephone number, and record their visit in a register. Use the contact number they give us to ring home and get verbal consent for them being there.
- On leaving, give the child a consent form and explain it needs to be filled in and brought back next time.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs (e.g. medication) so that you can respond appropriately in an emergency.

### **E. Taking video and photographs of children**

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details.
- When using photographs of children and young people, it is preferable to use group pictures.
- Photos taken by workers on their personal equipment, may be kept for church use only but should not be otherwise be retained or shared externally.

## **F. Intimate care guidelines**

- Treat everyone with dignity and respect and ensure privacy appropriate to age and situation.
- As far as possible, involve the child or adult in their own intimate care. If the person is dependent on you for help, talk to them about what you are doing and offer choices where possible.
- Be aware and responsive to the person's reactions.
- Team practice in intimate care should be as consistent as possible.
- Never do something unless you are sure you know how to do it.
- Report any incidents or concerns to the safeguarding coordinator.
- Seek to encourage children to have a positive image of their bodies and know that they belong to them.
- A person's right to object or say 'no' must always be fully respected.

Created September 2017

Intimate care guidelines added December 2018

## Guidelines for helping with crèche

### - **Drop off and pick up**

Please be in the crèche room ready to welcome families. Parents/carers sign their child in to crèche on the register. If they are new to church please explain how crèche works and perhaps take a mobile number that you could use to contact them in the service if necessary. Make sure you are aware of any medical needs of children in the group.

### - **Discipline**

If a child misbehaves the adult should explain why that behaviour is not acceptable and remove them from the game/situation. If the child needs to calm down you can take them to sit with you in a different area of the room. Explain to the parents/carers at the end what happened. At no point should physical punishment be used. If the child is about to harm another child then physical restraint can be used. If the behaviour persists or is a danger to other children you should contact the parent/carer.

### - **Toileting**

We should have parental consent before changing a nappy or assisting a child on the toilet. If in doubt ask the crèche team leader or ask the parent/carer.

### - **Fire**

In the event of a fire the team members should ensure the children are taken out of the nearest exit to the fire assembly point on the grass at the front of church. Do not wait for parents/carers to pick up their children from the crèche room.

### - **First aid**

In the event of an accident please contact the parent/carer and a first aider if necessary. (There is a list of first aiders on the board in the lobby). The first aid kit and incident book are located in the labelled kitchen cupboard. Please make a note of the accident in the book.

### - **Concerns**

If you have concerns about a child or the way they are treated by their parent/carer please share your concerns in confidence with one of our Safeguarding Officers – Anna Rossiter or Pete Hitchcock. We encourage you to share any concern, however small or insignificant you think it might be.

## Crèche Team Code of Conduct

### A. Overview

The aim of these general guidelines is to ensure quality childcare, protect children from possible abuse and team members from false accusation.

- Team members should treat all children/young people with dignity and respect in attitude, language and actions, using age-appropriate language and tone of voice.
- Do not engage in any of the following;
  - Rough games including contact between a leader and a child or young person.

- Sexually provocative games.
- Scapegoating, ridiculing or rejecting a child or young person.
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may arise where a child or young person needs to be restrained in order to protect them or a third person.
- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.
- Team members should not take photographs of the children as we do not have parental consent to do so.

## B. Taking Care of Touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

Below are suggested ratios of adults to children, recommended for all activities with children and young people.

Age group	Adult Helpers	Number of Children
2 years and under	1	3
3 years	1	4

## C. Intimate care guidelines

- Treat everyone with dignity and respect and ensure privacy appropriate to age and situation.
- As far as possible, involve the child or adult in their own intimate care. If the person is dependent on you for help, talk to them about what you are doing and offer choices where possible.
- Be aware and responsive to the person's reactions.
- Team practice in intimate care should be as consistent as possible.
- Never do something unless you are sure you know how to do it.
- Report any incidents or concerns to the safeguarding coordinator.
- Seek to encourage children to have a positive image of their bodies and know that they belong to them.
- A person's right to object or say 'no' must always be fully respected.

## Binscombe Church Online Safety Policy

**When responding to concerns of abuse please refer to our 'Online Safety Flowchart' which can be downloaded separately.**

### **CCPAS Online Safety definition:**

*Online safety* is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet. An online safety policy should be adopted to reflect all communications between church/organisation's workers and children (those under 18 years of age).

### **Policy guidelines for Church Workers/Volunteers**

- Generally maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal - do not suggest or offer a special relationship.
- Be clear about information that you need to share; don't abbreviate or short-cut your communications.
- Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only give personal contact details to children that are within the public domain of the church / organisation, including your mobile telephone number.
- If secondary-school aged children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed. This is on the consent form for Sunday Discovery.
- Only make contact with children for reasons related to the work of the church/organisation and keep all electronic contact with individuals or groups including messaging and texting. If emailing, always cc another leader or parent in to the message.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Emails and messages to individuals should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool. Whatsapp group messages should be used for general messages.
- Email History should be kept.
- When using email/internet for communication with children, it is advised that it should take place between the hours of 9am-5pm. Where working with children outside normal office hours workers should seek advice from their leader but there should be no email or message communication after 9pm, unless the child is at risk.
- Workers should take care not to share the contact details of under-18s with others (for example, in emailing a team of both adults and young people, the email addresses of the young people should be blind-copied in).
- In the unusual event where extended regular one to one electronic communication takes place between a leader and a young person, the leader should make this known

to the youth worker or a member of the Staff Team.

- Use of skype and any other web camera or visual communication via the internet is not permitted on a 1:1 basis as they cannot be recorded. (It can be used for conference calls and is considered appropriate if a project or group uses a web camera/Skype in a group environment for project purposes, and has clear aims and objectives for its use).

### **Social Media Policy**

- Text and any other media posted shall be subject to the acceptable use policy.
- Staff and volunteers should not be friends with young people on facebook, snapchat, instagram or any other social media sites that share personal information.
- Whatsapp is appropriate for group chats with young people. All interaction on Whatsapp should be kept for safeguarding purposes.
- We should have parental consent to invite a young person to join a Whatsapp group.
- Any messages to individuals should be kept for safeguarding purposes.
- Any safeguarding concerns/allegations arising from social media shall be referred onto the safeguarding co-ordinator.
- All users of social media must be above the minimum age limit

### **Consent for photographic images and videos online**

- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used on the website in association with their photographs.
- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for. If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated.
- Use of images will reflect diversity of age, ethnicity and gender of the activity.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

### **Binscombe Church Acceptable Use Policy**

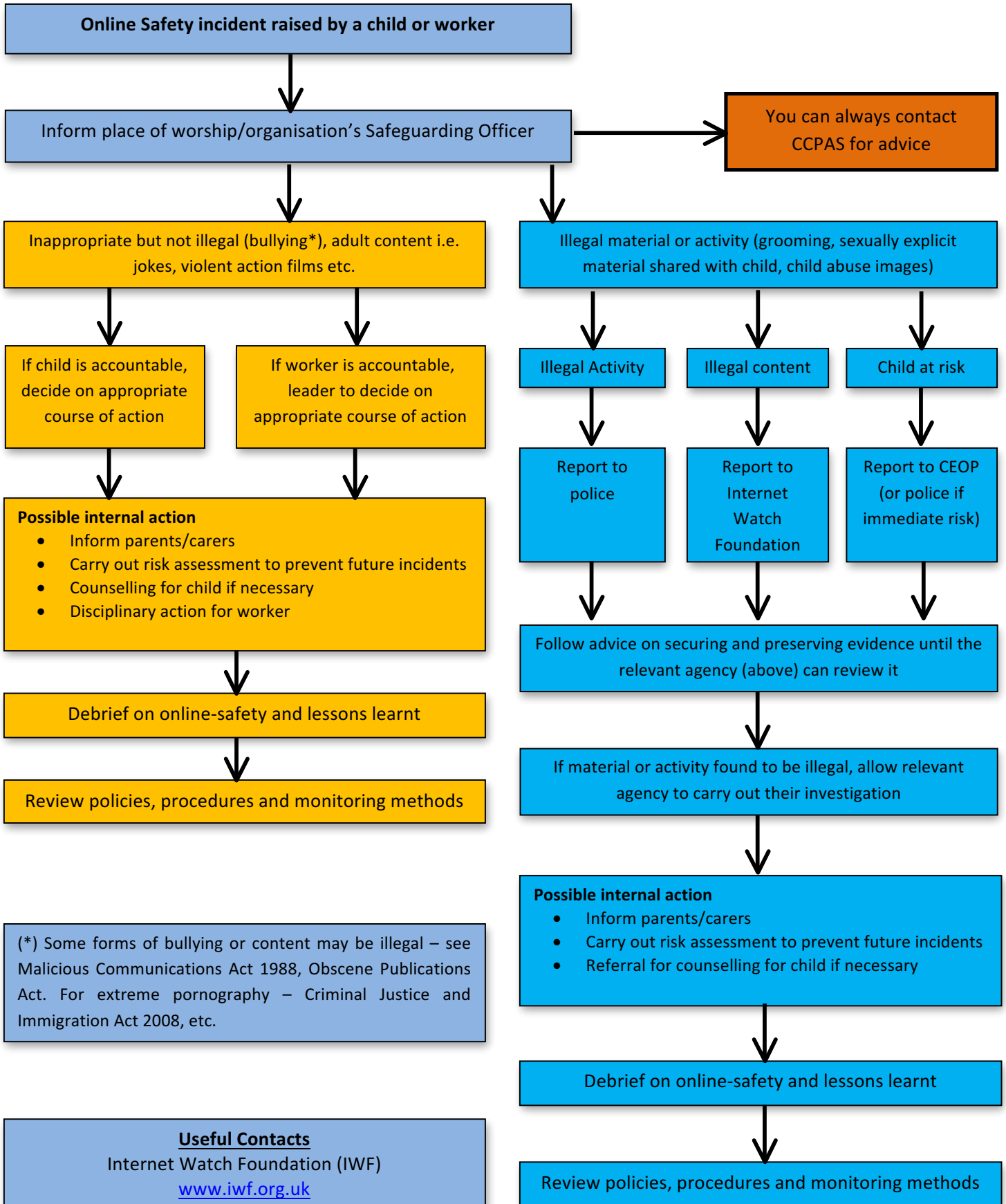
- Where access to the internet is provided on our organisation devices or devices owned by an individual via WiFi, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.
- WiFi Access will be via a secure password. Young people will not be given this password.
- Social media groups must be used in compliance with Binscombe Church's policy on social media.

### **Children and Workers should not:**

- Search for or download pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person's login details.
- Access, download, send or receive any data (including images), which Binscombe Church considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

**Sanctions for violating the acceptable use policy in the opinion of Binscombe Church may result in:**

- A temporary or permanent ban on internet use.
- Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
- Where applicable, police or local authorities may be involved.



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

**Useful Contacts**  
 Internet Watch Foundation (IWF)  
[www.iwf.org.uk](http://www.iwf.org.uk)  
 Child Exploitation and Online Protection Centre (CEOP)  
[www.ceop.police.uk](http://www.ceop.police.uk)