

Valley Church

Safeguarding Children Policy and Guidelines

Date Reviewed: December 2018

Next review: December 2019

Valley Church Safeguarding Policy and Guidelines

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Section 1: Policy & Statement

1.A. SAFEGUARDING POLICY

INTRODUCTION

Church Details:

Name: Valley Free Methodist Church (hereafter, "The Church")
Address: Valley Church, Fourfields, Bamber Bridge, Preston, PR5 6GS
Tel No: 01772 696717
Denomination: Free Methodist
Safeguarding Officer: Cole Andrew (hereafter, "the Co-ordinator") - 07776 [REDACTED]
Deputy Safeguarding Officers: Dave Scholes - 07885 [REDACTED]
Karen Andrew - 07952 [REDACTED]
(hereafter, "the Deputy Co-ordinators")

Review:

Last Policy Review Date: August/September 2017
Reviewed by: Cole Andrew, Youth/Kids Ministry Leaders, Trustees
Approved by Senior Pastors
and Board of Trustees: 7/2/2019

MISSION STATEMENT

The Leadership recognises the importance of its ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care.

As part of its mission, the Church is committed to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all the children/youth workers within the church.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse in the church.
- Maintaining good links with the statutory childcare authorities and other organisations and sharing any concerns with those authorities and organisations.

DEFINITIONS

For the purposes of this document, the terms 'child', 'children', 'young people' and 'youth' will be used to refer to the following age groups:

- 'Child', 'Children': from 1 to 11 years old
- 'Young people', 'Youth': from 11 to 18 years old (including only those who have begun secondary school)

- **Concern:** A Safeguarding Concern occurs where you witness visually or orally information that may be a contributory factor that may cause potential harm to a child or young person. In most cases this will be information that is brought to our attention from outside of Church events.

- **Incidents:** A Safeguarding Incident occurs where you witness visually or orally an event that happens while the child or young person is under the Church's duty of care. In most cases this will be information that is witnessed or brought to our attention during the course of a Church organised event.

- **Whistleblowing:** We commit to the culture of 'whistleblowing.' This is where you witness visually or orally information about Church staff, visitors or volunteers that lead you to be concerned about the safety and wellbeing of a child or young person. In most cases this will be information that is witnessed or brought to our attention during the course of a Church organised event. If you witness a concerning event outside the life of the Church, you still have a duty of care to report the concern by seeking advice from the Duty Social Care system at the Local Council Offices (usually accessible via the Council's mainline number, then ask for 'a consultation with the Duty Social Care Team'). It is our statutory duty to safeguard children and young people above and beyond our relationships with other adults within the community.

CHURCH POLICY

The Leadership recognises the need to provide a safe and caring environment for children and young people. It also acknowledges that children and young people can be the victims of physical, sexual and emotional abuse, as well as neglect. We believe that a child or a young person should not experience abuse of any kind. The Leadership has therefore adopted the procedures set out in this document (hereafter "the policy") which applies to all staff and volunteers of Valley Church. We also recognise the need to build constructive links with statutory and voluntary safeguarding agencies. The policy and attached practice guidelines are based on a model published by the Churches' Child Protection Advisory Service (THIRTYONE:EIGHT).

The Leadership is committed to annual safeguarding training for all children/youth workers and will regularly review the operational guidelines attached.

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

We are committed to practice in a way that protects children and young people.

1.B. SAFEGUARDING POLICY STATEMENT

CHURCH SAFEGUARDING POLICY STATEMENT

- We are committed to supporting parents and families in safeguarding their children and young people.
- As leaders of the church we are committed to the nurturing, protection and safeguarding of children and young people
- We recognise that safeguarding is everybody's responsibility
- We are committed to following the agreed procedures and following statutory, denominational and specialist guidelines
- We seek to support all in the Church affected by abuse
- In decision making, reporting and sharing information, the Church is committed to ensuring a culture of safeguarding children from harm
- We are committed to reviewing our policy, guidelines and good practice annually

If you have any concerns for a child, or in relation to any safeguarding matter then speak to one of the approved safeguarding co-ordinators or in their absence a member of the leadership team.

Section 2: Safeguarding Guidelines for Children and Young People's Workers

2.A. APPOINTING NEW LEADERS

Any people wishing to work with children and young people must have a commitment to them. They must have relevant experience to undertake the role or, if not, be willing and able to undertake suitable training within the first 12 months. They must have an understanding and respect of the background and culture of the young people with whom they will be working. They need to have a clear understanding of the aims and objectives of the role they are about to fulfill.

Prior to appointment

If the volunteer wishes to take up the role of a leader in a children's/youth team then he/she is required to request a Volunteer Application Form from a Ministry Leader of the relevant team or Service Pastor or complete a Volunteer Application Form online. They are also required to complete the Confidential Agreement Form and must also complete an

application form for an Enhanced Disclosure and Barring Service (DBS) check. Please note that the Enhanced DBS check must be completed by volunteers aged 16 and over who wish to join a children's/youth team. The Ministry Leaders will inform a member of the Safeguarding Team (listed in Section 1) so that they may be placed on a Flow for this application process.

A Pastor will request references for anyone working with children and young people. If there are any concerns about an individual, the Pastor and a Safeguarding Children Officer will consult and make a recommendation to the Leadership Team about the suitability of the individual and a record will be made in that person's file of any actions, advice, reasons or justifications which they regard as appropriate. They may make recommendations as to the nature of the role or specify training requirements. In the case of a person deemed to be unsuitable due to Safeguarding concerns, any records on file will be kept secure in the locked filing cabinet in the church safe for any appropriate future reference. Please refer to Valley Church's Privacy Notice, the Data Protection Policy and associated policies to see how your data may be used/stored.

Once the individual has been approved to work with children and young people, the Ministry Leader will conduct an induction with them, which will include a safeguarding training. The new leader will also be required to read the safeguarding policy and guidelines and they will sign a form to say they have read this, understood and agree to abide by the guidelines within (see part 3.e. for the New Worker Induction Form).

While a DBS Disclosure and references are being processed, the worker is permitted to begin work with children and young people, but they will be under supervision at all times and will not be left alone with any children or young people.

2.B. PROCEDURE FOR DEALING WITH SAFEGUARDING CONCERNS OR INCIDENTS

i. Safeguarding Disclosure Procedure

If a child or young person shares information with you that leads you to believe they may have been abused, make sure you do the following:

- Listen sensitively.
- Write everything down - exactly what the child says, do not try to interpret, use quotes as much as possible.
- Do not promise confidentiality.
- Speak to the Safeguarding Co-ordinator as soon as possible.

If the allegation involves the Safeguarding Co-ordinator, contact one of the Deputy Co-ordinators. If the allegation involves the Safeguarding Co-ordinator and one of the Deputy Co-ordinators then speak to the Deputy Co-ordinator who is not involved in the allegations. If the allegations involve all Co-ordinators then contact THIRTYONE:EIGHT, or Social Services if THIRTYONE:EIGHT are not available.

● Safeguarding Officer:	Cole Andrew	07776	██████
● Deputy Safeguarding Officers:	Dave Scholes	07885	██████
	Karen Andrew	07952	██████
● Pastoral Department Head	Jo Nicol	07731	██████
● Churches' Child Protections Advisory Service		0303 003 11 11	

ii. Receiving a Safeguarding Disclosure

When a child wants to talk about abuse, it is important for leaders to listen carefully to what the child says without prompting or using leading questions or judging the content of what is said. Leaders should make a careful written record of what has been observed as follows:

- Make handwritten notes as soon as possible using the proformas appended to this policy document; (preferably within one hour of the child talking) including a description of any injury, its size, and a drawing of its location and shape on the child's body. Include dates and times of these events and the disclosure.
- Write down exactly what the child has said and when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of the activity). Do not try to interpret what the child has said.
- Write down any action taken and keep all handwritten notes.
- Pass all handwritten notes on to Safeguarding Co-ordinator to assist them should the matter need to be referred to the Local Authority Social Services.
- Any notes made should not be stored electronically.
- All documents should be signed, dated and kept in a locked filing cabinet in the church safe. Under no circumstances must you take this information home with you. If you are unable to pass the information to the Safeguarding Co-ordinator/Deputy/Ministry Leader then please place the documentation in a sealed envelope which is to be marked confidential and for the attention of the Safeguarding Co-ordinator and placed in the locked black box (currently near the Senior Pastors' office). Please ensure that you let the Safeguarding officer know that the documents have been left for them in the black box.

GENERAL POINTS

- Never promise the child confidentiality. If they are at risk, you must inform the Safeguarding Co-ordinator.
- Above everything else listen, listen, listen.
- Show acceptance of what the child says (however unlikely the story may sound).
- Keep calm.
- Tell the child you will need to let someone else know - don't promise confidentiality.
- Even when a child has broken a rule, they are not to blame for the abuse.
- Be aware that the child may have been threatened or bribed not to tell.
- Listen. Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

HELPFUL RESPONSES

- 'That must have been really hard'
- 'I am glad you have told me'
- 'It's not your fault'

- 'I will help you'

UNHELPFUL RESPONSES

- 'Why didn't you tell anyone sooner?'
- 'I can't believe it! I'm so shocked! Don't tell anyone else'
- 'Are you sure this is true? Why? How? When? Who? Where?'
- Never make false promises.

CONCLUDING

- Reassure the child that they were right to tell you and show acceptance.
- Let the child know what you are going to do next and that you will let them know what happens.
- Contact the Safeguarding Co-ordinator.
- Consider your own feelings and seek pastoral support if needed. If you feel you may benefit from counselling, speak to the Safeguarding Co-ordinator about this.

CONFIDENTIALITY

It is essential not to promise the child that you will keep anything they say confidential, especially if it is regarding their safety. However, once you have spoken to the Safeguarding Co-ordinator, it is equally essential that you respect the privacy and dignity of the child and do not discuss the matter with anyone else.

iii. Definitions of Abuse

Child abuse has many forms. There are four identified categories of abuse described in Working Together to Safeguard Children 2018.

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 also include not giving the child opportunities to express their view and 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 (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

There are other complex concerns around safeguarding children and young people that we should be aware of and these are outlined in a helpful way in the document 'Keeping Children Safe in Education.' <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> These issues include the prevent agenda around potential radicalization, body mutilation and hazing, amongst others.

iv. Possible Signs of Abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

Possible signs of physical abuse

- Any injuries not consistent with the explanation given for them.
- Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc .
- Injuries that have not received medical attention.
- Neglect - under nourishment, failure to grow, constant hunger, stealing or

- gorging food, untreated illnesses, inadequate care, etc.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Possible signs of sexual abuse

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- 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

Possible signs of emotional abuse

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

Self harm

These signs may indicate the possibility that a child or young person is self-harming. Self harm is any behaviour where the intent is to deliberately cause harm to one's own body. Examples of self harming include: cutting, scratching, scraping or picking skin, swallowing inedible objects, self-poisoning (such as taking an overdose of prescription/non-prescription drugs or swallowing hazardous materials or substances), burning/scalding, hair-pulling, banging or hitting the head or other parts of the body or scouring or scrubbing.

Race & culture

While it is crucial to have a knowledge and sensitivity to racial, cultural and religious aspects which should be taken into account, it is important to remember that all children have basic human rights. Differences in child-rearing do not justify child abuse.

v. Allegations of Abuse

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a church worker carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:

- Concerns must be reported as soon as possible to the Co-ordinator, who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect, abuse, including referring the matter on to the statutory authorities.
- In the absence of the Co-ordinator, or if the suspicions in any way involve the Co-ordinator then the report should be made to one of the Deputy Co-ordinators. If the suspicions implicate the Co-ordinator and Deputy Co-ordinators, then the report should be made in the first instance to the Churches' Child Protections Advisory Service (ThirtyOne:Eight) PO Box 133, Swanley, Kent, BR8 7UQ. or alternatively contact the relevant Local Authority Social Services Duty Team.
- The Leadership will support the Co-ordinator/Deputy Co-ordinators 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 hopes that members of the church will use this procedure. If, however, the individual with the concern feels that the Co-ordinator/Deputy Co-ordinators have not responded appropriately, or where they have a disagreement with the Co-ordinators as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrates the commitment of the church to effective safeguarding.

The role of the Co-ordinator/Deputy Co-ordinators is, after taking advice from THIRTYONE:EIGHT, to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Social Services Department. It is not the Co-ordinators' responsibility to investigate the matter.

ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT

The Co-ordinator is also required by conditions of the Church Insurance Policy to inform the Insurance Company as necessary.

If a child has a physical injury or symptom of neglect, the Co-ordinator/Deputy Co-ordinators, in conjunction with the Leadership, will:

- Contact THIRTYONE:EIGHT for advice (or Social Services if THIRTYONE:EIGHT are not available) 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 Social Services.

- Seek medical help if needed urgently, informing the doctors 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 injury.
- 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 THIRTYONE:EIGHT for advice (or Social Services if THIRTYONE:EIGHT are not available).
- Seek and follow advice given by THIRTYONE:EIGHT (who will confirm their advice in writing). This will likely involve contacting Social Services or the Police.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Co-ordinator/Deputy Co-ordinators, in conjunction with the Leadership, will:

- Seek and follow advice given by THIRTYONE:EIGHT (who will confirm their advice in writing). The Co-ordinator/Deputy Co-ordinators must not wait for the written confirmation before following the advice given by THIRTYONE:EIGHT. This advice will likely involve contacting Social Services or the Police. THIRTYONE:EIGHT will confirm its advice in writing for future reference.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above the Co-ordinator in accordance with Local Children's Safeguarding Board (LCSB) procedures will need to liaise with children's social services in regards to the suspension of the worker and making a referral to an Allegations Management Adviser (AMA).

If an individual (whether a volunteer or paid member of staff) is removed from working with children (or would have, had the person not left first) because the person poses a risk of harm to children, a referral must be made to the Disclosure and Barring Service (DBS). It is an offence to fail to make a referral without good reason. The duty to refer applies even when a report has been made to another body such as a local authority safeguarding team. The legal duty to refer applies irrespective of whether another body has made a referral to the DBS in relation to the same person.

APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF LEADERS & WORKERS

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with the principles set out in government guidelines "Safe from Harm" (HMSO 1993), the Disclosure and Barring Service / Scottish Criminal Records Office (Disclosure Scotland) / PECS Codes of Practice, THIRTYONE:EIGHT guidance and Church practice guidelines attached. The same principles will be applied to those appointed to work with vulnerable adults. Any new leaders and workers will be provided with Safeguarding training. Workers and leaders will be given Safeguarding training every year. The Co-ordinator will

receive training from THIRTYONE:EIGHT every year and is responsible for sharing new information/procedures with leaders and workers.

SUPPORT TO THOSE AFFECTED BY ABUSE

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to those attending the church that have been affected by abuse.

vi. Working With Offenders

When someone attending the church is known to have abused children, the Leadership will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, set boundaries for that person which they will be expected to keep.

2.C. BEST PRACTICE FOR WORKING WITH CHILDREN AND YOUNG PEOPLE

SUPERVISION OF GROUP/CHILDREN'S ACTIVITIES

The Leadership can provide details of the supervision for each specific activity where young people/children are not under the supervision of their parents (this excludes the main church gathering in the auditorium). Any casual visitors to the children's or young people's groups are logged and not left unattended with the groups.

i. Ratios

When working with groups of children or young people, it is important that the level of supervision is appropriate to their age group and their needs, which may be very specific.

In general, younger children need to be more closely supervised and will require a higher adult to child ratio. The following are the adult to child ratios we recommend, which are based partly on Ofsted guidelines:

Age 0 - 2:	1 adult to 3 children
Age 2 - 3:	1 adult to 4 children
Age 4 - 8:	1 adult to 6 children
Age 9 - 12:	1 adult to 8 children
Age 13 - 18:	1 adult to 10 children.

If the group is mixed gender, the supervising team should also include both male and female workers wherever possible.

When deciding on the number of adults required, it is important to bear in mind that these ratios are guidelines only: in certain situations it will be necessary to have a higher number of adults than our recommendations suggest. If, for instance, the children or young people have specific support needs, or a risk assessment identifies behaviour as a potential issue for the group or event, the number of supervising adults will need to be higher.

It may not always be possible to adhere to these recommended ratios. However, every effort should be made to achieve the best level of supervision of children at all times.

Under THIRTYONE:EIGHT guidance, anyone who is between 16 year olds and under 18 who are assisting within a group of children or young people should be included in the adult ratio numbers above. No person under 18 should be left with the sole responsibility of caring for or supervising other children/young people.

ii. Guidelines for Discipline

Discipline is the education of a person's character. It includes nurturing, training, instruction, teaching and encouragement. It brings security, produces character, prepares for life and is an expression of God's love for an individual. (Hebrews 12:5-12 & Proverbs 22:6)

- Ask God for wisdom, discernment and understanding for the children in your care.
- Work on each individual child's positives, do not compare a child with another, but encourage and affirm them, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model by setting an example. You can't expect children to observe the ground rules if you break them yourself.
- Take care to give quieter and well behaved children attention and resist allowing demanding children to take all your time and energy.
- If children are bored they often misbehave, so review your programme regularly.
- NEVER smack or hit a child. Don't shout. Change voice tone if necessary.
- Discipline out of love, NEVER in anger. (Call on support from other leaders if you feel so angry you may deal with the situation unwisely.)
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure the children understand what action will be taken if not kept.
- Every child is unique and will respond in different ways to different forms of discipline. It follows therefore that each child should be dealt with on an individual basis.
- Some children may become disruptive in a group setting. Give them a chance, warn them and only separate as a last resort.
- Have a disruptive child sit right in front of you or sit them next to another leaders.
- Be pro-active and encourage leaders to be pro-active rather than waiting to be told to deal with a situation.
- Take a disruptive child to one side and engage with them, challenging them to change, while encouraging their strengths.
- Remedial action can be taken against a constantly disruptive child. Inform the child that if the behaviour continues their responsible adult will be contacted and they may be asked to leave the session.

iii. Bullying

Valley Church desires and expects all its workers who are involved with children and young people to provide an open and caring environment where leaders and children respect themselves and others. In this regard we will not accept bullying or anti-social behaviour of any kind whether leader to leader, child to child, leader to child or child to leader.

The leadership team regards victimisation whether physical, verbal or emotional as bullying. Bullying can be in relation to race, religion, culture, disabilities or special needs, or gender. Bullying can also occur via the internet or mobile phone (commonly known as 'cyberbullying').

We expect all teams to take issues of bullying seriously and have in place the systems and practice to reflect this in the following ways:

- By developing a positive experience of community where opportunities to bully are reduced.
- By embedding good practice and positive behaviour so that likelihood of bullying is reduced.
- By having an identified system of reporting and dealing with allegations of bullying.

Clear lines of communication regarding reporting bullying and the systems of warning, sanctions and consequences should be made known to leaders and children and enforced throughout.

The Leadership recognises it is not always easy to immediately identify such problems. In this respect we encourage openness such that our children's workers, young people or parents should contact the Ministry Leader (in the first instance) at the earliest opportunity. Any allegations must be treated with sympathy, sensitivity and fairness.

All allegations of bullying should be reported to the Ministry Leader who will take the allegation seriously and investigate it thoroughly. If for any reason the Ministry Leader is implicated the leadership team will investigate and report back. Any outcomes must be communicated appropriately to the team, children or parents concerned.

Any allegations of 'leader to child' bullying must be reported to the Safeguarding Co-ordinator, records and files relating to incidents and investigations should be kept by them. A process of escalation is in place if required. The Leadership reserve the right to bar leaders from volunteering on any future teams and to refer the matter on to the Police, Local Authority or DBS for further investigation if deemed necessary.

iv. Praying with Children and Young People

It's an honour to be invited to pray with and for children and young people. However, we encourage you to heed the following guidelines to ensure that children and young people do not feel intimidated or distressed when you pray for them.

- Those praying should never pray with, or be on their own with, a child or young person in an unsupervised situation.
- Words and actions may be open to misinterpretation, and therefore great care should be taken to avoid situations in which actions could be misunderstood.
- Children are easily frightened and are very susceptible to suggestion. They may also be upset by shouting and may easily believe that they are bad, wicked or corrupt. A child should NEVER be shouted at or be told that they are demonized, possessed or oppressed by the devil, evil spirits and such like.
- The laying on of hands is biblical. However, this must be done only with the permission of the child, only with a light touch on the arm or shoulder of the child.

- Leaders should pray with a person of the same sex where possible. If a leader is of the opposite sex the leader should not lay hands on the child.
- If a young person asks you to pray with them the suggestions below may be useful:

Ask what the person is seeking from the Lord.

Listen to the recipient and to the Holy Spirit.

Invite the Holy Spirit to come, to lead, to guide and encourage.

Remember the place of repentance – forgiving and being forgiven.

Remember there is a place for expressing feelings.

Wait – it is God's work, not yours.

You can ask the person questions: e.g. 'What do you feel God is doing?'

If you feel it is right, speak to the condition in Jesus' name.

If you have a prophetic word or picture, pray in to it –or offer the word in such a way that it gives the person the freedom to weigh it. Never insist that it is a word from God: remember that you could be wrong.

Do not be shocked by anyone's disclosure – be loving and remember even in prayer ministry you cannot promise confidentiality. Apply the guidelines for disclosure.

Offer any words or thoughts sensitively.

Don't be afraid of silence. Just being there is often all that's required.

v. Touch Policy

- Touch or physical contact between adults and children can be quite healthy and acceptable in public places, but discouraged in circumstances where an adult and child are on their own.
- Keep everything in public, a hug in public is acceptable but this is not acceptable behind closed doors.
- Touch must be related to a child's needs and not the leaders. Touch must therefore be age appropriate and initiated by the child rather than the leader.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the child or adult.
- Children are entitled to privacy to ensure their personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances, for example personal safety or to prevent serious harm.
- When giving first aid, encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Leaders must monitor one another in the area of physical contact. They must be free to help each other by challenging anything which could be misunderstood or misconstrued.
- If a child initiates unusual levels of physical contact it is appropriate to gently deflect this so that contact then becomes appropriate.
- Concerns about abuse must always be reported to a suitable person as soon as possible. In the first instance this will be the Demographic Pastor. In their absence this would be the Safeguarding Co-ordinator or the Deputy Safeguarding Co-ordinators. In their absence this would be the Senior Church Leadership.

vi. General contact outside of church

If a child or young person wishes to contact a leader who does not wish to share his / her contact details with that child, communication may be done via the Church Office staff, who can pass on any messages while keeping contact details private.

It must be noted by all leaders that the less contact that is had via the means listed below the safer it will be for both leader and child. The more openness and accountability that is exercised with others, particularly the Youth Pastor and the Children and Families Pastor, the safer it will be for both leader and child.

vii. Emails and Texting

The Leadership fully recognises that emails and texts are a vital way to communicate with young people and that any use needs to be regulated:

- If young people want you to hold Leaders' mobile phone numbers, e-mail addresses or similar, make sure that their parents know and have been given the opportunity to request removal.
- Keep communications short. If you need a discussion, fix a time to do so face to face during or following the group.
- Use an appropriate tone; friendly, and not over-familiar or personal, and appropriate language (nothing that could be misinterpreted, don't use lol, which could be interpreted as lots of love or laugh out loud. Avoid using x or 'luv' at the end etc).
- Whilst communications should be warm and friendly, they should not suggest or offer a special relationship.
- Don't delete the email. If the message has nothing that needs following up and you wish to delete, it make sure you copy and paste it into a word document and save in the Valley Church Google Team Drive.
- Leaders should not give out their personal email or telephone number to children under the age of 11 or contact them via these means. Children over the age of 11, will be contacted by email or phone within a culture of keeping within safe boundaries.

viii. Social Networking

The Leadership have agreed that it is acceptable to have young people as friends on Facebook, Twitter, etc, only if workers operate within these guidelines:

- Do not add a young person as a friend on social networking sites. If they wish to connect with you, they must extend the invitation.
- Do not accept the invitation of any young person you know to be under the age set by the appropriate media (e.g. 13 for Facebook).
- Keep all conversations public - use the Wall on Facebook.

- If young people wish to share more personal prayer requests, suggest setting up a secure Facebook group for them to share more personal information. Make sure that you are in administrative control of this group, along with another leader.
- If a young person sends you a private message, you can respond. However, make sure you follow the guidelines for text messaging and emails (below) and do not delete the conversation.
- If it is felt appropriate to use a web based private chat system, seek approval of Pastors / Safeguarding Team and choose systems that have a clear level of audit trail and accountability.
- Do not keep contact details (address, phone number, email) on your profile.
- You are a role model to young people so consider how you use social networking - are the video links you share offensive in content? Do you have pictures posted which could be misinterpreted (e.g. in a pub, in a pose that makes you seem drunk)? If this is how you wish to use social networking DO NOT accept the invitations of young people to add you as a friend.
- Young people's parents or carers will need to acknowledge our safeguarding policy. This will involve communicating the following statement, 'We have strict guidelines for interacting with young people through electronic medium. Within these guidelines, I am happy for my child to be contacted by workers who have pastoral responsibility for my child. This can include, e mail, social networking'.

ix. Mentoring/Face-to-face meeting

If you are in a mentoring relationship with a young person, any personal contact must be established as a pattern and this must be agreed by the parents. It is advisable that meetings take place in a public setting which ensures privacy, however this also provides safety as a leader and young person are not alone. Any mentoring relationship must be formalised with the Ministry Leader. All mentoring will be same sex.

x. Lifts

It is not generally encouraged to give children lifts home as this is the responsibility of the parent/carer. The risks involved in each scenario need to be calculated and at the very least, Service/Demographic Pastors made aware of the circumstances. If a child is awaiting a lift home there must ideally be two leaders present. However if for any reason it becomes in the best interests of the child to receive a lift home for their safety then it is advised that 2 leaders where possible must take the child home. If a leader in an emergency situation has to take a child home on their own for the child's safety, they must inform another leader or a parent when they have left to take the child home, and inform of their safe arrival. The leader will be of the same sex of the young person where possible.

xi. Photographs/Video Images

Photos and filming of children and young people will only be taken and used with parental permission.

The potential risks of taking photographs and filming include the following:

- children may be identifiable when a photograph is shared with personal information.
- direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information.
- inappropriate photographs or recorded images of children.
- inappropriate use, adaptation or copying of images.

It is essential to be very careful if photographs, videos and web cams are used of clearly identifiable people. There are several issues to be aware:

- Permission must be obtained via written consent from the child's parent/guardian before any photographs are taken or footage recorded.
- If the child/young person is 16 or over, then written consent should be obtained from them before any photographs are taken or footage recorded.
- The parent/guardian or child/young person who is 16 or over must be notified at the time of consent what the images will be used for.
- Photographs or videos are to be deleted if they are taken of a child whose parent/guardian have requested their photo not be used or to be deleted/removed. This also applies in a situation where a child/young person has asked for their photograph or a video of themselves not to be used or to be deleted/removed.
- If images are being taken at an event attended by large crowds (such as at a church event) this is regarded as a public area and permission may not necessarily be required. UK law allows you to take photographs in a public place however if someone could have a reasonable expectation of privacy then you would need to obtain their consent.
- When using photographs of children and young people, it is preferable to use group pictures.
- Children and young people under the age of 18 should not be identified publicly by surname or other personal details. These details include e-mail or postal addresses, telephone or fax numbers. Please refer to Valley Church's Data Protection Policy.
- Photographs should only be taken by people authorised to take photographs – this policy must be read in conjunction with the Valley Church Photography Policy.

xii. Casual visitors

Casual visitors, i.e. those who have not been authorised by the Church as leaders or helpers, should not have access to children without presence of an adult who is deemed to be responsible for the group. Any visitors to the group will be accounted for by the Ministry Leader and logged on the attendance database.

xiii. Off-site trips

An off-site visit is any visit which involves leaving the normal meeting place and will require off-site approval.

The Ministry Leader must:

- Assess the risk of any activity.
- Introduce measures to reduce those risks.
- Inform all those involved in those activities of the measures they have taken.

Those who are responsible for visits must:

- Take reasonable care of their own safety and other people's safety.
- Carry out activities in accordance with a safe and reasonable manner as any reasonably prudent parent/carer would in the same circumstances.

All visits must be preceded by a risk assessment. The risk assessment must include the following considerations:

- a. What are the hazards?
- b. Who might be affected by them?
- c. What safety measures need to be in place to reduce risks to an acceptable level?
- d. Can the group leader put the safety measures in place?
- e. What are the emergency procedures?

The risk assessment must be approved by the Safeguarding Co-Ordinator, preferably at least 2 weeks prior to the event so that any changes can be advised and the agreed strategies communicated to the team before the event begins.

Risk Assessments

The following must be taken into consideration. This is not an exhaustive list.

- The type of visit/activity and the level at which it is being undertaken.
- The location, routes, mode of transport.
- The competence, experience, qualifications of the staff involved.
- The ratios of staff to children. This must include an assessment of those who have an Enhanced DBS Check and can have unsupervised access and those who do not and must not have unsupervised access. In the case of a residential visit no adult must be present who does not have an Enhanced DBS Check.
- The group members age, competence, fitness and temperament for the activity.
- Any special medical needs of participants.
- Conditions, weather etc.
- The quality, suitability of equipment.
- Qualifications, insurance etc. of any organisation or group who will be involved in the activity. It is not good enough to assume that because a group offers to carry out an activity it is qualified or insured to do so.
- Emergency procedures.

- Who will provide First Aid if it is needed.
- Means of coping if a child becomes unwell.
- Ways of monitoring risks throughout the activity.

The information provided to the Safeguarding Co-ordinator must also include:

- Information provided for parent/carers (a parental consent form is required for each visit).
- Transport arrangements and details of the contact person, not involved in the visit, who will hold lists of those being transported.
- Supervision ratios (young people under 18 do not count and must be included in the numbers to be supervised). There is a need to assess the male/female makeup of the group. High risk activities e.g. swimming need higher ratios.
- Some activities are designed to allow participants to be independent. Where remote supervision is part of the visit it is essential to ensure that parents have agreed to it. E.g. A trip to a Theme Park may well involve young people being allowed to wander in the park - this does not reduce the responsibility of the group leader.

The Risk Assessment must be read and signed by all those involved in leading and supervising the visit. It is the responsibility of the Ministry Leader to ensure this task is completed. The risk assessments should be added to the Valley Church Google Team Drive.

Transport

Where it is necessary to transport children and young people to activities, transport arrangements, including the names of drivers, must be included on the Parental Consent Form. Ideally, if cars are being used there must be another adult in the car as well as the driver. Seat belts must be worn at all times and it is the driver's responsibility to ensure that each passenger is provided with a seat belt. If it is not possible for another adult to travel in the car, the group must ensure that they are able to communicate with each other and that they are not too distant from each other so that assistance is close at hand if necessary. Each driver is responsible for the insurance of his/her vehicle and must agree for its use for a group activity.

When a mini-bus is used it is important to ensure that seat belts are fitted and in use. At all times another adult must travel in the vehicle with the driver. The use of mini-buses is only allowed where drivers are Midas (Minibus Driver Awareness Scheme) qualified (or another equivalent professional qualification such as HGV) and have a full clean driving licence.

In all instances a person not travelling must have a list of names of those in each vehicle in case of an emergency and be the emergency contact point.

xiv. Missing Child Policy

If a child goes missing from within the building it is important to ensure a correct procedure is followed. It is important to register all children as they enter the building so that a full

registration is available. Adults volunteering must register their children every time they enter the building (ie. in the morning and in the evening).

If a child appears to be missing, the following procedure must be followed:

1. Inform the parent/s of the child.
2. Collect all the children together. Allocate people (preferably another children's worker, or a member of the Leadership team) to stay with the children ensuring that they are safe and calm. (If it is possible, the children should remain unaware that a problem has occurred. This will prevent them beginning to panic and get upset, particularly if it is a sibling of theirs that is missing.)
3. Complete a register of all children that are present.
4. Allocate other adults to carry out a thorough sweep of the inside and outside of the building including the rooms that can only be accessed from outside.
5. If the child is still not located call the Police.
6. Continue to sweep the inside and outside of the buildings to ensure that a child is not just hiding and also to verify that all possible places have been checked thoroughly.
7. Continue to look further beyond the perimeter of the car park and landscaped area into the immediate local area i.e. Fourfields, Station Road etc.
8. Once the child has been safely located ensure they are safe and comforted appropriately. (This will take into account their age and understanding.)
9. Carry out a thorough investigation into the events allowing a child to go missing and the procedure being followed correctly. (This will highlight any shortcomings and subsequent factors leading to a child going missing and/or changes that need making to the procedure allowing us to keep children within the building safe).

It may be appropriate to have a named person who would co-ordinate this procedure and ensure it is followed correctly along, with other named people that could be allocated the tasks of:

1. Looking after the children
2. Taking the register
3. Checking the inside of the building
4. Checking the outside of the building
5. Ringing the Police

2.D. OTHER POLICIES

Data Protection Policy

This policy must be read in conjunction with Valley Church's Data Policy and associated policies.

First Aid

This policy must be read in conjunction with Valley Church's First Aid Policy.

All accidents and incidents requiring first aid or the administration of medication must be recorded on an Accident Report Form.

Section 3: Forms for Children and Young People's Workers

The following forms can be found in this section:

1. Safeguarding CONCERN Disclosure Form
2. Additional Body Map – large
3. Safeguarding INCIDENT/ACCIDENT/NEAR MISS Form
4. General Information & Consent Form for New Children/Young People
5. New Worker Induction Form
6. Form for Off-site Visits
7. Incident/Accident Investigation Planning Meeting

Please see the Safeguarding Young People and Children Forms 2019 document for up to date forms.

